

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*

1:15 p.m., Thursday, February 16, 2012
San Mateo County Transit District Office¹
1250 San Carlos Avenue, Second Floor Auditorium
San Carlos, California

TECHNICAL ADVISORY COMMITTEE (TAC) AGENDA

- | | | |
|--|---------------------|--------------|
| 1. Public comment on items not on the Agenda (presentations are customarily limited to 3 minutes). | Porter/Hurley | No materials |
| 2. Issues from the last C/CAG Board meetings (Nov/Dec 2011, Jan 2012): <ul style="list-style-type: none">• Adopted – 2011 CMP for San Mateo County• Approved – Final list of projects for inclusion in the RTP• Approved – Amend. No. 2 to the Coop. Agmt. with Caltrans for \$650,000 for design of the Smart Corridors Segment 3• Approved – Contract with County of San Mateo for \$75,000 for administration of the CAP Template development• Approved – South San Francisco/San Bruno CBTP contingent on final comments from cities• Approved- Countywide Transportation Plan for Low Income Populations | Hoang | No materials |
| 3. Approval of the Minutes from November 17, 2011 | Hoang | Page 1-2 |
| 4. Update on the San Mateo County Energy Watch, Local Government Partnership between C/CAG and Pacific Gas and Electric Company (Information) | Springer/
Wright | Page 3-16 |
| 5. TA Highway Call for Project Update (Information) | Chung | No materials |
| 6. Review and recommend approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2012/2013 & Fiscal Year 2013/2014 (Action) | Madalena | Page 17-29 |
| 7. Recommendation of the Fiscal Year 2012/2013 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County (Action) | Madalena | Page 30-36 |
| 8. Regional Project and Funding Information (Action) | Higaki | Page 37-49 |
| 9. Executive Director Report | Napier | No materials |
| 10. Member Reports | All | |

¹ For public transit access use SamTrans Bus lines 390, 391, 292, KX, PX, RX, or take CalTrain to the San Carlos Station and walk two blocks up San Carlos Avenue. Driving directions: From Route 101 take the Holly Street (west) exit. Two blocks past El Camino Real go left on Walnut. The entrance to the parking lot is at the end of the block on the left, immediately before the ramp that goes under the building. Enter the parking lot by driving between the buildings and making a left into the elevated lot. Follow the signs up to the levels for public parking.

2011 TAC Roster and Attendance											
No.	Member	Agency	Jan	Feb	Mar	Apr	May	Jul	Aug	Sep	Nov
1	Jim Porter (Co-Chair)	San Mateo County Engineering	x	x		x		x	x	x	
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x	x	x	x	x	x	x
3	Afshin Oskoui	Belmont Engineering	n/a	x	x						
4	Randy Breault	Brisbane Engineering	x	x	x	x	x	x	x	x	
5	Syed Murtuza	Burlingame Engineering	x	x	x	x	x	x	x	x	
6	Bill Meeker	Burlingame Planning			x					x	
7	Lee Taubeneck	Caltrans	x				x	x	x		
8	Sandy Wong	C/CAG	x	x	x	x	x	x	x	x	x
9	Robert Ovardia	Daly City Engineering	x	x	x			x		x	x
10	Tatum Mothershead	Daly City Planning	x	x	x	x		x	x		x
11	Ray Towne	Foster City Engineering	x	x	x	x	x		x	x	
12	Mo Sharma	Half Moon Bay Engineering		x		x	x	x	x		x
13	Chip Taylor	Menlo Park Engineering	x	x	x	x		x			x
14	Ron Popp	Millbrae Engineering	x		x	x	x	x		x	x
15	Van Ocampo	Pacifica Engineering	x	x			x		x	x	x
16	Peter Vorametsanti	Redwood City Engineering	x	x	x	x	x	x		x	x
17	Klara Fabry	San Bruno Engineering	x	x	x	x		x		x	
18	Larry Patterson	San Mateo Engineering	x	x		x	x		x	x	
19	Steve Monowitz	San Mateo County Planning		x						x	
20	Dennis Chuck	South San Francisco Engineering	x	x	x	x	x	x	x	x	x
21	Paul Nagengast	Woodside Engineering	n/a		x						
21	Kenneth Folan	MTC									

Updated 2/13/12

**TECHNICAL ADVISORY COMMITTEE (TAC)
FOR THE
CONGESTION MANAGEMENT PROGRAM (CMP)**

**November 17, 2011
MINUTES**

The meeting of the Technical Advisory Committee (TAC) was held in the SamTrans Offices, 1250 San Carlos Avenue, San Carlos, 4th Floor Dining Room. Co-chair Hurley called the meeting to order at 1:20 p.m. on Thursday, November 17, 2011.

TAC members attending the meeting are listed on the Roster and Attendance on the preceding page. Others attending the meeting were: Richard Napier – C/CAG; John Hoang – C/CAG; Jean Higaki – C/CAG; Jim Bigelow – C/CAG CMEQ

1. Public comment on items not on the agenda.

Jim Bigelow, C/CAG CMEQ member, commented that he has recently experienced significant increase in traffic congestion between Belmont and San Mateo. This congestion occurs between 5-7 p.m. (peak period) and impacts sections of El Camino Real and Ralston Ave. and other adjacent and parallel streets in the vicinity.

2. Issues from the last C/CAG meeting.

As indicated on the Agenda.

3. Approval of the Minutes from September 15, 2011.

Approved.

4. Receive comments on the Draft 2011 Congestion Management Program (CMP) and recommend adoption of the Final 2011 CMP for San Mateo County

John Hoang summarized the updates that were incorporated into the 2011 CMP and also indicated that the monitoring data collected as part of the CMP will be made available to jurisdictions in GIS format in about two weeks through the County of San Mateo GIS portal.

5. Notification of the 3rd Cycle Lifeline Transportation Program Call for Projects

Jean Higaki presented the item indicating that MTC is finalizing the program, which will be released approximately January 2012. The Program can include transit oriented projects as well as other programs and projects that address barriers to mobility within low-income communities.

6. Regional Project and Funding Information

Jean Higaki presented item.

7. Executive Director Report

Richard Napier, Executive Director, indicated that the Smart Corridors Project were allocated funding last month and is expected to receive another funding allocation in December. The County of San Mateo will be handling the majority of the construction work for the project. A

workshop for all the Smart Corridors cities will be held in the near future with construction work for the majority of the project expected to begin in early 2012.

Napier said that the technical advisory committee for the stormwater pollution prevention program needs more involvement from high-level city staff and decision makers and suggests that this item be placed on a future agenda for discussion. Napier also mentioned that C/CAG is considering offering to perform NPDES assessment for cities.

Napier indicated that all CMIA projects are on schedule and budget.

Sandy Wong, Deputy Director, added that PG&E is starting up a pilot project with the City of Burlingame and other cities regarding implementing a process for providing information on pipelines such as status and testing. The plan is to eventually roll out the project to all cities.

With regards to the OneBayArea and local streets and road concerns, Napier indicated that elected officials need to get involved and encouraged cities to communicate their concerns to MTC and the county representatives on the MTC Board. C/CAG has an obligation to provide Cycle 2 funds to all cities. C/CAG, along with other CMAs, is supportive of de-emphasizing the PDA requirements.

8. Member Reports

Joe Hurley, Co-chair, welcomed Paul Nagengast, Public Works Director from the Town of Woodside, to the TAC.

End of Meeting at 1:50 p.m.

C/CAG AGENDA REPORT

Date: February 16, 2012
To: Congestion Management Program Technical Advisory Committee (TAC)
From: Kim Springer, Susan Wright
Subject: Update on the San Mateo County Energy Watch, Local Government Partnership Between C/CAG and Pacific Gas and Electric Company

(For further information contact Kim Springer at 650-599-1412)

RECOMMENDATION

Receive an update on the San Mateo County Energy Watch (SMCEW), Local Government Partnership between C/CAG and Pacific Gas & Electric Company (PG&E), and consider PG&E's new Energy Efficiency Retrofit Loan Program (On-Bill Financing) as an opportunity for funding longer payback projects.

FISCAL IMPACT

None

SOURCE OF FUNDS

All SMCEW program staff costs and expenses are paid for by funding under the C/CAG – PG&E LGP agreement.

BACKGROUND/DISSION

San Mateo County Energy Watch is a local government partnership between C/CAG and Pacific Gas and Electric Company (PG&E). This program is managed and staffed, under contract, by County staff in RecycleWorks, a program of the County of San Mateo, Department of Public Works. Other program partners include Ecology Action and El Concilio. The three-year program cycle runs from January 1, 2010 through December 31, 2012. It is anticipated that the program will be extended into a two-year bridge period for 2013 and 2014, while the CPUC develops a new 2015 through 2017 program cycle.

The SMCEW program is funded by PG&E procurement funds and directed to energy efficiency programs such as Local Government Partnerships.

Using funds directed to Local Government Partnerships, San Mateo County Energy Watch accomplishes energy efficiency savings in the municipal, non-profit and residential program sectors. SMCEW's municipal program has completed energy audits and/or energy-efficiency

projects in nearly all the cities and other public agencies in San Mateo County, including Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, SamTrans, South Bayside Waste Management Authority, South San Francisco, Woodside and the County of San Mateo.

In the nonprofit sector, SMCEW has completed projects for a variety of non-profit organizations, including food closets, home owners associations, and congregations.

San Mateo County Energy Watch also has a low-to-moderate-income (MIDI) residential sector program, which provides free weatherization and energy-efficiency retrofits to qualifying moderately low-income households (household incomes 200-400% above the federal poverty level). Measures include attic insulation, high-efficiency lighting, weather-stripping and caulking, low-flow showerheads, and faucet aerators. Though approximately \$140K of 2010-2012 program funding has been spent on the MIDI program, it is on hold pending additional funding allocations from the CPUC.

Energy Savings Results:

A chart showing the San Mateo County Energy Watch savings verses goals for the 2010 through 2012 program cycle is attached for your review with this staff report.

In 2011, the San Mateo County Energy Watch program reached 99% of its kWh goal, 96% of the kW goal, and 20% of its Therms goal. The program's "pipeline", which includes project with signed contracts and/or completed rebate applications, is approximately 1.3 million kilowatt hours, 151 kilowatts of energy savings and approximately 26,412 Therms of energy savings.

The three-year program cycle as a whole, as of December 2011, preliminary estimates show that the SMCEW program has accomplished 6.48 million kilowatt hours (64% of the kWh goal for the program), 976 peak kilowatts of energy savings (63% of the total kW goal), and approximately 15,190 Therms of energy savings (12% of the total Therms goal).

Because the program is behind on its Therms saving goals, staff has developed a strategy to meet the overall program goals for Therms by the end of the 2010-2012 program cycle.

Therms Strategy:

Projects that yield large Therms savings tend to be expensive, have long payback periods and tend to take time to engineer, contract and complete. To help cities and special districts move forward with these projects, San Mateo County plans to hold workshops to promote the following two tools:

1. PG&E's On-Bill Financing, a program that can be found on the PG&E website at:

<http://www.pge.com/obf/>

Cities can borrow \$250,000 per meter with no interest and no fees, payable over 10 years from energy savings. Funds must go toward energy efficiency projects. Solar and demand response are not included in this funding program.

A pdf of a PG&E presentation about On-Bill Financing is included as an attachment to this staff report.

2. Energy Service Companies (ESCOs). These businesses provide a broad range of comprehensive energy solutions including designs and implementation of energy savings and power generation projects. ESCOs can usually provide financing for the suite of projects for a customer. City may be able to contract with a selected ESCO without a formal RFP process. Comprehensive approaches with ESCOs tend to balance low cost- high savings-fast payback projects with high cost-medium savings-long term payback projects such as boilers and HVAC systems and retrocommissioning.

Staff will also be re-evaluating the Therms savings goal of 125,000 Therms. This goal is based on preventing the net Therms outcome of the 2010-2012 program from falling below 33,000 Therms (-33,000), which is the actual contracted Therms saving goal of the program. Therms are lost due to “interactive effects” from interior lighting upgrades, which reduce heat generation, and therefore increase the heating requirements of buildings’ HVAC systems. The 125,000 Therms goal was estimated at the beginning of the program. Because many of the energy saving projects in the 2010-2012 program cycle have been parking garage, parking lot and street lighting efficiencies, not interior lighting, there are no interactive effects.

Outreach:

Website. The San Mateo County Energy Watch website: <http://www.smcenergywatch.com/> has information on all of the SMCEW programs and other information, such as countywide climate action initiatives.

Email newsletters. Energy Watch sends out two versions of a monthly newsletter: The “general version” engages the public in getting more involved in energy efficiency and green building opportunities. The “municipal version” of the newsletter increases awareness of the Energy Watch program and regional opportunities related to energy efficiency and renewable energy (trainings, collaboration, events, etc.). To sign up for the municipal version, send an email to SMCEW’s AmeriCorps intern: wklein@co.sanmateo.ca.us.

