

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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1:15 p.m., Thursday, November 21, 2019
San Mateo County Transit District Office¹
1250 San Carlos Avenue, 2nd 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 meeting (November 2019): | Hoang | No materials |
| - Approved – Agreement with Fehr & Peers to develop a VMT Estimation Tool in an amount not to exceed \$220,000 | | |
| - Approved – Funding Agreement with City of South San Francisco to provide up to \$360,000 for the Smart Corridor design phase | | |
| - Approved – Adoption of the TDA Art. 3 FY 2019-20 for \$1,950,000 | | |
| - Approved – Coop Funding (Loan) Agreement with SMCEL-JPA in the amount of \$872,456 to partially fund the operations of the SMCEL-JPA in FY19-20. | | |
| - Approved – Draft 2019 CMP and monitoring report and authorize its distribution for comments | | |
| 3. Approval of the minutes from October 17, 2019 | Hoang | Page 1-2 |
| 4. Receive information on the SamTrans Transit Signal Priority Project (Information) | Tam (Samtrans) | Page 3 |
| 5. Review and recommend approval of the C/CAG and San Mateo County Transportation Authority Joint Call for Projects for the San Mateo County Shuttle Program for Fiscal Years 20/21 & 21/22 (Action) | Kalkin | Page 4-22 |
| 6. Approval of the Data Request Form to track the performance measures developed in the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040) (Action) | Wever | Page 23-32 |
| 7. Receive information on C/CAG Countywide Travel Demand Model Update (Information) | Lacap | Page 33-40 |
| 8. Regional Project and Funding Information (Information) | Lacap | Page 41-43 |
| 9. Executive Director Report | Wong | No materials |
| 10. Member Reports | All | |

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board. The Board has

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Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at 650 599-1406, five working days prior to the meeting date.

designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC PARTICIPATION: Public comment is limited to two minutes per speaker. Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

If you have any questions about this agenda, please contact C/CAG staff: John Hoang (650) 363-4105

2019 TAC Roster and Attendance										
No.	Member	Agency	Feb	Mar	Apr	May	Jun	Aug	Sep	Oct
1	Jim Porter (Co-Chair)	San Mateo County Engineering				x	x	x	x	x
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x	x	x		x	x
3	Robert Ovadia	Atherton Engineering		x	x	x	x	x	x	x
4	Afshin Oskoui	Belmont Engineering	x	x	x	x	x	x	x	
5	Randy Breault	Brisbane Engineering			x	x	x	x	x	
6	Syed Murtuza	Burlingame Engineering	x	x	x	x	x		x	x
7	Sandy Wong	C/CAG		x	x	x	x	x	x	x
8	Brad Donohue	Colma Engineering	x		x			x	x	x
9	Richard Chiu	Daly City Engineering	x	x	x	x	x	x	x	
10	Tatum Mothershead	Daly City Planning	x	x	x	x	x		x	x
11	Norm Dorais	Foster City Engineering				x	x	x	x	x
12	Paul Willis	Hillsborough Engineering	x	x	x	x	x	x	x	x
13	Maz Bozorginia	Half Moon Bay Engineering				x	x	x		x
14	Nikki Nagaya	Menlo Park Engineering	n/a	n/a	n/a	n/a	n/a	n/a	n/a	x
15	Khee Lim	Millbrae Engineering			x					
16	Sam Bautista	Pacifica Engineering		x	x		x	x		x
17	Jessica Manzi	Redwood City Engineering	x	x	x	x	x		x	
18	Jimmy Tan	San Bruno Engineering	x		x		x	x	x	x
19	Steven Machida	San Carlos Engineering	x	x	x		x	x	x	x
20	Brad Underwood	San Mateo Engineering	x		x	x	x	x	x	
21	Eunejune Kim	South San Francisco Engineering	x	x	x		x	x	x	
22	Billy Gross	South San Francisco Planning	x	x	x	x	x	x		x
23	Sean Rose	Woodside Engineering	x	x		x	x			x
24	James Choe	MTC	n/a	n/a	x	x	x	x	x	x

CONGESTION MANAGEMENT PROGRAM (CMP) TECHNICAL ADVISORY COMMITTEE (TAC)

October 17, 2019
MINUTES

The two hundred fifty-sixth (256th) meeting of the Technical Advisory Committee (TAC) was held in the SamTrans Offices located at 1250 San Carlos Avenue, 2nd Floor Auditorium, San Carlos, CA. Co-Chair Porter called the meeting to order on Thursday, October 17, 2019 at 1:16 p.m.

TAC members attending the meeting are listed on the Roster and Attendance on the preceding page. Others attending the meeting were: Kim Comstock – Commute.org; Van Ocampo, Jean Higaki, Mikaela Hiatt, Jeff Lacap, John Hoang - C/CAG; Bethany Lopez – San Mateo; Joel Slavitt – SMCTA; Sal Akhter – Streetlight; Mohammad Suleiman – Caltrans; Drew – public member; and other attendees not signed in.

1. Public comment on items not on the agenda.

None.

2. Issues from the last C/CAG Board meeting.

As noted on agenda. Co-Chair Porter acknowledged new TAC member Nikki Nagaya from Menlo Park.

3. Approval of the Minutes from August 15, 2019.

Public member Drew requested his comments be revised to state that he was just providing an example only when referring to left turn lanes. Item was approved with revisions.

4. Receive a presentation the proposed US 101 Express Lanes (Information)

Leo Scott, Project Manager, presented on the US 101 Express Lanes project providing updates including planned construction interface with local communities and public outreach. The South of Whipple segment construction began March 2019 to convert the HOV lanes to Express Lanes with substantial civil construction anticipated for February 2020. The North of Whipple segment completed the 100% design plans for the new lanes on September 30, 2019. The presentation slides can be made available to the TAC if cities are interested. Questions and comments were as follows:

5. Discussion on a potential joint subscription of geospatial data for transportation planning and projects (Action)

Mikaela Hiatt introduced the item requesting discussions on the potential procurement of Streetlight data to be used by participating jurisdictions, C/CAG, Transportation Authority, and other agencies interested in sharing the cost. Bethany Lopez, Senior Engineer at City of San Mateo, presented on the city's experience with using Streetlight data for an origin-destination study as well as analysis to assist with the general plan update, zone analysis, and AADT estimates. Sal Akhter from Streetlight was also present to answer TAC questions requesting accuracy of data, privacy issues, cost, and comparison with other available products.

Discussions resulted in a recommendation for C/CAG to procure for the data going through the Request for Proposal (RFP) process. In addition, staff will survey cities for interest in cost sharing model based on population or other methodology to be defined. It was suggested that the Transportation Authority be integral in the cost sharing.

6. Provide feedback on the next steps of the SB 743 implementation assistance process (Changed to Information item)

Jeff Lacap asked for input in the option of utilizing a consultant to develop a countywide VMT estimation tool in coordination with VTA. It was suggested that C/CAG may be able to sole source. In addition, cities request that training should be included in the proposal

7. Review and recommend approval of the Draft 2019 Congestion Management Program (CMP) and Monitoring Report (Action)

Jeff Lacap present the results of the CMP update and monitoring report including performance elements for CMP roadways and intersections, travel time along US 101, for SOV and transit, the new bicycle and pedestrian counts.

Member Gross moved to approved. Member Machida seconded. Item passed.

8. Regional Project and Funding Information (Information)

Jeff Lacap presented on the items, as shown in the staff report including FHWA Policy for Inactive Projects, PMP Certification status, and miscellaneous federal aid related announcements, including upcoming training opportunities from Caltrans for Federal Aid Invoice processing.

9. Executive Director Report

Sandy Wong, C/CAG Executive Director, reported on the 21 Element and consultant and the need to support cities with certifying housing element. The FASTER Town Hall meeting in San Mateo County will be held on October 29th. FASTER is an effort to implement a seamless public transportation network.

10. Member Reports

Co-Chair Hurley reported that the TA will need to started executing Measure W agreements with cities. There are seven cities remaining. Co-Chair Porter asked that a sample resolution be provided to agencies. Co-Chair Porter reported that the search for a CEO for the new Sea Level Rise agency is underway.

Meeting adjourned at 3:06 p.m.

C/CAG AGENDA REPORT

Date: November 21, 2019
To: Congestion Management Program Technical Advisory Committee (TAC)
From: Robert Tam, Samtrans
Subject: Receive information on the SamTrans Transit Signal Priority Project.

RECOMMENDATION

That the TAC receives information on the SamTrans Transit Signal Priority Project.

FISCAL IMPACT

This project is partially funded with \$79,000 from C/CAG with the Transportation Fund for Clean Air (TFCA) County Program Manager funds allocated in FY2017/18.

BACKGROUND

This project will provide and implement a turnkey Transit Signal Priority (TSP) system for Samtrans buses traveling on the El Camino Real (ECR) corridor, from the Daly City to Menlo Park. The TSP system will improve transit speed and service reliability to customers, by either giving buses early green lights or extending green lights at traffic intersections. The TSP system will deploy wayside antennas at intersections and GPS aboard buses as the primary TSP system detection technology to provide maximum communication precision. It is anticipated that bus travel times on the ECR route will decrease with less delays at intersections. Accordingly, improvements in on-time performance, service reliability, and customer experience are expected.

Samtrans staff, Robert Tam, previously presented to the TAC on February 15, 2018, on project status and will provide an update at this meeting.

C/CAG AGENDA REPORT

Date: November 21, 2019

To: Congestion Management Program (CMP) Technical Advisory Committee (TAC)

From: Susy Kalkin, Transportation Systems Coordinator

Subject: Review and recommend approval of the C/CAG and San Mateo County Transportation Authority Joint Call for Projects for the San Mateo County Shuttle Program for Fiscal Years 20/21 & 21/22

(For further information or questions contact Susy Kalkin at 599-1467)

RECOMMENDATION

That the CMP 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 20/21 & Fiscal Year 21/22.

FISCAL IMPACT

For the FY 20/21 & FY 21/22 funding cycle there will be approximately \$10,000,000 available.

SOURCE OF FUNDS

Funding to support the shuttle program will be derived from the Congestion Relief Plan adopted by C/CAG, and is anticipated to include \$1,000,000 in funding (\$500,000 for FY 20/21 and \$500,000 for FY 21/22). Additionally, the San Mateo County Transportation Authority (TA) Measure A Program is expected to provide approximately \$9,000,000 for the two-year funding cycle. The C/CAG funding will be predicated on the C/CAG Board of Directors approving shuttle funding in the amount of \$500,000 for each fiscal year through the budget adoption process.

BACKGROUND/DISCUSSION

The San Mateo County Shuttle Program, jointly funded by C/CAG and the San Mateo County Transportation Authority (TA), is designed to fund local shuttle services for residents and employees to travel within their communities and/or to connect to regional transportation and employment centers within the County. Projects funded through the Program are intended to contribute to the overall goals of reducing commute corridor congestion, facilitating regional connections, enhancing safety and otherwise meeting local mobility needs.

For the upcoming San Mateo County Shuttle Program, C/CAG will again partner with the TA to issue a joint call for projects (CFP). The combined program is designed to utilize one call for projects, one application, and one scoring committee. Once proposed projects have been scored they will be brought to each respective Board of Directors for the funding allocation from the respective agency.

The result of this process will be a single prioritized list of 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.

Program Guidelines

The program guidelines, attached, are the same as the last (FY 18/19 & 19/20) CFP with the following exceptions:

1. The scoring criteria has been adjusted to increase the “Effectiveness” criteria weighting by 10 points.
 - After the last CFP, where for the first time the program was oversubscribed, there was a recommendation from the CMEQ Committee that consideration be given to increasing the weighting of the “Effectiveness” criteria for this CFP, with an emphasis on the “cost per passenger” factor.
 - To accommodate this change while retaining the overall 100 point maximum, the “Readiness” and “Policy Consistency” factors have each been reduced by 5 points for Existing Shuttles only; no changes are proposed for New Shuttles.

2. The maximum allowable points under “Funding Leverage” for shuttles that have failed to meet their benchmarks by more than 50% has been reduced from a possible 18 points to 10 points in recognition that these shuttles are less effective than shuttles that are meeting the benchmarks.

