

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

Congestion Management & Environmental Quality (CMEQ) Committee

Date: Monday, September 30, 2013 at 3:00 p.m.
Place: San Mateo City Hall
330 West 20th Avenue, San Mateo, California
Conference Room C (across from Council Chambers)

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

- | | | | |
|----|---|-------------------------------------|--------------|
| 1. | Public comment on items not on the agenda | Presentations are limited to 3 mins | |
| 2. | Approval of minutes of August 26, 2013 meeting | Action
(Garbarino) | Pages 1 - 3 |
| 3. | Local Shuttle Program Technical Assistance | Information
(Slavit/SamTrans) | Pages 4 - 7 |
| 4. | Update on potential Stormwater funding Initiative | Information
(Fabry) | Page 8 |
| 5. | Review and recommend approval of the call for project guidelines and application for the C/CAG Priority Development Area (PDA) Planning Program | Action
(Abrazaldo) | Pages 9 - 25 |
| 6. | Executive Director Report | Information
(Wong) | |
| 7. | Member comments and announcements. | Information
(Garbarino) | |
| 8. | Adjournment and establishment of next meeting date:
October 28, 2013. | Action
(Garbarino) | |

NOTE: All items appearing on the agenda are subject to action by the Committee. Actions recommended by staff are subject to change by the Committee.

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

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Other enclosures/Correspondence - None

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON CONGESTION
MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES
MEETING OF August 26, 2013**

The meeting was called to order by member Pierce, as approved by the committee, in Conference Room C at City Hall of San Mateo at 3:03 pm. Vice Chair Papan chaired the rest of the meeting. Attendance sheet is attached.

1. Public comment on items not on the agenda.

C/CAG Executive Director Sandy Wong introduced Walter (Wally) Abrazaldo, C/CAG new staff serving in the Transportation Program Specialist position. CMEQ members welcomed Wally.

2. Approval of Minutes of May 20, 2013 meeting.

Motion: To approve the Minutes of the May 20, 2013 meeting, Bigelow/Pierce. Motion carried unanimously.

3. Bi-County Transportation Study follow-up (Information).

The Bi-County Transportation study was presented to the CMEQ committee by Chester Fung, staff of San Francisco County Transportation Authority (SFCTA) at the April CMEQ meeting. At the request of CMEQ committee, John Hoang of C/CAG staff invited Mr. Fung and Sebastian Petty of CalTrain to attend this meeting to answer any additional questions the committee may have. John also provided update to the committee that the Bi-County Study was presented to the C/CAG Board at the August Board meeting. C/CAG Board deferred any action on the Study pending actions by the cities of Brisbane and Daly City. Member Lentz thank Chester Fung for SFCTA's willingness to bring the study to the cities.

4. Presentation on the RediWheels Program (Information).

Chester Patton, SamTrans RediWheel manager, made a detail presentation on the RediWheel program, including eligibility requirements, customer profile, trip purpose statistics, services provided by drivers, ridership, costs of operation, etc.

CMEQ members made suggestions regarding service improvements including driver to call if not picking up on-time, bundle up riders if desired by customers, and reducing call hold time.

5. Review and recommend approval of the Draft 2013 CMP and Congestion Monitoring Report.

John Hoang presented a summary of information on the draft 2013 congestion monitoring report and the draft 2013 CMP. CMEQ members asked staff to look into adding private bus data to the report, such as Google Bus, because they provide a significant amount of auto trip reduction.

Additionally, CMEQ members suggested staff to provide introductory information on future staff reports when presenting documents for review. Information such as what document it is, why is committee receiving the document, and what impact will the document have, should be provided.

Motion: To recommend approval of the Draft 2013 CMP and Congestion Monitoring Report, O'Connell/Kersteens-Tucker. Motion carried unanimously.

6. Review and recommend approval of the SM County Draft 2014 State Transportation Improvement Program (STIP).

Jean Higaki provided a presentation of the draft 2014 State Transportation Improvement Program. CMP TAC recommended approval of the draft 2014 STIP. Vice Chair Papan requested future consideration of funding for way-finding signage at Millbrae BART.

Motion: To recommend approval of the San Mateo County Draft 2014 State Transportation Improvement Program, Papan/Bigelow. Motion carried unanimously.

7. Provide additional input on the potential Highway Relinquishment study for SR 82 El Camino Real/Mission Street.

Sandy Wong provided a summary of discussions on this topic at the C/CAG Board as well as CMP TAC meetings. Based on those discussions, there was no clear consensus on whether to support such study. While there was desire by some to obtain the data (current and projected costs for relinquishment) via a study, there was also deep concern by others that such a study may imply policy decision to move forward with relinquishment.

CMEQ committee has made a recommendation to do the study at a previous meeting. Staff asked the committee if there was any additional input prior to staff making a final recommendation to the C/CAG Board.

Motion: To recommend support for the highway relinquishment study for SR 82 El Camino Real/Mission Street, Bigelow/Aguirre. Motion carried with 8 yes, 3 no, and 1 abstain.

8. Executive Director Report.

None.