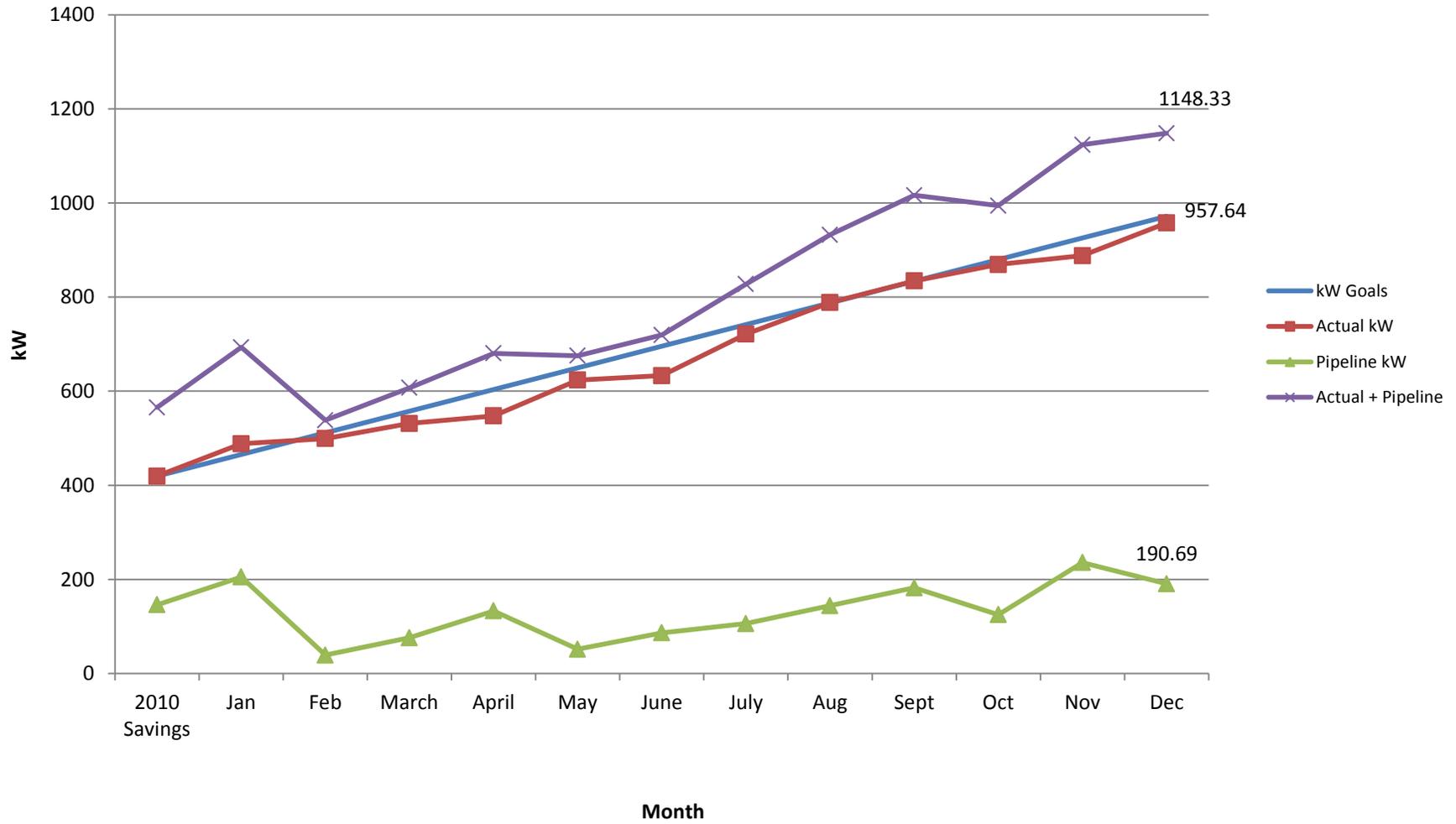
Benchmarking:

San Mateo County Energy provides benchmarking services that enable cities to determine the current energy use of municipal facilities to help prioritize resources to implement energy efficient measures and retrofits. In 2011, SMCEW benchmarked buildings for the following municipalities: Belmont, Burlingame, Colma, Daly City, Foster City, Half Moon Bay, Hillsborough, Millbrae, Portola Valley, Redwood City, San Mateo, South San Francisco, Woodside, and County of San Mateo. Please contact Will Klein for help with benchmarking: 650-599-1480 wklein@co.sanmateo.ca.us

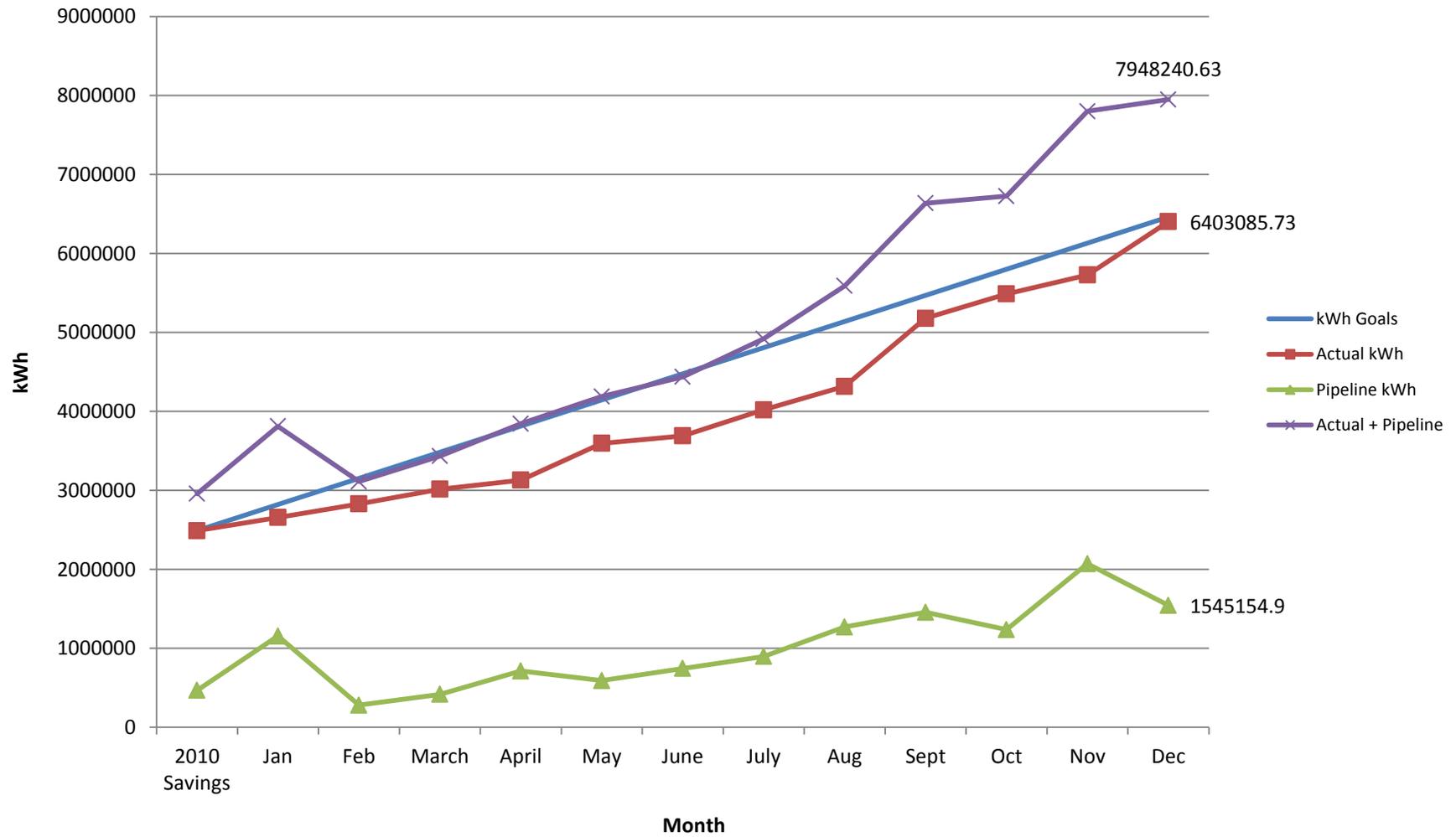
ATTACHMENTS

- San Mateo County Energy Watch 2010-2012: Energy-Savings Goals vs. Energy-Savings Achieved
- On-Bill Financing Presentation

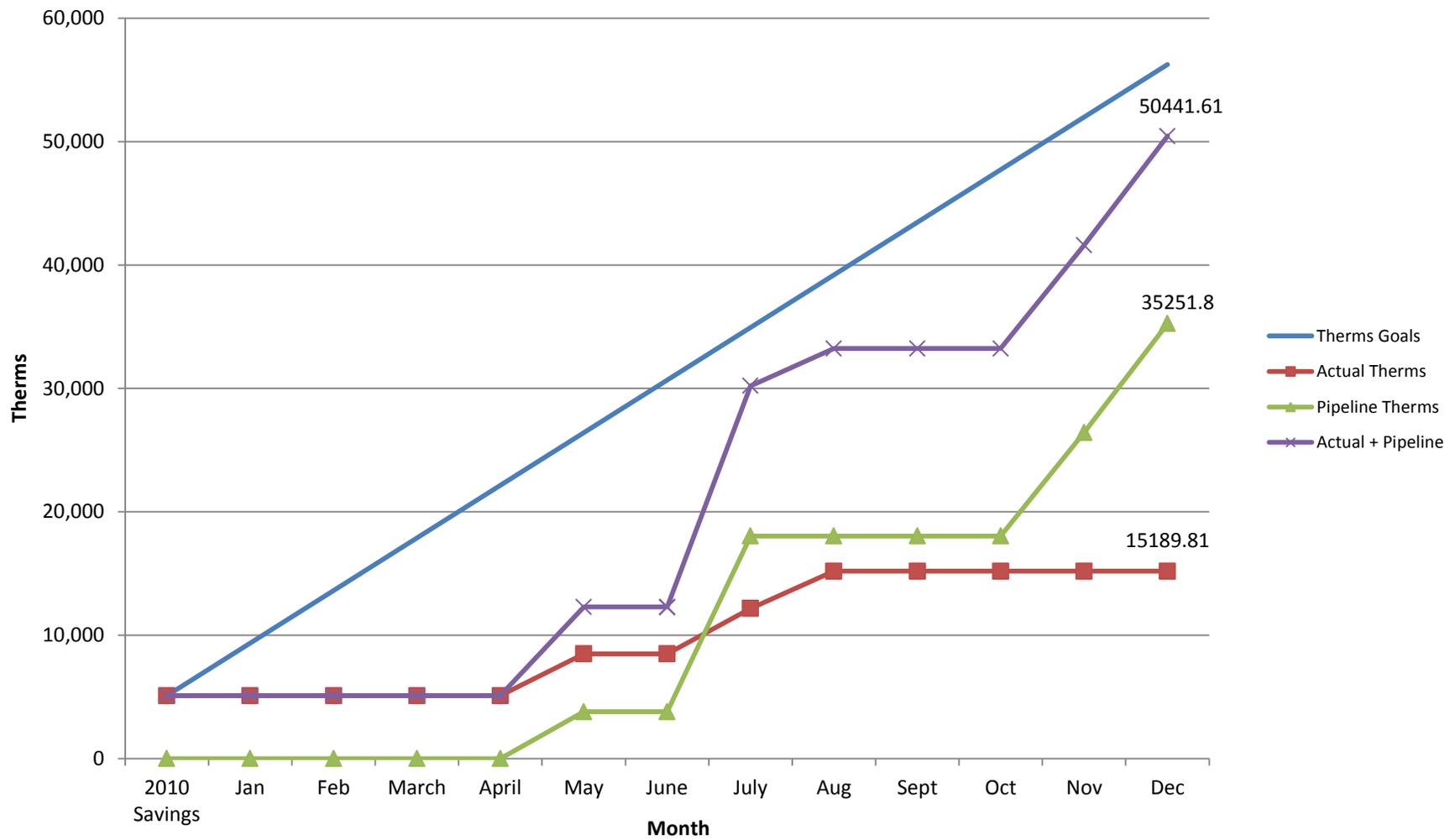
San Mateo County Energy Watch 2011 kW Savings Achieved vs. kW Savings Goals



San Mateo County Energy Watch 2011 kWh Savings Achieved vs. kWh Savings Goals



San Mateo County Energy Watch 2011 Therms Savings Achieved vs. Therms Savings Goals



Energy Efficiency Retrofit Loan Program

**On-Bill Financing (OBF) Product for Commercial and
Government customers**

October 2011





Energy Efficiency Retrofit Loan Program

On-Bill Financing for Non-Residential Customers

What is the Energy Efficiency Loan Program?

- Assists Government Agency and Commercial customers with funding the construction of energy efficiency retrofit projects that the customer would not otherwise be able to build due to capital constraints
- After project completion, PG&E will lend the money for the retrofit and bill the customer monthly to repay the loan
- \$18.5 MM revolving loan pool

What are the features and benefits?

- Convenient application process: No need to obtain financing approval from a separate party
- 0% interest loans provided after project completion
- Loans reduce or eliminate the ‘first costs’ that often hinder energy efficiency retrofits
- Provides customer with bill neutrality: Designed to set monthly loan charges equal to estimated monthly energy savings generated by the installed energy efficiency retrofit measures

What are the loan terms?

- Government Customers: Loans from \$5,000 – 250,000 per meter with maximum 10 year payback
- Commercial, Industrial and Ag Customers: Loans from \$5,000 – 100,000 per premises with maximum 5 year payback

Program Summary	Loans for commercial/government EE retrofit projects	Commercial, Industrial, Ag	Government
	<ul style="list-style-type: none"> ▪ \$18.5 MM revolving loan pool ▪ 0% interest loans with no fees or charges ▪ Monthly loan installment amount set to equal estimated energy savings ▪ Loan billed through PG&E energy bill 	Minimum Loan Amount	\$5,000
	Maximum Loan Amount	\$100,000	\$250,000
	Maximum Loan Terms	5 years	10 years



Loan calculated to provide bill neutrality

How are the loan terms calculated?

- Based on the repayment period of the energy efficient equipment installed
- Based on estimated annual energy savings
- Loan amount set so the monthly loan payment is equal to, or less than, the estimated monthly energy savings, in order to maintain *bill neutrality*

What projects are eligible?

- Energy Efficiency retrofit projects that generate sufficient energy savings to repay the loan within the loan term limits
- Measures must (1) qualify for incentive through the Customized Retrofit Program (CRP), or (2) be submitted through a qualifying PG&E Third-Party program, or (3) be LED Streetlight retrofits for municipal customers, or (4) or qualify for a Business Rebate (otherwise known as deemed, or prescriptive, measures.)