3. The established operating cost per passenger benchmark for commuter, community and door to door shuttles has been revised to account for an incremental increase in the consumer price index (CPI), as shown here:

Shuttle Type	Op. Cost/Passenger FY18/19 & 19/20 (Prior CFP)	Op. Cost/Passenger FY20/21 & 21/22 (Current CFP)
Commuter	\$8/passenger	\$9/passenger
Community	\$10/passenger	\$11/passenger
Door to Door	\$20/passenger	\$22/passenger

4. To qualify for funding, project sponsors for this program have historically been required to provide a minimum match of 25% of the total cost of the project, and that remains the proposal in this cycle for both new shuttles and for existing shuttles that: 1) are meeting their benchmarks for operating cost per passenger; or, 2) are missing the benchmark by less than 50%; or 3) have been in operation for less than two full years. Additionally, as required in the last CFP, for existing shuttles that have failed to meet the applicable “operating cost per passenger” benchmark by 50% or more after two full years of operation, a 50% match is required to encourage sponsors to take a more proactive approach with the productivity and cost effectiveness of their shuttles.

The following table shows how the 50% match would be applied:

Shuttle Type	Op. Cost/Passenger FY18/19 & 19/20 (Current CFP)	Benchmark missed by 50% or more
Commuter	\$8/passenger	≥\$12/passenger
Community	\$10/passenger	≥\$15/passenger
Door to Door	\$20/passenger	≥\$30/passenger

Other (Unchanged) Eligibility Criteria

1. Project applicants include local jurisdictions and/or public agencies.
2. A governing board resolution that confirms that the jurisdiction/agency approves of the application submittal and commits to providing the matching funds must be submitted along with the application.
3. Sponsors of new shuttles as well as sponsors of existing shuttles that fall below the established operating cost per passenger or passenger per service hour benchmarks are required to consult with either SamTrans operations planning staff (community shuttles) or Commute.Org (commuter shuttles) for shuttle technical assistance prior to the submittal of an application, and are encouraged to continue to seek assistance as needed throughout the funding cycle.
4. Non-supplantation certification is required confirming that funds will be used to supplement existing funds, and will not supplant existing funds that have been appropriated for the same purpose.
5. A Letter of Concurrence from SamTrans is required indicating the proposed shuttle routes do not duplicate SamTrans fixed-route service or other public shuttle service.

Tentative Timeline for Project Review and Approval:

- November 25, 2019 – Congestion Management and Environmental Quality Committee Call for Projects Review
- December 12, 2019 – C/CAG Board of Directors Call for Projects Review and Approval
- January 13, 2020 – Issue Call for Projects
- January 13, 2020 – Application Workshop at SamTrans offices
- February 21, 2020 – Shuttle Program Applications Due
- Mid-March – Convene Shuttle Program Evaluation Committee
- April 16, 2020 – CMP Technical Advisory Committee Recommended Project List Review
- April 27, 2020 – Congestion Management and Environmental Quality Committee Recommended Project List Review
- May 7, 2020 – Transportation Authority Board of Directors Project List Final Review and Approval
- May 14, 2020 – C/CAG Board of Directors Project List Review and Approval

ATTACHMENTS

1. San Mateo County Shuttle Program Eligibility Criteria - CFP FY 2020/2021 & 2021/2022
2. Existing Shuttle Application
3. New Shuttle Application
4. Non-Supplantation Certification
5. Governing Board Resolution - *Sample*
6. San Mateo County Shuttle Program Performance Metrics – FY 19 Q1-Q4

San Mateo County Shuttle Program Criteria

Eligibility Criteria		San Mateo County Shuttle Program Call for Projects FY 20/21 & FY 21/22									
Minimum Local Match	<ul style="list-style-type: none"> - 25% funding match for: 1) existing shuttles that do not exceed the applicable operating cost/passenger benchmark by more than 50% and 2) all new shuttles and existing shuttles that have been in operation for less than two years ¹ - 50% funding match for existing shuttles in operation for 2 years or more that fail to meet the applicable operating cost per passenger benchmark by 50% or more based on FY18/19 performance data. (More recent performance data covering a full 12 months may be applied if available at the time the application is submitted.) 										
Local Match	<ul style="list-style-type: none"> - Measure A Local Streets and Transportation funds may be used. - C/CAG or Measure A funds from programs other than Local Streets and Transportation cannot be used as the local match for either funding agency. 										
Program Purpose	- Provide local shuttle services for residents and employees to travel within or to connect with regional transportation/transit service within San Mateo County.										
Eligible Applicants	<ul style="list-style-type: none"> - Local jurisdictions and/or public agencies are eligible applicants for the funds; however, they must obtain a letter of concurrence/sponsorship from SamTrans. They may partner with other public, non-profit or private entities to co-sponsor shuttles. - Grant applicants may also contract with other public, non-profit or private entities to manage and/or operate the shuttle service. 										
Eligible Costs	<ul style="list-style-type: none"> - Costs directly tied to the shuttle service, such as operations, marketing and outreach, and staff time directly associated with shuttle administration are eligible. - Leasing of vehicles is an eligible expense; vehicle purchase is not. - Overhead, indirect or other staff costs are not eligible. 										
Minimum Requirements	<ul style="list-style-type: none"> - Project is located in San Mateo County - Project is a shuttle service that meets local mobility needs and/or provides access to regional transit. - Funding is for operations open to the general public - Shuttles must be compliant with the Americans with Disabilities Act(ADA). 										
Other Requirements	- Any change to the proposed service prior to implementation or during the funding period must be approved by the funding agency (TA or C/CAG) with the concurrence of SamTrans.										
Screening Criteria		Existing Shuttles	New Shuttles								
Non-Supplantation Certification	Funding request does not substitute for existing funds.		Funding request does not substitute for existing funds.								
Letter of Concurrence/Sponsorship	Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that shuttle routes do not duplicate SamTrans fixed-route or other public shuttle service, is required. If there are proposed route and/or schedule changes to existing shuttle service, applicant shall provide a letter of concurrence from SamTrans regarding the proposed changes.		Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that proposed shuttle routes does not duplicate SamTrans fixed route or other public shuttle service, is required.								
Governing Board Resolution	A governing board resolution in support of the project is required.										
Technical Assistance	Sponsors of new as well as existing shuttles that have not met the established cost/passenger and passengers/service hour benchmarks from FY 18/19 are required to consult with SamTrans operations planning staff for community serving shuttles and Commute.org for commuter shuttles prior to the submission of a funding application for guidance on how to best provide cost effective service to meet the identified need. If SamTrans and/or Commute.org apply as sponsors to receive funding from the San Mateo County Shuttle program, they must document the actions that will be taken to improve performance for any of their existing shuttles that do not meet the applicable cost/passenger and passengers/service hour benchmarks.										
Scoring Criteria		Existing Shuttles	New Shuttles								
Need & Readiness	<p>Need – 20 points</p> <ul style="list-style-type: none"> - Provides service to an area underserved by other public transit - Provides congestion relief in San Mateo County - Provides transportation services to special populations (e.g. low income/transit dependent, seniors, disabled, other) and connects to the services used by these populations - Letters of support from stakeholders <p>Readiness – 20-15 points</p> <ul style="list-style-type: none"> - Solid service plan in place describing how the shuttle service will be delivered for the 2-year funding period including: <ol style="list-style-type: none"> Service area (routes/maps, destinations served) Specific rail stations, ferry or major SamTrans transit centers served Schedule (days, times, frequency) - show coordination with scheduled transit service Marketing plan/activities (advertising, outreach, signage, etc.) Service Provider Administration and oversight (whom?) Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys) Co-sponsors/stakeholders (roles?) Ridership characteristics: e.g. commuter/ employees, seniors, students, etc Any significant changes to existing service Incorporation of any changes to the service plan as a result of the required technical assistance consultation with SamTrans operations planning or Commute.org staff for existing underperforming shuttles - Solid funding plan with budgeted line items for: <ol style="list-style-type: none"> Contractor (operator/vendor) cost. (inc. fuel surcharge if applicable) Administrative (Staff oversight) Other direct costs (e.g. marketing) Total operating cost Notes/exceptions (e.g. projected differences between the 1st/2nd year costs) 		<p>Need – 25 points</p> <ul style="list-style-type: none"> - Provides service to an area underserved by other public transit - Provides congestion relief in San Mateo County - Provides transportation services to special populations (e.g. low income/transit dependent, seniors, disabled, other) and connects to the services used by these populations - Letters of support from stakeholders <p>Readiness – 25 points</p> <ul style="list-style-type: none"> - Solid service plan in place describing how the shuttle service will be delivered for the 2-year funding period including: <ol style="list-style-type: none"> Service area (routes/maps, destinations served) Service plan development Specific rail stations, ferry or major SamTrans transit centers served Schedule (days, times, frequency) - show coordination with scheduled transit service Marketing plan/activities (advertising, outreach, signage, etc.) Service Provider Administration and oversight (whom?) Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys) Co-sponsors/stakeholders (roles?) Ridership characteristics: e.g. commuter/ employees, seniors, students, etc Planning process for shuttles, including actions taken as a result of the required technical assistance consultation with SamTrans operations planning or Commute.org staff for new shuttles - Solid funding plan with budgeted line items for: <ol style="list-style-type: none"> Contractor (operator/vendor) cost (inc. fuel surcharge if applicable) Administrative (Staff oversight) Other direct costs (e.g. marketing) Total operating cost Notes/exceptions (e.g. projected differences between the 1st/2nd year costs) 								
Effectiveness	<p>Effectiveness – 25-35 points</p> <ul style="list-style-type: none"> - Annual average operating cost per passenger for the prior 12 months - Annual average passengers per revenue vehicle hour of service for the prior 12 months - Service links with other fixed route transit (more points for higher ridership routes) - Improves access from transit oriented development to major activity nodes - Reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT), state assumptions and methodology used for any calculations 		<p>Effectiveness - 15 points</p> <ul style="list-style-type: none"> - Projected ridership, operating costs, and revenue vehicle hours of shuttle service to be provided in the first and second years of shuttle service. (State assumptions and document justification where possible) - Proposed service links with other fixed route transit (more points for higher ridership routes) - Proposed service improves access from transit oriented development to major activity nodes - Proposed service reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT), state assumptions and methodology used for any calculations 								
Funding Leverage – 20 points	<p>Percentage of matching funds contribution:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Shuttles w/ min. 25% match reqmt.</td> <td style="width: 50%; border-bottom: 1px solid black;">Shuttles w/ min. 50% match reqmt.</td> </tr> <tr> <td>25 to < 50% - 5 to 10 points</td> <td>50 % or greater to < 75% - 5 to 15-10 points</td> </tr> <tr> <td>50 to < 75% - 10 to 15 points</td> <td>75 to < 99% - 15 to 18 points</td> </tr> <tr> <td>75 or greater to < 99% - 15 to 18 points</td> <td></td> </tr> </table> <p>Private sector funding proposed (supports less public subsidy) – 2 points</p>		Shuttles w/ min. 25% match reqmt.	Shuttles w/ min. 50% match reqmt.	25 to < 50% - 5 to 10 points	50 % or greater to < 75% - 5 to 15-10 points	50 to < 75% - 10 to 15 points	75 to < 99% - 15 to 18 points	75 or greater to < 99% - 15 to 18 points		<p>Percentage of matching funds contribution:</p> <p>25 to < 50% - up to 10 points 50 to < 75% - up to 15 points 75 to < 99% - up to 18 points Private sector funding proposed (supports less public subsidy) – 2 points</p>
Shuttles w/ min. 25% match reqmt.	Shuttles w/ min. 50% match reqmt.										
25 to < 50% - 5 to 10 points	50 % or greater to < 75% - 5 to 15-10 points										
50 to < 75% - 10 to 15 points	75 to < 99% - 15 to 18 points										
75 or greater to < 99% - 15 to 18 points											
Policy Consistency & Sustainability	<p>Policy Consistency & Sustainability – 15-10 points</p> <ul style="list-style-type: none"> - Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd. Initiative, MTC Priority Development Area, etc.) - Supports jobs and housing growth/economic development - Use of clean fuel vehicle(s) for service - Shuttle accommodates bicycles 		<p>Policy Consistency & Sustainability – 15 points</p> <ul style="list-style-type: none"> - Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd. Initiative, MTC Priority Development Area, etc.) - Supports jobs and housing growth/economic development - Use of clean fuel vehicle(s) for service - Shuttle accommodates bicycles 								
	Maximum Point Total - 100		Maximum Point Total - 100								