9. Member comments and announcements.

None.

10. Adjournment and establishment of next meeting date.

Meeting adjourned at 4:55 pm.

The next regular meeting was scheduled for September 30, 2013.

CMEQ 2013 Attendance					
Name	Jan 28	Mar 28	Apr 29	May 20	Aug 26
Arthur Lloyd	Yes	Yes	Yes	Yes	
Barbara Pierce	Yes	Yes	Yes	Yes	Yes
Gina Papan	Yes	Yes			Yes
Irene O'Connell		Yes	Yes		Yes
Jim Bigelow	Yes	Yes	Yes	Yes	Yes
Lennie Roberts	Yes		Yes	Yes	Yes
Naomi Patridge	Yes	Yes	Yes	Yes	Yes
Onnolee Trapp	Yes	Yes	Yes	Yes	Yes
Richard Garbarino	Yes	Yes	Yes	Yes	
Steve Dworetzky					Yes
Zoe Kersteen- Tucker			Yes		Yes
Mark Olbert		Yes	Yes	Yes	Yes
Cliff Lentz	NA	Yes	Yes		Yes
Elizabeth Lewis	NA				
Alicia Aguirre	NA	Yes	Yes	Yes*	Yes
* corrected as of August 27.					
Staff/Guests in Attendance for August 26:					
Sandy Wong, Jean Higaki, John Hoang, Tom Madalena, Wally Abrazaldo - C/CAG Staff					
April Chan, Tina Dubost, Sebastian Petty, Chester Patton - SamTrans					
George Roderick - Atherton					
Brent Butler - East Palo Alto					

C/CAG AGENDA REPORT

Date: September 30, 2013
To: Congestion Management and Environmental Quality Committee
From: Sandy Wong, Executive Director
Subject: Receive information on the availability of local shuttle program technical assistance

(For further information contact Sandy Wong at 599-1409)

RECOMMENDATION

None. This is an information item.

FISCAL IMPACT

NA.

BACKGROUND/DISCUSSION

The San Mateo County Shuttle Business Practices Guidebook was developed and made available in June 2012. The Guidebook was a joint effort by SamTrans, C/CAG, SMCTA, and the Peninsula Traffic Congestion Relief Alliance. One of the strategy recommendations from the Shuttle Business Practice Guidebook was to develop consistent countywide shuttle planning process. To that end, the San Mateo County Transportation Authority (SMCTA) has made \$100,000 available for local shuttle program technical assistance. The Technical Assistance program was developed in concert with SMCTA, SamTrans, and C/CAG staff.

ATTACHMENTS

- 1) San Mateo County Transportation Authority Staff Report

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY
STAFF REPORT**

TO: Transportation Authority

THROUGH: Michael J. Scanlon
Executive Director

FROM: April Chan
Executive Officer, Planning & Development

Gigi Harrington
Deputy CEO

SUBJECT: **ALLOCATION OF MEASURE A FUNDS TO THE SAN MATEO COUNTY TRANSIT
DISTRICT FOR LOCAL SHUTTLE PROGRAM TECHNICAL ASSISTANCE**

ACTION

Staff recommends the Board:

1. Program and allocate a total of \$100,000 in Measure A funds to the San Mateo County Transit District (SamTrans) to provide technical assistance to entities seeking future Measure A Local Shuttle Program funds.
2. Authorize the Executive Director, or his designee, to execute any agreements and take other actions necessary to encumber the subject funding.

SIGNIFICANCE

Staff is proposing that \$100,000 in Measure A funds be used to provide outreach and technical assistance to entities that may be seeking funds to operate new or existing shuttles in San Mateo County under the Fiscal Year (FY) 2015 and FY2016 Measure A Local Shuttle Program Call for Projects. The goals of this technical assistance program are to (1) actively engage shuttle program partners with SamTrans in the shuttle planning process before preparation of shuttle funding applications, (2) help provide consistency with the broader SamTrans service network by ensuring shuttle service complements fixed-route service, and (3) minimize duplication while fulfilling unmet transportation needs.

If this request is approved by the Board, a public workshop will be held later this fall to initiate efforts to better inform local agencies seeking Measure A Local Shuttle Program funds about industry best practices and targeted performance measures. Potential funding applicants will also connect with staff from SamTrans, the City/County Association of Governments (C/CAG) and the Peninsula Traffic Congestion Relief Alliance (Alliance).

The proposed technical assistance program is consistent with and will help implement strategies from the *San Mateo County Shuttle Business Practices Guidebook*; better

engage SamTrans in the planning processes of entities that receive public shuttle funding; and facilitate SamTrans' efforts to work with shuttle providers to address underperforming routes.

BUDGET IMPACT

There is no impact to the budget. Funds are available from the Program Management and Planning line item in FY2014 and prior year adopted budgets.

BACKGROUND

Shuttles historically have played an important role in the transportation network in San Mateo County. More than 40 shuttles operate in the county, accommodating approximately 8,000 average weekday trips. These shuttles include both commuter and community shuttles, and provide important first/last mile connections and enhance lifeline mobility options for county residents and workers.