Example calculation using government customer project:

Determine payback based on costs and savings

Project cost	\$200,000
Energy Efficiency incentives	- \$50,000
Loan amount	<u>\$150,000</u>
Monthly estimated energy savings from retrofit:	\$3,000
Monthly loan payment set at:	\$3,000
Simple payback period (\$150,000/\$3,000)	50 months

Monthly loan installment maintains bill neutrality

Original monthly utility bill	\$10,000
Monthly estimated energy savings from new equipment	(-) \$3,000
Monthly loan charge	(+) \$3,000
Post-retrofit total monthly charges	<u>= \$10,000</u>

→ Loan terms are \$3,000/month for 50 months

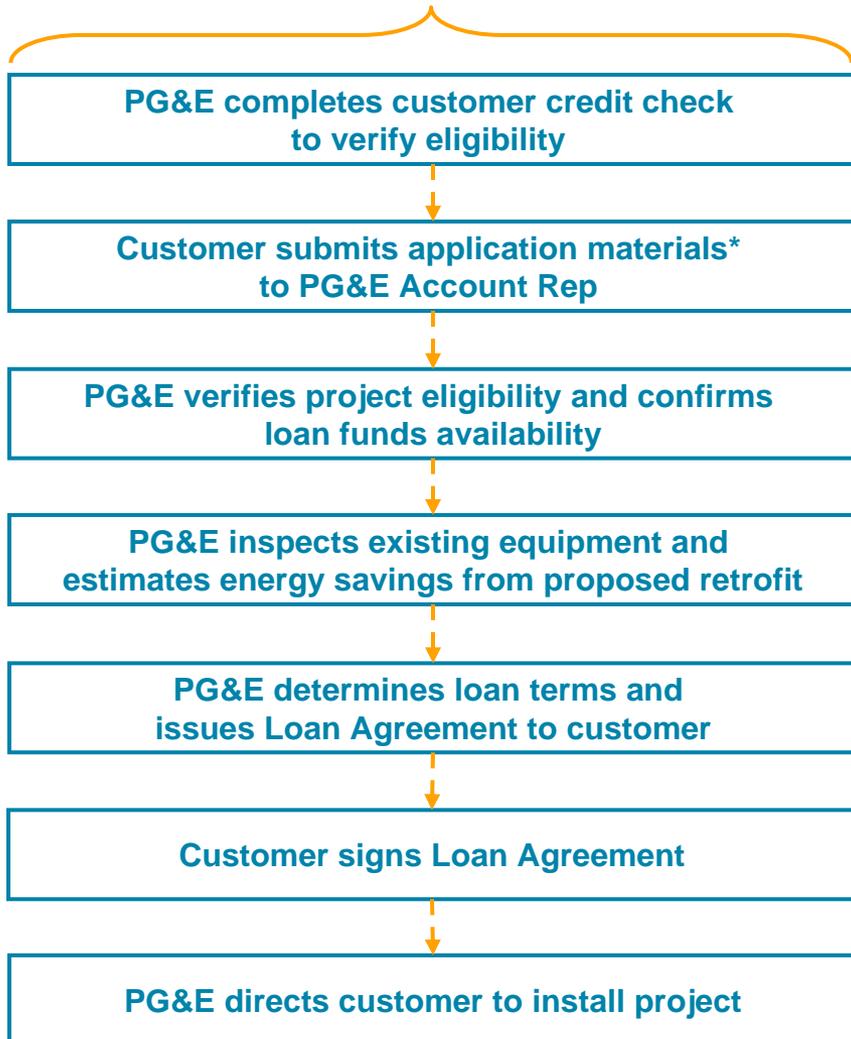
When and how is the loan distributed?

- Loan is distributed via a paper check after the project is completed and inspected
- Check may be issued to the customer or to the contractor/implementer, at the customer's discretion

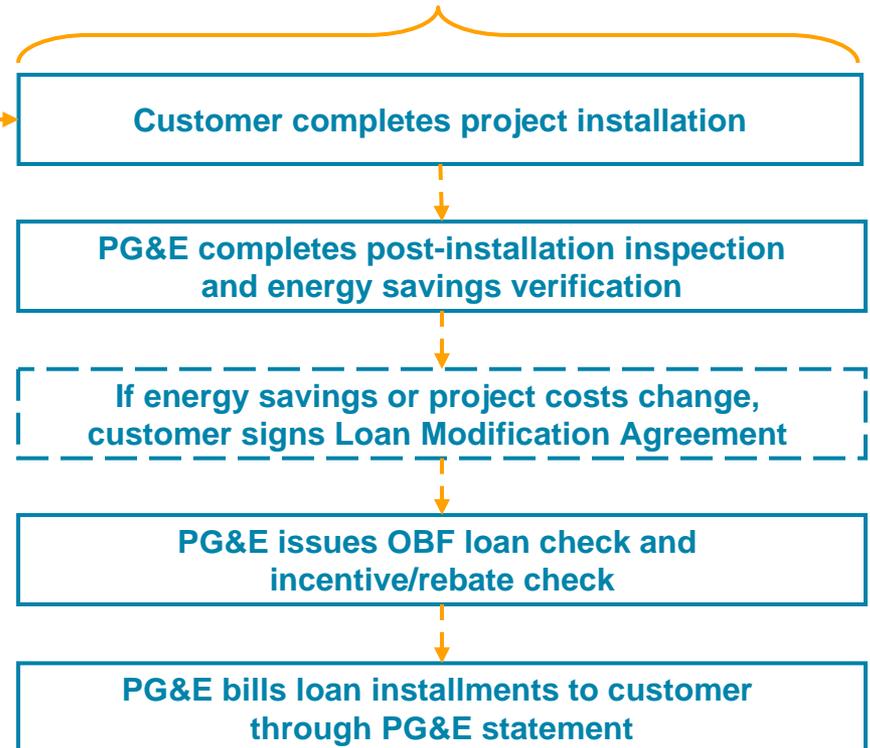


Customized Retrofit Program (CRP): Process overview for OBF participation

Pre-Installation



Post-Installation



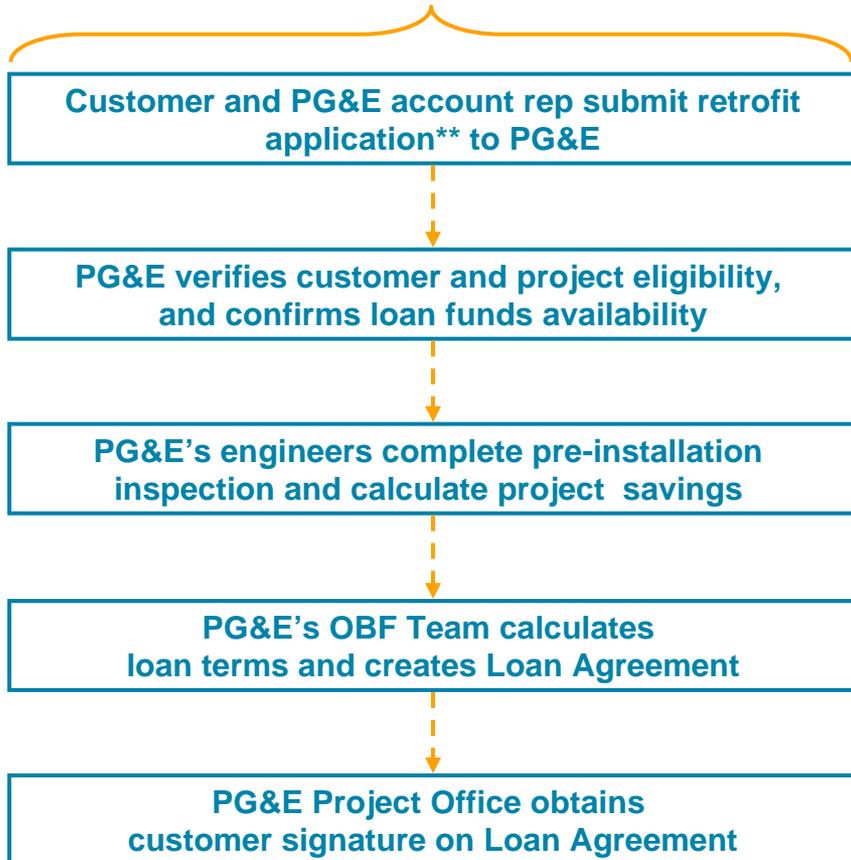
*Application Materials: (1) CRP Application, (2) Contractor Bid, (3) Financing Supplement to Energy Efficiency Retrofit Program Application



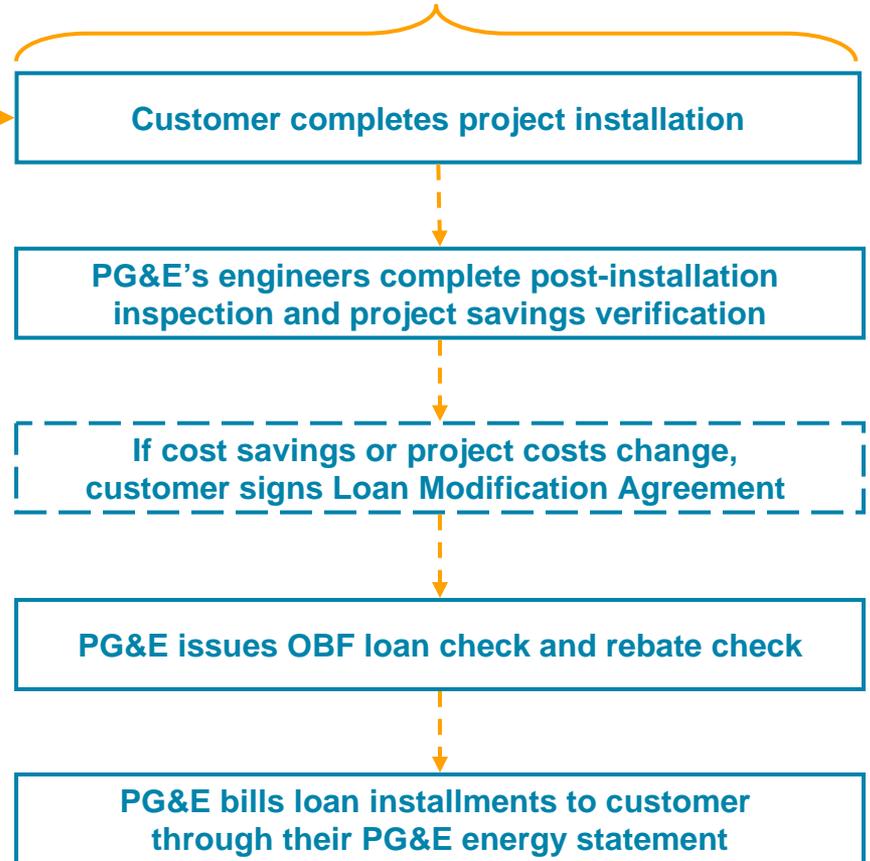
Business Rebates ('Deemed' measures): Process Overview for OBF Participation

Pre-Installation

These steps must be completed *BEFORE* new equipment is purchased *and* old equipment is removed or replaced



Post-Installation

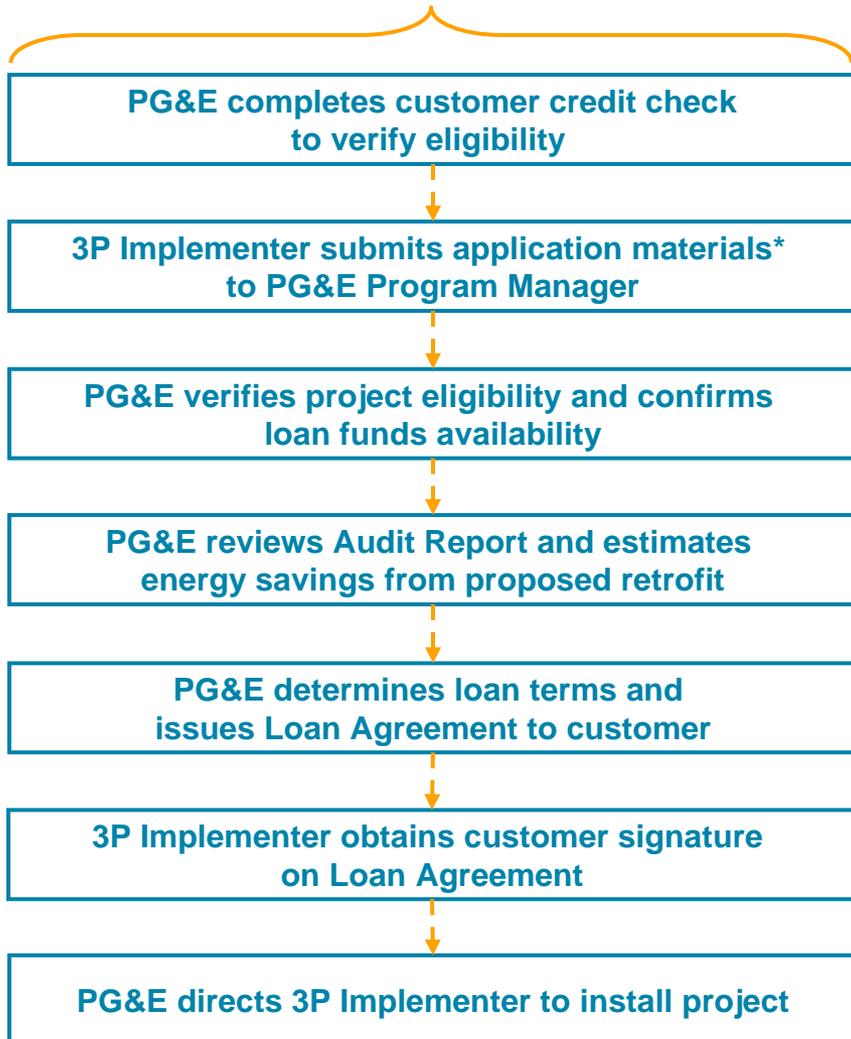


** The OBF Application for Core Deemed Projects is: OBF Reservation Form, Financing Supplement & contractor bid

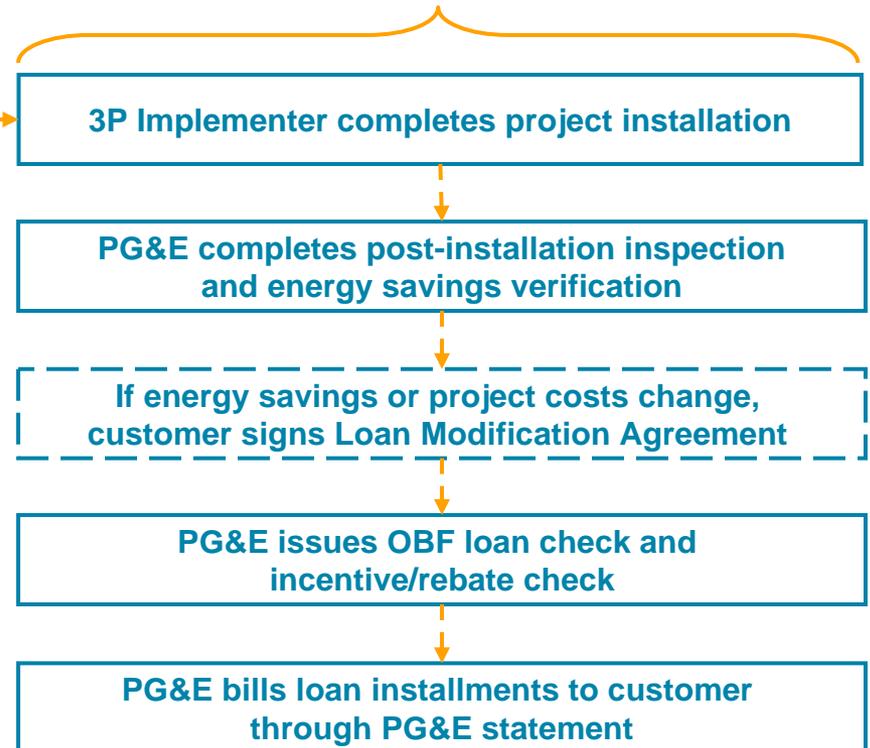


Third-Party Program (3P): Process overview for OBF participation

Pre-Installation



Post-Installation



*Application Materials: (1) Audit Report, (2) Financing Supplement to Energy Efficiency Retrofit Program Application



Why is the Energy Efficiency Retrofit Loan Program also referred to as ‘on-bill’ financing (OBF)?