¹ See Tables 1 & 2, next page, for details on Shuttle Operation Benchmarks and parameters for 50% match

Table 1 – FY 2020/21 & 2021/22 Shuttle Operation Benchmarks

Shuttle Type	Op. Cost/Passenger 20/21 & 21/22	Passengers Per Service Hour FY20/21 & 21/22 (Current CFP)
Commuter	\$9/passenger	15
Community	\$11/passenger	10
Door to Door	\$22/passenger	2

Table 2 - The following table shows how the 50% match would be applied for shuttles that fail to meet the applicable operating cost per passenger benchmark by 50% or more after 2 full years of operation:

Shuttle Type	Op. Cost/Passenger 20/21 & 21/22 (Current CFP)	Benchmark missed by 50% or more
Commuter	\$9/passenger	≥\$13.50/passenger
Community	\$11/passenger	≥\$16.50/passenger
Door to Door	\$22/passenger	≥\$33/passenger

San Mateo County Shuttle Program FY 20/21 & FY 21/22
Application Form for Existing Shuttles
(Filing Deadline: February 21, 2020)

Sponsoring agency:

Contact person:

Phone:

Email:

Shuttle Name	Amount of Funding Requested
	\$

Minimum Requirements:

Yes No

- Project is located within San Mateo County
- Project is a shuttle service that meets local mobility needs and/or provides access to regional transit
- Funding is for shuttle operations open to the general public
- Shuttles must be compliant with the Americans with Disabilities Act (ADA)
- A funding match of at least 25% will be provided*

* Minimum 50% match required for existing shuttles in operation for 2 years or more that fail to meet the applicable operating cost per passenger benchmark by 50% or more based on FY18/19 performance data. (More recent performance data covering a full 12 months may be applied if available at the time the application is submitted.).¹

- A detailed marketing plan is attached
- A Non-Supplantation Certificate is attached
- A letter of concurrence/sponsorship from SamTrans is attached*

* Sponsors should contact Alex Lam, Operations Planning (lama@samtrans.com), by January 31, 2020, and preferably before, to allow sufficient time for SamTrans operations planning staff to review, follow up with sponsors as needed and ultimately make a determination as to whether a letter of concurrence/sponsorship can be issued .

- A governing board resolution in support of the proposed shuttle is attached
- Project met shuttle program benchmark standards for FY 18/19²
- If project did not meet shuttle program benchmark standards for FY 18/19, project sponsor has met with SamTrans operations planning staff (community serving shuttles) or Commute.org (commuter shuttles) for technical assistance.

- Sponsors should make appointments to receive technical assistance by January 31, 2020, and preferably before, to allow sufficient time if any follow-up appointments are needed and to incorporate technical assistance recommendations into their proposals.

¹ FY20/21 & 21/22 Benchmarks and 50% match requirement calculation

Shuttle Type	Op. Cost/Passenger FY18/19 & 19/20 (Current CFP)	Benchmark missed by 50% or more
Commuter	\$9/passenger	≥\$13.50/passenger
Community	\$11/passenger	≥\$16.50/passenger
Door to Door	\$22/passenger	≥\$33/passenger

² FY 2018/19 Shuttle Operation Benchmarks

Shuttle Type	Op. Cost/Passenger FY 18/19	Passengers Per Service Hour FY18/19
Commuter	\$8/passenger	15
Community	\$10/passenger	10
Door to Door	\$20/passenger	2

If you have answered “no” to any of the above minimum requirements, please review the project guidelines and contact Susy Kalkin [(650) 599-1467, kkalkin@smcgov.org] or Peter Skinner [(650) 622-7818, skinnerp@samtrans.com] with any questions.

Attachments

List all attachments here:

- A letter of concurrence/sponsorship from SamTrans
- A Non-Supplantation Certificate
- Service Maps
- Governing Board Endorsement
- Support letters
- Other specify here _____

APPLICATION FOR EXISTING PROJECTS

A. Need (up to 20 points)

Describe how the shuttle will:

1. Provide service in/to an area underserved by other public transit
2. Provide congestion relief in San Mateo County (Does it provide peak period commute service? Does it make connections to employment centers, activity centers or transit stations? Does it make first or last mile connections? Provide as much detail as you can to support your response.)
3. Provide transportation to special populations (e.g. low-income/transit dependent, seniors, disabled, other) and connects to the services used by these demographic groups.

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

B. Readiness (Up to 15 points)

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

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

Table 1 – FY 18/19 Benchmarks

Shuttle service	Operating Cost/ passenger	Passengers/ Service Hour
Commuter	\$8	15
Community or Combination	\$10	10
Door to Door	\$20	2

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

Table 2

Budget Line Item	For Prior 12 Months	FY 20/21 Budget	FY 21/22 Budget	Total Budget FY 20/21 & 21/22
a. Contractor cost (e.g. operator/vendor) – incl. fuel surcharge if applicable)				
b. Insurance				
c. Administrative costs (e.g. staff oversight)				
d. Other direct costs (e.g. marketing)				
e. Total Operating Cost				

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

C. Effectiveness (up to 35 points)

1. Service Performance

Annual operating cost per passenger and passengers per service hour for FY 18/19
(Use Table 3 below)

Table 3

Operating Data		For FY 18/19
Vehicle Hours of Service		
Service Vehicle Miles		
Total Passengers		
Performance Indicators		For FY 18/19
Operating Cost/Passenger ¹		
Passengers/Service Hour ²		

Footnotes

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

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

D. Funding Leverage (up to 20 points)

1. List amounts and sources of matching funds

Source of Funding	Amount\$	Percentage%
Matching Funds (list source)		
<i>Subtotal Matching Funds</i>		
TA or C/CAG Funding request for FY 20/21 & 21/22		
Total Funding		

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

E. Policy Consistency & Sustainability – (up to 10 points)

1. Proposed shuttle is included in adopted local, special area, county or regional plan (*list plans*)
2. Describe how the shuttle service supports job and housing growth/economic development.
3. Will clean-fuel vehicles be deployed for shuttle service? (*describe*)
4. Does the shuttle accommodate bicycles?

**San Mateo County Shuttle Program FY 18/19 & FY 19/20
Application Form for New Shuttles
(Filing Deadline February 21, 2019)**

Sponsoring agency:

Contact person:

Phone:

Email:

Shuttle Name	Amount of Funding Requested
	\$

Minimum Requirements:

Yes No

- Project is located within San Mateo County
- Project is a shuttle service that meets local mobility needs and/or provides access to regional transit
- Funding is for shuttle operations open to the general public
- Shuttles must be compliant with the Americans with Disabilities Act (ADA)
- A funding match of at least 25% will be provided
- A Non-Supplantation Certificate is attached
- A letter of concurrence/sponsorship from SamTrans is attached*
 * Sponsors should contact Alex Lam, Operations Planning (lama@samtrans.com), by January 31, 2020, and preferably before, to allow sufficient time for SamTrans operations planning staff to review, follow up with sponsors as needed and ultimately make a determination as to whether a letter of concurrence/sponsorship can be issued.
- A governing board resolution in support of the proposed shuttle is attached
- Project sponsor has met with SamTrans operations planning staff (community shuttles) or Commute.Org staff (commuter shuttles) for technical assistance prior to application deadline.

If you have answered “no” to any of the above minimum requirements, please review the project guidelines and contact Susy Kalkin [(650) 599-1467, kkalkin@smcgov.org] or Peter Skinner [(650) 622-7818, skinnerp@samtrans.com] with any questions.

Attachments

List all attachments here:

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

APPLICATIONS FOR NEW PROJECTS

A. Need (up to 25 points)

Describe how the shuttle will:

1. Provide service in/to an area underserved by other public transit.
2. Provide congestion relief in San Mateo County (Does it provide peak period commute service? Does it make connections to employment centers, activity centers or transit stations? Does it make first or last mile connections? Provide as much detail as you can to support your response.)
3. Provide transportation to low-income, transit dependent, seniors, disabled or other special-needs populations and connects to the services used by these demographic groups.

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

B. Readiness (Up to 25 points)

1. Service Plan - Describe how the service will be delivered including:

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

- h. Co-sponsor/stakeholders (roles/responsibilities)
- i. Monitoring plan (service quality performance data, complaints/complements, surveys)
- j. Ridership characteristics (commuters, employees, seniors, students, etc.)

2. Funding Plan with budgeted line items – Use Table 1

Table 1

Projected Operating Costs	FY20/21 Projection	FY21/22 Projection
- Contractor (operator/vendor) cost (incl. fuel surcharge, if applicable)		
- Insurance		
- Administrative Costs (e.g. Personnel expenses)		
- Other Direct Costs (e.g. marketing materials, promotions, etc.)		
- Total Operating Costs		

C. Effectiveness (up to 15 points)

- 1. Projected ridership and performance for each fiscal year.¹ (State assumptions and document justifications where possible.)

Projected Operating Data	FY20/21 Projection	FY21/22 Projection
- Vehicle Hours of Service		
- Service Miles		
- Total Passengers		
- Operating Cost/Passenger		
- Passengers/Service Hour		

¹ FY 2020/21 & 2021/22 Shuttle Operation Benchmarks

Shuttle Type	Op. Cost/Passenger FY20/21 & 21/22	Passengers Per Service Hour FY20/21 & 21/22 (Current CFP)
Commuter	\$9/passenger	15
Community	\$11/passenger	10
Door to Door	\$22/passenger	2

2. What other transit services does this shuttle connect with *(if bus, identify the route)*?

3. Does the shuttle provide connections between transit oriented development and major activity centers *(if so, describe)*?

4. Describe the extent that this shuttle reduces Single Occupancy Vehicle (SOV) trips and Vehicle Miles Traveled (VMT). *Provide justification/methodology for the reduction in the number of SOV trips and VMT.*

D. Funding Leverage (up to 20 points)

1. List amounts and sources of matching funds

Source of Funding	Amount\$	Percentage%
Matching Funds <i>(list source)</i>		
<i>Subtotal Matching Funds</i>		
TA or C/CAG Funding request for FY 20/21 & 21/22		
Total Funding		

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

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

1. Proposed shuttle is included in adopted local, special area, county or regional plan *(list plans)*

2. Describe how the shuttle service supports job and housing growth/economic development.

3. Will clean-fuel vehicles be deployed for shuttle service? *(describe)*

4. Does the shuttle accommodate bicycles?

**San Mateo County Shuttle Program
Fiscal Years 2020/2021 and/or 2021/2022**

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 FY 2020/2021 and/or 2021/2022 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.

RESOLUTION NO. xx – xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF xxxx SUPPORTING THE xxxx PROJECT AND SUBMITTING AN APPLICATION FOR SAN MATEO COUNTY SHUTTLE PROGRAM FUNDING FOR THE xxx PROJECT

RESOLVED by the City Council of xxx, that

WHEREAS, [there is an issue at some location], and

WHEREAS, [there is a proposed project to address the issue], and

WHEREAS, [it will cost \$xxxx to implement the project scope], and

WHEREAS, the City wishes to sponsor [the implementation of the project scope], and

WHEREAS, the City seeks \$xxx for [the project scope], and

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

WHEREAS, the Board of Directors of the City/County Association of Governments (C/CAG) of San Mateo County at its February 14, 2002 meeting approved the Congestion Relief Plan and subsequently reauthorized the Congestion Relief Plan in 2007, 2010, 2015 and 2019; and

WHEREAS, a component of the C/CAG Congestion Relief Plan is to support Local and Employer Based Shuttle Programs; and

WHEREAS, the TA and C/CAG issued a joint Call for Projects for the San Mateo County Shuttle Program on January 13, 2020, and

WHEREAS, the TA and C/CAG require a governing board resolution from the City in support of the City's application for \$xxx from the San Mateo County Shuttle Program for [project scope], and

WHEREAS, TA and C/CAG require a governing board resolution from the City committing the City to the completion of the [project scope], and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City xxx

1. Directs staff to submit an application for funding from the San Mateo County Shuttle Program for \$xxx for the [project scope].
2. Authorizes the [Executive Officer] to execute a funding agreement with the San Mateo County Transportation Authority to encumber any Measure A Local Shuttle Program funds and/or City/County Association of Governments Local Transportation Services Program funds awarded.
3. Let it be known the City xxx commits to the completion of [project scope] if awarded the requested funds from San Mateo County Shuttle Program.

