

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

AGENDA

Congestion Management & Environmental Quality (CMEQ) **Committee**

Date: Monday, November 25, 2013 at 3:00 p.m.
Place: San Mateo City Hall
330 West 20th Avenue, San Mateo, California
Conference Room C (across from Council Chambers)

PLEASE CALL Sandy Wong (599-1409) IF YOU ARE UNABLE TO ATTEND

- | | | | |
|----|--|-------------------------------------|---------------|
| 1. | Public comment on items not on the agenda | Presentations are limited to 3 mins | |
| 2. | Approval of minutes of October 28, 2013 meeting. | Action (Garbarino) | Pages 1 - 4 |
| 3. | Receive a presentation on the Economic & Housing Opportunities (ECHO) Assessment phase 2 Study. | Information (Strategic Economics) | Oral |
| 4. | Review and recommend approval of the Transportation Alternatives Program (TAP) funding for the South San Francisco Grand Boulevard Complete Streets Project in an amount of \$1,991,000. | Action (Madalena) | Pages 5 - 13 |
| 5. | Review and recommend approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2014/2015 & Fiscal Year 2015/2016. | Action (Madalena) | Pages 14 - 28 |
| 6. | Receive an update on the potential stormwater funding initiative. | Information (Fabry) | Oral |
| 7. | Review and approval of CMEQ meeting Calendar for 2014. | Action (Wong) | Page 29 |
| 8. | Executive Director Report. | Information (Wong) | |
| 9. | Member comments and announcements. | Information (Garbarino) | |
| 10 | Adjournment and establishment of next meeting date: | Action | |

Grand Boulevard Initiative Complete Streets Program

TCSP and TAP Complete Streets Project funding will be required to provide a City Resolution formalizing this commitment prior to project programming.

8. Confirm the City's ability to provide the required local matching funds and define the source of funding (non-federal).
9. Address the selection criteria questions/considerations listed below.

Criteria for Selection of Final Design Case Study

A. Level of readiness of jurisdiction to utilize Complete Streets design

- What is the level of readiness of the City to support the Complete Streets final design and construction (i.e., policies, plans, visions in place to make use of the design)?
- Is the City Council and/or other city commission in support of complete streets improvements on El Camino Real/Mission Street? The city selected for the TCSP and TAP Complete Streets Project funding will be required to provide a City Resolution in support of the Complete Streets Project prior to project programming.
- What actions have been (or will be) taken to present the case study design to the City Council and/or other city commissions?
- What is the level of anticipated community, business, and political support?
- Who will manage the project for the City?

B. Availability of local match

- A minimum local cash match of \$91,308 (non-federal) is required for the TCSP final design funding, totaling 20% of the total final design budget.
- A minimum local cash match of \$498,000 (non-federal) is required for the TAP construction funding, totaling 20% of the total construction budget.
- What are the total contributions that the city will contribute as a local match to final design and construction? The city selected for the TCSP and TAP Complete Streets Project funding will be required to enter into a Funding Agreement with C/CAG and SamTrans prior to project programming.
- What is the source of the non-federal match contribution?

C. Incorporation of Complete Streets design elements

- Does the case study address exemplary Complete Streets design elements (i.e., pedestrian improvements, bicycle improvements, transit improvements)?
- Please provide a written commitment to incorporate, operate, and maintain the Complete Streets features. The city selected for the TCSP and TAP Complete Streets Project funding will be required to provide a City Resolution formalizing this commitment prior to project programming.

D. Incorporation of Sustainable Streets (Green Streets) infrastructure

- The final design segment must include Sustainable/Green Streets infrastructure in order to be eligible for C/CAG's TAP funding for construction.
- Please provide a written commitment to incorporate, operate, and maintain the Sustainable/Green Streets features. The city selected for the TCSP and TAP Complete Streets Project funding will be required to provide a City Resolution formalizing this commitment prior to project programming.
- How does the city plan to fund ongoing maintenance of the sustainable street infrastructure?

Grand Boulevard Initiative Complete Streets Program

- How many new street trees would be planted in the project segment? What is the anticipated full-growth canopy coverage provided by these trees?
- As feasible, please quantify by square footage pre- and post-project impervious surface, permeable paving, and landscape-based stormwater treatment features, and indicate how much impervious surface will be treated/managed by either permeable pavement or landscape-based stormwater treatment facilities. Please describe how the project incorporates other exemplary Sustainable Streets elements, such as recycled materials, reflective surfaces, water- or energy-conserving features, etc.