- The term ‘on-bill’ refers to the process of billing the customer for a loan charge ‘on’ the customer’s monthly utility bill.

When will the customer receive the loan funds?

- Loan funds are issued to the customer *after* the energy efficiency retrofit project has been completed and inspected. Consequently, before the loan is issued, some funding “float” may be required of the contractor or the customer, depending on their contractual agreement.

How is the loan repaid?

- Customers will be billed for loan installments through their monthly energy statement.

Will the Energy Efficiency Retrofit Loan Affect the Measure Incentive Amount?

- No, while the incentive amount may change subject to the rules and conditions of the energy efficiency retrofit programs, the incentive amount will not be reduced for participating in the loan program.

Can a loan be denied, or altered, after an initial loan agreement has been signed?

- Yes, if:
 - 1) a customer’s credit rating has changed
 - 2) the total loan amount has increased and the loan payment period falls outside the established loan term limits

May the customer pay the loan off early?

- The customer may, without prepayment penalty, pay the entire outstanding loan balance in one lump sum payment provided the customer first notifies PG&E, in accordance with the OBF Loan Agreement, *and* obtains PG&E approval in advance of making the lump sum payment.



What if a customer makes a partial payment?

- Partial or non-payment of loans could result in shut-off of a customer’s utility service and the outstanding debt being turned over for collection, subject to the discontinuance provisions of gas and electric Rule 11.

Can the customer self-install the equipment?

- Yes, the customer will need to submit a detailed invoice with all costs to be funded, which must follow the Customized Retrofit Program guidelines. A *Loan Agreement for Self-Installed Projects* has been created for use when the customer is qualified to perform the retrofit.

What if the customer moves to a new location before the loan is repaid?

- If a customer with an outstanding OBF loan moves to a new location, the loan must be paid in full on the final bill.

What if a customer defaults on the loan?

- Customers who default will be subject to discontinuance of service and will be ineligible to participate in financing programs in the future. PG&E will report defaults to the appropriate credit rating agencies.

Is the loan recorded with the respective county?

- No.

Are partial loans allowed? (i.e. customer funds part of project & OBF funds remainder)

- Yes. Customers may fund part of the project and reduce the size of the OBF loan requested.

How is the monthly loan installment calculated?

- The monthly installment amount is based on the estimated annual savings. See slide 3 for a sample calculation of the monthly loan amount.

C/CAG AGENDA REPORT

Date: February 16, 2012

To: Congestion Management Program Technical Advisory Committee (TAC)

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 2012/2013 & Fiscal Year 2013/2014

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

RECOMMENDATION

That the Congestion Management Program TAC review and recommend approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2012/2013 & Fiscal Year 2013/2014.

FISCAL IMPACT

For the FY 12/13 & FY 13/14 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 12/13 and \$500,000 for FY 13/14). The San Mateo County Transportation Authority (TA) Measure A Program will provide approximately \$6,000,000 for the two-year funding cycle.

BACKGROUND/DISCUSSION

The C/CAG Shuttle Program was developed out of the Congestion Relief Plan in 2002. In connection with the Congestion Management Program, individual cities do not have to prepare deficiency plans on a biannual basis, instead C/CAG took on the responsibility by setting up the Congestion Relief Plan. One of the measures in the Congestion Relief Plan is the local shuttle program. The objective of the Congestion Relief Plan is to absolve cities from the responsibility of preparing a deficiency plan.

Initially conceived as a demonstration project to improve the mobility of residents in San Mateo County, the program has evolved into a robust network of shuttles that provide congestion relief by connecting employment centers to transit stations throughout San Mateo County. The local shuttle programs include community routes as well that provide mobility for residents within communities during both day and evening.

Responding to the desire and need for a more streamlined San Mateo County shuttle program, C/CAG staff worked with TA staff to develop a combined process. These efforts were called out specifically in the recently drafted Shuttle Business Practices Guidebook. 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 12/13 and FY 13/14. Both agencies will be utilizing one methodology by which to score projects. There will be ongoing performance measures that will be the same for both agencies. 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.

The major changes are the lower match requirement for project applicants as well as the funding cycle going from a one-year funding cycle to a two-year funding cycle. The minimum match is now being proposed to be twenty five percent (25%) of the total project cost. This represents a significant reduction from the existing match requirement of fifty percent (50%) of total project cost as is currently required under the existing C/CAG shuttle program. This change to 25% is still under discussion with the Transportation Authority staff and may be revised before the call for projects is issued. Project applicants now include local jurisdictions and/or public agencies. Renewal projects will be evaluated in part based on the proposed baseline thresholds for operating cost per passenger and boardings per service hour. For operating cost per passenger, the thresholds are \$7 per passenger for commuter shuttles, \$9 per passenger for community shuttles and \$16 per passenger for door-to-door shuttles. For boardings per service hour, the thresholds are 15 boardings per service hour for commuter shuttles, 10 boardings per service hour for community shuttles and 2 boardings per service hour for door-to-door shuttles. These thresholds are likely to be reviewed and modified in the future.

Proposed Timeline for the San Mateo County Shuttle Program for FY 12/13 & FY 13/14:

- February 16, 2012 – Technical Advisory Committee Call for Projects Review
- February 27, 2012 – Congestion Management and Environmental Quality Call for Projects Review
- March 8, 2012 – C/CAG Board of Directors Call for Projects Review and Approval
- March 9, 2012 – Issue Call for Projects for FY 12/13 & FY 13/14 San Mateo County Shuttle Program
- March 21, 2012 – Application Workshop at SamTrans offices

- April 16, 2012 – Shuttle Program Applications Due
- April 16-27, 2012 – Convene Shuttle Program Evaluation Committee
- May 17, 2012 – Technical Advisory Committee Recommended Project List Review
- May 21, 2012 – Congestion Management and Environmental Quality Committee Project List Review
- June 5, 2012 – TA Citizens Advisory Committee Project List Review
- June 7, 2012 Transportation Authority Board of Directors Project List Review and Approval
- June 14, 2012 – C/CAG Board of Directors Project List Review and Approval

ATTACHMENTS

- San Mateo County Shuttle Program Call for Projects FY 2012/2013 & 2013/2014

TO: City/County Managers
Public Works Directors

FROM: Tom Madalena, C/CAG
Celia Chung, SMCTA

DATE: March 9, 2012

RE: Call for Projects: San Mateo County Shuttle Program FY 2012/2013 & FY 2013/2014

This memo transmits the guidelines and criteria for the San Mateo County Shuttle Program for FY 2012/2013 & FY 2013/2014, 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.

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. The grant funds must be used toward direct costs related to shuttle services and may not be used for administration, indirect overhead or other staff costs. Staff time directly associated with shuttle administration is eligible and is limited to a maximum of 5% of the shuttle program grant.

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.

Applications may be emailed to tmadalena@co.sanmateo.ca.us or mailed to:

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

The application deadline is 5:00 p.m. Monday April 16, 2012. An application workshop will be held 1:30 p.m. Wednesday March 21, 2012. The applications must include the information listed below and must be completed with the attached Microsoft Word and Excel application forms. Projects (both new and renewal) 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.

APPLICATIONS FOR EXISTING PROJECTS

A. Service Performance (maximum of 25 points)

Provide the following data for the past 12 months of service based on the definitions provided. A Microsoft Excel Quarterly Report Form template is attached to provide calculation information for questions 1 and 2.

1. Operating cost per passenger for prior 12 months (up to 13 points).

This measure is calculated by dividing all operating costs by total passengers. Operating costs include contract costs (if applicable), maintenance, insurance, fuel and administrative costs to the service. Operating costs and passenger data should be provided separately for each route. Benchmarks that the projects will be evaluated against are \$7/passenger for commuter shuttles, \$9/passenger for community shuttles and \$16/passenger for door-to-door shuttles.

2. Passengers per revenue hour for prior 12 months (up to 12 points).

Passengers per revenue hour is calculated by dividing the total number of passengers by the total number of vehicle service hours. Passengers per revenue hour should be calculated for each route.

B. Service Plan (10 points)

1. Describe how the service was delivered for the prior 12 months and any proposed changes for the new funding period, including:
 - a. Service area (show routes, if applicable, and destinations served)
 - 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.
 - 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. Projected ridership, service hours, and service miles for funding period (including methodology/assumptions) if different than existing service levels from the prior 12 months
 - j. Ridership characteristics, e.g. commuters, employees, seniors, students, etc.

C. Budget (up to 9 points)

Use the Microsoft Excel Quarterly Report Form template to show:

1. Operator/vendor cost
2. Staff oversight/admin
3. Other direct costs (e.g. marketing)

4. Total operating cost
5. Notes/exceptions (e.g. if there are projected differences between the first and second years' costs)

D. Local Match (25 points)

1. Amounts and sources of local match funding

E. Public Input/Support (up to 2 points)

1. Endorsed by the governing board/city council of the sponsor/applicant
2. Letters of support from co-sponsors, partners, stakeholders, etc.

F. Need (up to 25 points)

Describe how the shuttle will

1. Provide service to low-income, transit dependent, seniors, disabled or other special-needs populations
2. Provide transportation to needed services for the above populations
3. Provide service to underserved/previously underserved areas
4. Multi-jurisdictional coordinated service

G. Policy Consistency and Sustainability (up to 2 points)

1. Is the shuttle Americans with Disabilities Act (ADA) accessible?
2. Will clean-fuel vehicles be deployed for shuttle service?

H. Partnership (2 points)

1. How much private sector funding will be contributed towards this shuttle?

I. Bonus Points (5 points)

Describe how this shuttle will impact, effect or comply with:

1. Increases in fixed route ridership
2. Safety
3. Vehicle-Miles-Traveled Reduction
4. Leveraging/sharing resources
5. Proposed shuttle is included in adopted local, special area, county or regional plan
6. Preserves open space and natural habitat
7. Reduces emissions/improves air quality
8. Improves transit access to Transit Oriented Development (TOD)
9. Supports job and housing growth

J. Minimum Requirements

Each shuttle project must meet the following minimum requirements in order to be considered for funding.

1. Letter of concurrence/sponsorship from SamTrans. This means confirmation in writing by SamTrans that the shuttle routes shall not duplicate SamTrans fixed-route service. Please contact Marisa Espinosa, Manager of Planning and Research

<espinosam@samtrans.com> or (650) 508-6226 no later than **April 2, 2012** to obtain the letter of concurrence/sponsorship.

2. Any changes to the proposed service prior to implementation or during the funding period must be approved by the funding agency (C/CAG or TA) with the concurrence of SamTrans.
3. Service schedules must be designed to ensure timed transfers between routes and with regional carriers such as SamTrans, Caltrain, BART, and ferries.
4. To qualify for funding, a project must have a minimum overall score of 50 points in order to be considered.
5. Non-supplantation of funds certification. This certifies that the grant funding will not replace existing funds for the project.

APPLICATIONS FOR NEW PROJECTS

A. Projected Ridership and Performance (up to 10 points)

Project the following data for the first 12 months of service based on the definitions provided. A Microsoft Excel Quarterly Report Form template is attached to provide the calculation information for questions 1. As a footnote to the chart, explain the methodology for your projection of the number of passengers for each proposed route:

1. Operating cost per passenger for first 12 months. This measure is calculated by dividing total operating costs by total passengers.
 - a. Operating costs include contract costs (if applicable), maintenance, insurance, fuel and administrative costs to the service. Operating costs and passenger data should be provided separately for each route.
 - b. Vehicle Service hours to be provided
 - c. Total passengers
2. State assumptions and document justification where possible.

B. Service Plan (up to 25 points)

1. Describe how the service will be delivered for the first 12 months of service including:
 - a. Service area (show routes, if applicable, and destinations served)
 - b. List specific rail stations, major SamTrans routes 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. Monitoring Plan (service quality, performance data, complaints/complements, surveys)
 - h. Co-sponsors/stakeholders (roles/responsibilities)
 - i. Proposed shuttle is consistent with policy documents (adopted)
 - j. Ridership characteristics, e.g. commuters, employees, seniors, students, etc.