* * * * *

PASSED AND ADOPTED at a regular meeting of the City Council of the City of xxx, California, held on the xxx day of xxxx, 20xx by the following vote:

AYES, Councilmembers: xx, xx, xx,

NOES, Councilmembers: xxx

ABSENT, Councilmembers: xx

ABSTAIN, Councilmembers: xx

CITY OF xxxx

By: _____

Name, Title

ATTEST:

Name, Title

San Mateo County Shuttle Program Performance Metrics (FY 19 Q1 - FY 19 Q4)



					Costs, Expenses & Percent Match				Performance			
Sponsor	Shuttle Name	Primary Service Area	Connecting BART/Caltrain Stations	Service Type	Total Operating Costs	Total Measure A Shuttle Funds Expended	Total Matching Funds Expended	Percent Matching Funds	Total Passengers	Total Operating	Operating Cost/Passenger	Passengers/Service Hr
Commute.org	Bayshore Technology Park	Redwood Shores	Caltrain - Hillsdale	commuter	\$120,942	\$60,432	\$60,432	50%	27,730	\$120,942	\$4.36	16.8
Commute.org	Brisbane Crocker Park ⁷	Brisbane	BART - Balboa Park Caltrain - Bayshore	commuter	\$277,926	\$184,381	\$117,535	42%	83,994	\$277,926	\$3.31	23.4
Commute.org	North Burlingame	Burlingame	BART/Caltrain - Millbrae	commuter	\$123,875	\$61,632	\$61,632	50%	21,943	\$123,875	\$5.65	13.0
Commute.org	North Foster City	Foster City	BART/Caltrain - Millbrae	commuter	\$217,781	\$116,017	\$104,489	48%	34,489	\$217,781	\$6.31	10.7
Commute.org	Redwood City Midpoint Caltrain	Redwood City	Caltrain - Redwood City	commuter	\$139,810	\$59,046	\$36,853	26%	41,388	\$139,810	\$3.38	23.0
Commute.org	Seaport Centre	Redwood City	Caltrain - Redwood City	commuter	\$119,852	\$59,368	\$59,942	50%	36,189	\$119,852	\$3.31	22.5
Commute.org	South SF BART	South SF	BART - South SF	commuter	\$420,523	\$261,133	\$163,637	39%	80,357	\$420,523	\$5.23	12.9
Commute.org	South SF Caltrain	South SF	Caltrain - South SF	commuter	\$283,724	\$202,389	\$80,037	28%	62,081	\$283,724	\$4.57	16.2
Commute.org	South SF Genesis Towers	South SF	BART - South SF Caltrain - South SF	commuter	\$121,177	\$60,288	\$60,812	50%	22,642	\$121,177	\$5.35	13.7
Commute.org	South SF Ferry Terminal	South SF	Caltrain South SF	commuter	\$208,047	\$126,776	\$80,081	38%	29,750	\$208,047	\$6.99	10.4
Daly City	Daly City Bayshore Circulator	Daly City	BART - Balboa Park & Daly City	commuter/community	\$238,184	\$47,636	\$190,544	80%	29,516	\$238,184	\$8.07	9.9
JPB	Bayside Burlingame	Burlingame	BART/Caltrain - Millbrae	commuter	\$160,497	\$89,449	\$74,463	46%	51,677	\$160,497	\$3.11	24.2
JPB	Belmont/Hillsdale ⁵	Belmont	Caltrain - Belmont & Hillsdale	commuter								
JPB	Twin Dolphin ³	Redwood Shores	Caltrain - San Carlos	commuter	\$144,047	\$107,284	\$36,574	25%	16,023	\$144,047	\$8.99	8.0
JPB	Broadway/Millbrae	Burlingame	Caltrain - Broadway & Millbrae	commuter	\$130,255	\$96,377	\$32,255	25%	45,784	\$130,255	\$2.84	25.8
JPB	Campus Drive	San Mateo	Caltrain - Hillsdale	commuter	\$111,367	\$83,130	\$27,710	25%	16,513	\$111,367	\$6.74	10.9
JPB	Electronic Arts (EA)	Redwood Shores	Caltrain - Hillsdale/San Carlos	commuter	\$199,115	\$61,313	\$137,746	69%	24,195	\$199,115	\$8.23	18.8
JPB	Bayshore Brisbane Commuter	South San Francisco	Caltrain - Bayshore	commuter	\$93,298	\$69,974	\$23,324	25%	12,462	\$93,298	\$7.49	9.8
JPB	Lincoln Centre	Foster City	Caltrain - Hillsdale	commuter	\$129,148	\$49,700	\$79,196	61%	21,283	\$129,148	\$6.07	12.7
JPB	Mariners Island	San Mateo/Foster City	Caltrain - Hillsdale	commuter	\$127,941	\$91,910	\$34,878	27%	26,218	\$127,941	\$4.88	15.1
JPB	Norfolk	San Mateo	Caltrain - Hillsdale	commuter	\$98,237	\$72,877	\$24,292	25%	14,793	\$98,237	\$6.64	11.0
JPB	Oracle	Redwood Shores	Caltrain - Hillsdale & San Carlos	commuter	\$428,790	\$90,852	\$337,938	79%	23,905	\$428,790	\$17.94	5.1
JPB	Pacific Shores ⁴	Redwood City	Caltrain - Redwood City	commuter	\$177,265	\$57,150	\$119,403	67%	50,848	\$177,265	\$3.49	22.5
JPB	Sierra Point	Brisbane/South SF	BART/Caltrain - Millbrae	commuter	\$170,393	\$12,210	\$160,478	94%	13,291	\$170,393	\$12.82	10.7
Menlo Park	Marsh Road ²	Menlo Park	Caltrain - Menlo Park	commuter	\$135,062	\$84,219	\$28,073	21%	20,462	\$135,062	\$6.60	17.4
Menlo Park	Willow Road	Menlo Park	Caltrain - Menlo Park	commuter	\$97,488	\$70,603	\$23,534	24%	14,136	\$97,488	\$6.90	26.1
Menlo Park	M2 - Belle Haven ¹	Menlo Park	Caltrain - Menlo Park	community	\$202,826	\$127,404	\$72,350	36%	14,373	\$202,826	\$14.11	6.3
SamTrans	Bayhill - San Bruno	San Bruno	BART - San Bruno	commuter	\$133,686	\$89,100	\$38,286	29%	35,352	\$133,686	\$3.78	21.5
SamTrans	Seton Medical - BART - Daly City	Daly City	BART - Daly City	commuter	\$104,086	\$68,931	\$35,155	34%	39,859	\$104,086	\$2.61	24.3
SamTrans	Sierra Point	Brisbane	BART - Balboa Park	commuter	\$375,530	\$72,000	\$294,083	78%	62,081	\$375,530	\$6.05	25.8
SamTrans	Bayshore/Brisbane Senior	Brisbane/Daly City	Caltrain - Bayshore	door to door	\$117,837	\$88,378	\$29,459	25%	4,894	\$117,837	\$24.08	3.0
SamTrans/San Carlos	San Carlos Community	San Carlos	Caltrain - San Carlos	community	\$304,470	\$152,235	\$152,235	50%	23,885	\$304,470	\$12.75	13.3
San Carlos	San Carlos Commuter	San Carlos	Caltrain - San Carlos	commuter	\$114,478	\$85,634	\$28,545	25%	8,246	\$114,478	\$13.88	5.6
San Mateo County College District	Skyline College Express	Daly City	BART - Daly City	commuter	\$261,917	\$123,066	\$131,595	50%	57,448	\$261,917	\$4.56	16.4
South SF	South City	South SF	BART - South SF	community	\$429,288	\$277,850	\$104,228	24%	76,248	\$429,288	\$5.63	16.5
Totals					\$6,531,254	\$3,370,041	\$3,044,895	47%	1,144,055			

Footnotes

- 1) Belle Haven (1 of 2) - Suspended 11/17 to present. Expected to resume in a new form if operator level improves. Op funds removed from JPB 2020 pending resumption.
- 2) Marsh Road (1 of 2) - Suspended 11/17 to 4/19. Back in service.
- 3) Twin Dolphin (1 of 2) - Suspended 11/17 to present - Op funds removed from JPB 2020 pending resumption
- 4) Pacific Shores (1 of 2) - Expansion deferred 7/18 to 10/19 (tentative). Converting to employer operated with a different service provider (operating 2 vehicles).
- 5) Belmont Hillsdale - Suspended 9/18 to 10/19 (tentative). Expected to return with release of Pacific Shores service from JPB Operated contract.
- 6) Menlo Park Midday - Suspended 9/18 to present. Expected to resume in new form if operator level improves. Op funds removed from JPB 2020 pending resumption.
- 7) Crocker Park - Third shuttle has been suspended indefinitely.
- 8) Bayshore Brisbane Commute & Midday Senior split into two separate Shuttles starting FY 2020 - Bayshore Brisbane Commute (JPB) and Bayshore Brisbane Senior (SamTrans).

C/CAG AGENDA REPORT

Date: November 21, 2019

To: Congestion Management Program Technical Advisory Committee (TAC)

From: Kim Wever

Subject: Approval of the Data Request Form to track the performance measures developed in the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040)

(For further information or questions, contact Kim Wever at 650-599-1451)

RECOMMENDATION

That the Congestion Management Program TAC approve the Data Request Form to track the performance measures developed in the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040)

FISCAL IMPACT

Not Applicable

SOURCE OF FUNDS

Not Applicable

BACKGROUND

The proposed Data Request Form was created as part of the follow-up strategy to implement the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040). The C/CAG Board adopted the SMCTP 2040 at the February 9, 2017 meeting and subsequently at the November 15, 2018 meeting, the C/CAG Board approved the SMCTP 2040 Follow-Up Action Plan, including a list of nine near-term actions, one of which was to develop a Data Request Form. The purpose of the Data Request Form is to gather information from member agencies to establish and analyze baseline data to help track performance measures identified in the SMCTP 2040 and provide guidance towards the next CTP update.

At the August 15, 2019 meeting, the TAC approved the formation of an ad hoc working group, which comprised of three to four city staff representing a large, midrange, and smaller cities each to review and refine the draft Data Request Form. Staff also requested that TAC members provide comments on the draft Data Request Form to staff via e-mail.

C/CAG received volunteers for the staff-level Ad Hoc Working Group from the cities of Brisbane, Belmont, and San Mateo including the following: Karen Kinser – Deputy Director of Public Works, Justin Yuen – Assistant Engineer (Brisbane); Sue Ellen Atkinson – Principal Transportation Planner (San Mateo); and Justin Lai – Associate Engineer, Jana Cadiz - Associate (Belmont).

The Ad Hoc Working Group met in person on October 16 and October 28, 2019. The group focused

on revising the form to make it easier for gathering useful data taking into consideration level of effort for city staff to acquire the data, availability of the data, and accuracy of the data. The group also took into consideration comments from the CTP Action Plan Working Group as well as the additional comments via-email from the cities of Burlingame, Brisbane, and Redwood City (Attachment 1).

The Ad Hoc Working Group discussed and modified each section of the Data Request Form. The revised Data Request Form can be found in Attachment 2 which is the final product of the two meetings and also incorporates comments received from the TAC.

Staff requests the TAC to review and approve the Data Request Form.