Lessons learned from past Measure A Local Shuttle Program funding cycles demonstrate a need for a technical assistance program to better support market-based coordinated shuttle planning efforts.

Prepared by: Joel Slavitt, Manager, Programming & Monitoring

650-508-6476

Sandy Wong - You're invited to the San Mateo County Local Shuttle Workshop (Oct 23, 2013)

From: "San Mateo County Transportation Authority " <invite@eventbrite.com>
To: <slwong@smcgov.org>
Date: 9/24/2013 9:49 AM
Subject: You're invited to the San Mateo County Local Shuttle Workshop (Oct 23, 2013)

You are invited to the following event:

**SAN MATEO COUNTY LOCAL SHUTTLE
WORKSHOP**

Event to be held at the following time, date, and location:



Wednesday, October 23, 2013 from
10:00 AM to 1:00 PM (PDT)

**San Mateo County Transportation
Authority Office, Second Floor Auditorium**
1250 San Carlos Avenue
San Carlos, CA 94070

[View Map](#)

[Attend Event](#)

Share this event:



In anticipation of the Spring 2014 Local Shuttle Call for Projects, the San Mateo County Transportation Authority invites you attend the Local Shuttle Workshop in October. This workshop will provide an overview of the Local Shuttle program, funding process, available resources and best practices.

A light lunch will be provided to attendees. Please RSVP by October 16, 2013.

C/CAG AGENDA REPORT

Date: September 30, 2013
To: Congestion Management and Environmental Quality Committee
From: Matt Fabry, Water Pollution Prevention Program Coordinator
Subject: Update on Potential Stormwater Funding Initiative

(For further information or questions contact Matthew Fabry at 650 599-1419)

RECOMMENDATION

Receive an informational update on the potential countywide stormwater funding initiative.

BACKGROUND

Since January, C/CAG has been working with a consultant team led by SCI Consulting Group to evaluate the feasibility of a countywide funding initiative to generate new, ongoing funding for C/CAG and its member agencies to address compliance costs associated with the Municipal Regional Stormwater Permit (MRP). The consultant team has been working on three main tasks:

- Task 1 – Funding Needs Analysis: estimates costs to comply with the MRP for both C/CAG and its member agencies. This includes analysis for each of the 21 jurisdictions in the county.
- Task 2 – Funding Options Report: details the various available options for funding the different compliance activities mandated in the MRP. This includes both balloted and non-balloted approaches, as well as recommendations for potential ways existing efforts and funding sources could be restructured for greater effectiveness.
- Task 3 – Public Opinion Research: gauges support among both registered voters and property owners within San Mateo County for funding stormwater compliance activities. This includes completing 800 telephone surveys and mailing out 22,000 written surveys that test varying dollar amounts, positive and negative arguments, and potential ballot language.

In addition to these consultant-led efforts, C/CAG staff has been working closely with its legislative advocacy team in an attempt to secure enabling legislation to allow C/CAG, as a joint powers agency, to sponsor a funding initiative and impose a potential special tax or property-related fee. Staff will provide a presentation summarizing the current status of the consultant-led tasks and legislative efforts.

C/CAG AGENDA REPORT

Date: September 30, 2013

To: C/CAG Congestion Management and Environmental Quality (CMEQ) Committee

From: Wally Abrazaldo, Transportation Programs Specialist

Subject: Review and recommend approval of the call for projects guidelines and application for the C/CAG Priority Development Area (PDA) Planning Program

(For further information or questions contact Wally Abrazaldo at 650-599-1455)

RECOMMENDATION

That the C/CAG Congestion Management and Environmental Quality Committee review and recommend approval of the call for projects guidelines and application for the C/CAG Priority Development Area (PDA) Planning Program.

FISCAL IMPACT

There is approximately \$1,600,000 available for the planning and implementation of PDAs in the county. Up to five percent of this amount may be used to reimburse C/CAG program administration costs.

SOURCE OF FUNDS

Federal Surface Transportation Program (STP) funds are the funding source for this program.

BACKGROUND/DISCUSSION

In November 2012, the Metropolitan Transportation Commission (MTC) finalized the establishment of a \$20 million planning program for county congestion management agencies (CMAs) to support planning activities in their local priority development areas (PDAs). MTC Resolution 4035 describes the requirements for this program and the amount of funding made available to CMAs. Funds were allocated based on the One Bay Area Grant (OBAG) program distribution formula with no county receiving less than \$750,000. Based on this formula, San Mateo County will receive approximately \$1,600,000, of which up to five percent may be used to reimburse C/CAG program administration costs.

CMAs are required to distribute funds on a non-formula basis that targets assistance to PDAs that are high impact and capable of early implementation. Staff developed guidelines for the C/CAG PDA Planning Program based on MTC guidelines and requirements. The goals of the program, which are

aligned with the county’s adopted PDA Investment & Growth Strategy, are to:

- Support intensified land uses and increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors;
- Assist in streamlining the entitlement process and help PDAs become more development ready;
- Address challenges to achieving infill development and higher densities.

Local governments (cities, towns, and the county) are eligible applicants. Given that federal Surface Transportation Program (STP) funds are the source of funding for this program, project activities are required to demonstrate a nexus to transportation to be eligible for funding. Jurisdictions that are awarded projects will directly access funds through Caltrans Local Assistance and must provide a minimum 11.47% local cash match.

The proposed schedule for the upcoming Call for Projects is presented below. Staff will select members of the Selection Panel in November/December 2013. Once the final PDA Planning Program project list is recommended by the Selection Panel, staff will bring the recommended projects to the C/CAG Technical Advisory Committee (TAC), Congestion Management Program and Environmental Quality Committee (CMEQ), and Board of Directors for review and approval. The list of projects is anticipated to come back to the CMEQ in March 2014.

Proposed C/CAG PDA Planning Program Schedule

Event	Date*
Call for Projects Issued	October 2013
Application Workshops	October/November 2013
Applications Due	January 2014
Selection Panel Reviews Applications	January – February 2014
C/CAG Committees and Board Review Selection Panel Recommendations	March – April 2014
Projects Awarded	April 2014

*Dates may be adjusted as necessary.

The C/CAG TAC reviewed this item on September 19, 2013 and approved the call for projects and application with the amendment that, if the program is undersubscribed, the maximum grant amount be increased to \$600,000 for local jurisdictions with projects that are deemed regionally significant at the discretion of the C/CAG Board.

ATTACHMENTS

1. Letter from Ann Flemer, MTC; RE: Local PDA Planning and Implementation Program
2. C/CAG PDA Planning Program Guidelines
3. C/CAG PDA Planning Program Application



METROPOLITAN
TRANSPORTATION
COMMISSION

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Adrienne J. Tissier, Chair
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Amy Rein Worth, Vice Chair
Cities of Contra Costa County

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U.S. Department of Housing
and Urban Development

Tom Brazz
Cities of Alameda County

David Campos
City and County of San Francisco

Dave Cortese
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Bill Dodd
Napa County and Cities

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Anne W. Hultzed
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Steve Kinsey
Marin County and Cities

Sam Liccardo
San Jose Mayor's Appointee

Jake Mackenzie
Sonoma County and Cities

Joe Pirzynski
Cities of Santa Clara County

Jean Quan
City of Oakland

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Spering
Solano County and Cities

Scott Wiener
San Francisco Mayor's Appointee

Vacant
Association of Bay Area Governments

Vacant
Cities of San Mateo County

Steve Heminger
Executive Director

Ann Flener
Deputy Executive Director, Policy

Andrew B. Premier
Deputy Executive Director, Operations

December 21, 2012

Ms. Sandy L. Wong
City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063

RE: Local Priority Development Area (PDA) Planning and Implementation Program

Dear Ms. Wong:

In November, the Commission finalized the establishment of a \$20 million planning program for counties in the region to support local planning activities in their priority development areas (PDAs). The attachments to this letter include pertinent sections of MTC Resolution 4035, describing the structure of the program and the amounts being made available to the eight congestion management agencies (CMAs) and the San Francisco Planning Department in the city and county of San Francisco. Also attached for reference are the guidelines MTC and ABAG used for the most recent cycle of PDA Planning grants.

There are three program requirements of note:

- Grants need to be aligned with the PDA Growth and Investment Strategy that each congestion management agency is preparing under the OneBayArea Grant Program. CMAs are required to distribute these funds on a non-formula basis that targets assistance to PDAs that are high impact and capable of early implementation.
- CMA program administration costs for the PDA Planning program may be no greater than 5% of the county distribution.
- Jurisdictions may either directly obligate their grants through Caltrans, the CMAs may choose to obligate the funding for pass through to local jurisdictions, or the CMA may request that ABAG administer the grant.

Ms. Sandy L. Wong
City/County Association of Governments of San Mateo County
December 21, 2012
Page 2

Staff will be contacting you shortly to discuss the next steps for accessing these funds through a Transportation Improvement Program (TIP) Revision and with additional guidance on eligible activities for Surface Transportation Program (STP) funds and the PDA Planning Program.

Sincerely,



Ann Flemer
Deputy Executive Director, Policy

AF: AB
Attachments

Appendix A-7

Cycle 2 County PDA Implementation FY 2012-13 through FY 2015-16 November 2012

County PDA Implementation

County	Administering Agency	OBAG Formula	PDA Planning Share *	County PDA Implementation Total
Alameda	ACTC	20.2%	19.5%	\$3,905,000
Contra Costa	CCTA	14.2%	13.7%	\$2,745,000
Marin	TAM	2.8%	3.8%	\$750,000
Napa	NCTPA	1.7%	3.8%	\$750,000
San Francisco **	City/County of SF	12.3%	11.9%	\$2,380,000
San Mateo	SMCCAG	8.3%	8.0%	\$1,608,000
Santa Clara	VTA	27.6%	26.7%	\$5,349,000
Solano	STA	5.5%	5.3%	\$1,066,000
Sonoma	SCTA	7.5%	7.2%	\$1,447,000
County PDA Implementation Total:		100.0%	100.0%	\$20,000,000

J:\PROJECT\Funding\T4 - New Act\T4 - STP-CMAQ\T4 Cycle Programming\T4 Second Cycle\Cycle 2 Policy Dev\One Bay Area Grant\Cycle 2 STP-CMAQ-TE Fund Source Distribution.xls\CMA Planning

* County minimum of \$750,000 for Marin and Napa results in actual PDA Implementation share different than OBAG formula share

** Funding for San Francisco to be provided to San Francisco City/County planning department

Regional PDA Implementation:

ABAG Funding: Funds directed to ABAG for implementation of PDAs.

Affordable TOD fund: This is a continuation of MTC's successful Transit Oriented Affordable Housing (TOAH) fund into Cycle 2 which successfully has leveraged a significant amount of outside funding. The TOD fund provides financing for the development of affordable housing and other vital community services near transit lines throughout the Bay Area. Through the Fund, developers can access flexible, affordable capital to purchase or improve available property near transit lines for the development of affordable housing, retail space and other critical services, such as child care centers, fresh food outlets and health clinics.

PDA Planning Grants: MTC and ABAG's PDA Planning Grant Program will place an emphasis on affordable housing production and preservation in funding agreements with grantees. Grants will be made to jurisdictions to provide support in planning for PDAs in areas such as providing housing, jobs, intensified land use, promoting alternative modes of travel to the single occupancy vehicle, and parking management. These studies will place a special focus on selected PDAs with a greater potential for residential displacement and develop and implement community risk reduction plans. Grants will be made to local jurisdictions to provide planning support as needed to meet regional housing goals. Also program funds will establish a new local planning assistance program to provide staff resources directly to jurisdictions to support local land-use planning for PDAs.

MTC will commence work with state and federal government to create private sector economic incentives to increase housing production.

Local Planning & Implementation: Funds are made available to support local jurisdictions in their planning and implementation of PDAs in each of the nine counties, developed through the county PDA Investment & Growth Strategy in consultation with ABAG and MTC. Funding is distributed to the county CMAs (with funds for San Francisco distributed to the City/County of San Francisco planning department) using the OBAG distribution formula with no county receiving less than \$750,000 as shown in Appendix 5. Local jurisdictions will either directly access these funds through Caltrans Local Assistance similar to other OBAG grants provided to them by the CMAs, the CMAs may choose to provide individual grants to local jurisdictions through a single program administered by the CMA, or the CMA may request that ABAG administer the grants in cooperation with the local jurisdictions. CMA grants to local jurisdictions and the expenditure of funds by the San Francisco Planning Department are to be aligned with the recommendations and priorities identified in their adopted PDA Growth and Investment Strategy; as well as to the PDA Planning Program guidelines as they apply only to those activities relevant to those guidelines. The CMAs are limited to using no more than 5% of the funds for program administration.

6. Climate Change Initiatives

The proposed funding for the Cycle 2 Climate Initiative Program is to support the implementation of strategies identified in Plan Bay Area to achieve the required CO2 emissions reductions per SB375 and federal criteria pollutant reductions. Staff will work with the Bay Area Air Quality Management District to implement this program.

7. Safe Routes to Schools

Within the Safe Routes to School Program (SR2S program) funding is distributed among the nine Bay Area counties based on K-12 total enrollment for private and public schools as reported by the

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C/CAG Priority Development Area (PDA) Planning Program Call for Projects Guidelines

Program Goals

The C/CAG PDA Planning Program is part of a regional initiative to finance planning in areas that are designated as planned or potential PDAs through the Association of Bay Area Governments (ABAG). PDAs play a critical role in the region's Sustainable Communities Strategy (SCS), which seeks to coordinate land use and transportation to reduce greenhouse gas emissions. The key goals of the C/CAG PDA Planning Program are to:

- Support intensified land uses and increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors;
- Assist in streamlining the entitlement process and help PDAs become more development ready;
- Address challenges to achieving infill development and higher densities.

The program will provide resources to project sponsors to complete specific or area plans, required CEQA analyses (i.e. programmatic environmental impact reports), zoning code updates, and technical studies or analyses that facilitate the implementation of existing plans. Funding will be targeted to PDAs that are high impact and capable of early implementation.

Eligible Applicants

Local governments (cities, towns, and the county) in San Mateo County are eligible applicants. Transit agencies that serve PDAs, such as the San Mateo County Transit District (SamTrans), Bay Area Rapid Transit (BART), and the Peninsula Corridor Joint Powers Board (JPB), must partner with local governments. Applicants are encouraged to involve local non-profit groups and community-based organizations. Multiple jurisdictional planning projects are also encouraged.

Eligible Project Locations

Areas approved as planned or potential PDAs in San Mateo County through ABAG. For a list of eligible PDAs, see Attachment 1: San Mateo County Priority Development Areas.

Eligible Activities

Federal Surface Transportation Program (STP) funds are the source of funding for this program. Given that the overall purpose of STP funds is to support investments in the surface transportation system, project activities require a nexus to transportation. Eligible planning activities that support transportation objectives include:

- Station area/PDA planning, i.e. specific or precise plan with an environmental impact report
- Planning for mixed-income housing near transit: increasing affordability with local efficiency
- Transit and employment studies

- Transit corridors and transit-oriented development (TOD)
- Families and TOD: planning complete communities that attract diverse households (families, singles, couples without children, the elderly, and low-income minority households)
- Expanding housing opportunities near transit
- Parking management and pricing connected to new land uses
- Bicycle and pedestrian planning connected to new land uses

Planning activities that do not support the surface transportation system are not eligible. For example, the update of a general plan housing element or an environmental impact report to assess the impacts of a particular housing/commercial development may not be eligible unless land-use planning is specifically related to transportation investments. Other ineligible planning examples include CEQA clearance for single development entitlements, planning department staffing/consultant costs to provide general planning (development plans and review, general plan updates without a transportation focus) and permitting functions.

Potential activities include but are not limited to:

- Preparation of planning documents (specific plans, area plans, general plan amendments, etc.) and associated technical studies that are related to transportation investments;¹
- Preparation of required CEQA documents and technical studies related to transportation investments;
- Preparation of corridor plans integrating one or more PDAs;
- Study of multimodal access and complete streets needs;
- Study of alternative parking solutions to meet multiple needs and facilitate infill development;
- Preparation of zoning code amendments related to development in PDAs (i.e., TOD-supportive zoning such as form-based codes, smart growth urban design guidelines to address building form and scale, urban character, connectivity and accessibility, and placemaking);
- PDA-wide infrastructure planning and design, emphasizing green infrastructure and low-impact development for energy activities efficiency, storm water management, etc.;
- Various economic analyses related to development in PDAs, including but not limited to development feasibility and market analyses, financing strategies for infrastructure capital and maintenance costs, and construction and maintenance of affordable housing;
- Development of station access improvements for new and existing developments that emphasizing and prioritizing the needs of pedestrians, persons with disabilities, bicycles, shuttles, drop-off, and local circulation.

Funding Details

There is a total of approximately \$1,600,000 of Surface Transportation Program (STP) funds available for PDA planning and implementation projects. The minimum grant amount is set at \$250,000, and the maximum amount that can be allocated per agency is \$500,000.² Funding is available for FY 2014/15 and FY 2015/16. Applicants must provide a minimum local cash match of 11.47%.

¹ Specific and station area plans should be consistent with Attachment 2: MTC PDA Planning Program Guidelines.

² If the program is undersubscribed, this maximum may be increased to \$600,000 for local jurisdictions with projects that are deemed regionally significant at the discretion of the C/CAG Board.

Jurisdiction and Project Requirements

Selected projects will be subject to federal, state, and regional delivery requirements as noted in Metropolitan Transportation Commission (MTC) Resolution No. 3606. See http://www.mtc.ca.gov/funding/delivery/MTC_Res_3606.pdf.

- Jurisdiction must be in compliance with the Regional Project Funding Delivery Policy requirements at the time of project application.
- Jurisdiction must comply with all Federal Highway Administration (FHWA) and Caltrans Local Assistance and MTC project delivery and reporting requirements.
- Every recipient of funds will need to identify a single point of contact for the implementation of all FHWA administered funds within that jurisdiction. This person must have sufficient knowledge in the federal-aid delivery process to coordinate issues and questions that may arise from project inception to project close-out.
- Jurisdiction must provide a minimum FHWA-required local cash match of 11.47%.
- Jurisdiction must submit a complete package for funding obligation by January 1st of the year programmed. Example, a project programmed in FY 2014/15, must submit a complete package for obligation by January 1, 2015. The failure to meet these deadlines may result in the de-programming and redirection of grant funds to other projects.
- Jurisdiction is to submit a “resolution of local support” prior to programming. Template for the resolution is found at:
http://www.mtc.ca.gov/funding/STPCMAQ/STP_CMAQ_LocalSupportReso.doc
- Jurisdiction is to input project information into the MTC Fund Management System (FMS) project application, prior to programming.

Evaluation Criteria

The proposed project selection and scoring criteria are described below. These are based on criteria used for MTC’s PDA Planning Program and ABAG’s FOCUS Technical Assistance Program.

C/CAG PDA Planning Program Evaluation Criteria	Points
Screening Criteria	
1. Project Location. Project is located in planned or potential PDA.	Required
2. Eligible Activity. Planning activity demonstrates a nexus to transportation	Required
Project Evaluation Criteria	
1. Location within a Community of Concern. Project is located within or serves a Community of Concern as defined by MTC’s Lifeline Transportation Program. See http://www.mtc.ca.gov/planning/snapshot/0_COC_Reference_Map_11_17.pdf .	5
2. Project Impact. Project demonstrates the potential to: <ul style="list-style-type: none"> • Increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors • Assist in streamlining the entitlement process and help the PDA become more development ready • Address challenges to achieving infill development and higher densities 	25
3. Project Approach/Scope of Work and Timeline. Project has a well-defined scope of work and timeline identifying the key purpose and objectives	20
4. Matching Funds. The project exceeds the minimum required match and leverages other funding.	15
5. Existing Policies. Jurisdiction has demonstrated a commitment to provide an increase in housing and transportation choices through existing policies, such as	15

C/CAG PDA Planning Program Evaluation Criteria	Points
innovative parking policies, TOD zoning, transportation demand management strategies, existing citywide affordable housing policies and approved projects, supportive general plan policies, sustainability policies, including green building policies and alternative energy policies, etc.	
6. Support. Project demonstrates local community support from major property owner(s), city councils, and relevant transit operator(s) (i.e., public involvement to date, letters of support).	15
7. Commitment to Implementation. Project sponsor has a commitment to and a clear approach and timeframe for plan or project implementation once planning and/or studies are completed.	5

C/CAG PDA Planning Program Schedule

Event	Date*
Call for Projects Issued	October 2013
Application Workshops	October/November 2013
Applications Due	January 2014
Selection Panel Reviews Applications	January – February 2014
C/CAG Committees and Board Review Selection Panel Recommendations	March – April 2014
Projects Awarded	April 2014

*Dates may be adjusted as necessary.

For any questions regarding the program or application process please contact Wally Abrazaldo at 650-599-1455 or wabrazaldo@smcgov.org.

San Mateo County Priority Development Areas

(Source: Association of Bay Area Governments)

Priority Development Area	Place Type	2010-2040 HU Growth
		Jobs-Housing Connection Strategy
<i>(CoC)= Community of Concern</i>		
Downtown Redwood City	City Center	5,243
Downtown San Mateo (CoC)	City Center	1,070
Total City Center:		6,313
Brisbane, San Francisco/San Mateo Bi-County Area	Suburban Center	0 (in Brisbane Portion)
Total Suburban Center:		0
Burlingame El Camino Real	Transit Town Center	3,258
Daly City - Bayshore	Transit Town Center	1,992
East Palo Alto - Ravenswood (CoC)	Transit Town Center	856
Menlo Park- El Camino Real Corridor & Downtown	Transit Town Center	915
San Carlos Railroad Corridor	Transit Town Center	774
Downtown South San Francisco (CoC)	Transit Town Center	3,116
Total Transit Town Center:		10,911
San Mateo Rail Corridor	Transit Neighborhood	5,028
Total Transit Neighborhood:		5,028
Redwood City - Broadway/Veterans Blvd. Corridor	Mixed-Use Corridor	1,529
San Bruno Transit Corridors (CoC)	Mixed-Use Corridor	3,328
Villages of Belmont	Mixed-Use Corridor	907
Daly City - Mission Blvd. (CoC)	Mixed-Use Corridor	1,048
San Mateo - El Camino Real	Mixed-Use Corridor	1,204
Millbrae Transit Station Area	Mixed-Use Corridor	2,424
El Camino Real Countywide Corridor	Mixed-Use Corridor	3,630
Total Mixed Use Corridor:		14,070



ABAG

PDA Planning Program
CYCLE FIVE
PROGRAM GUIDELINES



PROGRAM DESCRIPTION & GENERAL GUIDANCE

The PDA Planning Program is an initiative to finance planning in Priority Development Areas (PDA) that will result in intensified land uses around public transit hubs and bus and rail corridors in the nine-county San Francisco Bay Area. The key goals of this program are to:

- (1) Increase both the housing supply, including affordable housing for low-income residents, and jobs within the planning area
- (2) By increasing land use intensities in the planning area, boost transit ridership and thereby reduce vehicle miles traveled (VMT) by PDA residents, employees and visitors
- (3) Increase walking, bicycling, carpooling and carsharing by effectively managing parking and driving while promoting multimodal connections for residents, employees and visitors within the PDA
- (4) Locate key services and retail within the planning area.

Grantees must address all PDA planning elements listed below under Planning Elements. If a precise or specific plan encompassing the PDA has been completed or amended within the last 10 years, select planning elements may be excluded from the planning process. An explanation of how these elements have been addressed must be included in the application.

Note that some of the planning elements listed below (i.e. multimodal access and connectivity, parking demand analysis) should address the relationship between the identified planning area and key surrounding land uses outside of the planning boundaries.

Jurisdictions must be prepared to comply with all federal contracting requirements associated with planning grant funds.

Grant funding works on a reimbursement basis for agreed-upon deliverables associated with the scope of work for the project. The grant and match are to cover direct project costs, including staff and project oversight.

Specific plans—or an equivalent—are preferred due to the ability to conduct programmatic Environmental Impact Reports (EIRs) on the plan in order to facilitate the development process. EIRs are strongly recommended as part of the proposed planning process, although not required. However, there must be a strong implementation component for any planning process funded through this program, including agreement by the local jurisdiction to formally adopt the completed plan. Refer to the chart below for specific award guidelines by place-type. A description of development guidelines associated with each FOCUS Program place-type is found in Appendix 2.

Award Guidelines by Place-type

Place-type	Regional Center, City Center, Suburban Center, Urban Neighborhood	Transit Neighborhood, Transit Town Center, Mixed-Use Corridor, Employment Center
Award	<ul style="list-style-type: none"> ▪ Up to \$750,000 if both Specific Plan & EIR ▪ Up to \$400,000 if EIR only 	<ul style="list-style-type: none"> ▪ Up to \$500,000 if both Specific Plan & EIR ▪ Up to \$250,000 if EIR only
Outcome	Specific Plan and/or EIR	Specific Plan and/or EIR

PLANNING ELEMENTS

Plans funded under this program should address the Station Area Planning Principles outlined in the *Station Area Planning Manual* (http://www.mtc.ca.gov/planning/smart_growth/Station_Area_Planning_Manual_Nov07.pdf). At a minimum, plans should include the planning elements listed below.

As noted above, if a precise or specific plan encompassing the planning area has been completed or amended within the last 10 years, select planning elements from the list below may be excluded from the planning process. In that case, the applicant should outline the requested needs and explain how all remaining planning elements outlined below have been satisfied.

A detailed description of each planning element is included in **Appendix 1**. Additional information is also found in the *Station Area Planning Manual* referenced above.

- (1) An **overview profile** of the planning area including demographic and socio-economic characteristics, transit/travel patterns and use, physical aspects of the PDA, as well as any known issues to be addressed in the planning process
- (2) A significant public **outreach and community involvement** process targeting traditionally under-served populations
- (3) The development of several detailed **land use alternatives**
- (4) A **market demand analysis** for housing at all levels of affordability, jobs and retail in the planning area
- (5) A **housing strategy** that promotes housing affordable to low-income residents and attempts **to minimize displacement** of existing residents
- (6) A multi-modal **access and connectivity** component
- (7) **Pedestrian-friendly design standards** for streets, buildings and open space
- (8) An **accessibility analysis** for people with disabilities that ensures fully accessible transit stations, paths of travel between stations and surrounding areas, and visitable and habitable housing units
- (9) A **parking analysis** to create a parking policy and management element that aims at reducing parking demand and supply through pricing, zoning, and support for alternative modes
- (10) An **infrastructure development analysis** and budget
- (11) An **implementation plan**, along with a financing strategy, to ensure that the plan will be adopted and all necessary supporting policies, zoning, and programs will be updated.

C/CAG Priority Development Area (PDA) Planning Program Application

Section 1: General Project Information

General Project Information

Sponsor Agency:

Implementing Agency:

Project Title:

Name of PDA:

Funds Requested:
Minimum \$250,000
Maximum \$500,000

Note:

- Maximum amount that can be awarded per agency is \$500,000
- If the program is undersubscribed, the maximum may be increased to \$600,000 for local jurisdictions with projects that are deemed regionally significant at the discretion of the C/CAG Board

Project Manager

Name:

Title:

Agency:

Phone Number:

E-mail Address:

Section 2: Project Description and Narrative

Project Location

Name of PDA:

Description of project area and boundaries:
(also attach map showing relevant transportation and land use information)

Does the project area fall within or serve a Community of Concern (CoC) as defined by the MTC Lifeline Program?

- Yes
- No

See http://www.mtc.ca.gov/planning/snapshot/0_COC_Reference_Map_11_17.pdf.

Type of Planning Activity (check all that apply)

- Specific Plan
- Precise Plan
- Zoning Amendment
- Form-Based Code
- Program-Level Environmental Impact Report (EIR)
- Other (describe in narrative)

Note:

- Specific and station area plans should be consistent with the attached PDA Planning Program Guidelines from MTC.

Project Narrative

Describe the impacts of project and explain how they are aligned with the goals of the C/CAG PDA Planning Program.

Describe the project approach, scope of work, expected deliverables, estimated budget, and timeline. Include attachments as necessary.

Have any other plans (targeted planning efforts, including specific plans, precise plans, area plans, concept plans, etc.) been developed within the last 10 years that cover the project area?

- Yes – Please attach list of individual planning efforts and date completed.
- No

If yes, please explain the reason for updating existing plans and how previous plans were implemented.

Project Cost

Requested PDA
Planning Funds:

Local Match:
(Minimum 11.47%):

Other Project Funds:

Total Project Funds:

Source of Other Project
Funds:

Section 3: Existing Policies and Community Support

Existing Policies

Describe how the jurisdiction in which the project is located has demonstrated a commitment to provide an increase in housing and transportation choices through existing policies (i.e. innovative parking policies, pedestrian-oriented design standards, transportation demand management strategies, affordable housing policies/ordinances, general or specific plan policies, etc.).

Support and Commitment to Implementation

Does this project have local community involvement in the planning process leading to the project and local support and/or council approval?

- Yes – Attach any supporting documentation (e.g. letters of support)
- No

If yes, please describe the community involvement and/or evidence of local support.

Describe the proposed approach and timeframe for plan implementation or project implementation once planning and/or studies have been completed.