C. Budget (up to 9 points)

Use the Microsoft Excel Quarterly Report Form template to show:

1. Operator/vendor cost
2. Staff oversight/admin
3. Other direct costs (e.g. marketing)
4. Total operating cost
5. Notes/exceptions (e.g. if there are projected differences between the first and second years' costs)

D. Local match (up to 25 points)

1. Amount and sources of local match funding

E. Public input/Support (up to 2 points)

1. Endorsed by the governing board/city council of the sponsor/applicant
2. Letters of support from co-sponsors, partners, stakeholders, etc.
3. Shuttle results from a public planning process

F. Need (up to 25 points)

Describe how the shuttle will:

1. Provide service to low-income, transit dependent, seniors, disabled or other special-needs populations
2. Provide transportation to needed services for the above populations
3. Provide service to underserved/previously underserved areas
4. Multi-jurisdictional coordinated service

G. Policy Consistency and Sustainability (up to 2 points)

1. Will the shuttle be Americans with Disabilities Act (ADA) compliant?
2. Will of clean-fuel vehicles be deployed for shuttle service?

H. Partnership (up to 2 points)

1. How much private sector funding will be contributed towards this shuttle?

I. Bonus Points (5 points)

Describe how this shuttle will impact, effect or comply with:

1. Increases in fixed route ridership
2. Safety
3. Vehicle-Miles-Traveled Reduction
4. Leveraging/sharing resources
5. Proposed shuttle is included in adopted local, special area, county or regional plan
6. Preserves open space and natural habitat
7. Reduces emissions/improves air quality
8. Improves transit access to Transit Oriented Development (TOD)
9. Supports job and housing growth

J. Minimum Requirements

Each shuttle project must meet the following minimum requirements in order to be considered for funding.

1. Letter of concurrence/sponsorship from SamTrans. This means confirmation in writing by SamTrans that the shuttle routes shall not duplicate SamTrans service. Please contact Marisa Espinosa, Manager of Planning and Research <espinosam@samtrans.com> or (650) 508-6226 no later than **April 2, 2012** to obtain the letter of concurrence/sponsorship.
2. Any change to the proposed service prior to implementation or during the funding period must be approved by the funding agency (C/CAG or TA) with the concurrence of SamTrans.
3. Service schedules must be designed to ensure timed transfers between routes and with regional carriers such as SamTrans, CalTrain, BART, and ferries.
4. To qualify for funding a project must have a minimum overall score of 50 points in order to be considered.
5. Non-supplantation of funds certification. This certifies that the grant funding will not replace existing funds for the project.

EVALUATION PROCESS (dates are subject to change)

An evaluation panel will review the applications and develop recommendations for publication by May 4, 2012. These recommendations will be presented to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) on May 17, 2012. The TAC recommendation will go to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) on May 21, 2012. The recommendations will also go to the TA Citizens Advisory Committee on June 5, 2012. 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 June 14, 2012 and June 7, 2012 respectively.

Attachments:

- San Mateo County Shuttle Program Application FY 12/13 & 13/14 (Microsoft Word)
- Quarterly Report Form (Microsoft Excel)
- San Mateo County Shuttle Program Criteria
- Non-supplantation of funds certification

Quarterly Report Form

Operating Data	First Quarter		Cumulative YTD
	Shuttle #1	Shuttle #2	
Total Operating Costs			
Contractor Cost			
In House Cost			
Fuel			
Insurance			
Administrative Costs (Personnel expenses)			
Other Direct Costs (printing marketing materials, promotions, etc)			
Vehicle Service Hours			
Passengers			
Performance Indicators			
Operating Cost/Passenger			
Passengers/Revenue Hour			
Vehicle Miles Traveled (VMT)			

San Mateo County Shuttle Program Criteria

San Mateo County Shuttle Call For Projects FY 12/13 & 13/14				
ELGIBILITY CRITERIA				
Minimum Local Match	25%			
Local Match Limitations	<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	<ul style="list-style-type: none"> - 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. - Overhead, indirect or other staff costs are not eligible. - Staff costs are limited to a maximum of 5% of the grant amount. 			
Mimimum Requirements/ Screen	<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 - Letter of concurrence/sponsorship from SamTrans - Non-Supplantation Certification: Funding request does not substitute for existing funds. - Shuttles must be compliant with the Americans with Disabilities Act(ADA). 			
Other Requirements	<ul style="list-style-type: none"> - 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	Yes/No	NEW SHUTTLES	Yes/No
Non-Supplantation Certification	Funding request does not substitute for existing funds.		N/A	
Letter of Concurrence/sponsorship	<p>a. If there are proposed route and/or schedule changes to shuttle service, applicant shall provide a letter of concurrence/no prejudice from SamTrans regarding the proposed changes.</p> <p style="text-align: center;">OR</p> <p>b. For existing services that have not previously received funding from the TA or C/CAG, evidence of coordination with SamTrans, i.e., letter of concurrence/no prejudice from SamTrans that proposed shuttle routes does not duplicate SamTrans fixed route service, is required.</p>		Evidence of coordination with SamTrans, i.e., letter of concurrence/no prejudice from SamTrans that proposed shuttle routes does not duplicate SamTrans fixed route service, is required.	
SCORING CRITERIA				
	EXISTING SHUTTLES	Maximum Points	NEW SHUTTLES	Maximum Points
Effectiveness (Service Performance)	<ul style="list-style-type: none"> - Annual average operating cost per passenger for the prior 12 months - up to 13 points - Annual average passengers per revenue hour for the prior 12 months - up to 12 points 	25	<ul style="list-style-type: none"> - Projected ridership, operating costs, and hours of shuttle service to be provided in the first and second years of shuttle service. - State assumptions and document justification where possible. 	10
Readiness (Service Plan)	Describe how the shuttle service will be delivered for the 2-year funding period including: <ul style="list-style-type: none"> a. Service area (routes/maps, destinations served) b. Specific rail stations, ferry or major SamTrans transit centers served c. Schedule (days, times, frequency) - show coordination with scheduled transit service d. Marketing Plan/activities (advertising, outreach, signage, etc.) e. Monitoring/Evaluation Plan/activities (performance data, complaints/compliments, surveys) f. Administration and oversight (whom?) g. Co-sponsors/stakeholders (roles?) h. Service provider i. Ridership characteristics: e.g. commuter/ employees, seniors, students, etc j. Any significant changes to existing service 	10	Describe how the shuttle service will be delivered for the 2-year funding period including: <ul style="list-style-type: none"> a. Service area (routes/maps, destinations served) b. Specific rail stations, ferry or major SamTrans transit centers served c. Schedule (days, times, frequency) - show coordination with scheduled transit service d. Marketing Plan/activities (advertising, outreach, signage, etc.) e. Monitoring/Evaluation Plan/activities (performance data, complaints/compliments, surveys) f. Administration and oversight (whom?) g. Co-sponsors/stakeholders (roles?) h. Service provider i. Ridership characteristics: e.g. commuter/ employees, seniors, students, etc. 	25
Readiness (Budget)	Budget line items <ul style="list-style-type: none"> a. Operator/vendor cost b. Staff oversight/admin c. Other direct costs (e.g. marketing) d. Total operating cost e. Notes/exceptions (e.g. if there are projected differences between the first and second years' costs) 	9	Budget line items <ul style="list-style-type: none"> a. Operator/vendor cost b. Staff oversight/admin c. Other direct costs (e.g. marketing) d. Total operating cost e. Notes/exceptions (e.g. if there are projected differences between the first and second years' costs) 	9
Readiness (Local Match)	Percentage of local match contribution <ul style="list-style-type: none"> 0 to < 25% - 0 points 25 to < 50% - up to 20 points 50 to < 75% - up to 23 points 75 to < 99% - up to 25 points 	25	Percentage of local match contribution <ul style="list-style-type: none"> 0 to < 25% - 0 points 25 to < 50% - up to 20 points 50 to < 75% - up to 23 points 75- to < 99% - up to 25 points 	25
Readiness (Funding)	Partnership: Recipient of private sector funding	2	Partnership: Recipient of private sector funding	2
Readiness (Public input/Support)	<ul style="list-style-type: none"> - Endorsed by the governing board/city council of the sponsor/applicant - Letters of support from stakeholders, etc. 	2	<ul style="list-style-type: none"> - Endorsed by the governing board/city council of the sponsor/applicant - Letters of support from stakeholders, etc. - Shuttle results from a public planning process 	2
Need	<ul style="list-style-type: none"> - Provides service to low income, transit dependent, seniors, disabled or other special-needs populations - Provides transportation to needed services for any of the aforementioned populations - Provides service to underserved/previously unserved areas - Multi-jurisdictional coordinated service 	25	<ul style="list-style-type: none"> - Provides service to low income, transit dependent, seniors, disabled or other special-needs populations - Provides transportation to needed services for any of the aforementioned populations - Provides service to underserved/previously unserved areas - Multi-jurisdictional coordinated service 	25
Policy Consistency	Shuttle is ADA-compliant	1	Shuttle is ADA-compliant	1
Sustainability	Use of clean-fuel vehicle for shuttle service	1	Use of clean-fuel vehicle for shuttle service	1
Maximum Point Total		100	Maximum Point Total	
Maximum Point Total		100	Maximum Point Total	
MISCELLANEOUS				
	EXISTING SHUTTLES	Bonus Points	NEW SHUTTLES	Bonus Points
Effectiveness	<ul style="list-style-type: none"> - Service results in an increase to fixed route transit ridership - Safety - VMT reduction - Leveraging/sharing resources (peak and off-peak service) 	2	<ul style="list-style-type: none"> - Service results in an increase to fixed route transit ridership - Safety - VMT reduction - Leveraging/sharing resources (peak and off-peak service) 	2
Policy Consistency	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.)	1	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.)	1
Sustainability	<ul style="list-style-type: none"> - Preserves open space and natural habitat - Reduces emissions/Improves air quality - Improves transit access to Transit Oriented Development (TOD) - Supports jobs and housing growth 	2	<ul style="list-style-type: none"> - Preserves open space and natural habitat - Reduces emissions/Improves air quality - Improves transit access to Transit Oriented Development (TOD) - Supports jobs and housing growth 	2

**San Mateo Fiscal Years 2013 and/or 2014
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 FY2013 and/or FY2014 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 AGENDA REPORT

Date: February 16, 2012

To: Congestion Management Program Technical Advisory Committee (TAC)

From: Tom Madalena

Subject: Recommendation of the Fiscal Year 2012/2013 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County.

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

RECOMMENDATION

That the TAC review and recommend approval of the recommendations contained in this report for the Fiscal Year 2012/2013 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County.

FISCAL IMPACT

The allocation of TFCA funds for Fiscal Year 2012/2013 is expected to be approximately \$1,037,781 of which \$47,781 (approx. 5%) will be allocated to administration. It is recommended that the remaining funds (\$990,000) be distributed based on the policies adopted in past years by C/CAG. The following table shows how the funds would be distributed based on these policies. The funding provided in these categories for the past three years is also shown.

<i>CATEGORY</i>		<i>2009/2010</i>	<i>2010/2011</i>	<i>2011/2012</i>	<i>2012/2013</i>
Employer Based Shuttle Projects	SamTrans	\$570,000	\$536,000	\$527,000	\$554,400
Countywide Voluntary Trip Reduction Program (Peninsula Traffic Congestion Relief Alliance)		\$449,000	\$421,000	\$414,000	\$435,600
Administration		\$51,722	\$47,153	\$46,566	\$47,781
Totals		\$1,070,722	\$1,004,153	\$987,566	\$1,037,781

SOURCE OF FUNDS

The Bay Area Air Quality Management District (BAAQMD) is authorized under Health and Safety code Section 44223 and 44225 to levy a fee on motor vehicles. Funds generated by the fee are referred to as the Transportation Fund for Clean Air (TFCA) funds and are used to implement projects to reduce air pollution from motor vehicles. Health and Safety Code Section 44241(d) stipulates that forty percent (40%) of funds generated within a county where the fee is in effect shall be allocated by the BAAQMD to one or more public agencies designated to receive the funds, and for San Mateo County, C/CAG has been designated as the overall Program Manager to receive the funds.

BACKGROUND/DISCUSSION

As the Program Manager for the TFCA funds, C/CAG has allocated these funds to fund projects in San Mateo County operated by SamTrans and the Peninsula Traffic Congestion Relief Alliance (Alliance) for the last five fiscal years. The methodology used is that SamTrans receives an allocation equal to 56% of the funds available to projects and the Alliance receives 44% of the funds available to projects. It is being recommended that the same methodology be used for the FY 2012/2013 TFCA Program allocation.

C/CAG has supported the SamTrans Shuttle Program by providing TFCA funds for the BART shuttles which provide peak commute period shuttle service from BART stations to employment sites in San Mateo County. Please see the attached project information form for more detail about the SamTrans BART shuttles.

C/CAG has supported the Peninsula Traffic Congestion Relief Alliance (Alliance) with their Countywide Voluntary Trip Reduction Program. This program provides incentives to reduce single occupant vehicle trips as well as shuttle program management. The Alliance offers carpool incentives, vanpool incentives, school pool incentives and a "Try transit Program". The Alliance also manages shuttles on behalf of member cities. Please see the attached project information form for more information on the Alliance Countywide Voluntary Trip Reduction Program.

Both of these projects have been evaluated using the cost-effective worksheet provided by the Bay Area Air Quality Management District and are below the threshold of \$90,000 per ton for the reduction of particulate matter.

- It is recommended that the SamTrans Shuttle Program receive an allocation of \$554,400 for its current shuttle program. This funding recommendation shall be contingent upon SamTrans submitting an acceptable work plan for use of the funds.
- It is recommended that Peninsula Traffic Congestion Relief Alliance receive an allocation of \$435,600 in TFCA funds and receive \$510,000 from the Congestion Relief Plan for a total allocation of \$945,600 for the Countywide Voluntary Trip Reduction Program. The funds allocated for the Alliance are subject to the submission of an acceptable work plan for use of the funds.

The following are the C/CAG Board policies that will continue to be in effect for the Fiscal Year 2012/2013 Program.

Overall Policies:

- Cost Effectiveness, as defined by the Bay Area Air Quality Management District (BAAQMD), will be used as initial screening criteria for all projects. Projects must show a cost effectiveness of less than \$90,000 per ton of reduced emissions based upon the TFCA funds allocated in order to be considered.

Shuttle Projects:

- Shuttle projects are defined as the provision of local feeder bus or shuttle service to rail and ferry stations and airports.
- All shuttles must be timed to meet the rail or ferry lines being served.
- C/CAG encourages the use of electric and other clean fuel vehicles for shuttles.
- Beginning with the 2003-04 TFCA funding cycle, all vehicles used in any shuttle/feeder bus service must meet the applicable California Air Resources Board (CARB) particulate matter standards for public transit fleets. This requirement has been made by the BAAQMD and is applicable to the projects funded by the Congestion Management Agencies.

If the recommendations are accepted, the following is a summary of the C/CAG TFCA Program for Fiscal Year 2012/2013:

Project	Recommendations
Administration	\$47,781
SamTrans	\$554,400
Peninsula Traffic Congestion Relief Alliance	\$435,600
Total funds obligated	\$1,037,781
Total funds anticipated	\$1,037,781
Balance	\$0

ATTACHMENTS

- Project Information Form – Alliance (12SM01)
- Project Information Form – SamTrans (12SM02)

SAN MATEO COUNTY PROJECT INFORMATION

A. Project Number: 12SM01

B. Project Title: Countywide Voluntary Trip Reduction Program

C. TFCA Program Manager Funds Allocated: \$ 435,600

D. TFCA Regional Funds Awarded (if applicable):\$

E. Total TFCA Funds Allocated (sum of C and D):\$ 435,600

F. Total Project Cost: \$ TBD

Indicate the TFCA dollars allocated (C, D and E) and total project cost (D). Data from Line E (Total TFCA Funds) should be used to calculate C-E.

G. Project Description:

The Alliance provides Transportation Demand Management (TDM) programs in San Mateo County as part of a region wide network of TDM services provided in collaboration and partnership with the Regional Rideshare Program, 511 Contra Costa, and Solano Napa Commuter Information to encourage use of transportation alternatives such as carpools, vanpools and transit. Efforts are targeted primarily at commute trips.

Project sponsor will use TFCA funds to complete specific activities as described below:

- Employer Based Shuttle Program Development and Management: a) continue to provide safe and reliable employer based shuttle services between employment sites and Caltrain and BART stations; b) continue to work with existing and potential new employer consortiums to attract and retain additional ridership; c) maximize satisfaction of employer representatives in shuttle consortiums and their employees; d) provide employer based shuttle services that are financially sustainable in a cost effective manner that do not duplicate existing fixed route services.
- Employer Outreach: The Alliance conducts marketing and outreach to employer work sites in San Mateo County providing commuter benefits consulting services to encourage employers to provide alternative commute benefits or programs to their employees.
- Non-Employer Commuter Outreach: The Alliance also reaches commuters directly as opposed to through their employers. Non-employer commuter outreach includes residential and community marketing.
- Incentive Programs:
 - The Alliance provides a “New Carpooler Commuter Incentive.” Drive-alone commuters, who live in, work in and/or commute through San Mateo County and who switch to carpooling to work at least 2 days per week for eight consecutive weeks are eligible to receive a financial incentive of a \$60 gas card per participant.

- The Alliance provides a “New Vanpooler Rider Incentive.” Drive-alone commuters, who live in, work in and/or commute through San Mateo County and who switch to vanpooling to work are eligible to receive a financial incentive of \$100 per month maximum for three months after the first three months of participating in a vanpool as a passenger.
- The Alliance provides a “Vanpool Driver Incentive.” Drivers of vanpools originating in or destined for San Mateo County who keep their vanpools operating for six months as the driver are eligible to receive a financial incentive of \$500.00 per driver.
- The Alliance provides a “Try Transit Program.” Drive-alone commuters, who live in, work in and/or commute through San Mateo County can try transit for free by utilizing free transit tickets provided by transit agencies in San Mateo County and neighboring partner agencies in surrounding counties. This is a trial program, one time only.
- The Alliance provides a “Carpool to School Incentive.” Parents who live and/or drive their children to school in San Mateo County and who switch to driving a “school pool” at least 2 days per week for at least 8 weeks are eligible to receive a financial incentive of a \$20.00 gas card per parent.
- Guaranteed Ride Home Program: The Alliance provides a “Guaranteed Ride Home Program,” to any commuter (whose employer signs on to the program) to San Mateo County who carpools, vanpools, or takes transit to work. The Alliance provides for 75% of the cost of a taxi or a 24-rental car in case of emergency during the work day. The participating employer pays the other 25% of the cost of the ride.
- Website: The Alliance has a website, www.commute.org that provides information about all transportation alternatives in San Mateo County, and provides links to the websites of our partner agencies and other Bay Area transportation providers.
- Phone: The Alliance provides general information about transportation alternatives to driving alone, including HOV and Park-and-Ride facility information to callers who call (650) 588-8170.

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet

Form 1 – Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects. (Includes Transit Bus Signal Priority.)

I. Attach a completed Cost-effectiveness Worksheet and any other information used to evaluate the proposed project.

PROJECT INFORMATION

A. Project Number: 12SM02

B. Project Title: SamTrans Shuttle Program
Provide a concise, descriptive title for the project (e.g., “Elm Ave. Signal Interconnect” or “Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles”).

C. TFCA Program Manager Funds Allocated: \$554,400

D. TFCA Regional Funds Awarded (if applicable): \$56,583

E. Total TFCA Funds Allocated (sum of C and D): \$610,983

F. Total Project Cost: \$2,530,190
Indicate the TFCA dollars allocated (C, D and E) and total project cost (D). Data from Line E (Total TFCA Funds) should be used to calculate C-E.

G. Project Description:

Project sponsor will use TFCA funds to operate shuttles to connect BART stations to the employers in San Mateo County. This project supports the SamTrans Shuttle Bus Program, a peak commute period shuttle bus service from BART stations to major employment sites in San Mateo County. These employment sites are not served conveniently by existing transit service. The SamTrans Shuttle Bus Program includes nine (8) previously approved shuttle routes that are currently operating as part of the SamTrans Shuttle Bus Program. Most shuttles operate about eight trips a day. BART stations served include Balboa Park, Glen Park, South San Francisco, San Bruno, and Millbrae.

<u>Shuttle Name</u>	<u>Service Area</u>	<u>BART Station</u>
Bayhill	San Bruno	San Bruno
Crocker Park	Brisbane	Balboa Park
Gateway	South San Francisco	Millbrae
Gateway Express	South San Francisco	Glen Park
Oyster Point	South San Francisco	South San Francisco
Seton	Daly City	Daly City
Sierra Point	Brisbane	Balboa Park
Utah Grand	South San Francisco	South San Francisco

This service allows about 1964 (FY10-11) riders a day to take public transportation to about 150 companies. Since the average car driver lives 26.1 miles from the station this removes about 27,000 miles of trips a day from Bay Area freeways. All shuttle vehicles operated with TFCA funds meet the California Air Resources Board (CARB) particulate matter standards for public transit fleets.

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet

- *Form for Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects. (Includes Transit Bus Signal Priority.)*

I. Attach a completed Cost-effectiveness Worksheet and any other information used to evaluate the proposed project.

See cost effectiveness worksheet.

J. Comments (if any):

See cost effectiveness worksheet.

C/CAG AGENDA REPORT

Date: February 16, 2012
To: C/CAG CMP Technical Advisory Committee (TAC)
From: Jean Higaki, Transportation System Coordinator
Subject: Regional Project and Funding Information

(For further information or questions contact Jean Higaki at 650-599-1462)

RECOMMENDATION

This is an informational item.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A

BACKGROUND/DISCUSSION

C/CAG staff routinely attends meetings hosted by the Metropolitan Transportation Commission (MTC) and receives information distributed by the MTC pertaining to Federal funding, project delivery, and other regional policies that may affect local agencies. Attached to this report includes relevant information from MTC.

- FHWA policy for inactive projects - The current inactive list is attached. Project sponsors are requested to visit the Caltrans site regularly for updated project status at: <http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>

Caltrans provides policy and procedural guidance to Caltrans and local agency staff for the management of Inactive Obligations at:

http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/office-bulletins/ob11-03.pdf

- STP/ CMAQ Project Delivery for FY 11/12 - Attached is a list showing the obligation status of projects that are scheduled to deliver in the 11/12 FY. The regional delivery policy requires sponsors to submit a complete and accurate “request for authorization package” (RFA) to Caltrans District 4 by **February 1** of the year the funds are to be delivered - in order to ensure obligation (federal authorization of the E-76) by the April 30 deadline. Because it appears that a large amount of project failures have been identified this cycle, MTC is proposing actions to improve project delivery in the future. One of which is requiring

agencies to have a single point of contact to handle inquires and communications for all projects funded with FHWA administered funds.

- Deadlines for State-managed Local Safety Programs – Attached is a list for the state managed local safety program showing state and regional deadlines. Starting in the 2011-12 FFY, in order to effectively and efficiently manage the federal safety programs, Caltrans reserves the right to re-program the unobligated federal funds for projects that do not meet delivery milestones requirements and become flagged.

MTC also monitors and enforces the Regional Project Delivery Policy per (MTC Resolution 3606) for all local safety programs. Sponsors that miss the milestone dates for the local safety projects will be unable to compete for additional funding under these programs. Sponsors that cannot meet the Caltrans deadline should contact Caltrans to discuss options.

Caltrans has drafted a Local Federal Programs delivery status report in an effort to provide an overall snapshot of delivery status for all local federally programmed projects. The full report is available online at: <http://www.dot.ca.gov/hq/LocalPrograms/projectdeliveryreport.htm>. All feedback regarding the report should be directed to Keri Elsberry-Vidad by email at keri_e_vidad@dot.ca.gov.

- “OneBayArea Grant” proposal - On July 8, 2011 the Metropolitan Transportation Commission (MTC) staff released their “OneBayArea Grant” proposal to the joint MTC Planning Committee and Association of Bay Area Governments (ABAG) Administrative Committee for public review and discussion.

MTC received numerous comments on their proposal and have been revising their policy and guidelines. MTC released proposed revisions of the OneBayArea grant. See attachment.

- Federal Aid Announcements – The following are general announcements related to Fed-Aid projects.
 - Caltrans has released the Cycle 10 SR2S Program "Call for Projects". The Cycle 10 Guidelines and Application Form are available at the following website: <http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/sr2s.htm>
Only City and County agencies may apply for SR2S funding. The application deadline is March 30, 2012. Applications postmarked by this date are accepted. Targeted funding allocation is \$45 M statewide for the 2011/12 and 2012/13 fiscal years.
 - An Office Bulletin (DLA-OB 11-12 \$150,000 Simplified Acquisition Threshold) has been posted to the Local Assistance website at: http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm Change: Raises the federal Simplified Acquisition Threshold from \$100,000 to \$150,000 for making small purchases of supplies and services. Revises the \$100,000 Simplified Acquisition

Threshold currently in Chapter 10 "Consultant Selection" of the Local Assistance Program Manual.

- Office Bulletin DLA-OB 11-13 regarding the authorization of local federal funds for local agency-administered projects on the State Highway System through a cooperative agreement with Caltrans has been posted to the Local Assistance website at: http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm
- FHWA has issued interim guidance in association with Highway Functional Classification: Concepts, Criteria and Procedures, available online at: <http://www.fhwa.dot.gov/policy/ohpi/hpms/fchguidance.cfm>
- Announcement: A Caltrans Oversight Information Notice (COIN) entitled "Poster Requirements on Federally Funded Construction Projects" has been posted to the Local Assistance website at: <http://www.dot.ca.gov/hq/LocalPrograms/COIN/index.htm>.
- Update of MTC Routine Accommodations Policy - MTC is proposing to "update" their Routine Accommodations Policy. All roadway projects where bicycles and pedestrians are allowed to travel and are funded with MTC funds, would be required to include bicycle and pedestrian components. Exceptions would be for highway projects that prohibit bicycles and pedestrians and other operations/maintenance projects that don't affect the roadway. If a jurisdiction has a complete streets policy or equivalent bike/ped accommodation in place, an exception could be provided through Public Works Director approval. This would be a significant change from the MTC's 2006 Routine Accommodations Resolution 3765. See attachment.
- 2013 TIP Development - MTC is looking to "clean up" the TIP in advance of the 2013 TIP update that will take place in FY 2012. This will require all projects, currently in the 2011 TIP, to undergo review and resubmittal. In April 1, 2011 the 2011 FTIP will be locked down and no further changes will be allowed. In mid-April project sponsors will be asked to review projects and submit projects to be included in the 2013 TIP.

ATTACHMENTS

1. Inactive Project List generated on 1/09/2012
2. FY 11/12 Delivery Report for STP/ CMAQ
3. List of Projects with Deadlines in FFY 2011/12 Safety Programs (HSIP, HR3 and SRTS)
4. List of Safety Programs (HSIP, HR3 and SRTS) Delivery Status
5. "OneBayArea Grant" proposal update
6. Update of MTC Routine Accommodations Policy

Quarterly Review of Inactive Obligations
Local, State Administered Locally Funded and Rail Projects
(Review Period 10/01/2011- 12/31/2011)

Project No	Updated on 01/09/2012 LOOK AHEAD 3-MO 6-MO	State Project No	Prefix	County	Agency	Description	Inactive Projects (Review period: 10/01/2011-12/31/2011)			Total Cost	Federal Funds	Expenditure Amt	Unexpended Bal	3-Tier Criteria
							Latest Date	Authorization Date	Last Expenditure Date					
6328017	3 MONTH	04925217L	CML	SF	CITY & COUNTY OF SAN FRANCISCO, MTA/Parking & Traffic	TENDERLOIN/UN PLAZA/CIVIC CENTER IN SF PEDESTRIAN ACCESS IMPROVEMENT	3/10/2010	3/21/2008	3/10/2010	\$452,100.00	\$371,000.00	\$58,448.91	\$312,551.09	Tier 2
5934161	3 MONTH	04925850L	STPL	SF	San Francisco County	FOLSOM STREET FROM 19TH STREET TO CESAR CHAVEZ STREET, STREETSCAPE AND PED IMPROVEMENT; STREET REHAB	3/8/2011	3/8/2011		\$4,945,969.00	\$4,265,000.00	\$0.00	\$4,265,000.00	Tier 1
1425002	INACTIVE	04191892/9	ER	SF	CITY/COUNTY	SF, SR-101, LILY ST. TO TURK ST., STRUCTURAL REPAIR	9/12/2008	4/1/1991	9/12/2008	\$1,307,570.00	\$1,242,191.83	\$1,242,191.83	\$0.00	Tier 3
6419013	6 MONTH	04985804L	STPCMIL	SM	Association of Governments of San Mateo County	SAN MATEO COUNTY - COUNTYWIDE, SAFE ROUTES TO SCHOOL PROGRAMS	6/30/2011	6/30/2011		\$1,996,467.00	\$1,429,000.00	\$0.00	\$1,429,000.00	Tier 1
5357006	6 MONTH	0400021020L-N	BRLS	SM	Half Moon Bay	MAIN ST AT PILARCITOS CREEK APPROXIMATELY 0.25 MILES OF STATE HIGHWAY 92, REPL OF BRIDGE, WIDENING, ARCHITECTURAL TREATMENT	4/13/2011	4/13/2011		\$1,127,000.00	\$997,733.00	\$0.00	\$997,733.00	Tier 1
5029022	6 MONTH	0400021105L-N/D	STPL	SM	Redwood City	VETERANS BLVD, EAST BAY SHORE ROAD, AC OVERLAY	4/14/2011	4/14/2011		\$1,552,362.00	\$946,000.00	\$0.00	\$946,000.00	Tier 1
6097004	6 MONTH	04928470L	STPLX	SM	San Francisco International Airport	UPPER LEVEL VIADUCT (BR NO 35C-0133), BRIDGE RAIL REPLACEMENT	6/21/2011	12/5/1997	6/21/2011	\$3,729,501.00	\$3,301,726.00	\$323,134.00	\$2,978,592.00	Tier 1
6097006	6 MONTH	04923626L	BRLSZD	SM	San Francisco International Airport	SFO UPPER LEVEL VIADUCT (BR. NO. 35C-0133), SEISMIC RETROFIT	6/2/2011	10/23/1992	6/2/2011	\$19,174,329.00	\$15,339,462.00	\$13,240,358.41	\$2,099,103.59	Tier 1
5030011	6 MONTH	04099808L	HPLUL	SOL	Rio Vista	SR 12-RIO VISTA BRIDGE, PROJECT STUDY REPORT	6/1/2010	7/24/2007	6/1/2010	\$514,929.00	\$411,943.00	\$207,352.51	\$204,590.49	Tier 2
5030052	6 MONTH	0400020411L-4	RPSTPLE	SOL	Vallejo	SACRAMENTO ST. FROM GEORGIA TO MAINE, VIRGINIA ST. FROM MARIN TO SACRAMENTO, DOWNTOWN STREETSCAPE (TC)	5/13/2011	5/13/2011		\$2,600,810.00	\$2,089,000.00	\$0.00	\$2,089,000.00	Tier 1
5028044	3 MONTH	04074274L	RPSTPLE	SON	Santa Rosa	SANTA ROSA COURTHOUSE SQUARE , OFFSITE AND GATEWAY IMPROVEMENTS	1/21/2011	1/15/2009	1/21/2011	\$1,703,000.00	\$1,434,000.00	\$820,176.69	\$613,823.31	Tier 1
5028054	3 MONTH	04925897L	STPL	SON	Santa Rosa	MISSION BLVD, OCCIDENTAL RD, AND STEELE LN, ROADWAY REHABILITATION	2/15/2011	2/15/2011		\$2,518,117.00	\$2,072,000.00	\$0.00	\$2,072,000.00	Tier 1
4442086	6 MONTH	04924781L	ER	SON	Sonoma County	RIVER ROAD AT 14-19PM , EMERGENCY OPENING	4/19/2011	5/2/2008	4/19/2011	\$6,524,255.00	\$5,773,265.00	\$3,268,716.94	\$2,504,548.06	Tier 1
5920123	6 MONTH	04985777L	STPL	SON	Sonoma County	SONOMA COUNTY: J. TARNOLD DR; CRAIG AVE - COUNTY CLUB RD; 2) BODEGA HWY;	4/5/2011	4/5/2011		\$5,651,948.00	\$4,912,000.00	\$0.00	\$4,912,000.00	Tier 1
6364010	3 MONTH	04925898L	CML	SON	Sonoma County Transportation Authority	SONOMA COUNTY AND CONTRA COSTA COUNTIES., APPLY DYNAMIC BIDESHARING TECHNOLOGY	2/22/2011	2/22/2011		\$1,411,000.00	\$1,200,000.00	\$0.00	\$1,200,000.00	Tier 1

Metropolitan Transportation Commission
STP-CMAQ Obligation Status Report

Fiscal Years: FY 11/12
January 20, 2012

County	Sponsor	Project Name	Phase	TIP ID	Status	Fund Code	Fed Project Data			Fund Programming Information			Obligation Information			Balance Remaining
							Prefix	ID	Appn FY	Prog FY	STP Amt	CMAQ Amt	Total Amt	Date	STP Amt	
San Mateo County																
San Mateo	Burlingame	Burlingame Ave. and Broadway Districts	CON	SM-110008	ACTIVE	CMAQ-T4-1-TLC-CO			11/12	11/12	301,000			301,000		301,000
San Mateo	Daly City	Daly City - Citywide Accessibility	CON	SM-110009	ACTIVE	CMAQ-T4-1-TLC-CO			11/12	11/12	420,000			420,000		420,000
San Mateo	Half Moon Bay	Highway 1 Bicycle/Pedestrian Trail	CON	SM-110027	ACTIVE	CMAQ-T4-1-RBP-CO			11/12	11/12	420,000			420,000		420,000
San Mateo	Mentlo Park	Mentlo Park 2010/11 Resurfacing of	CON	SM-110014	ACTIVE	STP-T4-1-LSR-CO			11/12	11/12	385,000			385,000		385,000
San Mateo	Redwood City	Bair Island Bay Trail Improvements	CON	SM-110025	ACTIVE	CMAQ-T4-1-RBP-CO			11/12	11/12	337,000			337,000		337,000
San Mateo	Redwood City	Skyway/Shoreway/Bike Route	CON	SM-110026	ACTIVE	CMAQ-T4-1-RBP-CO			11/12	11/12	218,000			218,000		218,000
San Mateo	Redwood City	Skyway/Shoreway/Bike Route	PE	SM-110026	ACTIVE	CMAQ-T4-1-RBP-CO	CML	5029028	11/12	11/12	38,000		10/18/11	38,000		38,000
San Mateo	SSF	South San Francisco: Regional Gap	CON	SM-110023	ACTIVE	CMAQ-T4-1-RBP-CO			11/12	11/12	261,000			261,000		261,000
San Mateo	SamTrans	SAMTRANS: Preventive Maintenance	CON	SM-030023	ACTIVE	STP-T4-1-RSI			11/12	11/12	13,288,913			13,288,913		13,288,913
San Mateo	San Bruno	San Bruno Street Medians and Grand	CON	SM-110011	ACTIVE	CMAQ-T4-1-TLC-CO			11/12	11/12	654,000			654,000		654,000
San Mateo	San Bruno	San Bruno Transit Corridor Ped	CON	SM-110012	ACTIVE	CMAQ-T4-1-TLC-CO			11/12	11/12	263,000			263,000		263,000
San Mateo	San Carlos	San Carlos Pavement Rehab Program	CON	SM-110019	ACTIVE	STP-T4-1-LSR-CO			11/12	11/12	319,000			319,000		319,000
San Mateo	San Carlos	East Side Community Transit	CON	SM-110028	ACTIVE	CMAQ-T4-1-TLC-REG			11/12	11/12	1,795,304			1,795,304		1,795,304
San Mateo	San Mateo	Delaware Street Bike Lane and	CON	SM-110007	ACTIVE	CMAQ-T4-1-TLC-REG	CML	5102038	11/12	11/12	545,000			545,000		545,000
San Mateo	San Mateo	El Camino Real Phase I Improvement	CON	SM-110010	ACTIVE	CMAQ-T4-1-TLC-CO			11/12	11/12	203,000			203,000		203,000
San Mateo	San Mateo Co	CSRT South of Dam Conversion	CON	SM-110024	ACTIVE	CMAQ-T4-1-RBP-CO			11/12	11/12	300,000			300,000		300,000
San Mateo	San Mateo Co	Resurfacing of Pescadero Creek Road	CON	SM-110035	ACTIVE	STP-T4-1-LSR-FAS			11/12	11/12	985,011			985,011		985,011
San Mateo County Totals										14,977,924	5,755,304	20,733,228	0	38,000	38,000	20,695,228

Metropolitan Transportation Commission

Local Safety Program (HSIP, HRRR, SRTS) Obligation Status Report

Fiscal Years: FY 11/12
January 20, 2012

County	Sponsor	Project Name	Phase	TIP ID	Fund Code	FMS ID	Prefix	ID	Fed Project Data			Fund Programming Information				Obligation Information			Balance Remaining
									Appn FY	Prog FY		HSIP Amt	HRRR Amt	SRTS Amt	Date	HSIP Amt	HRRR Amt	SRTS Amt	
San Mateo County																			
San Mateo	Alherton	Valparaiso at Hoover In-Roadway Lighted Crosswalk	CON	REG070009	HSIP-T4-3	5126.00	HSIP	5261007	12/13	11/12	27,900			06/30/11	27,585				315
San Mateo	Alherton	Valparaiso at Hoover In-Roadway Lighted Crosswalk	PE	REG070009	HSIP-T4-3	5126.00	HSIP	5261007	10/11		393			12/11/11	393				1,541
San Mateo	Daly City	Geller Blvd. Bicycle Lanes	CON	REG070009	HSIP-T4-3	5101.00	HSP	5196034	12/13	11/12	88,650			04/04/11	87,109				33,300
San Mateo	Daly City	Hickey Blvd/Callan Blvd Signal Modifications	PE	REG070009	HSIP-T4-4	5279.00			12/13	11/12	33,300								127,600
San Mateo	Mentlo Park	Safe Routes to Hillview Middle School	CON	REG090001	SRTS-T3-1	5112.00		5273017	10/11	11/12	5,445			12/28/11	4,950				495
San Mateo	Mentlo Park	Mentlo Park: Oak Grove Ave./Merrill St	PE	REG070009	HSIP-T4-4	5315.00	HSIP	5273022	12/13	11/12	270,000								270,000
San Mateo	SSF	Sister Cities Blvd Guardrail Project	CON	REG070009	HSIP-T4-3	5110.00		5177024	12/13	11/12	67,500			10/24/11	66,825				675
San Mateo	SSF	Grand Avenue/Magnolia Avenue Traffic Signal	PE	REG070009	HSIP-T4-4	5317.00	HSIP	5177028	12/13	11/12	171,000								171,000
San Mateo	San Carlos	SR 82 and Belmont Ave Crosswalk Improvements	CON	REG070009	HSIP-T4-3	5080.00			12/13	11/12	14,810								14,810
San Mateo	Woodside	Woodside School's Safety Improvement Project	PE	REG070009	HSIP-T4-4	5314.00			11/12	11/12	678,988	0	127,600		186,862	0	0		619,736
San Mateo County Totals												678,988	0	127,600	186,862	0	0		619,736

**Local Safety Programs (HSIP, HR3 and SRTS)
Report of Project Delivery Status
Summary by Agency
Sort by Agency Name**

Local Agency	Highway Safety Improvement Program (HSIP)										High Risk Rural Roads Program (HR3)						Federal Safe Routes to School Program (SRTS)						Overall (HSIP, HR3 and SRTS)																
	Programmed		Delivery Status					Obligated (\$)	Expended (\$)	Obligated/Programmed %	Programmed		Delivery Status				Obligated (\$)	Expended (\$)	Obligated/Programmed %	Programmed		Delivery Status				Obligated (\$)	Expended (\$)	Obligated/Programmed %											
	Proj Count	Programmed (\$)	Not Started	Project Count			Proj Closed out				Proj Count	Programmed (\$)	Not Started	Project Count						Proj Count	Programmed (\$)	Not Started	Project Count						Proj Count	Programmed (\$)	Not Started	Project Count			Obligated (\$)	Expended (\$)	Obligated/Programmed %		
				In PE	In ROW	In Con		In PE	In ROW	In Con				Proj Closed out	In PE	In ROW	In Con	Proj Closed out	In PE				In ROW	In Con	Proj Closed out	In PE	In ROW	In Con				Proj Closed out							
Atherton	1	\$ 30,600	0	0	0	1	0	\$ 30,600	\$ -	100.00%	0	\$ -	0	0	0	0	\$ -	\$ -	-	0	\$ -	0	0	0	0	0	\$ -	\$ -	-	1	\$ 30,600	0	0	0	1	0	\$ 30,600	\$ -	100.00%
Brisbane	0	\$ -	0	0	0	0	0	\$ -	\$ -	-	0	\$ -	0	0	0	0	\$ -	\$ -	-	1	\$ 186,001	0	0	0	0	1	\$ 186,001	\$ 186,001	100.00%	1	\$ 186,001	0	0	0	0	1	\$ 186,001	\$ 186,001	100.00%
Daly City	2	\$ 340,650	1	0	0	1	0	\$ 85,928	\$ -	25.22%	0	\$ -	0	0	0	0	\$ -	\$ -	-	0	\$ -	0	0	0	0	0	\$ -	\$ -	-	2	\$ 340,650	1	0	0	1	0	\$ 85,928	\$ -	25.22%
East Palo Alto	0	\$ -	0	0	0	0	0	\$ -	\$ -	-	0	\$ -	0	0	0	0	\$ -	\$ -	-	1	\$ 579,700	1	0	0	0	0	\$ -	\$ -	0.00%	1	\$ 579,700	1	0	0	0	0	\$ -	\$ -	0.00%
Menlo Park	1	\$ 49,500	0	1	0	0	0	\$ 4,950	\$ -	10.00%	0	\$ -	0	0	0	0	\$ -	\$ -	-	2	\$ 584,100	0	1	0	1	0	\$ 360,350	\$ 265,410	61.69%	3	\$ 633,600	0	2	0	1	0	\$ 365,300	\$ 265,410	57.65%
Redwood City	0	\$ -	0	0	0	0	0	\$ -	\$ -	-	0	\$ -	0	0	0	0	\$ -	\$ -	-	2	\$ 838,500	2	0	0	0	0	\$ -	\$ -	0.00%	2	\$ 838,500	2	0	0	0	0	\$ -	\$ -	0.00%
San Carlos	1	\$ 198,000	0	1	0	0	0	\$ 27,000	\$ -	13.64%	0	\$ -	0	0	0	0	\$ -	\$ -	-	1	\$ 340,800	1	0	0	0	0	\$ -	\$ -	0.00%	2	\$ 538,800	1	1	0	0	0	\$ 27,000	\$ -	5.01%
South San Francisco	2	\$ 671,200	0	2	0	0	0	\$ 93,825	\$ 5,135	13.98%	0	\$ -	0	0	0	0	\$ -	\$ -	-	1	\$ 119,300	1	0	0	0	0	\$ -	\$ -	0.00%	3	\$ 790,500	1	2	0	0	0	\$ 93,825	\$ 5,135	11.87%
Woodside	1	\$ 194,000	1	0	0	0	0	\$ -	\$ -	0.00%	0	\$ -	0	0	0	0	\$ -	\$ -	-	0	\$ -	0	0	0	0	0	\$ -	\$ -	-	1	\$ 194,000	1	0	0	0	0	\$ -	\$ -	0.00%

Plan BayArea

TO: MTC Planning Committee /
ABAG Administrative Committee

DATE: 1/13/2012

FR: Deputy Executive Director, Policy, MTC
Executive Director, ABAG

RE: Update on Proposed OneBayArea Grant — Cycle 2 STP/CMAQ Funding

Background

The OneBayArea Grant (OBAG) represents a significant step toward integrating the region's federal transportation program and its land-use and housing policies by:

- Rewarding jurisdictions that accept housing allocations and produce housing with additional transportation dollars.
- Supporting the Sustainable Communities Strategy (SCS) for the Bay Area by promoting transportation investments in priority development areas (PDAs) and by initiating a pilot program in the North Bay Counties that will support open space preservation in priority conservation areas (PCAs).
- Increasing funding levels and eliminating program silos for greater local investment flexibility.

Staff presented the OneBayArea Grant proposal to the MTC Planning Committee / ABAG Administrative Committee on July 8, 2011. At that meeting, the committee directed that staff release the proposal for public review. That initial proposal can be downloaded from the MTC website at <http://www.mtc.ca.gov/funding/onebayarea/>. Since then MTC has received numerous comment letters from stakeholders, transportation agencies and local jurisdictions. Staff has given presentations to the Bay Area Partnership working groups, Policy Advisory Council, ABAG Executive Board, ABAG Planning Committee, Regional Advisory Working Group, and the Regional Bicycle Working Group, as well as at various workshops in conjunction with the Plan Bay Area development.

Stakeholder Response to OBAG Proposal

Attachment A lists the comment letters received to date. The letters are available at the website referenced above with numbering consistent with the comment reference numbers in the attachment. Overall, the comments are supportive of several key elements of the program proposal, including greater program flexibility, increased funding subject to local priority-setting, and financial rewards for accepting Regional Housing Needs Allocation (RHNA) commitments.

Comments Requesting Material Changes to Initial OBAG Proposal:

1. Priority Development Areas: There is support for lowering the proposed requirement that 70% of funding to each county be used to fund projects in PDAs, and providing more flexibility with respect to the use of these funds, particularly for counties with relatively few existing PDAs. In contrast, several stakeholder groups and the MTC Policy Advisory Council support retaining the 70% requirement. Because many noted that project benefits to PDAs are not just from those

projects funded directly within the PDA limits, comment letters recommended allowing projects that support or provide benefit to PDAs count towards the PDA requirements. There were requests to exempt certain OBAG program eligibility categories from the PDA requirements, such as streets and roads rehabilitation, regional bicycle, and Safe Routes to School. A reason cited was that transportation needs do not always align geographically with PDAs.

2. Priority Conservation Areas: Some comments call for expanding the eligible use of PCA funding beyond planning purposes in order to fund capital projects such as farm-to-market and open space access needs. Additional comments call for expanding the regional pilot program eligibility beyond the four North Bay counties.
3. Low Income Housing and Protections for Communities of Concern: Comments recommend modifying the OBAG funding formula to reward jurisdictions that zone for or produce low income housing units. In addition, some stakeholders also cited the need for policies that will prevent displacement of low-income residents, which was noted as a potentially unintended outcome of new housing and transportation investments in PDAs.
4. Performance and Accountability: In the areas of performance and accountability, many comments asked for more flexibility, such as reasonable progress toward, instead of final approval of, required policy actions, in the first round of OBAG funding. The reason cited was limited time and staff resources to enact new policies in the timeframe proposed.
5. Regional Program: We received requests to continue funding the Safe Routes to School Program (SR2S) as a regional program within the Climate Initiatives Program since the implementation of SR2S at the county level is uneven throughout the region.

Recommended Program Revisions

As a result of the input received and continued regional agency dialogue, staff recommends that the Committee consider significant revisions to the July 8, 2011 proposal, as outlined in the presentation slides (Attachment B) and explained more fully below. Staff proposes to increase the OneBayArea Grant from the initial \$211 million funding level to \$250 million. The increase comprises \$39 million in federal funds, with \$3 million directed specifically to preserve the “hold harmless” provision for Marin, Napa and Solano Counties, after accounting for Cycle 1 planning and SR2S funds. The funding distribution is also revised to reflect the formula changes discussed below to reward jurisdictions for very-low and low-income housing units. Attachment C provides the revised funding levels and distribution amounts.

1. Priority Development Areas
 - **Increase PDA Flexibility**: Staff recommends reducing the requirement that at least 70% of investments be directed to the PDAs to 50% for the four North Bay counties (Marin, Napa, Solano, and Sonoma) as there are relatively fewer PDA opportunities in these counties. Further, staff recommends that for all counties a project outside of a PDA count towards the PDA minimum if it directly connects to or provides proximate access to a PDA. However, staff does not recommend exempting certain programs or using different formulas to address any single program investment as this would run counter to the flexibility of the OneBayArea grant.
 - **Strengthen Planning Integration**: While an entire county is rewarded financially if its individual jurisdictions accept housing to meet RHNA targets, there is a need to ensure that RHNA, PDAs, and supporting zoning policies are effectively aligned. Therefore, staff

recommends that all jurisdictions receiving OBAG funding be required to pass a non-binding resolution of intent to align these three elements. Staff also recommends that CMAs prepare and adopt a PDA development strategy to guide transportation investments that are supportive of PDAs. Specific requirements will be developed as part of the next round of planning agreements between MTC and the CMAs.

- **Clarify Eligibility for Programs:** Staff is proposing to clarify that both pedestrian and all bicycle facilities would be eligible for OBAG funding and CMA planning costs would partially count towards PDA targets (50% or 70%), in line with its PDA funding requirement.
2. Priority Conservation Areas (PCAs)
 - **Focus on North Bay through Competitive Pilot Program:** Staff recommends that the \$5 million pilot program continue to be limited to the North Bay Counties and be conducted as a regional competitive program. However, eligibility would be expanded from planning to land / easement acquisition, farm-to-market capital projects, and open space access projects.
 - **Leverage Additional Funding:** A priority for these funds should be to partner with state agencies and private foundations to leverage outside funds for these projects, particularly for land acquisition and open space access. ABAG and MTC would pursue these leveraging opportunities.
 3. Low-Income/Workforce Housing
 - **Reward counties for low-income/workforce housing production:** Staff recommends revising the funding formula to recognize the importance of planning for and producing very low and/or low-income housing by directing 25% in total, or 50% of the housing share; to very low and low-income housing production and RHNA share.
 4. Performance and Accountability
 - **Streamline Requirements:** Staff recommends streamlining the performance and accountability requirements in recognition of the considerable lead time required to implement these requirements. Jurisdictions will need to be in compliance with the Complete Streets Act of 2008 by July 1, 2013 to be eligible for OBAG funds. Staff will work with jurisdictions to develop a strategy for meeting this timeline that considers individual jurisdiction's general plan update schedules. MTC will also revise its Complete Streets Policy to ensure that public review and input for projects occurs early enough to better inform CMA project selection.
 - **Retain Housing Element Requirement:** Staff recommends no change to the proposal that a jurisdiction be required to have its general plan housing element adopted and approved by HCD for 2007-14 RHNA prior to July 1, 2013. Attachment D summarizes current compliance, with 72% of Bay Area jurisdictions already meeting this requirement.
 5. Regional Programs: Within the Climate Initiatives program, the SR2S Program would be continued as a regional program with \$10 million being distributed to the counties to be used only for that purpose. Staff proposes that the remaining \$10 million be used for electric vehicle infrastructure and other climate strategies. Staff is also proposing a new regional \$30 million pilot Transit Performance Initiative Program to implement transit supportive investments in major transit corridors. Finally, within the regional TLC Program, \$15 million would be directed to PDA planning grants with a special focus on selected PDAs with greater potential for residential displacement, and to develop and implement community risk reduction plans.

Next Steps

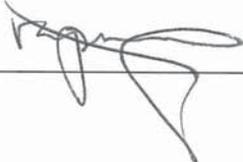
Based on the Committee’s direction at this meeting, staff will modify the proposal and return to the Committee in March 2012 to present the draft program policies. The Commission will then consider approval of the final OneBayArea Grant Program in May 2012. Throughout this process, staff will continue to seek further feedback from stakeholder and technical working groups. The OBAG development schedule will continue to be coordinated with the activities leading to approval of the Plan Bay Area preferred alternative which are italicized in the schedule below:

OBAG / Plan Bay Area Development Schedule

January 2012	<ul style="list-style-type: none"> ▪ <i>Outreach / Define preferred scenario</i> ▪ Joint Planning / ABAG Administrative Committee to review initial responses and potential revisions to address major comments for the One Bay Area Grant
February 2012	<ul style="list-style-type: none"> ▪ <i>Release guidance for applying project performance assessment results to the Plan Bay Area investment strategy</i>
March 2012	<ul style="list-style-type: none"> ▪ Release revised Draft Cycle2 One Bay Area Grant proposal ▪ <i>Release preliminary preferred scenario for Plan Bay Area (includes investment strategy)</i>
May 2012	<ul style="list-style-type: none"> ▪ Commission Approves Cycle 2 One Bay Area Grant ▪ <i>MTC / ABAG approves preferred scenario for Plan Bay Area</i>



Ann Flemer

Ezra Rapport

Attachments

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Memorandum

TO: Partnership Technical Advisory Committee;
Partnership Programming and Delivery Working Group;
Partnership Local Streets and Roads Working Group

DATE: February 6, 2012

FR: Sean Co

RE: Complete Streets Policy Update

Background

MTC's Routine Accommodations Policy (Resolution 3765) has been in place since 2006. At the time, the policy required project sponsors to consider the needs of all road users in project planning and design, and was the first of its kind among MPOs. Since that time many MPOs and Bay Area CMAs have adopted policies similar to MTC's policy or in some cases exceed it.

While refinements have been made to MTC's Complete Streets checklist over past programming cycles, there are still a number of improvements that need to be made to ensure all road projects consider the needs of bicyclists and pedestrians in planning and design. Bicycle and Pedestrian Advisory (BPACs) have not had adequate time to review checklists and the current process can be time consuming for both CMA staff and members of the public. Additionally, MTC's checklist process can be duplicative of the CMAs own complete streets process.

Staff Proposed Revisions to Current Policy

Require Bicycle and Pedestrian Transportation Components

All roadway projects where bicycles and pedestrians are allowed to travel and are funded with MTC funds, would be required to include bicycle and pedestrian components. Exceptions would be for highway projects that prohibit bicycles and pedestrians and other operations/maintenance projects that don't affect the roadway. If a jurisdiction has a complete streets policy or equivalent bike/ped accommodation in place, an exception could be provided through Public Works Director approval. This would be a significant change from the MTC's 2006 Routine Accommodations Resolution 3765. If projects did not include such elements, then agencies would provide statements as to why these improvements were not made. Currently four CMAs, Sonoma, San Francisco, Santa Clara and Marin review projects to ensure bicycle and pedestrian facilities are accommodated in all road projects.

Checklist Streamlining

The checklist is intended to allow BPACs to review projects and provide comments to project sponsors on how cyclists and pedestrian facilities are included in the project. Many CMAs allow their BPACs to review projects as standard practice of submitting projects to MTC. The MTC Complete Streets checklist requires BPAC review and this additional review process would be redundant and unnecessary in these cases.

The CMA's that have a complete streets policy which includes design review would comply with the new requirement by providing the following:

- Self Certification - Resolution or similar policy statement with language that mandatory bicycle and pedestrian components are included in project planning and design
- Public Review - Process for early review by county or city Bicycle and Pedestrian Advisory Committees (BPAC)
- Reporting - Annual report detailing similar information currently captured in the MTC checklist

CMAs that don't provide staff review for projects could utilize training resources and MTC's checklist that would assist agencies in complying with the requirement. This technical training could offer design recommendations that enable agencies to include the most appropriate non-motorized solution for the project. This review could be in the form of a dedicated staff or on-call consultants.

Timing of Checklist in Application Process

The checklist should be completed early in the application process to allow follow-up from BPAC comments to be addressed before the project is programmed by MTC and design issues have been finalized. In prior funding cycles, checklists could be completed just days prior to when the projects were submitted to MTC. This did not allow adequate time for review from the BPACs or for project sponsors to address comments or concerns.

MTC will recommend that the checklists be completed during the time that the CMA issues its call for projects for a funding cycle. Moving the checklist process earlier will allow for meaningful feedback to be incorporated into the project. This proposed revision only applies to those counties that are not exempted based on the provisions proposed under "Checklist Streamlining" above.

Timeline for Implementation

The proposed timeline below is designed to be implemented when the One Bay Area Grant Proposal is released in March.

January 2012	Discussions of approach to Active Transportation Working Group
February 2012	Discussions of approach for Partnership Committees
March 2012	Release of Proposal
April 2012	Guidance for compliance

Relationship with other OneBayArea Grant Requirements

The January 2012 proposed revision to the OneBayArea Grant also included a requirement that jurisdictions need to comply with the Complete Streets Act of 2008 by July 31, 2013 to be eligible for OBAG funds. While this is still a proposal, it is a distinct requirement from the proposed revisions to the MTC Complete Streets Checklist.