ATTACHMENTS

1. Summary of Feedback from TAC Members (received via e-mail)
2. Draft Final Data Request Form

Summary of Feedback from TAC Members			
Date	From	Summary of Comments/Questions	C/CAG and/or Working Group Response (if needed)
8/29/19	Syed Murtuza, Burlingame	Some of the requested data are easily trackable, however there is data requested that may require significant effort and resources for some agencies to obtain. Will there be any funding to help agencies who may not be able to report due to availability resources and staff? Or will this report be done on voluntary basis?	There is a possibility CCAG will provide consultant help for data collection. The data request form will be mandatory but not all answers will be required since we recognize some data is unattainable for all.
9/4/19	Randy Breault, Brisbane	Data needs to be significant and easily obtained. Is it simply the SMCTP Performance Measure Tracking Tool or will it be used to judge project applications?	The data will not affect project eligibility. The data is to measure performance as a whole county.
9/6/19	Jessica Manzi, Redwood City	Redwood City Staff provided comments on each section of the Draft Data Request Form. They also recommend the questions to be explicit about how to answer them like how to calculate or what data to use. They also suggest that data that if data is publicly available to be collected by C/CAG and report only data that the jurisdiction one has access to.	

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

Data Request Form (Cities/County)

This Data Request form will be used to track the success of performance measures developed in the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040). We request Planning and Public Works Department staff help us ensure progress is being made to implement this countywide plan. While some agencies may have access to all the data below, we recognize that some data is unattainable for all, so please complete what you are able.

Please return this form and any supporting information by [date] to Kim Wever (kwever@smcgov.org).

COMPLETED BY (NAME/TITLE/MEMBER AGENCY):

DATE:

WORK PHONE NUMBER:

WORK EMAIL:

ROADWAY SYSTEM

1. What is your agency’s annual rate of traffic fatalities and serious injuries on **local roads** (roads other than freeway)? Please specify number of vehicle, pedestrian, and bicycle collisions:

Total annual rate (%)	
# of vehicle collisions with other vehicles	
# of pedestrian collisions with vehicles	
# of bicycle collisions with vehicles	

2. What is the peak-period (4:00PM – 6:00PM) vehicle hours of delay for **major roadway facilities** (arterial roads)? _____
3. What is the peak-period throughput for **major roadway facilities**? _____
4. What is the average peak-period vehicle occupancy of **major roadway facilities**? _____
5. What is the average speed (80th percentile) and speed limit during peak period in **major roadway facilities**? _____

ROADWAY SYSTEM (CONT.)

6. What is average VMT per capita for residential in your jurisdiction? _____

BICYCLES

1. How many miles of the following bicycle facilities are currently built in your jurisdiction?

Class I	
Class II	
Class III	
Class IV	
Total (miles)	

2. How many units of the following signal modifications are currently installed in your jurisdiction?

	City Owned	State Owned
Bicycle Signals		
Bicycle Racks		
Bicycle Lockers		
Bicycle Repair Stations		

3. Can your jurisdiction provide bicycle count data? YES NO

If yes, which locations, and what method do you use (i.e., manual counts or video)?

4. How do you measure bicycle mode share (census data, other planning efforts, project based, or do not measure)? _____

BICYCLES (CONT.)

5. What is the estimated bicycle mode share (all trips: work, shopping, social/recreational, school, non-homebased) for your jurisdiction?

0.0-0.5% 0.51-1.0% 1.1-2.0% 2.1% and greater

6. Does your jurisdiction have an adopted bicycle mode share target (all trips) for 2040? YES NO
If, yes what is it? _____

7. What is your current bicycle mode share for worktrips? _____

PEDESTRIANS

1. How many linear feet of new sidewalk or walking path has been added in the past 2 years?

2. How many of the following devices are currently installed in your jurisdiction?

	City Owned	State Owned
High Intensity Activated Crosswalk (HAWK)		
Rapid Rectangular Flashing Beacon (RRFB)		

3. What percentage of your signalized intersection have:

Audible Pedestrian Signals	%
Leading Pedestrian Intervals	%

4. Can your jurisdiction provide pedestrian counts? YES NO

If yes, which locations, and what method do you use (i.e., manual counts or video)?

5. How do you measure pedestrian mode share (census data, other planning efforts, project based, or do not measure)? _____

PEDESTRIANS (CONT.)

6. What is the estimated pedestrian mode share (all trips: work, shopping, social/recreational, school, non-homebased) for your jurisdiction?

0.0-2.0% 2.1-5.0% 5.1-10% 10.1% and greater

7. Does your jurisdiction have an adopted pedestrian mode share target (all trips) for 2040?

YES NO

If, yes what is it? _____

TRANSPORTATION SYSTEM MANAGEMENT AND INTELLIGENT TRANSPORTATION SYSTEMS

1. If your jurisdiction is part of the Smart Corridor, does your jurisdiction utilize a central signal system other than the KITS? YES NO NOT PART OF THE SMART CORRIDOR

2. How many signalized intersections within your jurisdiction are equipped with **public transit traffic signal pre-emption** within city limits? _____

3. How many signalized intersections within your jurisdiction are equipped with **emergency vehicle pre-emption** within city limits? _____

TRANSPORTATION DEMAND MANAGEMENT (TDM)

1. Does your jurisdiction have a citywide TDM ordinance? YES NO

2. Under what type of projects are commute alternative or TDM plans required? (major employers, certain zones, or not required) _____

3. How many Transportation Management Associations (TMAs) exist within your jurisdiction? _____

PARKING

1. Does your jurisdiction reduce parking requirements for:

	Yes	No
Affordable Housing Projects		
Transit Oriented Development		
Developments with Shared-Parking Arrangements		

PARKING (CONT.)

2. Does your jurisdiction have a parking management master plan? YES NO

If yes, how recently was it updated? Does the plan include bicycle parking improvements?

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*

Data Request Form (Transit Agencies)

This Data Request form will be used to track the success of performance measures developed in the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040). We request Caltrain, SamTrans, BART, WETA and other agency staff help us ensure progress is being made to implement this countywide plan.

Please return this form and any supporting information by [date] to Kim Wever (kwever@smcgov.org).

COMPLETED BY (NAME/TITLE/PARTNER AGENCY):

DATE:

WORK PHONE NUMBER:

WORK EMAIL:

PUBLIC TRANSPORTATION

1. What is the increase(%) in ridership in the last 2 years ? _____

2. Do you have a percentage target for transit-to-work trips? YES NO

If yes, what is the target?

3. For all routes, please provide the following:

Passengers per service hour	
Cost per passenger	
Farebox recovery ratio	

MODAL CONNECTIVITY

1. What percentage (# of improvements/total stations and stops) of your public transit stations and stops in San Mateo County feature:

Bicycle Access Improvements	%
Pedestrian Access Improvements	%

MODAL CONNECTIVITY (CONT.)

2. Do you know how many public shuttles drop off/pickup at your public transit stations and stops?

YES NO

If yes, do you know the number of shuttle buses operating and their hours of operation?

3. If your agency addresses the impact of transportation network companies (TNCs) such as Uber and Lyft, explain how.

C/CAG AGENDA REPORT

Date: November 21, 2019

To: C/CAG Congestion Management Program Technical Advisory Committee (TAC)

From: Jeff Lacap, Transportation Programs Specialist

Subject: Information on the C/CAG Countywide Travel Demand Model Update
(For further information contact Jeff Lacap at 650-599-1455)

RECOMMENDATION

That the C/CAG TAC receive information on the C/CAG Countywide Travel Demand Model Update

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND

Congestion Management Program legislation requires that C/CAG, as the congestion management agency for San Mateo County, develop and maintain a countywide travel demand model. The legislation further mandates that: the model be consistent with the assumptions of the regional travel demand model of the Metropolitan Transportation Commission (MTC) and the land use and socioeconomic data inputs to the model be consistent with the most recent land use and socioeconomic database of the Association of Bay Area Governments (ABAG).

C/CAG licenses the countywide travel demand model for San Mateo County from the Santa Clara Valley Transportation Authority (VTA), which maintains a travel forecasting model that is optimized for both Santa Clara and San Mateo counties and accounts for transportation impacts from neighboring counties and regional commute sheds (the C/CAG-VTA Model). Over the next months, VTA will assist C/CAG in updating the model, and local planners and engineers in the county are invited to review the socio-economic/land use allocations in the C/CAG model based on the *Projections 2017* dataset.

The current socio-economic allocations used in the countywide travel demand model were developed in 2013-2014 and were based on the ABAG Projections 2013 data series. New datasets, *Projections 2017* series, have been developed by ABAG to reflect a revised 2015 base year as well as forecast conditions in future years (such as 2025 and 2040). *Projections 2017* distributes activity in conformance with expected development patterns described in *Plan Bay Area* to the year 2040.

This review process will serve numerous purposes, including the following:

- The new allocation of the 2015 data will be used to refine the current base year model validation, which improves the accuracy of the model for all purposes.
- The new 2015 allocation will also be used to estimate baseline Vehicle Miles Traveled (VMT) and produce VMT “heat maps” across the county, helping Member Agencies set their VMT thresholds to comply with Senate Bill 743.
- The 2040 forecast data will be used to prepare new forecasts to support project and corridor-level planning in the county.

VTA has set up an online GIS portal for jurisdictions to review and comment on the land use allocations, intended to streamline the process for C/CAG member agencies. Individual login information is created for each member agency, which will be sent to the point of contact. Please see attachment for an overview of the review process.

Member Agencies are being asked to review the new socio-economic/land use allocations and provide comments to C/CAG by **December 31, 2019**.

Schedule and Next Steps

The following is a summary of the schedule and next steps for this review process:

Milestone	Target Date
C/CAG kicks off review process w/email announcement	November 18, 2019
Member Agencies complete review and submit comments	By December 31, 2019
C/CAG follows up with Member Agencies with questions, clarifications	Early January 2020
VTA updates countywide model land use inputs, re-runs model, performs model validation	January/February 2020

ATTACHMENTS

- Review of Land Use Allocations in C/CAG Countywide Transportation Model



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

TO: Local Planners in San Mateo County

FROM: Jeff Lacap, Transportation Programs Specialist

DATE: November 18, 2019

RE: Review of Land Use Allocations in C/CAG Countywide Transportation Model

BACKGROUND

As part of C/CAG’s responsibilities for developing and maintaining a countywide transportation model, periodic updates to the socio-economic/land use inputs are required, coinciding with the release of new Association of Bay Area Governments (ABAG) Projections datasets. The accuracy of model output is directly related to the accuracy of the input datasets, including the allocation of socio-economic/land use inputs (i.e., population, households and employment) to zones in the model. The current socio-economic allocations used in the countywide travel demand model were developed in 2013-2014 and were based on the ABAG Projections 2013 data series. New datasets, *Projections 2017* series, have been developed by ABAG to reflect a revised 2015 base year as well as forecast conditions in future years (such as 2040). *Projections 2017* distributes activity in conformance with expected development patterns described in *Plan Bay Area* to the year 2040.

C/CAG licenses the countywide travel demand model for San Mateo County from the Santa Clara Valley Transportation Authority (VTA), which maintains a travel forecasting model that is optimized for both Santa Clara and San Mateo counties and accounts for transportation impacts from neighboring counties and regional commute sheds (the C/CAG-VTA Model). Over the next months, VTA will assist C/CAG in updating the model, and local planners and engineers in the county are invited to review the socio-economic/land use allocations in the C/CAG model based on the *Projections 2017* dataset.

C/CAG is kicking off a process to review the socio-economic/land use allocations in the C/CAG model based on the *Projections 2017* dataset. This review process will serve numerous purposes, including the following:

- The new allocation of the 2015 data will be used to refine the current base year model validation, which improves the accuracy of the model for all purposes.
- The new 2015 allocation will also be used to estimate baseline Vehicle Miles Traveled (VMT) and produce VMT “heat maps” across the county, helping Member Agencies set their VMT thresholds to comply with Senate Bill 743.
- The 2040 forecast data will be used to prepare new forecasts to support project and corridor-level planning in the county.

For application in the C/CAG countywide model, these socio-economic/land use inputs are organized in distinct geographic areas known as Traffic Analysis Zones (TAZs). For each TAZ, detailed socioeconomic data such as the number of households, population and employment by industry type are used to develop estimates of travel demand. The information contained in the TAZs is assembled from a variety of sources including ABAG Projections data, U.S. Census, California Employment Development Department (EDD), and information provided from Member Agencies in the last round of land use data review.

Member Agencies are being asked to review the new socio-economic/land use allocations and provide comments to C/CAG by **December 31, 2019**. Further information about the review process and schedule is provided in the next section.