E. Utility Conflicts

- Please identify any known utility conflicts in the project segment and whether utility relocations will be required during project construction. Please be as specific as possible (i.e., type of utility and provider, known location, and need for relocation).

F. Transferability to other jurisdictions

- Is the case study area a prime example of corridor conditions?
- Can the design be easily replicated along the corridor?
- Is the case study representative of common Complete Streets design opportunities in other communities in the corridor?

G. Surrounding environment (existing and planned)

- What types of existing development surround the case study area (i.e., transit centers, commercial uses, residential, etc.)?
- What types of uses (and intensity of uses) are planned for the case study area?

Submittal Instructions

Each city shall provide 6 identical hard copies and 1 electronic copy on CD to the address below no later than **5pm on Thursday, October 31, 2013**. The application package must be delivered by this date (not post-marked by this date).

Megan Wessel
San Mateo County Transit District
1250 San Carlos Avenue
San Carlos, CA 94070

General Application Review and Selection Process

Case study applications are due no later than **5pm on Thursday, October 31, 2013**.

The TCSP and TAP Case Study Selection Committee will review the applications according to how well they meet the criteria described above and how representative they are of common complete streets design opportunities faced by other communities along the El Camino Real corridor.

The cities will be notified of the final selection in early November.

Grand Boulevard Initiative Complete Streets Program

Contact Information

Please contact Megan Wessel at 650-622-7815 or wesselm@samtrans.com with any questions.

C/CAG AGENDA REPORT

Date: November 25, 2013
To: Congestion Management and Environmental Quality (CMEQ) Committee
From: Tom Madalena
Subject: Review and recommend approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2014/2015 & Fiscal Year 2015/2016

(For further information or questions contact Tom Madalena at 599-1460)

RECOMMENDATION

That the CMEQ Committee review and recommend approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2014/2015 & Fiscal Year 2015/2016.

FISCAL IMPACT

For the FY 14/15 & FY 15/16 funding cycle there will be approximately \$7,000,000 available.

SOURCE OF FUNDS

Funding to support the shuttle programs will be derived from the Congestion Relief Plan adopted by C/CAG and includes \$1,000,000 in funding (\$500,000 for FY 14/15 and \$500,000 for FY 15/16). The San Mateo County Transportation Authority (TA) Measure A Program will provide approximately \$6,000,000 for the two-year funding cycle. The C/CAG funding will be predicated on the C/CAG Board of Directors approving shuttle funding in the amount of \$500,000 for each fiscal year through the budget adoption process.

BACKGROUND/DISCUSSION

For the upcoming San Mateo County Shuttle Program, C/CAG will partner with the San Mateo County Transportation Authority to issue a joint call for projects. Staff developed a “one call” funding program that enables applicants to apply to one program utilizing one application and scoring criteria for both C/CAG and TA funding sources. The combined program is designed to utilize one call for projects, one application, and one scoring committee. The funding cycle as developed is a two-year cycle and includes FY 14/15 and FY 15/16. Both agencies will be utilizing one methodology by which to score projects. Once proposed projects have been scored they will be brought to each respective Board of Directors for the funding allocation from the respective agency. Staff will work to try to issue only one source of funds (C/CAG or TA) for each project.

All applications will go through one application process. The result of this process will be one prioritized list of projects to be funded. The scoring committee will then create two separate lists of projects which will go to each agency for funding. This means there will be one prioritized project list that will be broken down into two lists that will have the projects to be funded by each agency. After the funding allocations are made by each Board of Directors, staff from each agency will be responsible for administering their agency's funding agreements with the shuttle program project sponsors. Essentially there is one call for projects and application process, but once the funding allocations are made project sponsors will then be working with staff from the agency that provides the funding. There will be ongoing progress reports required from project sponsors that will be the same for both agencies.

The minimum match is twenty five percent (25%) of the total project cost. Project applicants include local jurisdictions and/or public agencies. There will be a governing board resolution that confirms that the jurisdiction/agency approves of the application submittal and commits to providing the matching funds that must be submitted no later than March 7, 2014.

Proposed Timeline for the San Mateo County Shuttle Program for FY 14/15 & FY 15/16:

- November 21, 2013 – Technical Advisory Committee Call for Projects Review
- November 25, 2013 – Congestion Management and Environmental Quality Committee Call for Projects Review
- December 12, 2013 – C/CAG Board of Directors Call for Projects Review and Approval
- January 13, 2014 – Issue Call for Projects for FY 14/15 & FY 15/16 San Mateo County Shuttle Program
- January 21, 2014 – Application Workshop at SamTrans offices
- February 14, 2014 – Shuttle Program Applications Due
- February 24-28, 2014 – Convene Shuttle Program Evaluation Committee
- March 20, 2014 – Technical Advisory Committee Recommended Project List Review
- March 31, 2014 – Congestion Management and Environmental Quality Committee Project List Review
- May 1, 2014 Transportation Authority Board of Directors Project List Final Review and Approval
- May 8, 2014 – C/CAG Board of Directors Project List Review and Approval

ATTACHMENTS

- San Mateo County Shuttle Program Call for Projects FY 2014/2015 & 2015/2016

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY



TO: City/County Managers
Public Works Directors

FROM: Tom Madalena, C/CAG
Joel Slavitt, SMCTA

DATE: January 13, 2014

RE: **Call for Projects: San Mateo County Shuttle Program FY 2014/2015 & FY 2015/2016**

This memo transmits the guidelines and criteria for the San Mateo County Shuttle Program for FY 2014/2015 & FY 2015/2016, a combination of the C/CAG Local Transportation Services Program under the Countywide Congestion Relief Plan and the San Mateo County Transportation Authority (TA) Measure A Sales Tax Program. This combined funding program offers \$7,000,000 available on a competitive basis for a two-year funding cycle. Eligible applicants in San Mateo County can apply for funding to establish local shuttle services that are designed to assist residents and employees to travel within San Mateo County or to connect with a regional transportation service (major SamTrans routes, Caltrain, BART, ferries). Eligible applicants include local jurisdictions and/or public agencies within San Mateo County. Projects that are coordinated among multiple jurisdictions are encouraged. The funding for this Call for Projects is to start new local transportation services, augment existing services, or continue projects previously funded under the Congestion Relief Plan and/or the Measure A Sales Tax Local Shuttle Program. Shuttles funded through this program must be open to the general public. Shuttle projects must conform to all applicable federal, state and local laws and regulations.

In order to qualify for funding, the project sponsor must provide a minimum of 25% of the total cost of the program. The source of matching funds is at the discretion of the project sponsor, although matching funds must not be C/CAG funds or San Mateo County Transportation Authority Measure A Local Shuttle Program funds. Direct costs for operations, marketing and administration of shuttles are eligible.

Local jurisdictions and/or public agencies must be the applicant for the funds; however they may use other entities such as SamTrans, the Peninsula Traffic Congestion Relief Alliance (Alliance) or others to manage and/or operate the service. Employers and private entities are not eligible to apply directly, however they may partner with a local jurisdiction or public agency which would be the applicant. A letter of concurrence/sponsorship from SamTrans is required to confirm that the shuttle route(s) shall not duplicate SamTrans fixed-route service. Please contact Michael

Eshleman, Operations Planning [(650)-508-6227, eshlemanm@samtrans.com], no later than **January 31, 2014** to request the letter of concurrence/sponsorship.

Submit seven (7) hard copies and one (1) electronic copy of the application. Applications may be emailed to tmadalena@smcgov.org and mailed to:

Tom Madalena
C/CAG
555 County Center, 5th Floor
Redwood City, CA 94063

The application deadline is 5:00 p.m. Friday February 14, 2014. An application workshop will be held 1:30 p.m. Tuesday January 21, 2014 in the 2nd Floor Auditorium of the SamTrans office in San Carlos. Governing Board Resolution must be submitted no later than March 7, 2014. The applications must include the information listed below and must be completed with the attached Microsoft Word application forms. Projects (both new and existing) may be considered for reduced funding in the event that there are insufficient funds to fully fund the requested amount. C/CAG and the TA intend to program funds such that each shuttle program funded through this funding cycle will only receive one funding source.