DISCUSSION

Overview of Review Process and Online Portal

Draft datasets based on *ABAG Projections 2017* and reflecting a revised 2015 base year and 2040 forecast year will be provided through an online GIS portal for Member Agency review and comment. This GIS portal was created with the intention to streamline the review process for Member Agencies. However, Member Agencies should feel free to perform the review in a manner that is most convenient for them. We request that the land use information be transmitted back to C/CAG at the TAZ level and in an electronic format.

The *ABAG Projections 2017* data series factors in the location of “Priority Development Areas” (locally-identified, infill development opportunity areas within existing communities) within each city boundary. Subsequently, Member Agencies are asked to give particular consideration to the location of PDAs in their review.

The online GIS portal will be accessible to Member Agency staff; each Member Agency will be given a separate User ID and password to log in. The portal will contain an interactive map showing the locations of the TAZs for each jurisdiction, along with jurisdictional boundaries, an aerial photo and parcel boundaries (from the County Assessor’s office) for reference. If Member Agencies maintain any GIS shapefiles on land use or land development which would help them with the review, they should be able to load those files in the web application. The portal will also have an interactive form that will display the detailed data socio-economic data (i.e., total households, single-family households, multi-family households, and total employment) within each TAZ for the years 2015 and 2040. This form will include fields where Member Agency staff can suggest revised figures, as well a free-response section to add general comments.

Table 1 in the Appendix of this memorandum provide the jurisdictional total households and employment in Santa Clara County, from *ABAG Projections 2017*. Under 2015 Congestion Management Program Guidance, counties have latitude to determine the allocation of households and employment within their boundaries. The resulting deviation in the county should be no greater than plus or minus one percent from the county-level totals provided by ABAG for the following variables: population, households, jobs, and employed residents. C/CAG is requesting Member Agencies to review these variables: total households, single-family households, multi-family households, and total employment. C/CAG understands that jurisdictions do not always keep track of population and employed residents; C/CAG and VTA will use household

information to estimate these other variables. **As Member Agencies make changes to the total household and employment figures within specific TAZs, we request that agencies preserve their jurisdiction control totals as much as possible, by adjusting the figures in other TAZs accordingly. If households or jobs need to be moved between TAZs, the jurisdiction control totals must be maintained within 1% variation.**

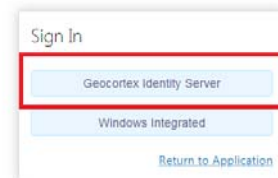
The online GIS portal is located here:

http://gis.vta.org/Geocortex/Essentials/REST/security/signin?token_type=fragment&app=http%3A%2F%2Fgis.vta.org%2Fweb%2FIndex.html%3Fviewer%3Dtest

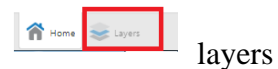
VTA has set up an online GIS portal for jurisdictions to review and comment on the land use allocations, intended to streamline the process for C/CAG member agencies. Individual login information is created for each member agency, which will be sent to the point of contact.

Instructions

1. Click on the URL above. Then click on the “Geocortex Identify Server” and use the login credentials to log in the web portal.



2. Once logged in, click on the “Layers” tab to view available



3. For each jurisdiction, TAZs within individual jurisdictional boundary are available for review. Click on each TAZ to review VTA’s initial land use input, including total number of households, single-family household, multi-family household, and total number of employment for both 2015 and 2040.

VTA Model for TAZ 1685				
Year	Total HH	SFHH	MFHH	Jobs
2015	469	466	3	353
2025				
2040	491	488	3	439

4. Three options are available to provide input:
 - a. Edit form data: to review the VTA initial land use allocations and key in city’s input data for 2015 and 2040. Save the input when finish.
 - b. View form data: to review the input data
 - c. Confirm no changes: to confirm if city’s input is consistent with VTA initial land use allocation

Suggested Review Steps

C/CAG is requesting Member Agencies to review, and if necessary, revise the initial C/CAG allocations by TAZ for their jurisdiction, respecting as a limit the jurisdiction control totals for households and employment for each year (2015 or 2040) per *ABAG Projections 2017*. The review of the allocation for the base year 2015 should reflect conditions as of that year, factoring out developments that have opened from 2016 onward (to the extent possible). The review for the year 2040 should be based on currently approved development policies and adopted General Plan growth assumptions, and also consider proposed projects not currently approved that have a high probability of approval in the next few years.

C/CAG offers the following suggestions for steps in the review process:

- Look at the base year 2015 map first. Time-permitting, either check the values for all TAZs in your jurisdiction or focus on those that may have experienced growth in the early 2010s (after the *ABAG Projections 2013* forecast for year 2015 was released).
- For the 2015 map, you may consider two approaches for verifying the household or employment values in each TAZ:
 - Building upwards from scratch (e.g., attempting to count the actual number of housing units in a TAZ by looking at an aerial, parcel map or city GIS shapefile);
or
 - Looking for relative changes from the C/CAG-provided figures (e.g., knowing that a new development of X residential units or Y square feet of non-residential space opened in 2013, 2014, or 2015, and adding those values to the C/CAG-provided figures)
- After completing your review of the 2015 map, review the future year 2040 maps. You may want to only focus on TAZs where land use change is expected between 2015 and 2040. If you make any changes to the 2015 figures for a TAZ, please also carry these changes over to the year 2040.
- For employment figures, you may need to do a conversion from square feet of building space to jobs; for modeling purposes, VTA assumes the following conversion factors:
 - 3.3 jobs per 1,000 square feet of office space
 - 1 job per 1,000 square feet of industrial space
 - 3 jobs per 1,000 square feet of retail space
 - 0.9 jobs per hotel room (Ref: ITE Trip Generation Manual, 9th Ed., Vol. 2, p. 603)
- If you have more specific job estimates for a given location (e.g., employee counts/limits for a specific tech company site), you may wish to use those and add a note.
- To the extent possible, please ensure that your jurisdiction's control totals for total households and total employment for each year (2015 and 2040) do not deviate more than one percent (1%) from the control totals provided by ABAG. You may find it helpful to keep a separate spreadsheet to track these pluses and minuses, as well as the conversion between square footage and job figures. The online GIS portal includes menu options to export data in either Excel or CSV format.

Schedule and Next Steps

The following is a summary of the schedule and next steps for this review process:

Milestone	Target Date
C/CAG kicks off review process w/email announcement	November 18, 2019
Member Agencies complete review and submit comments	By December 31, 2019
C/CAG follows up with Member Agencies with questions, clarifications	Early January 2020
VTA updates countywide model land use inputs, re-runs model, performs model validation	January/February 2020

Please contact Jeff Lacap (jlacap@smcgov.org) if you have any questions. Thank you very much for your valuable input in this process!

APPENDIX

Table 1: **Preliminary** Estimated 2015 and 2040 Households and Employment by Jurisdictions in San Mateo County

City	2015 Landuse				2040 Landuse			
	2015 Total Households	2015 Single-family Households	2015 Multi-family Households	2015 Total Jobs	2040 Total Households	2040 Single-family Households	2040 Multi-family Households	2040 Total Jobs
Atherton	2,315	2,303	11	1,629	2,467	2,455	11	2,190
Belmont	10,225	6,586	3,639	7,948	13,551	8,874	4,678	9,989
Brisbane	1,881	1,298	584	8,790	5,840	4,030	1,810	15,638
Burlingame	12,049	6,175	5,872	30,940	13,556	6,872	6,688	42,724
Colma	886	285	601	4,667	1,694	544	1,150	4,291
Daly City	31,959	20,909	11,055	22,858	36,645	23,433	13,208	24,111
East Palo Alto	7,755	4,654	3,100	8,057	10,028	6,261	3,767	9,790
Foster City	12,061	7,574	4,487	24,381	13,892	8,209	5,682	26,326
Half Moon Bay	6,127	4,905	1,224	7,115	5,816	4,662	1,153	6,726
Hillsborough	3,727	3,712	16	1,594	3,879	3,861	16	2,285
Menlo Park	13,613	9,005	4,608	37,207	20,146	13,597	6,548	45,816
Millbrae	8,067	5,458	2,612	6,082	9,760	6,228	3,532	11,648
Pacifica	13,923	10,855	3,068	5,738	14,511	11,266	3,244	7,116
Portola Valley	2,616	2,392	226	1,441	2,708	2,474	234	1,963
Redwood City	34,349	21,765	12,584	59,195	43,005	22,903	20,105	89,043
San Bruno	14,845	9,070	5,773	12,553	17,961	10,447	7,512	14,805
San Carlos	12,934	9,710	3,224	22,941	13,428	9,956	3,469	20,620
San Mateo	39,318	22,375	16,945	55,748	52,415	29,287	23,134	69,487
South San Francisco	22,451	15,427	7,024	45,289	27,721	18,293	9,431	59,929
Unincorporated	30,697	24,477	6,221	24,206	33,050	26,071	6,978	31,772
Woodside	4,114	3,744	370	2,008	4,364	3,991	373	3,838
Total	285,912	192,679	93,244	390,387	346,437	223,714	122,723	500,107

Source: ABAG Projections 2017

Footnote: The total households summarized in Table 1 do not equal the sum of the households in all the TAZs associated with each jurisdiction in the GIS Portal. This is because the boundaries of TAZs do not always align with jurisdictional boundaries. There are some TAZs that fall inside two jurisdictions.

C/CAG AGENDA REPORT

Date: November 21, 2019
To: C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC)
From: Jeff Lacap, Transportation Programs Specialist
Subject: Regional Project and Funding Information

(For further information, contact Jeff Lacap at 650-599-1455 or jlacap@smcgov.org)

RECOMMENDATION

Regional project and funding information.

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND

C/CAG staff routinely attends meetings hosted by the Metropolitan Transportation Commission (MTC) and receives information distributed from 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

Caltrans requires administering agencies to submit invoices at least once every 6 months from the time of obligation (E-76 authorization). The current inactive list is attached (Attachment 1). Project sponsors are requested to visit the Caltrans site regularly for updated project status at: <https://dot.ca.gov/programs/local-assistance/projects/inactive-projects>

Please continue to send in your invoices in a timely matter to Caltrans or let them know of any unanticipated delays to your project. Obligated funds should be able to be spent and invoiced for reimbursement within 6 months. Projects not ready to be encumbered or awarded within 6 months should not be obligated.

Pavement Management Program (PMP) Certification

The current PMP certification status listing is attached (Attachment 2). Jurisdictions without a current PMP certification are not eligible to receive regional funds for local streets rehabilitation and will have projects removed from MTC's obligation plans until their PMP certification is in good standing. Contact Christina Hohorst, PTAP Manager, at (415) 778-5269 or chohorst@mtc.ca.gov if you need to update your certification.

Miscellaneous MTC/CTC/Caltrans Federal Aid Announcements

Proposed MTC Annual Obligation Plan Requirements for FY 2019-20

The MTC Annual Obligation Plan status report for FY 2019-2020 is attached for your reference (Attachment 3). The jurisdictions listed in this report are required to deliver a complete, funding obligation Request for Authorization (RFA) package to Caltrans Local Assistance by November 1, 2019 for this current fiscal year. Funds that do not meet the obligation deadline of January 31, 2020 are subject to re-programming by MTC. Project sponsors can track the E-76 status of their projects at: <http://www.dot.ca.gov/hq/LocalPrograms/E-76-status.php>.

Pavement Management Technical Assistance Program (P-TAP) 21 Call for Projects

Applications for P-TAP 21 were due on November 18, 2019. MTC expects to formally confirm awards in January contingent upon Administration Committee approval. More information can be found here: <https://mtc.ca.gov/our-work/fund-invest/investment-strategies-commitments/fix-it-first/local-streets-roads/p-tap/p-tap>

2018 Regional Pavement Condition Summary Report

MTC's Regional Streets & Roads Program staff has completed the 2018 regional pavement condition summary report. A copy of the report can be found here: <https://mtc.ca.gov/whats-happening/news/bay-area-streets-and-roads-deliver-smoother-ride-cities-counties-put-gas-tax>

Resident Engineers Academy

The Resident Engineers Academy provides core training in state and federal regulations for Local Agency Resident Engineers. Due to high-demand of the RE Academy, local agencies must first request to attend the training. The list of requests will be forwarded to your District Local Assistance Engineer (DLAE) for prioritization. There is a training session in Sacramento in June 2020. More information can be found here: <http://www.localassistanceblog.com/2019/08/27/resident-engineers-academy-fy-schedule/>

Implementation of New LAPM Form 5-A, Local Agency Invoice

LAPM 5-A will be mandatory for first, progress, and final invoices effective October 1, 2019. Caltrans Local Assistance embarked on a process improvement project to streamline the local agency invoice review process to achieve a statewide consistency with Caltrans' review of local agency invoices, reduce errors and rework, and save time for both local agencies and Caltrans. Caltrans developed a new dynamic invoice form LAPM 5-A that consolidated nine existing forms.

For more information, visit: <https://dot.ca.gov/programs/local-assistance/projects/local-agency-invoice-process>

MTC Single Point of Contact (SPOC) Training

MTC requires every local public agency receiving FHWA-administered funds identify and maintain a staff position that serves as the “single point of contact (SPOC)” for the implementation of all FHWA-administered funds within that agency. The recent SPOC Training was held on November 4th at Caltrans District 4. SPOCs received an overview of SPOC responsibilities and Caltrans and MTC’s expectations for projects programmed with federal and/or state funding (materials and an audio recording from the training can be found on the MTC website). A copy of the SPOC Checklist, which lists SPOC requirements and responsibilities is included in this packet (Attachment 4) along a list of current SPOC’s for San Mateo County. Some SPOC requirements are listed below, but not limited to the following:

- Tracking the status of major delivery milestones for all programmed and active FHWA-administered projects implemented by the agency.
- Maintaining all active FHWA-administered projects in good standing with respect to regional, state and federal delivery deadlines, and federal-aid requirements. This includes ensuring timely invoices for all projects.
- Maintaining consultant and/or staff resources with the knowledge and expertise to deliver federal-aid projects within the funding timeframe and meet all federal-aid project requirements.
- Attending a minimum of 50% of MTC’s Partnership Working Group meetings annually, i.e., the Transit Finance (TFWG), Local Streets and Roads (LSRWG) and/or Programming and Delivery (PDWG) meetings.
- Additional information regarding SPOC roles and responsibilities can be found on MTC’s website at: <https://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery>

ATTACHMENTS

1. Caltrans Inactive Obligation Project List for San Mateo County as of November 8, 2019
2. MTC’s PMP Certification Status of Agencies within San Mateo County as of November 12, 2019
3. MTC Annual Obligation Plan for FY 2019-20
4. SPOC Checklist and San Mateo County SPOC List

Updated on 11/08/2019

Project Number	Status	Agency Action Required	State Project No	Project Prefix	District	County	Agency	Project Description	Latest Date	Earliest Authorization Date	Latest Payment Date	Last Action Date	Program Codes	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
5267026	Inactive	Invoice overdue. Contact DLAE.	0418000408L	ATPCML	4	SM	San Carlos	IN SAN CARLOS - US 101 AND HOLLY STREET INTERCHANGE PEDESTRIAN OVER CROSSING OVER US101 AND MULTIPURPOSE PATH AT HOLLY STREET INTERCHANGE	07/31/2018	07/19/2018	07/31/2018	09/16/2018	Z400	\$23,272,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00
5177033	Inactive	Invoice overdue. Contact DLAE.	0414000209L	CML	4	SM	South San Francisco	EL CAMINO REAL (SR82: PM20 6-20 9) DR CHESTNUT TO ARROYO AVE IMPROVE PED. CROSSINGS, BULB OUT, ADA RAMPS	12/06/2017	01/31/2014	12/06/2017	10/12/2018	Z003	\$7,088,262.00	\$1,000,000.00	\$158,096.00	\$841,904.00
5177030	Inactive	Invoice returned to agency. Resubmit to District by 11/20/2019	0413000001L	BRLS	4	SM	South San Francisco	SAN BRUNO CANAL BRIDGE AT SOUTH AIRPORT BOULEVARD BRIDGE REPLACEMENT	11/30/2017	12/13/2012	11/30/2017	12/12/2018	Z001	\$7,153,750.00	\$6,333,214.00	\$5,907,120.03	\$426,093.97
5438013	Inactive	Final Invoice under review by Caltrans. Monitor for progress.	0412000266L1	SRTSL	4	SM	East Palo Alto	FORDHAM ST/PURDUE AVE, BAY RD BETWEEN NEWBRIDGE ST AND GLORIA WAY, PULGAS AVE/RUNNYMEDE ST, PULGAS AVE BETWEEN O'CONNOR ST AND MYRTLE ST. CONST SIDEWALKS, RAMPS, INSTALL CROSSWALK LIGHTING	04/27/2018	04/04/2011	04/27/2018	04/27/2018	LU2E	\$556,302.00	\$555,202.00	\$501,587.73	\$53,614.27
5438011	Future	Invoice under review by Caltrans. Monitor for progress.	0400021118L1	HPLUL	4	SM	East Palo Alto	BAY ROAD: CLARKE/ILLINOIS TO COOLEY LANDING (BAY TRAIL) ROAD WIDEN, RESURFACE, STREETScape, BIKE LANE	01/25/2019	04/04/2012	01/25/2019	01/25/2019	Z400	\$17,325,020.00	\$9,747,135.64	\$1,389,744.01	\$8,357,391.63
5102048	Future	Invoice under review by Caltrans. Monitor for progress.	0417000037L	CML	4	SM	San Mateo	DOWNTOWN SAN MATEO: EL CAMINO REAL TO DELAWARE, 9TH TO TILTON AVE REPLACE EXISTING PARKING METERS WITH SMART METERS AND INSTALL PARKING AVAILABILITY SIGNS AT CITY FACILITIES	08/17/2016	08/17/2016	11/04/2015	03/19/2019	Z400	\$2,471,000.00	\$2,000,000.00	\$115,000.00	\$1,885,000.00
5935075	Future	Invoice under review by Caltrans. Monitor for progress.	0417000250L	ATPLNI	4	SM	San Mateo County	SAN MATEO COUNTY: COUNTYWIDE INCLUDING THE UNINCORPORATED AREAS. PROMOTE SAFE AND ACTIVE TRANSPORTATION TO AND FROM SCHOOL	03/26/2019	06/15/2017	03/26/2019	03/26/2019	Z301	\$4,036,000.00	\$900,000.00	\$159,445.75	\$740,554.25
5350022	Future	Invoice ASAP to avoid inactivity.	0419000057L	STPL	4	SM	Pacifica	VARIOUS LOCATIONS IN THE CITY OF PACIFICA REMOVE AND INSTALL 100 CURB RAMPS	02/21/2019	02/21/2019		02/21/2019	Z230	\$658,400.00	\$400,000.00	\$0.00	\$400,000.00
5299013	Future	Invoice under review by Caltrans. Monitor for progress.	0415000126L	STPL	4	SM	Milbrae	MILBRAE DOWNTOWN AND EL CAMINO REAL CORRIDOR, MILBRAE PRIORITY DEVELOPMENT AREA SPECIFIC PLAN	08/14/2018	02/06/2015	08/14/2018	02/21/2019	M23E	\$650,000.00	\$500,000.00	\$300,037.10	\$199,962.90
5333018	Future	Invoice ASAP to avoid inactivity.	0418000269L	ATPL	4	SM	Woodside	IN WOODSIDE, ALONG STATE ROUTE 84 FROM WOODSIDE ELEMENTARY SCHOOL TO CANADA ROAD CONSTRUCT SEPARATE MULT-USE PATH	02/26/2019	02/26/2019	09/06/2018	02/26/2019	Z003	\$596,462.00	\$136,000.00	\$0.00	\$136,000.00
5177040	Future	Invoice ASAP to avoid inactivity.	0419000112L	CML	4	SM	South San Francisco	EL CAMINO REAL (SR82) FROM ARROYO TO KAISER WAY COMPLETE STREET IMPROVEMENTS	01/04/2019	01/04/2019	12/21/2017	01/04/2019	Z003	\$150,000.00	\$125,000.00	\$0.00	\$125,000.00
6204113	Future	Invoice ASAP to avoid inactivity.	0400000684L	CML	4	SM	Caltrans	US 101 BROADWAY INTERCHANGE IN BURLINGAME, RECONSTRUCT INTERCHANGE INCLUDE BIKE/PED FACILITY	02/12/2019	01/30/2014	02/12/2019	02/12/2019	M400	\$50,647,000.00	\$3,613,000.00	\$3,553,370.96	\$59,629.04
Project Number	Status	Agency Action Required	State Project No	Project Prefix	District	County	Agency	Project Description	Latest Date	Earliest Authorization Date	Latest Payment Date	Last Action Date	Program Codes	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
5029025	Inactive	Project is inactive. Funds at risk. Invoice immediately. Provide status to DLAE.	0400021046L-N	BPMP	4	SM	Redwood City	BRIDGE PARKWAY(RIGHT) OVER MARINE WORLD LAGOON, EAST OF MARINE WORLD PARKWAY, PREVENTATIVE MAINTENANCE	04/13/2011	04/13/2011		08/02/2017	Q120	\$75,000.00	\$66,398.00	\$39,121.06	\$27,276.94

PMP_Certification_Status_Listing

PMP Certification	<i>Expired</i>
November 12, 2019	<i>Expiring within 60 days</i>
	<i>Certified</i>

* "Last Major Inspection" is the basis for certification and is indicative of the date the field inspection was completed.

County	Jurisdiction	Last Major Inspection*	Certified	P-TAP Cycle	Certification Expiration Date
San Mateo	Atherton	8/13/2018	Yes	19	9/1/2020
San Mateo	Belmont	8/30/2017	Pending	20	4/30/2020
San Mateo	Brisbane	8/11/2018	Yes	19	9/1/2020
San Mateo	Burlingame	9/1/2018	Yes	19	10/1/2020
San Mateo	Colma	8/31/2017	Pending	20	4/30/2020
San Mateo	Daly City	1/31/2017	Pending	20	4/30/2020
San Mateo	East Palo Alto	12/19/2018	Yes	19	1/1/2021
San Mateo	Foster City	2/28/2018	Yes	18	3/1/2020
San Mateo	Half Moon Bay	12/31/2015	Pending	20	4/30/2020
San Mateo	Hillsborough	10/2/2018	Yes	19	11/1/2020
San Mateo	Menlo Park	11/12/2018	Yes	19	12/1/2020
San Mateo	Millbrae*	8/31/2017	Pending	18	9/1/2020
San Mateo	Pacifica	8/20/2018	Yes	19	9/1/2020
San Mateo	Portola Valley	9/1/2018	Yes	19	10/1/2020
San Mateo	Redwood City	11/14/2018	Yes	19	12/1/2020
San Mateo	San Bruno	9/30/2017	Yes	20	4/30/2020
San Mateo	San Carlos	8/31/2016	Pending	20	4/30/2020
San Mateo	San Mateo	11/30/2017	Yes	18	12/1/2019
San Mateo	San Mateo County	8/31/2016	Pending	20	4/20/2020
San Mateo	South San Francisco	9/1/2017	Pending	20	4/20/2020
San Mateo	Woodside	11/15/2018	Yes	19	12/1/2020

(*) Indicates One-Year Extension. Note: PTAP awardees are ineligible for a one-year extension during the cycle awarded.

(^) Indicates previous P-TAP awardee, but hasn't fulfilled requirement; must submit certification prior to updating to current P-TAP award status.