EVALUATION PROCESS (dates are subject to change)

An evaluation panel will review the applications and develop recommendations for publication by March 1, 2014. These recommendations will be presented to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) on March 20, 2014. The TAC recommendation will go to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) on March 31, 2014. The C/CAG Board of Directors and TA Board of Directors will each develop a program of projects after consideration of the recommendations provided by the TAC and CMEQ on May 8, 2014 and May 1, 2014 respectively.

Attachments:

- San Mateo County Shuttle Program Application FY 14/15 & 15/16 for Existing Shuttles
- San Mateo County Shuttle Program Application FY 14/15 & 15/16 for New Shuttles
- San Mateo County Shuttle Program Criteria
- Non-supplantation of funds certification

San Mateo County Shuttle Program FY 2014/2015 & FY 2015/2016

Application Form for Existing Shuttles

Sponsoring agency:

Contact person:

Phone:

Email:

Shuttle Name	Amount of Funding Requested
	\$

Minimum Requirements:

Yes No

- Project is located within San Mateo County
- Project is a shuttle service that meets local mobility needs and/or provides access to regional transit
- Funding is for shuttle operations open to the general public
- Shuttles must be compliant with the Americans with Disabilities Act (ADA)
- A funding match of at least 25% will be provided
- A Non-Supplantation Certificate is attached
- A letter of concurrence/sponsorship from SamTrans is attached*
* Please contact Michael Eshleman, Operations Planning [(650)-508-6227, eshlemanm@samtrans.com], no later than January 31, 2014 to request the letter of concurrence/sponsorship.
- A governing board resolution in support of the proposed shuttle is required. If the applicant is not able to obtain a governing board resolution prior to the February 14, 2014 application submission deadline, the application will be accepted on an interim basis with an endorsement letter from the applicant's City manager or Executive officer. An adopted governing board resolution must be obtained no later than March 7, 2014.

If you have answered "no" to any of the above minimum requirements, please review the project guidelines and contact Tom Madalena [(650) 599-1460, tmadalena@smcgov.org] or Joel Slavit [(650) 508-6476, slavitj@samtrans.com] with any questions.

Attachments

List all attachments here:

- A letter of concurrence/sponsorship from SamTrans (*Minimum requirement*)
- A Non-Supplantation Certificate (*Minimum requirement*)
- Service Maps (*C1a*)
- Governing Board Endorsement (*E1*)
- Support letters (*E2*) Other specify here _____

APPLICATION FOR EXISTING PROJECTS

A. Need (up to 20 points)

Describe how the shuttle will:

1. Provide service in/to an area underserved by other public transit
2. Provide transportation to low-income, transit dependent, seniors, disabled or other special-needs populations
3. Provides transportation to the services used by the special demographic groups from Item A.2 above.

Letters of support from co-sponsors, partners, stakeholders, etc. (*List agencies/organizations and attach letters*)

B. Readiness (Up to 20 points)

1. Service Plan - Describe how the service was delivered for the prior 12 months and any proposed changes for the new two year funding period, including:
 - a. Service area (route description, destinations served)
(*Attach maps*)
 - b. List specific rail stations, major SamTrans route or ferries served by the shuttle
 - c. Schedule (Days, times, frequency) Show coordination with scheduled transit service. Also describe whether the shuttle is a community shuttle, commuter shuttle or door-to-door shuttle as well as the size and number of vehicles to be used.
 - d. Marketing (outreach, advertising, signage, schedules, etc.)
 - e. Service provider
 - f. Administration and oversight plan/roles

- g. Co-sponsor/stakeholders (roles/responsibilities)
- h. Monitoring plan (service quality performance data, complaints/complements, surveys)
- i. Ridership characteristics (commuters, employees, seniors, students, etc.)
- j. Any differences/changes to existing service for the funding period, compared to the prior 12 months
- k. If the shuttle under-performed the benchmarks listed in Table 1 below, did the sponsor utilize the Technical Assistance Program (TAP) offered by SamTrans and the Alliance?

Table 1 - Benchmarks for existing shuttles

Shuttle service	Operating Cost/ passenger	Passengers/ Service Hour
Commuter	\$7	15
Community or Combination	\$9	10
Door to Door	\$16	2

2. Funding Plan with Budgeted Line Items (*use Table 2 below*):

Table 2

Budget Line Item	For Prior 12 Months	FY 15 Budget	FY 16 Budget	Total Budget FY 15 & 16
a. Contractor cost (e.g. operator/vendor)				
b. Fuel				
c. Insurance				
d. Administrative costs (e.g. staff oversight)				
e. Other direct costs (e.g. marketing)				
f. Total Operating Cost				

- g. Notes/exceptions (e.g. if there are projected differences between the first and second years' costs)

C. Effectiveness (up to 25 points)

1. Service Performance

Operating cost per passenger and passengers per service hour for prior 12 months
(Use Table 3 below)

Table 3

Operating Data		For Prior 12 Months
Vehicle Hours of Service		
Service Vehicle Miles		
Total Passengers		
Performance Indicators		For Prior 12 Months
Operating Cost/Passenger ¹		
Passengers/Service Hour ²		

Footnotes

1. Total Operating Cost/Total Passengers
2. Total Passengers/Vehicle Hours of Service

2. What other transit services does this shuttle connect with (*if bus, identify the route*)?
3. Does the shuttle provide connections between transit oriented development and major activity centers?
4. Describe the extent that this shuttle reduces Single Occupancy Vehicle (SOV) trips and Vehicle Miles Traveled (VMT). *Provide justification/methodology for the reduction in the number of SOV trips and VMT.*

D. Funding Leverage (up to 20 points)

1. List amounts and sources of matching funds

Source of Funding	Amount	Percentage
Matching Funds (<i>list sources</i>)		
<i>Subtotal Matching Funds</i>	\$0.00	#DIV/0!
TA or C/CAG Funding request for FY15 & FY16		#DIV/0!
Total Funding	\$0.00	#DIV/0!

2. How much private sector funding will be contributed towards this shuttle? \$ _____

E. Policy Consistency & Sustainability – (up to 15 points)

1. Proposed shuttle is included in adopted local, special area, county or regional plan (*list plans*)
2. Describe how the shuttle service supports job and housing growth/economic development.
3. Will clean-fuel vehicles be deployed for shuttle service? (*describe*)
4. Does the shuttle accommodate bicycles?
5. Are there any costs savings demonstrated through sharing of resources (e.g. shuttle operator provides reduced rates if used for both peak and off-peak service)

San Mateo County Shuttle Program FY 2014/2015 & FY 2015/2016

Application Form for New Shuttles

Sponsoring agency:

Contact person:

Phone:

Email:

Shuttle Name	Amount of Funding Requested
	\$

Minimum Requirements:

Yes No

- Project is located within San Mateo County
- Project is a shuttle service that meets local mobility needs and/or provides access to regional transit
- Funding is for shuttle operations open to the general public
- Shuttles must be compliant with the Americans with Disabilities Act (ADA)
- A funding match of at least 25% will be provided
- A Non-Supplantation Certificate is attached
- A letter of concurrence/sponsorship from SamTrans is attached*
* Please contact Michael Eshleman, Operations Planning [(650)-508-6227, eshlemanm@samtrans.com], no later than January 31, 2014 to request the letter of concurrence/sponsorship.
- A governing board resolution in support of the proposed shuttle is required. If the applicant is not able to obtain a governing board resolution prior to the February 14, 2014 application submission deadline, the application will be accepted on an interim basis with an endorsement letter from the applicant's City manager or Executive officer. An adopted governing board resolution must be obtained no later than March 7, 2014.

If you have answered "no" to any of the above minimum requirements, please review the project guidelines and contact Tom Madalena [(650) 599-1460, tmadalena@smcgov.org] or Joel Slavit [(650) 508-6476, slavitj@samtrans.com] with any questions.

Attachments

List all attachments here:

- A letter of concurrence/sponsorship from SamTrans (*Minimum requirement*)
- A Non-Supplantation Certificate (*Minimum requirement*)
- Service Maps (*C1a*)
- Governing Board Endorsement (*E1*)
- Support letters (*E2*)
-
-
-

APPLICATIONS FOR NEW PROJECTS

A. Need (up to 25 points)

Describe how the shuttle will:

1. Provide service in/to an area underserved by other public transit
2. Provide transportation to low-income, transit dependent, seniors, disabled or other special-needs populations
3. Provides transportation to the services used by the special demographic groups from Item A.2 above.

Letters of support from co-sponsors, partners, stakeholders, etc. (*List agencies/organizations and attach letters*)

B. Readiness (Up to 25 points)

1. Service Plan - Describe how the service will be delivered including:
 - a. Service area (route description, destinations served)
(*Attach maps*)
 - b. Describe your service plan development (planning process, public outreach, whether SamTrans/Alliance technical assistance was utilized, etc.)
 - c. List specific rail stations, major SamTrans route or ferries served by the shuttle
 - d. Schedule (Days, times, frequency) Show coordination with scheduled transit service. Also describe whether the shuttle is a community shuttle, commuter shuttle or door-to-door shuttle as well as the size and number of vehicles to be used.
 - e. Marketing (outreach, advertising, signage, schedules, etc.)
 - f. Service provider
 - g. Administration and oversight plan/roles

- h. Co-sponsor/stakeholders (roles/responsibilities)
- i. Monitoring plan (service quality performance data, complaints/complements, surveys)
- j. Ridership characteristics (commuters, employees, seniors, students, etc.)
- k. Any differences/changes to existing service for the funding period, compared to the prior 12 months
- l. Planning process for shuttles (extent of public planning process, use of SamTrans and Alliance Technical Assistance Program)

C. Effectiveness (up to 15 points)

- 1. Projected ridership and performance for each fiscal year. *(Use Table 1 to provide calculation information for questions 1, 2 and 3. State assumptions and document justifications where possible.)*

Table 1

Projected Operating Costs	FY15 Projection	FY16 Projection
Contractor Cost		
Fuel		
Insurance		
Administrative Costs (e.g. Personnel expenses)		
Other Direct Costs (e.g. Printing marketing materials, promotions, etc.)		
Total Operating Costs		\$0

Projected Operating Data	FY15 Projection	FY16 Projection
Vehicle Hours of Service		
Service Vehicle Miles		
Total Passengers		

Performance Indicators	FY15 Projected Average	FY16 Projected Average
Operating Cost/Passenger	#DIV/0!	#DIV/0!
Passengers/Service Hour	#DIV/0!	#DIV/0!

2. What other transit services does this shuttle connect with (*if bus, identify the route*)?
3. Does the shuttle provide connections between transit oriented development and major activity centers?
4. Describe the extent that this shuttle reduces Single Occupancy Vehicle (SOV) trips and Vehicle Miles Traveled (VMT). *Provide justification/methodology for the reduction in the number of SOV trips and VMT.*

D. Funding Leverage (up to 20 points)

1. List amounts and sources of matching funds

Source of Funding	Amount	Percentage
Matching Funds (<i>list sources</i>)		
<i>Subtotal Matching Funds</i>	<i>\$0.00</i>	<i>#DIV/0!</i>
TA or C/CAG Funding request for FY15 & FY16		#DIV/0!
Total Funding	\$0.00	#DIV/0!

2. How much private sector funding will be contributed towards this shuttle? \$_____

E. Policy Consistency & Sustainability – (up to 15 points)

1. Proposed shuttle is included in adopted local, special area, county or regional plan (*list plans*)
2. Describe how the shuttle service supports job and housing growth/economic development.
3. Will clean-fuel vehicles be deployed for shuttle service? (*describe*)
4. Does the shuttle accommodate bicycles?
5. Are there any cost savings demonstrated through sharing of resources (e.g. shuttle operator provides reduced rates if used for both peak and off-peak service)

Eligibility Criteria		TA-C/CAG Joint Shuttle Program Call for Projects FY 15 & 16	
Minimum Local Match	- 25%		
Local Match	<ul style="list-style-type: none"> - C/CAG or Measure A Shuttle funds cannot be used as the local match for either funding agency. - Measure A Local Streets/Transportation Funds may be used. 		
Program Purpose	- Provide local shuttle services for residents and employees to travel within or to connect with regional transportation/transit service within San Mateo County.		
Eligible Applicants	<ul style="list-style-type: none"> - Local jurisdictions and/or public agencies are eligible applicants for the funds, however they must obtain a letter of concurrence/sponsorship from SamTrans. They may partner with other public, non-profit or private entities to co-sponsor shuttles. - Grant applicants may also contract with other public, non-profit or private entities to manage and/or operate the shuttle service. 		
Eligible Costs	<ul style="list-style-type: none"> - Costs directly tied to the shuttle service, such as operations, marketing and outreach, and staff time directly associated with shuttle administration are eligible. - Leasing of vehicles is an eligible expense; vehicle purchase is not. - Overhead, indirect or other staff costs are not eligible. 		
Minimum Requirements	<ul style="list-style-type: none"> - Project is located in San Mateo County - Project is a shuttle service that meets local mobility needs and/or provides access to regional transit. - Funding is for operations open to the general public - Shuttles must be compliant with the Americans with Disabilities Act(ADA). 		
Other Requirements	- Any change to the proposed service prior to implementation or during the funding period must be approved by the funding agency (TA or C/CAG) with the concurrence of SamTrans.		
Screening Criteria		Existing Shuttles	New Shuttles
Non-Supplantation Certification	Funding request does not substitute for existing funds.		NA
Letter of Concurrence/sponsorship	Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that shuttle routes do not duplicate SamTrans fixed-route or other public shuttle service, is required. If there are proposed route and/or schedule changes to existing shuttle service, applicant shall provide a letter of concurrence from SamTrans regarding the proposed changes.		Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that proposed shuttle routes does not duplicate SamTrans fixed route or other public shuttle service, is required.
Governing Board Resolution	A governing board resolution in support of the project is required. If the applicant is not able to obtain a governing board resolution prior to the February 14, 2014 application deadline, the application will be accepted on an interim basis with an endorsement letter from the applicant's City Manager or Executive Officer until an adopted governing board resolution can be obtained by March 7, 2014		
Scoring Criteria		Existing Shuttles	New Shuttles
Need & Readiness	<p><u>Need – 20 points</u></p> <ul style="list-style-type: none"> - Provides service to an area underserved by other public transit - Provides services to special populations (e.g. low income/transit dependent, seniors, disabled, other) - Provides transportation to the services used by special populations - Letters of support from stakeholders <p><u>Readiness – 20 points</u></p> <p>Solid service plan in place describing how the shuttle service will be delivered for the 2-year funding period including:</p> <ol style="list-style-type: none"> Service area (routes/maps, destinations served) Specific rail stations, ferry or major SamTrans transit centers served Schedule (days, times, frequency) - show coordination with scheduled transit service Marketing plan/activities (advertising, outreach, signage, etc.) Service Provider Administration and oversight (whom?) Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys) Co-sponsors/stakeholders (roles?) Ridership characteristics: e.g. commuter/ employees, seniors, students, etc Any significant changes to existing service Did applicant use the Technical Assistance Program offered by SamTrans & the Alliance to improve underperforming routes? <p>Solid funding plan with budgeted line items for:</p> <ol style="list-style-type: none"> Contractor (operator/vendor) cost Fuel Insurance Administrative (Staff oversight) Other direct costs (e.g. marketing) Total operating cost Notes/exceptions (e.g. if there are projected differences between the 1st and 2nd year costs) 		<p><u>Need – 25 points</u></p> <ul style="list-style-type: none"> - Provides service to an area underserved by other public transit - Provides services to special populations (e.g. low income/transit dependent, seniors, disabled, other) - Provides transportation to the services used by special populations - Letters of support from stakeholders <p><u>Readiness – 25 points</u></p> <p>Solid service plan in place describing how the shuttle service will be delivered for the 2-year funding period including:</p> <ol style="list-style-type: none"> Service area (routes/maps, destinations served) Service plan development Specific rail stations, ferry or major SamTrans transit centers served Schedule (days, times, frequency) - show coordination with scheduled transit service Marketing plan/activities (advertising, outreach, signage, etc.) Service Provider Administration and oversight (whom?) Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys) Co-sponsors/stakeholders (roles?) Ridership characteristics: e.g. commuter/ employees, seniors, students, etc Any significant changes to existing service Planning process for shuttles (extent of public planning process, use of SamTrans & Alliance Technical Assistance Program) <p>Solid funding plan with budgeted line items for:</p> <ol style="list-style-type: none"> Contractor (operator/vendor) cost Administrative (Staff oversight) Other direct costs (e.g. marketing) Total operating cost Notes/exceptions (e.g. if there are projected differences between the 1st and 2nd year costs)
Effectiveness	<p><u>Effectiveness – 25 points</u></p> <ul style="list-style-type: none"> - Annual average operating cost per passenger for the prior 12 months - Annual average passengers per revenue vehicle hour of service for the prior 12 months - Service links with other fixed route transit (more points for higher ridership routes) - Improves access from transit oriented development to major activity nodes - Reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT) 		<p><u>Effectiveness - 15 points</u></p> <ul style="list-style-type: none"> - Projected ridership, operating costs, and revenue vehicle hours of shuttle service to be provided in the first and second years of shuttle service. - State assumptions and document justification where possible - Proposed service links with other fixed route transit (more points for higher ridership routes) - Proposed service improves access from transit oriented development to major activity nodes - Proposed service reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT)
Funding Leverage – 20 points	<p>Percentage of matching funds contribution:</p> <ul style="list-style-type: none"> 25 to < 50% - up to 10 points 50 to < 75% - up to 15 points 75 to < 99% - up to 18 points <p>Private sector funding proposed (supports less public subsidy) – 2 points</p>		<p>Percentage of matching funds contribution:</p> <ul style="list-style-type: none"> 25 to < 50% - up to 10 points 50 to < 75% - up to 15 points 75 to < 99% - up to 18 points <p>Private sector funding proposed (supports less public subsidy) – 2 points</p>
Policy Consistency & Sustainability – 15 points	<ul style="list-style-type: none"> - Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd. Initiative, MTC Priority Development Area, etc.) - Supports jobs and housing growth/economic development - Use of clean fuel vehicle(s) for service - Shuttle accommodates bicycles - Cost savings demonstrated through sharing of resources (shuttle operator provides reduced rates if service used for peak and off-peak service) 		<ul style="list-style-type: none"> - Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd. Initiative, MTC Priority Development Area, etc.) - Supports jobs and housing growth/economic development - Use of clean fuel vehicle(s) for service - Shuttle accommodates bicycles - Cost savings demonstrated through sharing of resources (shuttle operator provides reduced rates if service used for peak and off-peak service)
		Maximum Point Total - 100	Maximum Point Total - 100

**San Mateo Fiscal Years 2015 and/or 2016
San Mateo County
Shuttle Program**

Non-Supplantation of Funds Certification

This certification, which is a required component of the project initiator's grant application, affirms that San Mateo County Transportation Authority (TA) Measure A Local Shuttle Program and/or City/County Association of Governments of San Mateo County (C/CAG) Local Transportation Services Program funds will be used to **supplement** (add to) existing funds, and will not **supplant** (replace) existing funds that have been appropriated for the same purpose. Potential supplantation will be examined in the application review as well as in the pre-award review and post award monitoring.

Funding may be suspended or terminated for filing a false certification in this application or other reports or documents as part of this program.

Certification Statement:

I certify that any funds awarded under the FY2015 and/or FY2016 TA Measure A Local Shuttle Program and/or C/CAG Local Transportation Services Program will be used to supplement existing funds for program activities, and will not replace (supplant) existing funds or resources.

Project Name: _____

Project Applicant: _____

PRINT NAME

TITLE*

SIGNATURE

DATE

* This certification shall be signed by the Executive Director, Chief Executive Officer, President or other such top-ranking official of the Project Applicant's organization.

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

Date: November 25, 2013

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Sandy Wong

Subject: Review and approval of the 2014 CMEQ meeting Calendar

It is recommended that the CMEQ committee approve the regular meeting calendar for 2014 as follows:

Congestion Management & Environmental Quality
Mondays 3:00 p.m. to 5:00 p.m.
January 27
February 24
March 31
April 28
May 19 (May 26 is Memorial Day)
June 30
July – No meeting
August 25
September 29
October 27
November 24
December - No meeting

All meetings are scheduled for the last Monday of the month except for May 19th. Also, following the CMEQ committee's decision for past years, staff recommend to not schedule meetings for the months of July and December.

Meetings begin at 3:00 p.m. and end at 5:00 p.m. and are typically held in Conference Room C, San Mateo City Hall, with occasional alternative locations to be announced.