Note: Updated report is posted monthly to:

http://mtc.ca.gov/sites/default/files/PMP_Certification_Status_Listing.xlsx

MTC FFY 2019-20 Annual Obligation Delivery Status																				
Project List																				
October 31, 2019																				
County	Local Agency	TIP ID	FMS ID	Unique ID	Program	Fund Source	FPN	FPN	FPN	FPN	Phase	Project Title	Latest Action Status	CTC Allocation Date	Latest Action Status	Latest Action Date	Planned Award	Planned Oblig	Planned Oblig	Oblig/Alloc Deadline
County	Sponsor	TIP ID	FMS ID	Unique ID	Program	Fund Source	Prefix	LoCode	Proj #	FPN	Phase	Project Title	Latest Action	CTC Allocation	Latest Action	Action Date	Planned Award	Planned Oblig	Planned Oblig	Deadline
San Mateo	Burlingame	SM-170020	6618	CMAQ-T5-OBAG2-CO	OBAG2	CMAQ	CML	5171	023	CML-5171(023)	CON	Burlingame: Broadway PDA Lighting Improvements								31-Jan-2020
San Mateo	Burlingame	SM-170021	6699	STP-T5-OBAG2-CO	OBAG2	STP	RSTP	5171	024	RSTP-5171(024)	CON	Burlingame Street Resurfacing								31-Jan-2020
San Mateo	Colma	SM-170022	6631	CMAQ-T5-OBAG2-CO	OBAG2	CMAQ	CML	5264	006	CML-5264(006)	CON	Colma - Mission Road Bike/Ped Improvements					31-Mar-2020			31-Jan-2020
San Mateo	Daly City	SM-150012	6242	ATP-ST-T4-2-FED	ATP-ST	ATP-FED	ATPL	5196	040	ATPL-5196(040)	CON	Central Corridor Bicycle/Ped Safety Imps								31-Jan-2019
San Mateo	Daly City	SM-170023	6659	STP-T5-OBAG2-CO	OBAG2	STP		5196		-5196()	CON	Daly City Street Resurfacing and Slurry Seal								31-Jan-2020
San Mateo	East Palo Alto	SM-170024	6677	STP-T5-OBAG2-CO	OBAG2	STP	STPL	5438	018	STPL-5438(018)	CON	East Palo Alto Citywide Street Resurfacing					1-May-2020			31-Jan-2020
San Mateo	Foster City	SM-170025	6712	STP-T5-OBAG2-CO	OBAG2	STP	STPL	5409	017	STPL-5409(017)	CON	Foster City - Pavement Rehabilitation					4-May-2020			31-Jan-2020
San Mateo	MTC	SM-190004	6942	CMAQ-T5-OBAG2-REG-AOM	OBAG2	CMAQ	CMLNI	6084	254	CMLNI-6084(254)	CON	FPP: US 101 Adaptive Ramp Metering			Partial Obligation/AC	10-Sep-2019				31-Jan-2020
San Mateo	Menlo Park	SM-170027	6691	STP-T5-OBAG2-CO	OBAG2	STP	STPL	5273	026	STPL-5273(026)	CON	Menlo Park - Santa Cruz and Middle Avenues Rehab					30-Apr-2020			31-Jan-2020
San Mateo	Millbrae	SM-170028	6681	STP-T5-OBAG2-CO	OBAG2	STP	STPL	5299	016	STPL-5299(016)	CON	Millbrae Street Rehabilitation					30-Apr-2020			31-Jan-2020
San Mateo	Pacifica	SM-170029	6656	CMAQ-T5-OBAG2-CO	OBAG2	CMAQ	CML	5350	023	CML-5350(023)	CON	Pacifica - Palmetto Sidewalk Extension			RFA at FHWA	14-Oct-2019	31-Dec-2019			31-Jan-2020
San Mateo	Redwood City	SM-170032	6673	STP-T5-OBAG2-CO	OBAG2	STP		5029		-5029()	CON	Redwood City Pavement Preservation					13-Jan-2020			31-Jan-2020
San Mateo	San Bruno	SM-170033	6683	STP-T5-OBAG2-CO	OBAG2	STP	STPL	5226	024	STPL-5226(024)	CON	Huntington/San Antonio Street Rehabilitation					22-Jan-2020			31-Jan-2020
San Mateo	San Carlos	SM-170034	6633	CMAQ-T5-OBAG2-CO	OBAG2	CMAQ	CML	5267	022	CML-5267(022)	CON	Ped Enhancements Arroyo/Cedar & Hemlock/Orange					28-Feb-2020			31-Jan-2020
San Mateo	San Carlos	SM-170035	6654	STP-T5-OBAG2-CO	OBAG2	STP	RSTP	5267	023	RSTP-5267(023)	CON	Cedar and Brittan Ave Pavement Rehab					28-Feb-2020			31-Jan-2020
San Mateo	South San Francisco	SM-170036	6666	STP-T5-OBAG2-CO	OBAG2	STP		5177		-5177()	CON	SSF Pavement Rehabilitation					30-Apr-2020			31-Jan-2020
San Mateo	South San Francisco	SM-130030	6009	0648F	RTIP	RTIP-FED	ACNH	P082	028	ACNH-P082(028)	CON	SSF Grand Blvd Initiative: Kaiser Way to McLellan			AC Authorized	16-Mar-2018	13-Jun-2018		31-Jan-2018	31-Jan-2018
San Mateo	South San Francisco	VAR170002	6465	HSIP-T5-8	HSIP 8	HSIP	HSIPL	5177	041	HSIPL-5177(041)	CON	Spruce/Commercial Aves Traffic Signal Project			PES Signed	10-Dec-2018	31-Mar-2020			31-Dec-2019
San Mateo	Woodside	SM-170037	6641	STP-T5-OBAG2-CO	OBAG2	STP		5333		-5333()	CON	Road Rehabilitation - Town of Woodside								31-Jan-2020

Single Point of Contact (SPOC) Checklist

For agencies accessing federal transportation funds through the FHWA federal-aid process
To be completed and renewed annually or whenever a new Single Point of Contact is assigned
Email completed form to your CMA and MTC at SPOC-FES@bayareametro.gov

Contact Information

Agency:

SPOC Name:

SPOC Email:

SPOC Title:

SPOC Phone:

CMA Representative:

Date:

Local Public Agency Certification Review

SPOC acknowledges awareness of the following items adopted by the agency governing body in the Resolution of Local Support:

- Agency will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised)
- Agency has, and will retain the expertise, knowledge and resources necessary to deliver the FHWA-funded transportation projects,
- Agency has assigned, and will maintain a SPOC for all FHWA and CTC-funded transportation projects to coordinate within and outside the agency
- Agency has reviewed it's FHWA-funded projects and has adequate staffing resources to deliver and complete the PROJECT(s) within the schedule

Acknowledgement

SPOC acknowledges awareness of the following Agency requirements from the Regional Project-Funding Delivery Policy, MTC Resolution 3606:

- To be 'regionally qualified' for regional discretionary funds, and for programming federal funds in the federal TIP, the local agency must comply with the following, in addition to any other regional, state and federal requirements:
 - Assign and maintain a single point of contact for all FHWA-administered projects implemented by the agency.
 - Maintain a project tracking status of major delivery milestones for all programmed and active FHWA-administered projects implemented by the agency
 - Maintain all active FHWA-administered projects in good standing with respect to regional, state and federal delivery deadlines, and federal-aid requirements
 - Maintain the expertise and staff resources necessary to deliver federal-aid projects within the funding timeframe, and meet all federal-aid project requirements
 - Has demonstrated a good delivery record and delivery practices with past and current projects.
 - Have staff and/or consultant(s) on board who have delivered FHWA-administered projects within the past five years and/or attended the federal-aid process training class held by Caltrans Local Assistance within the past 5 years, and have the knowledge and expertise to deliver federal-aid projects.

SPOC Certification

SPOC self-certifies the following:

- SPOC has sufficient knowledge to navigate, or assist others to navigate the FHWA federal-aid process
- SPOC has basic understanding of relationship between FMS/TIP/RTP
- [SPOC has a Fund Management System \(FMS\) account](#)
- [SPOC has read and understands the provisions of the Regional Project-Funding Delivery Policy, MTC Resolution 3606](#)
- [SPOC will maintain and keep up to date, a spreadsheet of delivery milestones for all active FHWA-funded projects administered by the agency](#)
- SPOC will communicate FHWA and CTC-funded project delivery status, through construction award, to CMA contact at least on a quarterly basis
- SPOC has ensured that current active listings in the federal TIP as of this date are correct with regards to cost, scope and schedule
- SPOC will participate in a min ½ the Partnership Working Group (LSRWG,PDWG,Joint,TFWG) meetings on an annual basis, if agency has unauthorized projects.
- [SPOC will maintain the Unanticipated Delays Worksheet \(Coming Soon\)](#)
- SPOC is aware of the November 1 RFA submittal deadline and January 31 federal obligation of funds (E-76/Authorization) delivery deadline.
- [SPOC has attended training or reviewed the SPOC training materials](#)
- SPOC has confirmed that the respective Project Manager(s) are aware of delivery milestone deadlines for FHWA-funded and/or CTC-funded projects scheduled for delivery (obligation/allocation of funds) within the current and following federal fiscal years.

I certify to the best of my knowledge the above is true:

Signature, Agency Single Point of Contact (SPOC)

Date

Signature, Agency Department Director

Date

MTC Resolution 3606 and SPOC information is located at: <http://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery>

SPOC Certification November 12, 2019	Not Certified
	No Federal FHWA funds
	Certified

County	Jurisdiction	Effective	Certified	SPOC First	SPOC Last	SPOC Email
San Mateo	Atherton	9/22/2017	Yes	David	Huynh	dhuynh@ci.atherton.ca.us
San Mateo	Belmont	9/21/2017	Yes	Leticia	Alvarez	lalvarez@belmont.gov
San Mateo	Brisbane	10/5/2017	Yes	Karen	Kinser	kkinser@ci.brisbane.ca.us
San Mateo	Burlingame	2/2/2018	Yes	Andrew	Wong	awong@burlingame.org
San Mateo	Colma	9/20/2017	Yes	Abdulkader	Hashem	abdulkader.hashem@colma.ca.gov
San Mateo	Daly City	9/20/2017	Yes	Roland	Yip	ryip@dalycity.org
San Mateo	East Palo Alto	3/22/2018	Yes	Kamal	Fallaha	kfallaha@cityofepa.org
San Mateo	Foster City	12/10/2018	Yes	Francine	Magno	fmagno@fostercity.org
San Mateo	Half Moon Bay	3/22/2018	Yes	Maziar	Bozorginia	mbozorginia@hmbcity.com
San Mateo	Hillsborough	10/2/2018	Yes	Daniel	Gonzales	dgonzales@hillsborough.net
San Mateo	Menlo Park	9/12/2018	Yes	Eren	Romero	eromero@menlopark.org
San Mateo	Millbrae	6/18/2019	Yes	Jane	Kao	jkao@ci.millbrae.ca.us
San Mateo	Pacifica	6/26/2018	Yes	Sam	Bautista	bautistas@ci.pacifica.ca.us
San Mateo	Peninsula Corridor JPA (Caltrain)	9/21/2017	Yes	Peter	Skinner	skinnerp@samtrans.com
San Mateo	Portola Valley	10/2/2017	Yes	Howard	Young	hyoung@portolavalley.net
San Mateo	Redwood City	9/21/2017	Yes	Saber	Sarwary	ssarwary@redwoodcity.org
San Mateo	San Bruno	9/21/2017	Yes	Dalia	Manaois	dmanaois@sanbruno.ca.gov
San Mateo	San Carlos	5/14/2018	Yes	Grace	Le	gle@cityofsancarlos.org
San Mateo	San Mateo	9/21/2017	Yes	Elton	Yee	eyee@cityofsanmateo.org
San Mateo	San Mateo C/CAG	5/16/2018	Yes	Jeff	Lacap	jilacap@smcgov.org
San Mateo	San Mateo County	10/2/2017	Yes	Carter	Choi	cchoi@smcgov.org
San Mateo	San Mateo County Office of Education	2/12/2018	Yes	Denise	Porterfield	dporterfield@smcoe.org
San Mateo	San Mateo County Transit District (SamTrans)	9/21/2017	Yes	Peter	Skinner	skinnerp@samtrans.com
San Mateo	South San Francisco	7/15/2019	Yes	Matthew	Ruble	matthew.ruble@ssf.net
San Mateo	Woodside	10/6/2017	Yes	Sean	Rose	srose@woodsidetown.org

J:\COMMITTEE\Partnership\Partnership PDWG\Federal Efficiencies Subcommittee\FES\SPOC_SPOC Certification Status Listing.xlsx

(*) Indicates a change

Note: Updated report is posted monthly to:

<https://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery>