

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

**1:15 p.m., Thursday, June 15, 2017**  
**San Mateo County Transit District Office<sup>1</sup>**  
**1250 San Carlos Avenue, 2<sup>nd</sup> 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 (May, June): <ul style="list-style-type: none"><li>• Approved – TFCA County Program Manager Expenditure Plan</li><li>• Approved – Agreement with Aegis ITS for Smart Corridor System Maintenance Services for \$584,000 over three years</li><li>• Approved – Appointments of Shelly Masur (Redwood City), Peter Ratto (SamTrans), and Dave Pine (JPB) to the CMEQ Committee</li><li>• Approved – OBAGE 2 LS&amp;R Rehab Program and FAS list of projects and augmentation of planning funds for submission to MTC</li><li>• Approved – Updated San Mateo County Priority Development Area (PDA) Investment &amp; Growth Strategy.</li><li>• Approved – Agreements with BAAQMD (\$1.54M), Commute.org (\$600K), and SamTrans (\$79K &amp; \$110K) for TFCA funds</li><li>• Approved – Agreement with Commute.org for the Countywide Voluntary Trip Reduction Program for \$510,000</li><li>• Approved – Master agreement with MTC for planning, programming, transportation, transit, land use and other projects.</li></ul> | Hoang         | No materials |
| 3. Approval of the minutes from April 20, 2017   | Hoang         | Page 1-3     |
| 4. Review and recommend approval of the C/CAG Countywide Carpooling Incentives Pilot Program and partnership with Scoop and Waze (Action)  | Hoang         | Page 4-7     |
| 5. Review and recommend approval of the draft call for projects for the Safe Routes to School and Green Streets Infrastructure Pilot Program (Action)  | Bogert        | Page 8-31    |
| 6. Receive and updated on Regional Measure 3 (Information)   | Wong          | No materials |
| 7. Regional Project and Funding Information (Information)  | Lacap         | Page 32-51   |
| 8. Executive Director Report   | Wong          | No materials |
| 9. Member Reports  | All           |              |

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<sup>1</sup> For public transit access use SamTrans Bus lines 260, 295, 390, 391, KX or take CalTrain to the San Carlos Station and walk two blocks up San Carlos Avenue. Driving directions: From Route 101 take the Holly Street (west) exit. Two blocks past El Camino Real go left on Walnut. The entrance to the parking lot is at the end of the block on the left, immediately before the ramp that goes under the building. Enter the parking lot by driving between the buildings and making a left into the elevated lot. Follow the signs up to the levels for public parking.

2017 TAC Roster and Attendance						
No.	Member	Agency	Jan	Feb	Mar	Apr
1	Jim Porter (Co-Chair)	San Mateo County Engineering	x	x	x	x
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x	
3	Afshin Oskoui	Belmont Engineering	x		x	x
4	Randy Breault	Brisbane Engineering	x	x	x	x
5	Syed Murtuza	Burlingame Engineering	x	x	x	x
6	Bill Meeker	Burlingame Planning				
7	Sandy Wong	C/CAG	x	x	x	x
8	Brad Donohue	Colma Engineering	x	x		x
9	John Fuller	Daly City Engineering	x	x	x	x
10	Tatum Mothershead	Daly City Planning	x	x	x	
11	Jeff Moneda	Foster City Engineering	x	x	x	x
12	Paul Willis	Hillsborough Engineering	x	x	x	x
13	Ray Razavi	Half Moon Bay	n/a	x	x	x
14	Justin Murphy	Menlo Park Engineering	x	x	x	x
15	Van Ocampo	Pacifica Engineering	x	x	x	x
16	Jessica Manzi	Redwood City Engineering		x	x	x
17	Jimmy Tan	San Bruno Engineering		x	x	x
18	Jay Walter	San Carlos Engineering	x	x	x	x
19	Brad Underwood	San Mateo Engineering		x	x	x
20	Eunejune Kim	South San Francisco Engineering	n/a	n/a	x	x
21	Billy Gross	South San Francisco Planning	x	x	x	x
22	Sean Rose	Woodside Engineering	x	x	x	
23	vacant	MTC				
24	vacant	Caltrans				

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

April 20, 2017  
**MINUTES**

The meeting of the Technical Advisory Committee (TAC) was held in the SamTrans Offices located at 1250 San Carlos Avenue, 2<sup>nd</sup> Floor Auditorium, San Carlos, CA. Vice Chair Porter called the meeting to order at 1:20 p.m. on Thursday, April 20, 2017.

TAC members attending the meeting are listed on the Roster and Attendance on the preceding page. Others attending the meeting were: John Hoang, Jeff Lacap (C/CAG); Seamus Murphy, April Chan – SamTrans; Theresa Romell, Sui Tan – MTC; Karen Kinser – Brisbane; Richard Chiu – Daly City, 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.**

None.

**3. Approval of the Minutes from March 16, 2017.**

Approved.

**4. Local Street and Road Regional Initiatives and Work Plan Outreach**

Theresa Romell and Sui Tan, Metropolitan Transportation Commission (MTC) staff, presented MTC's Local Street and Roads (LS&R) Program as part of an outreach effort to local public works staff soliciting for input for developing regional initiatives or focus areas for future efforts related to LS&R. Topics included capitalizing on increased road funding by improving efficiencies using technology, revisiting funding policies, and enhancing the management of asset management data. Feedback from the TAC is as follows:

- Cities appreciate the training and P-TAP program provided by MTC.
- Asset management process should be uniformed and should include green infrastructure.
- New procurement strategies should be developed to address the anticipated increase in construction cost due to increased funding and projects due to SB 1 funding.
- Consider implementing new pavement maintenance/rehabilitation technologies and take economy of scale into consideration when advertising projects.
- Attendance at the LS&R Working Group is encouraged. The TAC designated members Oskoui and Fuller to the represent San Mateo County that the MTC LSR Working Group meetings.

**5. Review and recommend approval of the One Bay Area Grant 2 (OBAG 2) Local Street and Roads Rehabilitation Program and Federal-Aid Secondary (FAS) list of projects and augmentation of planning funds for submission to Metropolitan Transportation Commission (MTC).**

Sandy Wong, C/CAG Executive Director, presented the OBAG 2 LS&R and FAS list of projects indicating the augmented to LS&R and to C/CAG's planning and outreach programs.

Item was approved.

**6. Review and recommend approval of the updated San Mateo County Priority Development Area (PDA) Investment & Growth Strategy**

Sandy Wong introduced the item. The document, developed to establish a framework to guide transportation, housing and planning resources, was updated in coordination with all 21 jurisdictions. Consultant Baird and Driskell presented an overview of the project including: requirements and goals, update process, connection to regional planning, key findings, and next steps.

Item was approved.

**7. Review and comment on the candidate project list for Regional Measure 3 funding**

Sandy Wong presented the list of candidate projects under consideration for RM 3 funding. Seamus Murphy and April Chan, from SamTrans, were also in attendance to address comments. Through regional efforts and coordination with the various transit agencies and for consistency across the Bay Area counties, additional projects to be added to the San Mateo County RM 3 list include the Caltrain Downtown Extension to the Transbay Terminal, the Transbay Terminal Bus Operations Project, and the BART Rail Car Replacement Program. Discussion items were as follows:

- The item of Grade Separation and various can be improved by naming specific projects, especially in the case of City of Burlingame, would suggest list the Broadway Grade Separation.
- The list is missing priority information, operation versus capital projects, and short-term versus long-term. Including this type of detail would be helpful.
- There may be opportunities to address percentage share between capital and operational projects
- There are concerns about listing projects to be consistent across multiple counties since it is more of a regional responsibility to identify such projects. In response, the reason these projects are included on the list is because the project benefits San Mateo County.
- It is more likely that the legislation would focus more regionally and less on localized projects.
- The purpose is to come up with a list of projects over a 25-year period, focusing on list of projects instead of program of projects.
- Should there be more projects added to the list since it seems like a “catch all” list.
- Another project that was suggested was the auxiliary lane project on NB 101 from Ralston to SR 92.
- Some of the project description that is not specific or too generic was done on purpose.
- It was requested whether the list of project can be brought back to the TAC to be refined. Response is that it would depend on the timing.

**8. Regional Project and Funding Information**

Jeff Lacap reported on information pertaining to federal funding, project delivery, and regional policies relevant to local cities.

**9. Executive Director Report**

None.

**10. Member Reports**

None.

Meeting adjourned at 2:37 p.m.

## C/CAG AGENDA REPORT

Date: June 15, 2017

To: Congestion Management Program Technical Advisory Committee (TAC)

From: John Hoang

Subject: Review and recommend approval of the C/CAG Countywide Carpooling Incentives Pilot Program and partnership with Scoop and Waze

(For further information or response to questions, contact John Hoang at 363-4105)

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### **RECOMMENDATION**

Review and recommend approval of the C/CAG Countywide Carpooling Incentives Pilot Program and partnership with Scoop and Waze.

### **FISCAL IMPACT**

Up to \$1,000,000.

### **SOURCE OF FUNDS**

Funding will come from Transportation Fund for Clean Air (TFCA) County Program Manager funds (FY 2017/18) and Congestion Relief Program funds.

### **BACKGROUND**

#### C/CAG Countywide Carpooling Incentives Pilot Program

The purpose of the proposed C/CAG Countywide Carpooling Incentives Pilot Program (Program) is to encourage commuters and employees of San Mateo County to use carpooling and ridesharing as a sustainable alternative to driving alone when commuting to and from work. Increased usage of carpools and rideshares during peak commute periods reduce single occupancy vehicle travels and results in fewer trips into and out of San Mateo County. Combined with other transportation demand management strategies, the proliferation and sustained utilization of carpools and rideshares contribute towards the decrease of traffic congestion resulting in increased travel time reliability and reduction in greenhouse gas (GHG) emissions within the County.

The Program seeks to utilize emerging technology by partnering with a private sector companies that has developed and specializes in a dynamic carpooling and ridesharing mobile applications (Apps) for real-time ride-matching services for the purpose of supporting implementation of the Program. Subsidies would be provided to commuters (individuals who live or work in San Mateo County) to offset actual cost the commuter incurs for each trip taken utilizing the App, therefore, the service must be able to facilitate C/CAG's financial incentive during the pilot Program. It is the intent that subsidizing rides would significantly increase the number of individuals opting to carpool.

The Program provide benefits to San Mateo County by: reducing the number of single occupancy vehicles during peak commute periods; reducing traffic congestion during peak commute periods, reducing GHG, reduce the need for parking, and to help change long-term driver/commuter behavior.

### Similar Implementation by Others

In October 2016, the Cities of San Mateo and Foster City launched concurrent pilot projects with Scoop Technologies (Scoop), developer of the mobile rideshare/carpool matching application “Scoop”, to implement a program that subsidize commuters entering and leaving each respective cities. As part of the pilot program, all Scoop rides to/from these cities would cost the commuter/carpooler \$2 per one-way trip with the cities subsidizing the remaining cost. The standard ride trips can cost anywhere from \$3 to \$12. For the pilot project, the City of San Mateo provided \$30,000 and City of Foster City provided \$60,000. The pilot project would continue until the funds were depleted. In March 2017, Foster City added an additional \$30,000 to extend the project. In addition, in April 2017, the City of South San Francisco also implemented a similar subsidized carpooling program with Scoop.

From a countywide approach, the Contra Costa County Transportation Authority (CCTA) also implemented a similar carpool incentives project with Scoop which began in May 2017.

### Partnerships

Based on the successes of the initial pilot projects in San Mateo and Foster City, early this year, C/CAG and our Transportation Demand Management (TDM) partner Commute.org reached out to Scoop with the goal of expanding the individual city model into a countywide pilot program that open services to all cities, including the unincorporated areas of San Mateo County.

As recommended by the CMP TAC at the March 2017 meeting, C/CAG issued a request for proposal (RFP) in May soliciting for companies to submit proposals to provide a dynamic ridematching / carpooling matching application (App) and services for San Mateo County commuters to enable implementation of the Program. C/CAG received two proposals, from Scoop, and from Waze. Based on the two companies’ respective qualifications and the likelihood that the respective App would meet the needs and objectives of the Program in terms of functionality, usability, user-friendliness, features, and other key aspects, staff suggest that C/CAG partner with both companies.

The two project Partners, Scoop and Waze, offers the tool (Apps) that enables C/CAG to provide the carpooling incentives to commuters. The project Partners Apps would help facilitate the process of the subsidizing the carpool trips.

### How the Program and App Works

The key aspects of the Program are as follows:

- The incentives will be applied only to trips originating within the peak commute periods of 6:00 a.m. – 9:00 a.m. in the morning and 4:00 p.m. – 7:00 p.m. in the afternoon.
- All user trips in San Mateo County will be reduced by \$2. This includes trips that either begins or ends in San Mateo County.
- A \$2 incentive will be applied through the Apps towards each user trip (rider and driver) in

San Mateo County. Each participant can receive a maximum of \$4 each day (assuming one trip from home to work and a second trip from work to home.)

- Individuals eligible to receive the incentives include residents of San Mateo County and employees who work in San Mateo County.
- Scoop, Waze, C/CAG, Commute.org and San Mateo County cities and the County to jointly market and promote services.
- The Program rollout is planned for July 2017.
- The Program will offer up to \$1,000,000 to subsidize the cost of the carpool program (including reimbursement for guarantee ride home expense for San Mateo County commuters) over a one (1) year period or until funds are exhausted.

Aside from the above Program elements, the responsibilities of the Partners (Scoop and Waze) include:

- In addition to industry best practices, Partners are required to implement a Motor Vehicle History check on all drivers participating in the Program
- Partners will work with C/CAG to implement a Guarantee Ride Home element as part of the carpooling services.
- Partners will provide monthly reports to C/CAG including, but not limited to, information on usage statistics including number active users, number of rides, aggregated original and destination information, aggregated trip lengths, and other reports to be determined that will help C/CAG perform an assessment of the Program.
- Partners will work with Commute.org, to integrate the Apps into the STAR Platform, an online tool that Commute.org uses to promote, track, and incentivize alternative commuting behaviors.

### Funding

One of the key purposes of the C/CAG Congestion Relief Plan (CRP) is to develop and fund countywide programs and projects that provide comprehensive benefits in addressing traffic congestion to the overall transportation system in the County. Two of the transportation-related programs the CRP presently funds include the Employer-Based Shuttle and Local Transportation Services and Countywide Travel Demand Management. The Board approved FY 2017/18 CRP budget included funding to implement travel demand management and traffic operational improvement strategies.

The TFCA funds, distributed to C/CAG by the Bay Area Air Quality Management District (BAAQMD) as part of the San Mateo County Program Manager Fund, are intended to be used for projects and programs whose primary objectives include reducing air pollution and GHG emissions and traffic congestion by improving transportation options. At the May 2017 meeting, the C/CAG Board approved the FY 2017/18 Expenditure Plan projects, which included budgeting \$700,000 for the Program.

Utilization of the TFCA portion of budget will be evaluated to ensure that the project meet the established TFCA cost-effectiveness criteria of \$150,000/weighted ton of surplus emission over the project's useful life. Surplus emissions is defined as reactive organic gases (ROG), nitrogen oxides



(NOx), and weighted PM10 (particulate matter 10 microns in diameter and smaller. Therefore, it is proposed that the Program have the flexibility to adjust contributions from CRP and TFCA funds, as needed, to optimize each funding sources, based on staff evaluation.

#### Program Evaluation

It is intended that the Pilot Program will be evaluated monthly to determine commuter behavior and analyze trends by monitoring ridership, origins and destinations of the trips (aggregated), time of day, number of carpoolers, and other data that is made available by the respective Partners. Adjustments to Program will be made, as applicable, during the pilot period. At the conclusion of the Program, a full assessment will be performed.

#### **ATTACHMENTS**

None.

## C/CAG AGENDA REPORT

Date: June 15, 2017

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

From: Reid Bogert

Subject: Review and recommend approval of draft call for projects for the Safe Routes to School and Green Streets Infrastructure Pilot Program

(For further information or questions, contact Reid Bogert at 650-599-1433)

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### **RECOMMENDATION**

Review and recommend approval of draft call for projects for the Safe Routes to School and Green Streets Infrastructure Pilot Program

### **FISCAL IMPACT**

Up to \$2 million.

### **SOURCE OF FUNDS**

Funded in equal parts by local \$4 vehicle license fees (AB 1546) designated for regional stormwater pollution prevention programs and \$10 vehicle license fees (Measure M) designated for Safe Routes to School programs.

### **BACKGROUND**

C/CAG staff is developing a call for projects for the Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program (Pilot Program), which is intended to fund integrated improvements within the public right-of-way that increase safety for children walking and biking to school, while also improving water quality, increasing urban greening, and enhancing the pedestrian environment. A primary goal of the Pilot Program is to demonstrate that green infrastructure and pedestrian improvements can be cost-effectively integrated to increase safety and achieve stormwater goals for C/CAG's member agencies. The Pilot Program is intended to fund combinations of vegetated curb extensions and pedestrian bulbouts/curb ramps with crossings/striping at intersections or mid-block crossings near schools.

C/CAG will provide up to \$2 million in equal shares of local vehicle license fees designated for SRTS and stormwater pollution prevention to fund the Pilot Program. The Pilot Program is designed to provide grant funds with equal shares of SRTS and stormwater funds; as such, proposed projects must include balanced combinations of SRTS and stormwater features. Funds are available to C/CAG member agencies, and each agency may apply for a minimum of \$100,000 and a maximum of \$250,000 per project, with a two project limit per jurisdiction. If applying for funding for two projects, the proposed individual projects should be geographically separate or otherwise functionally distinct. Funds are for construction projects and costs only (planning, design, or staff time is not eligible for funding). There is a 15% local cash match requirement to further leverage C/CAG's funding.

Project locations must either be identified in an existing Walk Audit or Comprehensive Bicycle and Pedestrian Plan, and should directly benefit children walking or biking to/from a nearby public or private school. If not identified in a local Walk Audit or Bicycle/Pedestrian Plan, projects should occur within ½ mile of a school and provide reasonable justification for eligibility (e.g., accident statistics or other supporting data). The Pilot Program will not fund non-infrastructure projects, or ineligible project elements, including pedestrian or street lighting, illuminated crosswalks, or rectangular rapid flashing beacons (RRFB), which would potentially create an unbalanced cost distribution between stormwater and pedestrian features.

C/CAG and San Mateo County Office of Education staff co-hosted a coordination meeting on May 18, at which municipal representatives were paired with SRTS coordinators to learn about the planned solicitation and discuss potential project opportunities. C/CAG staff also plans to hold a pre-application workshop during the solicitation period to address specific questions from interested parties.

SRTS/Green Streets Infrastructure Project Schedule (tentative):

<b>Event</b>	<b>Date</b>
<b>Call for Projects Issued</b>	<b>Mid-July, 2017</b>
<b>Applications Due</b>	<b>Friday, September 15, 2017</b>
<b>Selection Panel Reviews Applications</b>	<b>End of September, 2017</b>
<b>C/CAG Committees Review Selection Panel Recommendations</b>	<b>Thursday, October 19, 2017</b>
<b>C/CAG Board Considers Recommendations</b>	<b>Thursday, November 9, 2017</b>
<b>Execute Funding Agreements with Project Sponsors for Awarded Projects</b>	<b>Thursday, March 01, 2018</b>
<b>Construction Complete</b>	<b>Monday, October 01, 2019</b>
<b>Final Reimbursement Requests Due</b>	<b>Monday, December 31, 2019</b>

#### ATTACHMENTS

1. Draft Safe Routes to School and Green Streets Infrastructure Call for Projects
2. Draft Safe Routes to School and Green Streets Infrastructure Application

**ATTACHMENT 1 - Draft Safe Routes to School and Green Streets Infrastructure Call for Projects**



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

# **Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program Funding Guidelines**

## **Background**

The City/County Association of Governments of San Mateo County (“C/CAG”) is a joint powers agency whose members are the County and the 20 cities and towns in San Mateo County. Its primary role is a Congestion Management Agency, but it has also administered the Countywide Water Pollution Prevention Program since its inception in the early 1990s, with a primary goal of assisting member agencies in meeting municipal stormwater regulatory mandates.

The San Mateo County Safe Routes to School Program (“SRTS”) is a partnership between C/CAG and the San Mateo County Office of Education (“SMCOE”), the goal of which is to encourage and enable school children to walk and bicycle safely to school and reduce congestion and emissions caused by school related travel. The program primarily focuses on non-infrastructure projects and activities to improve health and safety and reduce traffic congestion.

## **Project Call**

The Safe Routes to School and Green Streets Infrastructure Pilot Program (“Pilot Program”) is intended to fund integrated improvements within the public right-of-way that increase safety for children walking and biking to school, while also improving water quality, increasing urban greening, and enhancing the pedestrian environment. The focus of the Pilot Program is integrated improvements at intersections or mid-block crossings, all within the public right-of-way.

A primary goal of the Pilot Program is to demonstrate that green infrastructure can be cost-effectively integrated with traditional Safe Routes to School infrastructure projects to enhance safety and to achieve stormwater pollutant load reductions for C/CAG’s member agencies, in accordance with the Municipal Regional Stormwater Permit (MRP). C/CAG will provide up to \$2.0 million to fund the Pilot Program through combining equal amounts of funding designated for SRTS and stormwater management. Funding is provided from local vehicle license fees designated for congestion management and pollution prevention. Applicants are eligible to apply for multiple project locations, but awards will be limited to two project locations per applicant, with a maximum grant award of \$250,000 per project location.

## **Eligible Applicants**

Only local governments (cities, towns, and the County) in San Mateo County are eligible applicants for funding through the program. Although a local agency may choose to collaborate with a school district to design, build, or maintain a proposed project, the applying agency will be responsible for project delivery and ensuring sustained implementation of an operations and maintenance plan.

## **Eligible Project Locations**

Proposed project locations should have been previously mentioned in a Walk Audit or Comprehensive Bicycle and Pedestrian Plan, and should directly benefit children walking or biking to a public or private school. If not mentioned in a previous Walk Audit or Pedestrian Bike Plan, the proposed project must be within a ½ mile radius of a school and other reasonable justification should be provided, such as accident statistics or other data as to why the particular location is deemed appropriate.

The pilot program seeks to fund projects entirely in the public right-of-way; however, proposed projects that occur primarily in the right-of-way, but have minimal connection with school property (e.g., a sidewalk connecting to a curb ramp, bulb out or vegetated curb extension) and still adhere to the goals of integrating SRTS and green infrastructure, may be considered on a case by case basis.

Individual project locations, eligible for up to \$250,000 each with a limit of two projects per applying jurisdiction, should be geographically separate or otherwise functionally distinct so as to be designated as individual projects. If applying for funding for two project locations (such as two intersections in close proximity), the local agency should provide sufficient information regarding the designation as separate projects.

## **Eligible Activities**

This pilot program will fund infrastructure projects only (i.e., planning, outreach, and other non-infrastructure projects are ineligible for funding), and only construction capital costs are eligible for funding. Any staff time and overhead costs are not eligible for reimbursement. See **Funding Details** below for information on match requirements and eligible costs.

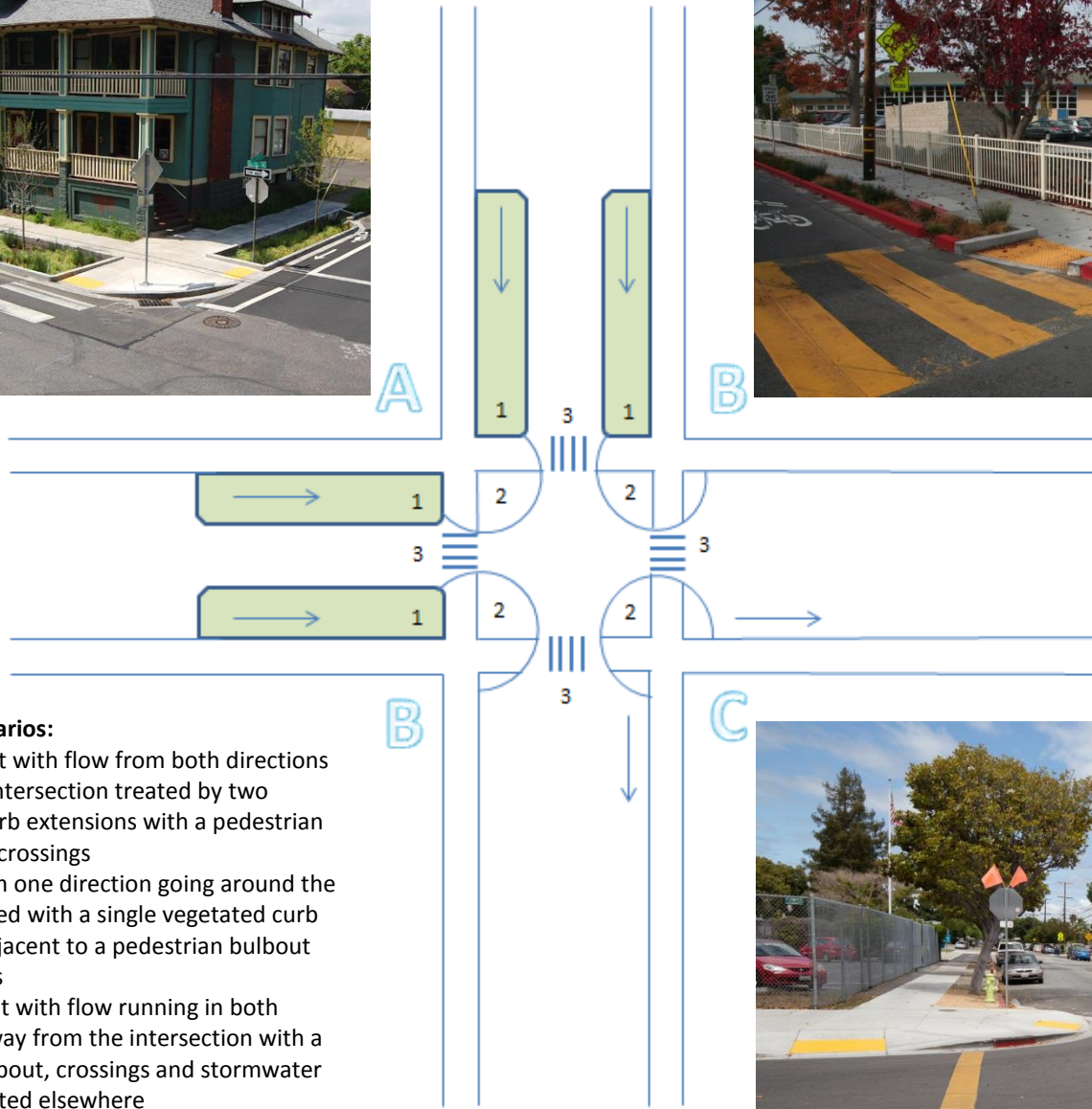
## **Eligible Project Elements**

The intention of the pilot program is to fund integrated stormwater management and SRTS projects in the right of way. Therefore, eligible project elements should include a balanced combination of vegetated curb extensions with pedestrian enhancements at intersections or mid-block crossings. C/CAG staff has created a series of potential scenarios occurring at a model intersection and mid-block crossing, shown in Figures 1 and 2 below. These scenarios demonstrate the intention of this pilot program and should help guide development of project proposals.

Eligible project elements could include:

- Vegetated curb extensions (1)
- Pedestrian bulb outs/curb ramps (2)
- Pedestrian striping/crosswalks (3)

# Scenarios



**Project Scenarios:**

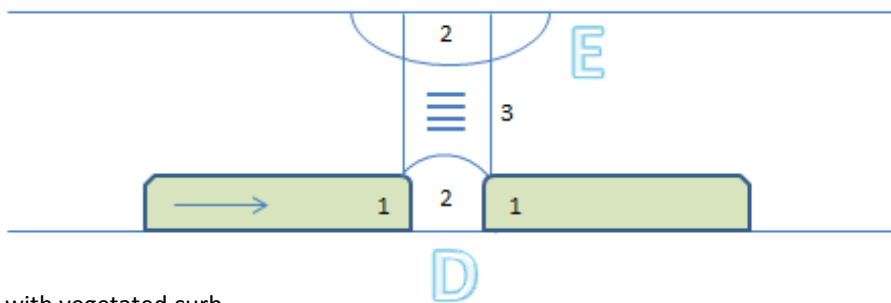
**A** – Low point with flow from both directions toward the intersection treated by two vegetated curb extensions with a pedestrian bulbout and crossings

**B** – Flow from one direction going around the corner, treated with a single vegetated curb extension adjacent to a pedestrian bulbout and crossings

**C** – High point with flow running in both directions away from the intersection with a standard bulbout, crossings and stormwater features located elsewhere



**Figure 1.** Diagram of eligible project elements at an example four-way intersection



**Project Scenarios:**

**D** – Mid-block crossing with vegetated curb extensions on either or both side(s) of crossing

**E** – Mid-block crossing with a standard bulbout and stormwater features located elsewhere

**Figure 2.** Diagram of eligible project elements at an example mid-block crossing

Project elements can include any individual or combination of scenario(s) A-E in Figures 1 and 2. These are generalized conditions and are meant to guide applicants toward identifying eligible project components. Site conditions and intersection retrofits will vary; however, **all proposed projects should demonstrate an equal balance among stormwater and SRTS improvements** using the eligible project elements (1, 2, 3). For example, if an intersection improvement project only includes standard pedestrian bulbouts (e.g., no vegetated curb extensions to manage stormwater, as in scenarios C and E), due to specific site conditions and direction of stormwater flow, an additional scenario would need to be included that manages stormwater (e.g., scenarios A, B, or D) and C or D and C). Projects need not be constructed at four-way intersections. The pictures associated with each scenario are examples of what would be considered eligible project designs, and more example projects throughout San Mateo County are provided in the **Resources** section below.



In regard to sizing vegetated curb extensions, C/CAG is seeking to fund projects that will help in reducing pollutant loads, as required under the Municipal Regional Permit. As such, project proposals should include sizing details for the green infrastructure features. Project applicants should indicate whether the proposed green infrastructure elements meet the 4% “rule of thumb” sizing (treatment area to tributary drainage area), or have been sized more efficiently in accordance with the Countywide Water Pollution Prevention Program’s C.3 Technical Guidance manual. Proposals should delineate tributary drainage areas, stormwater flow direction, and locations of existing storm drain inlets in the project vicinity.

Project proposals should generally show a balance between SRTS and green infrastructure features and associated costs. In order to maintain relative balance between SRTS and stormwater costs within projects, the following pedestrian and green infrastructure enhancements will not be funded. Project proposals may include these elements, but the associated costs of these elements will not be reimbursed, and project applicants will need to identify these costs separately in the proposed budget.

**This pilot program will NOT fund the following pedestrian enhancements:**

- Pedestrian or Street Lighting
- Rectangular Rapid Flash Beacon (RRFB)
- Illuminated Crosswalks
- Raised Crosswalks

**This pilot program will NOT fund the following stormwater features:**

- Landscaping elements that are not designed to capture and manage stormwater, unless proposed as part of a pedestrian bulb out that is not suitable for stormwater management due to flow direction or other constraints
- Porous pavement/asphalt/concrete in-lieu of vegetated curb extensions/bulb outs

**Funding Details**

There is a total of up to \$2.0 million dollars available under the current call for projects. Grant funds may only be used to fund construction costs. A minimum of \$100,000 and a maximum of \$250,000 will be awarded per project (two project limit per jurisdiction). A local cash match of 15 percent of construction costs is required for program eligibility.

This integrated pilot program is a cost reimbursement program, and all reimbursements will be made after documentation of the completed project is submitted with invoices. Part of the purpose of the pilot program is to determine the relative cost share between SRTS and stormwater elements of integrated projects. Reimbursement requests (including photo documentation of completed projects) should detail final project construction costs, and provide best estimates of the share of costs split between the two programmatic elements. Indirect costs, including any staff time, will not be reimbursed.

The 15 percent local match will be applied to the physical construction costs, and this amount will be taken off of the top of construction costs when reimbursements are requested. Therefore, reimbursements will be 85 percent of physical construction costs, or the full amount of the grant

request, whichever is less. For example, a project that requests \$250,000 through the program, but which has \$275,000 in actual construction costs would be reimbursed \$233,750 at the end of the project. The reimbursed amount is equal to the actual construction cost less the 15 percent local match (\$41,250). If the actual construction costs were at least \$287,500 (which is the \$250,000 maximum per project amount, plus the 15 percent local match), then the agency would be reimbursed the full \$250,000 requested.

All projects must finish construction by October 1, 2019, and final invoices for reimbursement must be submitted by March 1, 2019. Extensions to these deadlines will be considered on a case by case basis.

### **Mandatory Application Elements**

All submitted project applications must include a complete application form and the following as attachments or included in the application, as appropriate:

1. A letter of support from the participating school district, explaining how the proposed project will leverage existing SRTS programming or other efforts related to improve walking and biking conditions for children to and from school.
2. A map of the project area showing the project location, the location of the benefitting school(s), and any relevant land use or transportation information. Also include a walking or biking route map to the school, if applicable. Include documentation that proposed location is included in a walk audit or is within a ½ mile of a school with other relevant justification for the appropriateness of the location.
3. A schematic or conceptual design of the proposed SRTS and stormwater infrastructure elements, including the direction of stormwater flow and any relevant street characteristics, including storm drain infrastructure in the project vicinity. The schematic should also include delineations of drainage areas to and treatment capacities for each stormwater feature. Projects will be awarded full points for achieving the Municipal Regional Permit's Provision C.3.d. sizing criteria for the entire drainage area (including estimates for run-on from adjacent parcels) treated by the proposed stormwater features. At a minimum, the proposed features should be sized to treat the drainage area of the street (crown to curb) draining to the feature, using the 4% "rule of thumb" (treatment area to drainage area). More detailed sizing calculations are encouraged using the [SMCWPPP Provision C.3.d. sizing calculation sheet for combination flow and volume based criteria](#), however, as these will better help the selection committee in reviewing proposed projects and will ensure the facilities are appropriately sized.
4. A long-term operations and maintenance (O&M) plan for the stormwater features. The plan should include details (frequency and actions) about specific maintenance activities, including roles and responsibilities, and dedicated funding for the following operations and maintenance components:
  - a. Removal of trash/debris
  - b. Vegetation maintenance
  - c. Erosion control/mulch replacement
  - d. Aesthetics/safety

- e. Upkeep of overall function of the stormwater features

If there is an agreement between the applying local agency and the benefitting school as to who is responsible for O&M, this should be clearly described in the plan. It should also be recognized that ultimately the applying agency is responsible for ensuring proper long-term maintenance of the stormwater features.

\*See [C.3 Technical Guidance Appendix G](#) for recommended O&M actions and an O&M template to maintain green streets stormwater features.

5. A scope of work, project budget, and schedule with specific timelines and tasks for expected deliverables, from design through construction. To the extent feasible, the proposed budget should show the expected cost distribution between the SRTS and green infrastructure components. The actual cost distribution will be reviewed during the reimbursement process, so all final bids and change orders must be submitted with reimbursement requests. The project budget must specify the requested grant amount, which should be calculated as the total estimated construction cost less the 15 percent local match to be applied toward construction. A 10 percent construction contingency cost line item is permitted. See example under **Funding Details**.

### **Recommended Project Elements**

Project proposals will be awarded more points for including the following as attachments or within the application:

1. Community letters of support.
2. Integration of educational signage in the project design.
3. Projects benefitting schools that are participating in the San Mateo County Safe Routes to School (SRTS) Program. If the school is not participating in SRTS, schools may provide evidence of practicing SRTS initiatives (e.g., established in existing plans, participating in community outreach efforts to educate about walking and biking to school).
4. Projects that address localized drainage or flooding issues.
5. Projects that are identified in other local or countywide plans, or that directly support goals, objectives, or projects in other plans, including bike and pedestrian master plans, community-based transportation plans, complete or sustainable streets plans, etc. Applications for projects that provide such benefits to existing plans should identify the relevant plans and describe how the proposed project benefits or is identified in such a plan.
6. Readiness to Proceed – projects that are closer to construction-ready, will be awarded more points in the scoring process.

## **Resources**

Project Examples – The following Google Street View links show infrastructure projects in San Mateo County that demonstrate integrated stormwater and pedestrian improvements at intersections that would qualify for funding by this pilot program (note: some projects show project elements that are ineligible for grant funding, such as flashing beacons and pedestrian-scale lighting).

[Burlingame Ave. and Park Rd., Burlingame](#)

[1651 Hillside Blvd., Colma](#)

[Delaware St. and E 16<sup>th</sup> St., San Mateo](#)

[Humboldt St. and College Ave., San Mateo](#)

[Mid-block crossing N Humboldt St., San Mateo](#)

[Laurel Elementary School, San Mateo](#)

[Arroyo Ave and El Camino Real, San Carlos](#)

[Old County Rd. and Riverton Dr., San Carlos](#)

Design Guidance – Below is a list of resources for guidance and typical designs, standards and details, as well as operations and maintenance considerations, for green streets stormwater infrastructure.

[C.3 Stormwater Technical Guidance](#)

[San Mateo County Sustainable Green Streets and Parking Lots Design Guidebook](#)

[Bay Area Urban Greening Intersection Retrofit Typical Details \(Report and Conceptual Designs under “Design Charrette” tab at bottom of page\)](#)

[SFPUC Stormwater Design Guidelines, Typical Details and Specifications](#)

[EPA – Elements of a Green Infrastructure Maintenance Business Plan](#)

## Evaluation Criteria

Evaluation Criteria	Description	Max Points
Existing Conditions	The project addresses site-specific SRTS and stormwater management needs and demonstrates the benefits of integrating transportation/pedestrian road improvements with green infrastructure for stormwater management.	23
Proposed Project	Project has a well-defined scope of work and timeline identifying the key purpose and objectives.	37
Project Timeline and Budget	Timeline and budget for all phases of project, including information on match requirement (how much is provided and for what construction costs).	10
School and Community Support	Project demonstrates meaningful community support from the benefitting school district, school(s) and other community stakeholders.	30
Total		100

## Application Submission

Applicants must submit 5 bound copies and 1 electronic copy of the completed application along with all of the required and supporting documents. All applications must be received at the C/CAG office by **Friday, September 15, 2017 at 5:00 pm**. A workshop for prospective applicants will be held on **XXX**.

Please submit applications to:

Reid Bogert, Stormwater Program Specialist  
 C/CAG  
 555 County Center, 5<sup>th</sup> Floor  
 Redwood City, CA 94063

## C/CAG Safe Routes to School and Green Streets Infrastructure Pilot Schedule (tentative)

Event	Date
<b>Call for Projects Issued</b>	<b>Mid-July, 2017</b>
<b>Applications Due</b>	<b>Friday, September 15, 2017</b>
<b>Selection Panel Reviews Applications</b>	<b>End of September, 2017</b>
<b>C/CAG Committees Review Selection Panel Recommendations</b>	<b>Thursday, October 19, 2017</b>
<b>C/CAG Board Considers Recommendations</b>	<b>Thursday, November 9, 2017</b>
<b>Execute Funding Agreements with Project Sponsors for Awarded Projects</b>	<b>Thursday, March 01, 2018</b>
<b>Construction Complete</b>	<b>Monday, October 01, 2019</b>
<b>Final Reimbursement Requests Due</b>	<b>Monday, December 31, 2019</b>

For any questions regarding the program or application process please contact Reid Bogert at 650-599-1433 or [rbogert@smcgov.org](mailto:rbogert@smcgov.org).

Scorer:		Project Sponsor:		
Date Completed:		Project Title:		
Evaluation Criteria	Description	Instructions/Scale	Points Assigned	Additional Comments from Scorer
<b>Section II. Existing Conditions</b>	The project addresses site-specific SR2S and stormwater management needs and demonstrates the benefits of integrating transportation/pedestrian road improvements with green infrastructure for stormwater management.	<i>Add points from category A</i>	<b>23</b>	
<b>A. Project Need</b>	1. Project area map showing project location, benefitting school(s) and other relevant land use or transportation information. Walking or biking route map may also be included.	<b>Mandatory</b> No project area map - ineligible	NA	
	2. Project identifies current risks and/or obstacles (physical or perceived) to walking and/or bicycling to and from your school site(s), including for children with disabilities.	<i>Enter a number between 0 and 10</i> No need - 0 Low need - 5 High need - 10	10	
	3. Project identifies localized drainage or flooding issues and/or other community benefits that can be addressed through green infrastructure designs.	<i>Enter a number between 0 and 15</i> No need - 0 Low need - 3 High need - 5	5	
	4. Proposed project locations previously mentioned in a Walk Audit or Ped/Bike Plan, or the project is within 1/2 mile of school AND the sponsor provides reasonable justification.	<i>Enter a number between 0 and 5</i> Poor justification - 0 Satisfactory justification - 3 Strong justification OR project has been mentioned in Walk Audit or Ped/Bike Plan - 5	5	
	5. Project provides direct benefits to an existing local or countywide plan, or directly supports goals, objectives, or projects in other plans, including bike and pedestrian master plans, community-based transportation plans, complete or sustainable streets plans, etc. Evidence is provided identifying the connection between the proposed project and such plans.	<i>Enter a number between 0 and 3</i> Does not provide benefits to an existing plan - 0 May provide some benefit to an existing plan, but lack of evidence - 1 Demonstrates direct benefit to an existing plan and includes strong supporting evidence - 3	3	
<b>Section III. Proposed Project</b>	Project has a well-defined scope of work and timeline identifying the key purpose and objectives.	<i>Add the number of points from categories A-C</i>	<b>37</b>	
<b>A. Project Components</b>	1. Project helps address the problems identified in the Existing Conditions and clearly explains how the infrastructure components will address SRTS and stormwater goals through a balanced and integrated approach, referencing the schematic diagram (scenarios A-D) in the application or providing an alternative schematic and explanation if needed.	<i>Enter a number between 0 and 10</i> Incomplete description/schematic of scenario identified for integrating SRTS and stormwater components - 0 Satisfactory description/schematic of scenario identified for integrating SRTS and stormwater components - 5 Strong scope of work with clearly explained schematic of scenarios - exceeds basic required components in application - 10	10	
	2. Project explains clearly how SRTS and stormwater planning and infrastructure will be integrated. Proposal includes a balanced approach to integration, both in terms of cost distribution and the allocation of project features.	<i>Enter a number between 0 and 3</i> Poorly balanced project components - 0 Adequately balanced project components demonstrated through schematic scenarios or alternative descriptions - 2 Very well balanced project components demonstrated through schematic scenarios or alternative descriptions - 3	3	
	3. Simple design concept of proposed project components, including calculations of treatment capacity for stormwater features and relevant maps delineating drainage areas.	<b>Mandatory</b> - <i>Enter a number between 0 and 10</i> No design concept - ineligible Poorly developed design concept (lack of detail, missing information) - 2 Satisfactory design concept - 5 Strong design concept (includes excellent detail and planning, along with all calculations for stormwater treatment and associated map delineating drainage areas) - 10	10	

	4. Project includes educational signage to raise awareness about the purpose and value of green infrastructure/SRTS infrastructure	<p><i>Enter a number between 0 and 2</i></p> <p>No educational signage - 0</p> <p>Educational signage included in scope - 2</p>	2	
<i>B. Logistics</i>	1. Does the proposed project/project sponsor have ROW clearance for all property involved?	<p><i>Mandatory (yes/no)</i></p> <p>No clearance - ineligible</p>	NA	
<i>C. Operations &amp; Maintenance</i>	1. Proposal identifies a plan for future long-term operations and maintenance of the stormwater features, including a description of necessary maintenance activities, frequency of activities, who will be responsible for O&M, as well as the plan for dedicated funding.	<p><i>Mandatory - Enter a number between 0 and 10</i></p> <p>No plan for funding O&amp;M - ineligible</p> <p>Plan for O&amp;M, but no dedicated funding - 2</p> <p>Satisfactory funding plan for O&amp;M with description of activities, frequency and responsibilities - 5</p> <p>Strong O&amp;M funding plan above and beyond expectations to ensure long-term maintenance - 10</p>	10	
<i>D. Project Readiness</i>	1. Project demonstrates readiness to proceed with detailed project concept, budget, timeline.	<p><i>Enter a number between 0 and 2</i></p> <p>Low readiness to proceed - 0</p> <p>Medium readiness to proceed - 1</p> <p>High readiness to proceed - 2</p>	2	
<b>Section IV. Project Timeline and Budget</b>	<i>Timeline and budget for all phases of project, including 15% match requirement contributed to total construction costs. Budgets should also specify cost distributions for SRTS and GI features to extent possible.</i>	<i>Total possible points - 10</i>	<b>10</b>	
<i>A. Timeline and Budget</i>	1. The proposal includes a reasonable project budget and timeline with key dates for all phases of the project, including planning, design and construction. Budget should include 15% match from project sponsor, and may include a 10% contingency applied to construction costs. The proposed budget should also provide a cost distribution for SRTS and GI features and specify the requested grant amount, accounting for the 15% match requirement applied to construction costs.	<p><i>Mandatory - Enter a number between 0 and 10</i></p> <p>No budget and timeline - ineligible</p> <p>Weak budget and timeline with missing components - 3</p> <p>Satisfactory budget and timeline without missing components - 5</p> <p>Strong budget and timeline - complete, clearly defined and well-organized - 10</p>	10	
<b>Section V. School and Community Support</b>	<i>Project demonstrates meaningful community support from the benefitting school district, school(s) and other community stakeholders.</i>	<i>Add points from category A</i>	<b>30</b>	
<i>A. School and Community Support</i>	1. In applying for the SRTS/GI application, the highest authorized representative of the applying school district must submit a letter of support	<p><i>Mandatory - Enter a number between 0 and 15</i></p> <p>No support - ineligible</p> <p>Weak support - 3</p> <p>Moderate support - 7</p> <p>Strong support - 15</p>	15	
	2. Application includes additional letters of support (LOS) from the community affected by the project.	<p><i>Enter a number between 0 and 10</i></p> <p>No additional LOS - 0</p> <p>Additional letter(s) - medium quality/need - 5</p> <p>Additional letter(s) - high quality/need - 10</p>	10	
	3. The school either participates in the SRTS Program or can show evidence of SRTS initiatives.	<p><i>Optional - Enter a number from 0-5</i></p> <p>Not Participating in SRTS/No Evidence of SRTS Initiatives - 0 points</p> <p>Not Participating In SRTS/Some Evidence of SRTS Initiatives - 2/3 points</p> <p>Participating in SRTS/Substantial Evidence of SRTS Initiatives - 5 points</p>	5	
			<b>100</b>	

**ATTACHMENT 2 - Draft Safe Routes to School and Green Streets Infrastructure Application**





# Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program Project Application

## Section I: General Project and Applicant Information

### General Project Information

Sponsor Agency:

Project Title:

Amount of Funds Requested (\$):

Note: Minimum request is \$100,000 and maximum award is \$250,000 per project location (2 project limit per applying jurisdiction)

Participating School District:

Participating School Name(s) & Address(es):

Contact information of District Safe Routes to School Coordinator:

### Project Manager

Name:

Title:

Agency:

Phone Number:

E-mail Address:

Mailing Address:

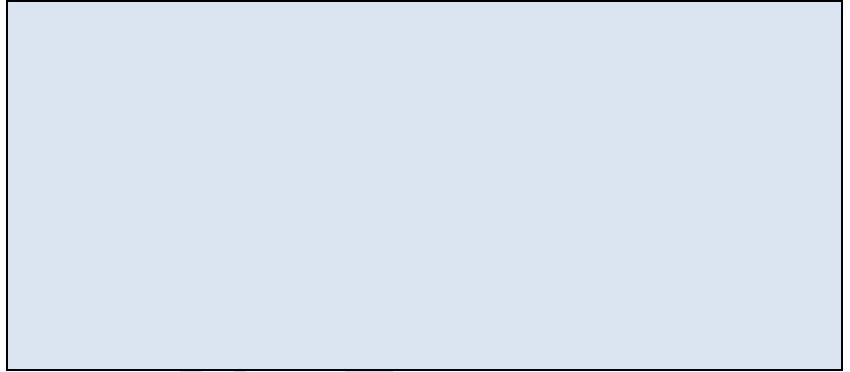
City, State, Zip:

## Section II: Existing Conditions

### A. Project Need

1. Description of project location and boundaries:

Please attach a map of the project area showing the project location, the location of the benefitting school(s), and any relevant land use or transportation information. Also include a walking or biking route map to the school if applicable.

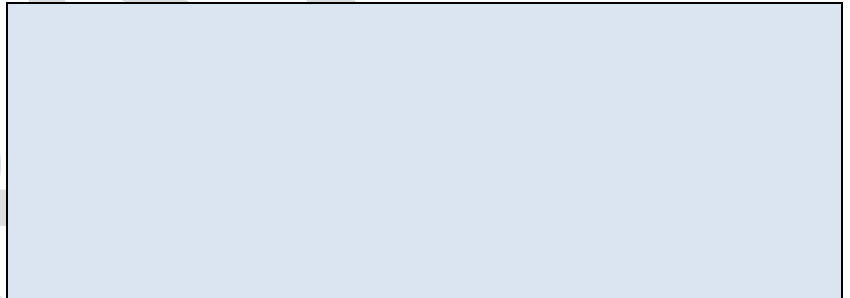


2. Why is the project needed?

What are the current risks and/or obstacles (physical or perceived) to walking and/or bicycling to and from your school site(s), including for children with disabilities?



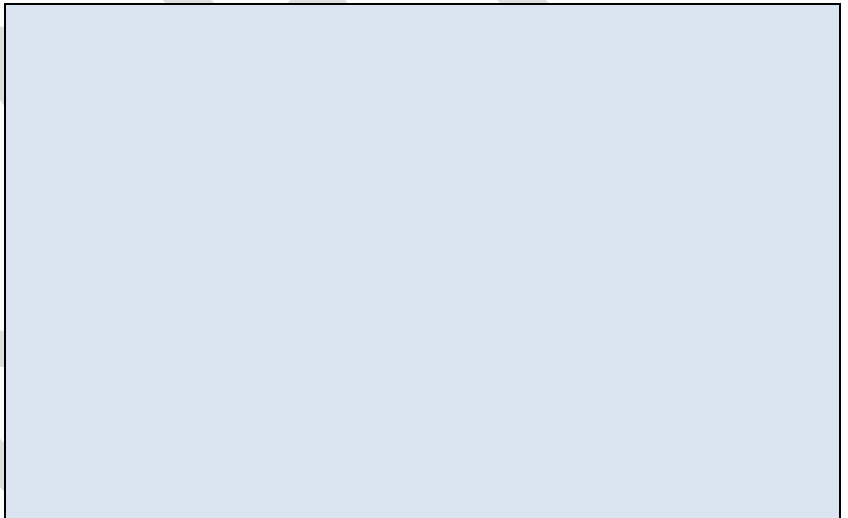
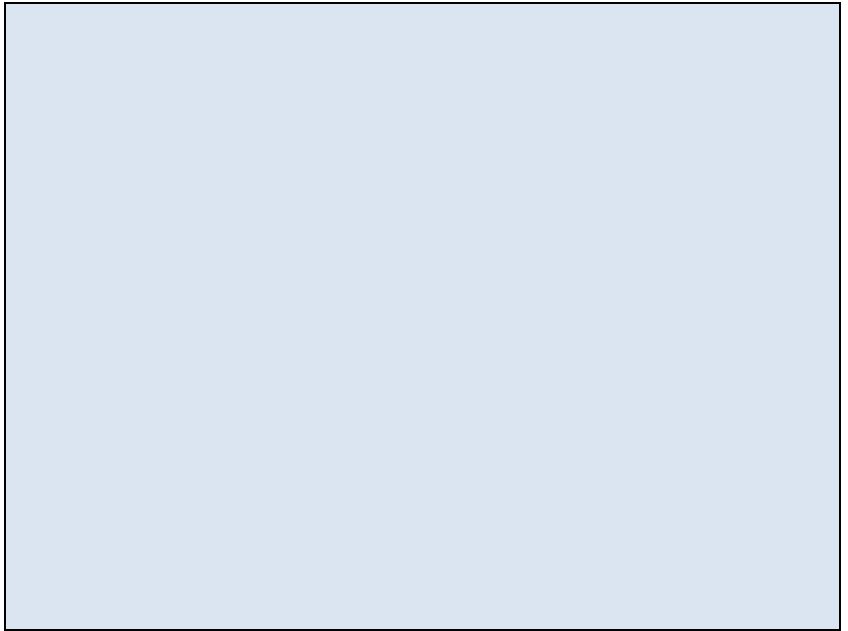
3. How will the project address stormwater management needs at this site and what additional water quality and community benefits will be provided in terms of flow and/or volume capture, flood mitigation, or aesthetic enhancement?



4. Proposed project locations should have been previously mentioned in a city/County Walk Audit or Pedestrian Bike Plan. Include the name of the document and relevant page numbers, as well as an electronic link.

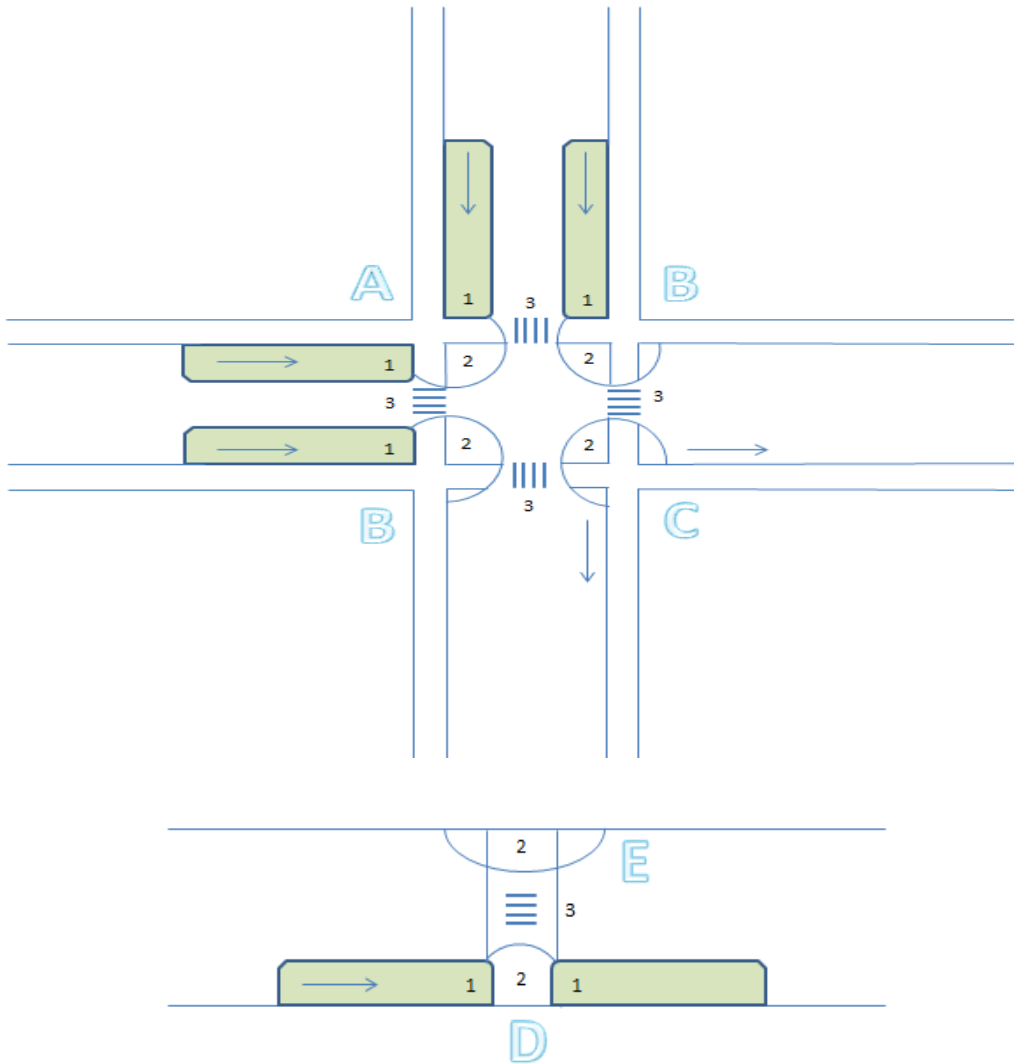
If not mentioned in Walk Audit or Pedestrian Bike Plan, proposed projects must be within a ½ mile radius of school and reasonable justification for the project should be provided, such as accident statistics or other data as to why the particular location is deemed appropriate.

5. Does the proposed project provide direct benefits to an existing local or countywide plan, or directly support goals, objectives, or projects in other plans, including bike and pedestrian master plans, community-based transportation plans, complete or sustainable streets plans, etc.? If so, provide supporting evidence of the connection between the proposed project and such plans.



Provide photos indicating existing conditions and include in your Attachments section.

### **Section III: Proposed Project**



**Project Scenarios:**

**A** – Low point with flow from both directions toward the intersection treated by two vegetated curb extensions with a pedestrian bulbout and crossings

**B** – Flow from one direction going around the corner, treated with a single vegetated curb extension adjacent to a pedestrian bulbout and crossings

**C** – High point with flow running in both directions away from the intersection with a standard bulbout, crossings and stormwater features located elsewhere

**D** – Mid-block crossing with vegetated curb extensions on either or both side(s) of crossing

**E** – Mid-block crossing with a standard bulbout and stormwater features located elsewhere

**Legend (Eligible Project Elements):**

- Vegetated Curb Extensions (1)
- Pedestrian Bulbouts/Curb Ramps (2)
- Pedestrian Striping/Crosswalks (3)

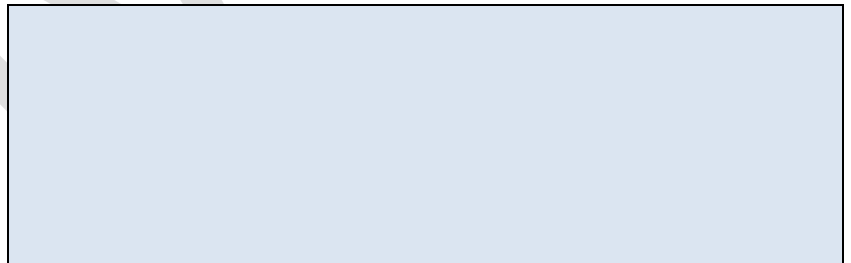
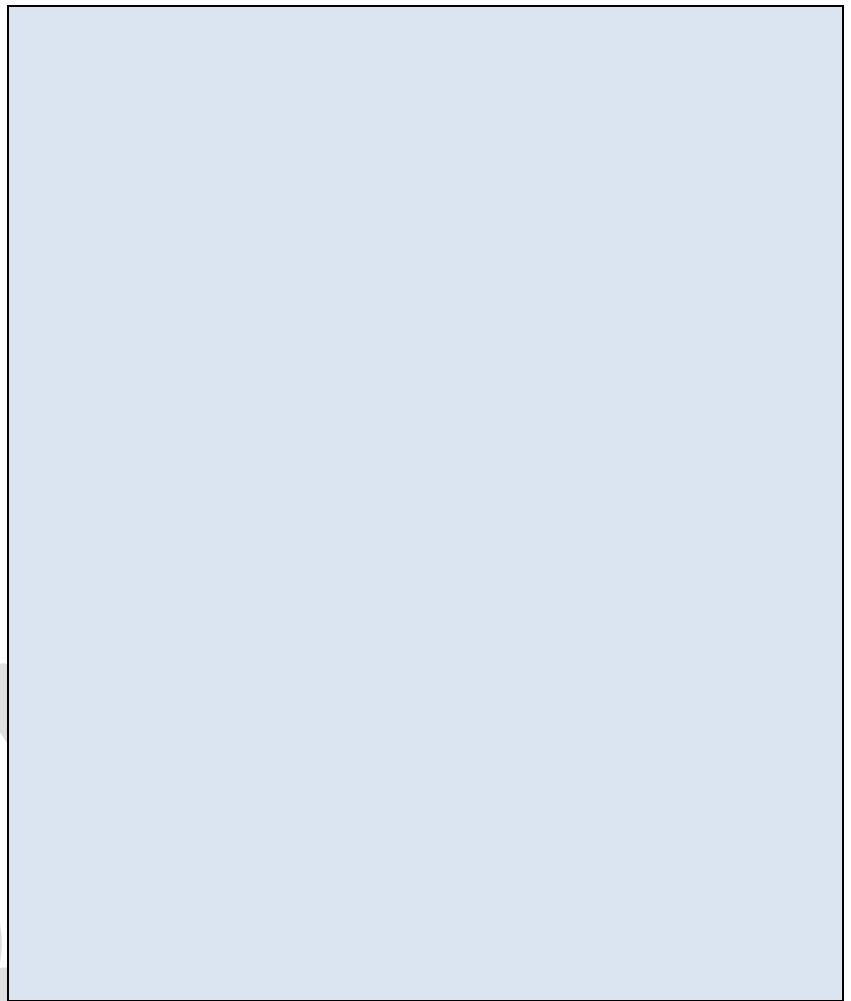
## A. Project Components

1. Use the diagram on previous page to explain the proposed SRTS and stormwater infrastructure elements, demonstrating how the proposed components will achieve the SRTS and stormwater goals of this pilot program.

For example, you might describe the proposed project as a combination of scenarios A and D, where you have two vegetated curb extensions and a pedestrian bulbout at a sump condition at one corner of an intersection and a vegetated curb extension and bulbout at a mid-block crossing.

If the project includes an alternative to the general scenarios shown in the diagram above, describe the SRTS and stormwater infrastructure components, illustrating the integration of pedestrian and stormwater infrastructure and indicating the direction of stormwater flow.

2. Explain how the proposed project demonstrates a balanced approach to integrating SRTS improvements with stormwater features, both in terms of estimated costs and allocation of project features in the proposed design.



3. Include as an attachment a simple design concept of all proposed project features. Concepts should include a map delineating the drainage areas for each stormwater feature (either an estimate of the overall drainage area, including adjacent parcels, or at least the crown to curb delineation). At minimum use the 4% of drainage area sizing criteria for calculating the proposed dimensions of the stormwater features. More detailed sizing analysis via the [C.3 Technical Guidance combined flow/ volume sizing calculations](#) is encouraged to optimize sizing and assist the selection committee in evaluating projects. Where the standard C.3.d sizing criteria from the Municipal Regional Stormwater Permit cannot be met, please still include the estimated treatment capacity of the facilities for evaluation. Concepts should also show the location of existing storm drain inlets in the project area.

4. Does the project concept include educational signage to inform the public about stormwater management/SRTS goals?

**B. Logistics**

1. Do you have Right of Way clearance for all property involved with your project? You must confirm you have the necessary Right of Way in order to receive a grant.

Yes

No

### **C. Operations and Maintenance**

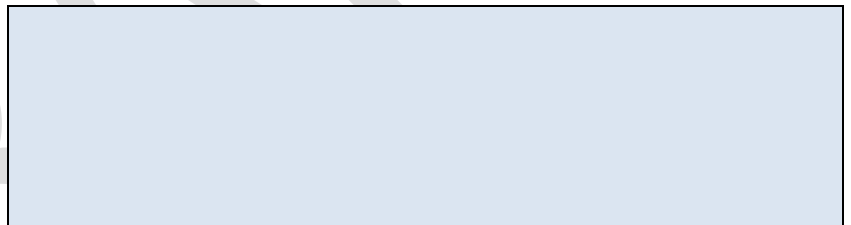
1. Provide a long-term operations and maintenance plan for the completed facilities – identify who will be responsible for long-term operations and maintenance and the dedicated source of funding to ensure sustained operations and maintenance.

Operations and maintenance plans should identify planned maintenance activities and the frequency of these activities, e.g. debris clean-out three times a year; replanting after two years of project completion (if needed), etc. See guidance document for resources. Plans may be included as a separate attachment.



### **D. Project Readiness**

1. Indicate the Readiness to Proceed for the proposed project. Projects that demonstrate a high degree of readiness to proceed will be awarded more points in the scoring process.



## Section IV: Project Timeline and Budget

### A. Timeline and Budget

1. Please provide a proposed project budget and timeline, including all phases of the project (i.e., planning, design and construction). The budget should include a 15% cash only local match from the project sponsor applied to the total construction cost, so that the requested grant amount is equal to 85% of the total proposed construction cost (see application guidelines for example under Funding Details). All requested and match funds may only be used for eligible project construction costs. The proposed budget may include a 10% contingency for construction. Please include budget and timeline as an attachment to the application.

## Section V: School and Community Support

### A. School and Community Support

1. Does this project have the support from the participating school?

- Yes – Attach letter of support from school district

No – School district support is mandatory, grant proposals without a letter of support will not be considered

2. Does this project have local community support or involvement?

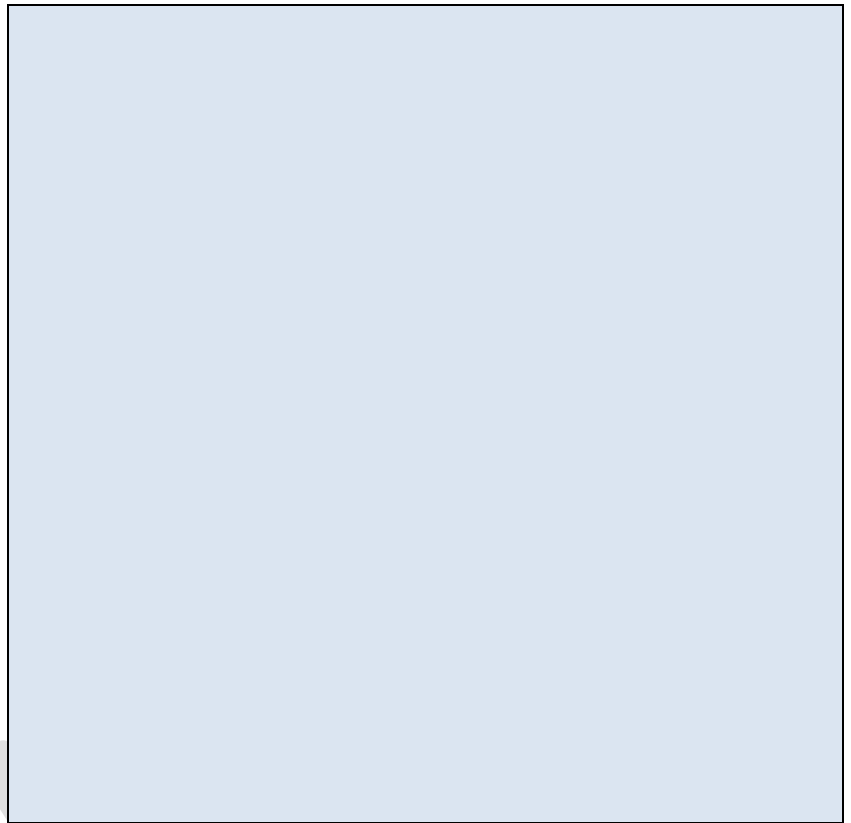
- Yes – Attach any supporting documentation (e.g. letters of support from local city council, major property owners, neighborhood associations, community groups, transit operators, etc.)

No



3. Describe any existing programs at the participating school(s) (including SRTS initiatives) that educate, encourage, or enhance walking or bicycling to school. This information can be provided by the principal of the school or SRTS coordinator and include information pertaining to any:

- Walking/biking/safety curriculum taught by the school
- Frequency of and participation in encouragement programs
- Anything else that the school/district has done that makes walking and biking easier, safer, or the preferred transportation choice



DRAFT

## C/CAG AGENDA REPORT

Date: June 15, 2017  
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](mailto:jlacap@smcgov.org))

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### **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: <http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>

#### 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](mailto:chohorst@mtc.ca.gov) if you need to update your certification.

## Project Delivery

### *One Bay Area Grant (OBAG) Obligation Status Report for FY 2017-18*

The OBAG obligation status report for FY 2017-2018 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, 2017 for this upcoming fiscal year. Funds that do not meet the obligation deadline of January 31, 2018 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>.

## Miscellaneous MTC/CTC/Caltrans Federal Aid Announcements

### *Active Transportation Program (ATP)*

CTC is looking to send out a call for projects for ATP Cycle 4 in early 2018. Cycle 4 will cover the years of 2021-22 through 2022-23. Also, due to passage of SB 1, the ATP will be increased to fund more projects under Cycle 3.

The 2017 ATP Augmentation will only be available to projects programmed in the adopted 2017 ATP Cycle 3 that can be delivered earlier than currently programmed and projects that applied for funding in the 2017 ATP but were not selected for funding. Scores can be found here: [http://www.catc.ca.gov/programs/ATP/2017/Final\\_Scores\\_2017/2017\\_ATP\\_All\\_Score\\_Score\\_Order\\_rev.pdf](http://www.catc.ca.gov/programs/ATP/2017/Final_Scores_2017/2017_ATP_All_Score_Score_Order_rev.pdf)

Projects will be selected for the 2017 ATP Augmentation based on the project's 2017 ATP score and project deliverability according to the following priority order:

- a. Projects that can deliver all components in 2017-18 and 2018-19.
- b. Projects that can deliver one or more but not all of their components in 2017-18 and 2018-19. The capacity to program all components of these projects will depend on fiscal year 2019-20 and 2020-21 programming capacity becoming available as previously programmed projects are advanced.
- c. Some fiscal year 2019-20 and 2020-21 programming capacity may become available as previously programmed projects request advancement into fiscal years 2017-18 and 2018-19. Therefore, other projects that applied for funding in the 2017 ATP (those that cannot deliver one or more of their project components in the 2017-18 or 2018-19 programming years) may compete for funding in the 2017 Augmentation

Applicants must submit a Project Programming Request Form and Authorization Letter from the local agency. The Call for Projects will begin on June 30, 2017 through August 1, 2017. More information can be found in Attachment 4.

## *2016 Regional Pavement Condition Summary Report*

MTC's Regional Streets & Roads Program staff has completed the 2016 regional pavement condition summary report. The PCI numbers presented in the 2016 regional pavement condition summary report reflect the information contained in each jurisdiction's StreetSaver® database. The 2016 PCI scores are weighted by pavement section area. Please be aware that the PCI scores are based on pavement conditions as of 12/31/2016.

The 2016 Regional Pavement Condition Summary Report is attached for your reference (Attachment 5). The report will be released to the public in the upcoming months. If you have any questions regarding the draft report, please contact Sui Tan at [stan@mtc.ca.gov](mailto:stan@mtc.ca.gov).

## *Single Point of Contact (SPOC) Training*

The mandatory Single Point of Contact (SPOC) regional workshop was on June 6<sup>th</sup>, 2017 at the Caltrans District 4 office in Oakland. Caltrans staff provided SPOC attendees with an overview of the federal-aid delivery process. MTC is currently developing a SPOC Checklist for local agencies to fill out and is looking for comments for the draft checklist (Attachment 6). Please send comments to Ross McKeown at [rmckeown@mtc.ca.gov](mailto:rmckeown@mtc.ca.gov) or Marcella Aranda at [maranda@mtc.ca.gov](mailto:maranda@mtc.ca.gov).

MTC requires every Local Public Agency (LPA) receiving FHWA-administered funds identify and maintain a staff position that serves as the "single point of contact" for the implementation of all FHWA-administered funds within that agency.

## *Environmental Clearance for Safety Projects*

FHWA has requested for examples of the environmental clearance Caltrans Local Assistance is requiring for safety projects. There has been discussion at the statewide Highway Safety Improvement Program (HSIP) advisory committee regarding the perceived additional environmental requirements placed on local jurisdictions for local highway safety projects, following NEPA delegation to the State a few years ago.

If you have any examples where you feel you had excessive environmental studies or other environmental requirements placed on your FHWA-funded safety project, and you would like to assist in the state-wide effort to review the necessity of such requirements, please provide a factsheet/summary of the project and requirements, and perhaps sample documents/studies you were required to prepare and submit.

Please provide the federal project number along with the documentation. If you do not have any examples of perceived excessive environmental requirements for safety projects, then feel free to send examples for local bridge or bicycle-pedestrian projects, as these can be considered safety projects as well.

Please send them to Marcella Aranda at [maranda@mtc.ca.gov](mailto:maranda@mtc.ca.gov) by Tuesday, June 20th. MTC will then forward the reports to FHWA for review.

**ATTACHMENTS**

1. Caltrans Inactive Obligation Project List for San Mateo County as of May 26, 2017
2. MTC's PMP Certification Status of Agencies within San Mateo County as of June 6, 2017
3. FY 2017-18 OBAG Obligation Status Report for San Mateo County as of June 6, 2017
4. Draft 2017 Active Transportation Program Augmentation Guidelines
5. MTC's 2016 Regional Pavement Condition Summary Report and PCI Impact – Final
6. Draft Single Point of Contact (SPOC) Checklist

Inactive Obligations  
Local, State Administered/Locally Funded and Rail Projects

Updated on  
05/26/2017

Project No.	Status	Agency Action Required	State Project No	Prefix	District	County	Agency	Description	Latest Date	Authorization Date	Last Expenditure	Last Action Date	Total Cost	Federal Funds	Expenditure Amount	Unexpended Balance
5029024	Inactive	Carry over project. Provide status update to DLAE immediately.	0400021045L-N	BPMP	4	SM	Redwood City	BRIDGE PARKWAY OVER MARINE WORLD LAGOON, PREVENTATIVE MAINTENANCE	2/24/2016	4/13/2011	2/24/2016	2/24/2016	\$75,000.00	\$66,398.00	\$32,436.86	\$33,961.14
5029025	Inactive	Carry over project. Provide status update to DLAE immediately.	0400021046L-N	BPMP	4	SM	Redwood City	BRIDGE PARKWAY(RIGHT) OVER MARINE WORLD LAGOON, EAST OF MARINE WORLD PARKWAY, PREVENTATIVE MAINTENANCE	2/24/2016	4/13/2011	2/24/2016	2/24/2016	\$75,000.00	\$66,398.00	\$32,436.86	\$33,961.14
5029027	Inactive	Carry over project. Provide status update to DLAE immediately.	0400021108L	BPMP	4	SM	Redwood City	VARIOUS BRIDGES IN CITY OF REDWOOD CITY, PREVENTATIVE MAINTENANCE	2/17/2015	6/22/2011	2/17/2015	2/17/2015	\$30,000.00	\$26,559.00	\$13,249.74	\$13,309.26
5029032	Inactive	Carry over project. Provide status update to DLAE immediately.	0414000103L	BPMP	4	SM	Redwood City	MAIN ST, VETERANS BLVD, AND MAPLE ST OVER REDWOOD CREEK, BRIDGE PREVENTATIVE MAINTENANCE	2/24/2016	3/21/2014	2/24/2016	2/24/2016	\$26,250.00	\$23,239.00	\$457.75	\$22,781.25
5299013	Inactive	Carry over project. Provide status update to DLAE immediately.	0415000126L	STPL	4	SM	Millbrae	MILLBRAE DOWNTOWN AND EL CAMINO REAL CORRIDOR, MILLBRAE PRIORITY DEVELOPMENT AREA SPECIFIC PLAN	3/8/2016	2/6/2015	3/8/2016	3/8/2016	\$650,000.00	\$500,000.00	\$2,799.91	\$497,200.09
5299014	Inactive	Carry over project. Provide status update to DLAE immediately.	0416000150L	STPL	4	SM	Millbrae	MILLBRAE AVE FROM EL CAMINO REAL (SR82) TO SR101 , AND MAGNOLIA AVE. FROM TAYLOR BLVD TO LACRUZ AVE. ROAD REHABILITATION	3/10/2016	3/10/2016		3/10/2016	\$595,358.00	\$445,000.00	\$0.00	\$445,000.00
6204106	Inactive	Carry over project. Provide status update to DLAE immediately.	0412000496L	HP21L	4	SM	Caltrans	SR 92 AND EL CAMINO REAL (SR82), UPGRADE INTERCHANGE	3/28/2016	7/18/2013	3/28/2016	3/28/2016	\$3,986,801.00	\$1,966,800.00	\$1,767,802.74	\$198,997.26
5029029	Inactive	Final invoice under review by Caltrans. Monitor for progress.	0412000259L1	SRTSLNI	4	SM	Redwood City	MULTIPLE SCHOOLS IN REDWOOD CITY SCHOOL DISTRICT, NON INFRASTRUCTURE, SRTS EDUCATION	6/9/2016	5/22/2012	6/9/2016	6/9/2016	\$204,000.00	\$204,000.00	\$176,259.83	\$27,740.17
5438013	Inactive	Invoice returned to agency. Contact DLAE.	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	5/19/2016	4/4/2011	5/19/2016	3/9/2017	\$768,540.00	\$579,700.00	\$42,000.00	\$537,700.00
5029033	Inactive	Invoice under review by Caltrans. Monitor for progress.	0414000186L	STPL	4	SM	Redwood City	WHIPPLE AND VETERANS, ROAD REHABILITATION	4/1/2016	2/17/2015	4/1/2016	4/1/2016	\$999,648.00	\$548,000.00	\$246,180.20	\$301,819.80
5102046	Future	Invoice returned to agency. Resubmit to District by 08/21/2017	0415000308L	CMLNI	4	SM	San Mateo	CITYWIDE, CITY CAR SHARE PROGRAM NON-INFRASTRUCTURE	9/20/2016	5/22/2015	9/20/2016	9/20/2016	\$265,152.00	\$210,000.00	\$81,499.68	\$128,500.32
5102048	Future	Submit invoice to District by 08/21/2017	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	8/17/2016	8/17/2016		8/17/2016	\$150,000.00	\$115,000.00	\$0.00	\$115,000.00
5177029	Future	Submit invoice to District by 08/21/2017	0412000268L1	SRTSL	4	SM	South San Francisco	ORANGE AVE AT C AND B STREET, CONSTRUCT CURB EXTENSIONS SPEED FEED BACK	9/15/2016	3/22/2012	9/15/2016	9/15/2016	\$358,512.00	\$119,300.00	\$67,209.99	\$52,090.01
5177031	Future	Submit invoice to District by 08/21/2017	0413000172L	HSIPL	4	SM	South San Francisco	MISSION RD AND EVERGREEN, INSTALL TRAFFIC SIGNALS	9/2/2016	7/22/2013	9/2/2016	9/2/2016	\$457,800.00	\$310,000.00	\$257,883.21	\$52,116.79
5177033	Future	Submit invoice to District by 08/21/2017	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	8/2/2016	1/31/2014	8/2/2016	1/9/2017	\$1,596,000.00	\$1,000,000.00	\$52,979.93	\$947,020.07
5935062	Future	Submit invoice to District by 08/21/2017	0412000411L	BPMP	4	SM	San Mateo County	UNINCORPORATED AREAS OF SAN MATEO COUNTY NEAR MENLO PARK,SAN GREGORIO & PESCADAR, BRIDGE PRECENTATIVE MAINTENANCE	7/25/2016	3/16/2012	7/25/2016	7/25/2016	\$161,020.00	\$142,551.00	\$123,531.68	\$19,019.32
6419020	Future	Submit invoice to District by 08/21/2017	0413000432L	STPCML	4	SM	City/County Association of Governments of San Mateo County	COUNTYWIDE NON INFRASTRUCTURE SR25 PROGRAM NON INFRASTRUCTURE, SRTS EDUCATION	9/6/2016	6/14/2013	9/6/2016	9/6/2016	\$2,436,461.00	\$2,157,000.00	\$1,765,806.58	\$391,193.42

PMP Certification  
June 6, 2017

Expired
Expiring within 60 days
Certified

\* "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	P-TAP Prev	Prior Inspection
San Mateo	Atherton	8/31/2016	Yes	17	9/1/2018		8/31/2016
San Mateo	Belmont	11/30/2014	Pending	18	4/30/2018	15	11/30/2014
San Mateo	Brisbane	7/31/2016	Yes	17	8/1/2018		8/31/2014
San Mateo	Burlingame	1/31/2016	Yes	16	2/1/2018	14	1/31/2016
San Mateo	Colma	9/30/2015	Yes	18	10/1/2017	16	9/30/2015
San Mateo	Daly City	1/31/2017	Yes	17	2/1/2019	17	12/31/2014
San Mateo	East Palo Alto	8/31/2016	Yes	17	9/1/2018		8/31/2013
San Mateo	Foster City	8/31/2015	Yes	18	9/1/2017	16	8/31/2015
San Mateo	Half Moon Bay	12/31/2015	Yes	16	1/1/2018	14	12/31/2015
San Mateo	Hillsborough	9/30/2016	Yes	17	10/1/2018	17	9/30/2014
San Mateo	Menlo Park	4/30/2016	Yes	16	5/1/2018		4/30/2016
San Mateo	Millbrae	7/31/2014	Pending	18	4/30/2018	15	7/31/2014
San Mateo	Pacifica	7/31/2015	Yes	16	8/1/2017		7/31/2015
San Mateo	Portola Valley	9/30/2015	Yes	16	10/1/2017		9/30/2015
San Mateo	Redwood City*	12/31/2014	Yes	15	1/1/2018		12/31/2014
San Mateo	San Bruno	6/30/2015	Yes	18	7/1/2017	16	6/30/2015
San Mateo	San Carlos	8/31/2016	Yes	17	9/1/2018		8/31/2013
San Mateo	San Mateo	11/30/2015	Yes	18	12/1/2017	16	11/30/2015
San Mateo	San Mateo County	8/31/2016	Yes	17	9/1/2018	17	8/31/2013
San Mateo	South San Francisco	10/31/2015	Yes	18	11/1/2017	16	10/31/2015
San Mateo	Woodside	10/31/2016	Yes	17	11/1/2018		10/31/2013

(\* ) 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](http://mtc.ca.gov/sites/default/files/PMP_Certification_Status_Listing.xlsx)

Metropolitan Transportation Commission  
STP-CMAQ Obligation Status Report

Fiscal Years: FY 17/18  
June 06, 2017

County	Sponsor	Project Name	Phase	TIP ID	Status	Fund Code	Prefix	ID	Appn	Prog	Fund Programming Information				Obligation Information				Balance	
											STP Amt	CMAQ Amt	Total Amt	Date	STP Amt	CMAQ Amt	Total Amt	Total Amt	Remaining	
<b>San Mateo County</b>																				
San Mateo	East Palo Alto	Bay Rd Bicycle/Ped Improvements Phase	CON	SM-070004	ACTIVE	CMAQ-T4-2-OBAG		17/18	17/18		1,000,000	1,000,000	1,000,000							1,000,000
San Mateo	Redwood City	Middlefield Road Bicycle / Ped	CON	SM-130022	ACTIVE	CMAQ-T4-2-OBAG		17/18	17/18		1,752,000	1,752,000	1,752,000							1,752,000
San Mateo	SF City/County	Southern Skyline Blvd. Ridge Trail	CON	SM-130031	ACTIVE	STP-T4-2-PCA-REG		17/18	17/18	1,000,000		1,000,000	1,000,000							1,000,000
San Mateo	SSF	SSF Citywide Sidewalk Gap Closure	CON	SM-130003	ACTIVE	CMAQ-T4-2-OBAG		17/18	17/18		357,000	357,000	357,000							357,000
San Mateo	SanTrans	El Camino Real Traffic Signal Priority	CON	SM-170008	PROPOSED	CMAQ-T4-2-TPH-REG		17/18	17/18		3,459,000	3,459,000	3,459,000							3,459,000
San Mateo	San Bruno	San Bruno Ave Street Medians	CON	SM-130019	ACTIVE	CMAQ-T4-2-OBAG	CML	5226(022)	17/18	17/18	735,000	735,000	735,000							735,000
San Mateo	San Mateo	San Mateo Downtown Parking Tech	CON	SM-150016	ACTIVE	CMAQ-T4-2-CIP-REG		17/18	17/18		1,385,000	1,385,000	1,385,000							1,385,000
San Mateo County Totals											1,000,000	8,688,000	9,688,000		0	0	0	0	0	9,688,000



## Draft 2017 Active Transportation Program Augmentation Guidelines

These guidelines are the policies and procedures specific to the use of 2017-18 and 2018-19 fiscal year funding from the Road Maintenance and Rehabilitation Account for the Active Transportation Program (ATP) – hereby known as the 2017 ATP Augmentation. The California Transportation Commission (Commission) is statutorily required to adopt the guidelines and selection criteria for and define the types of projects eligible to be funded through the ATP.

### I. Authority and Purpose

Senate Bill (SB) 1, signed by the Governor on April 28, 2017, directs \$100 million annually from the Road Maintenance and Rehabilitation Account to the ATP beginning in the 2017-18 fiscal year. The following policies and procedures address the use of 2017-18 and 2018-19 fiscal year funding from the Road Maintenance and Rehabilitation Account for the ATP. Unless otherwise expressly modified by statute or these guidelines, the Commission will follow the 2017 ATP Guidelines at [http://catc.ca.gov/programs/ATP/2017/Final Adopted 2017 ATP Guidelines.pdf](http://catc.ca.gov/programs/ATP/2017/Final_Adopted_2017_ATP_Guidelines.pdf).

### II. Funding and Programming Years

The 2017 ATP Augmentation is funded from the approximately \$200 million allocated from the Road Maintenance and Rehabilitation Account to the ATP in fiscal years 2017-18 and 2018-19. **The Road Maintenance and Rehabilitation Account funds are state funds. Therefore, projects funded in the 2017 ATP Augmentation do not need to be federal-aid eligible.** The initial programming capacity for the 2017 ATP Augmentation program is in fiscal years 2017-18 and 2018-19. Some fiscal year 2019-20 and 2020-21 programming capacity may become available as previously programmed projects request advancement into fiscal years 2017-18 and 2018-19.

### III. Distribution

The funding available for the 2017 ATP Augmentation will be distributed into the Statewide Component, the Small Urban & Rural Component, and the Metropolitan Planning Organization (MPO) Component, in the same manner as specified in Section II (5) of the 2017 ATP Guidelines. The 2017 ATP Augmentation Fund Estimate must indicate the funds available for each of the program components.

### IV. Schedule

The following schedule lists the major milestones for the development and adoption of the 2017 ATP Augmentation:

Guidelines Development Workshop	June 9, 2017
2017 ATP Augmentation Guidelines presented to Commission	June 28, 2017
Commission hearing and adoption of 2017 ATP Augmentation Guidelines	June 28, 2017
Call for Projects	June 30, 2017
Project submittals to Commission (postmark date)	August 1, 2017
Staff recommendation for Statewide and Small Urban & Rural Components posted	August 31, 2017
MPO project programming recommendations to Commission	September 29, 2017
Commission adopts 2017 ATP Augmentation - Statewide and Small Urban & Rural Components	October 18-19, 2017
Commission adopts 2017 ATP Augmentation - MPO Component	December 6-7, 2017

## **V. Project Eligibility**

Funding for the 2017 ATP Augmentation will only be available to:

- Projects programmed in the adopted 2017 ATP that can be delivered earlier than currently programmed
- Projects that applied for funding in the 2017 ATP but were not selected for funding

**Projects that were awarded funds in 2017 ATP will remain in the component from which they were originally funded. In other words, a 2017 ATP project awarded funding from the Small Urban & Rural Component will remain in that component and a 2017 ATP project awarded funding from the MPO Component will remain in that component.**

### **A. Statewide and Small Urban & Rural Components**

- 1) Projects that were awarded funds in the 2017 ATP Statewide and Small Urban & Rural Components may apply to advance one or more of their project components into the 2017-18 and/or 2018-19 programming years.
- 2) Projects that applied for funding in the 2017 ATP but were not selected for funding.

Scores can be found at the following link:

[http://www.catc.ca.gov/programs/ATP/2017/Final\\_Scores\\_2017/2017\\_ATP\\_All\\_Score\\_Score\\_Order\\_rev.pdf](http://www.catc.ca.gov/programs/ATP/2017/Final_Scores_2017/2017_ATP_All_Score_Score_Order_rev.pdf).

In the event Commission staff determines that there are not enough viable projects submitted in the 2017 ATP to fully utilize the funds available in the Statewide and/or Small Urban & Rural Components of the 2017 ATP Augmentation, the Commission may elect to hold a 2017 ATP Augmentation supplemental call for projects.

### **B. MPO Component**

- 1) Projects that were awarded funds in the 2017 ATP MPO Component may apply to advance one or more of their project components into the 2017-18 and/or 2018-19 programming years.
- 2) Projects on the MPO 2017 ATP contingency list.

In the event an MPO determines that there are not enough viable projects from their 2017 ATP MPO contingency list to fully utilize the funds available in their 2017 ATP Augmentation component, the MPO may hold a 2017 ATP Augmentation supplemental call for projects. An MPO making such a determination must, by August 31, 2017 submit a letter signed by the Chief Executive Officer explaining the basis for the determination. A supplemental MPO call for projects must utilize that MPO's 2017 ATP guidelines. Recommendations for funding, along with copies of all applications received, must be submitted to the Commission by September 29, 2017.

## **VI. Project Selection Process**

All projects applying for funding in the 2017 ATP Augmentation, including projects with no change to the schedule or funding plan, must submit the following supplemental application material.

### **A. Supplemental Application Material**

- 1) Updated Schedule and Funding Plan

Each applicant must submit a Project Programming Request Form. A template of this form in Excel may be found at [www.dot.ca.gov/hq/transprog/ocip/2016stip.htm](http://www.dot.ca.gov/hq/transprog/ocip/2016stip.htm). The Project Programming Request Form must list Federal, State, and local funding categories by fiscal year, and must include an updated schedule (project milestones). The applicant must also include documentation that the availability of all other funds committed to the project are consistent with the updated schedule, i.e. the project must still be fully funded.

2) Authorization Letter

Each applicant must submit a letter, signed by the Chief Executive Officer or other officer authorized by the applicant's governing board, confirming that the project can be delivered in the time frame proposed in the updated Project Programming Request and that the project is still fully funded.

B. Criteria and Evaluation

- 1) Projects will be selected for the 2017 ATP Augmentation based on the project's 2017 ATP score and project deliverability according to the following priority order.
  - a. Projects that can deliver all components in 2017-18 and 2018-19.
  - b. Projects that can deliver one or more but not all of their components in 2017-18 and 2018-19. The capacity to program all components of these projects will depend on fiscal year 2019-20 and 2020-21 programming capacity becoming available as previously programmed projects are advanced.
  - c. Some fiscal year 2019-20 and 2020-21 programming capacity may become available as previously programmed projects request advancement into fiscal years 2017-18 and 2018-19. Therefore, other projects that applied for funding in the 2017 ATP (those that cannot deliver one or more of their project components in the 2017-18 or 2018-19 programming years) may compete for funding in the 2017 Augmentation.
- 2) As potential applicants review their projects schedules when they consider applying for the 2017 ATP Augmentation they should keep in mind that most of the available funding will be in fiscal years 2017-18 and 2018-19. Therefore, projects that can be delivered using these earlier year funds are more likely to be successful in the 2017 ATP Augmentation.

C. Submittal of Supplemental Application Material

Supplemental application material must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Project applications should be addressed or delivered to:

Susan Bransen, Executive Director  
California Transportation Commission  
1120 N Street, Mail Station 52  
Sacramento, CA 95814

The Commission will consider only projects for which five hard copies and one electronic copy of the aforementioned supplemental material are submitted postmarked by the appropriate deadline. By the same date, an additional copy must also be sent to the Regional Transportation Planning Agency or County Transportation Commission within which the project is located and to the Metropolitan Planning Organization (a contact list can be found at [www.dot.ca.gov/hq/tpp/offices/orip/](http://www.dot.ca.gov/hq/tpp/offices/orip/)).



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105  
TEL 415.778.6700  
WEB www.mtc.ca.gov

## Memorandum

TO: Local Streets & Roads Working Group

DATE: May 22, 2017

FR: Sui Tan

RE: 2016 Regional Pavement Condition Summary Report and PCI Impact – Final

MTC's Regional Streets & Roads Program staff has completed the 2016 regional pavement condition summary report. The PCI numbers presented in the 2016 regional pavement condition summary report reflect the information contained in each jurisdiction's StreetSaver® database. The 2016 PCI scores are weighted by pavement section area. Please be aware that the PCI scores are based on pavement conditions as of 12/31/2016. Reports generated for a different date may vary from what is shown in this report.

### Figure 1: Bay Area Local Roadways by Condition Category

Lane Miles of Local Street & Road Pavement										
	Excellent	Very Good	Good	Fair	At-Risk	Poor	Failed	No Data	Totals	Annual Weighted Avg. PCI
	PCI=90-100	PCI=80-89	PCI=70-79	PCI=60-69	PCI=50-59	PCI=25-49	PCI=0-24			
<b>Bay Area</b>	4,301	10,374	8,975	5,671	4,170	6,837	2,900	53	43,281	67
<b>Percent</b>	10.0%	24.0%	20.7%	13.1%	9.6%	15.8%	6.7%	0.1%	100%	

### 2016 Regional Pavement Condition Summary

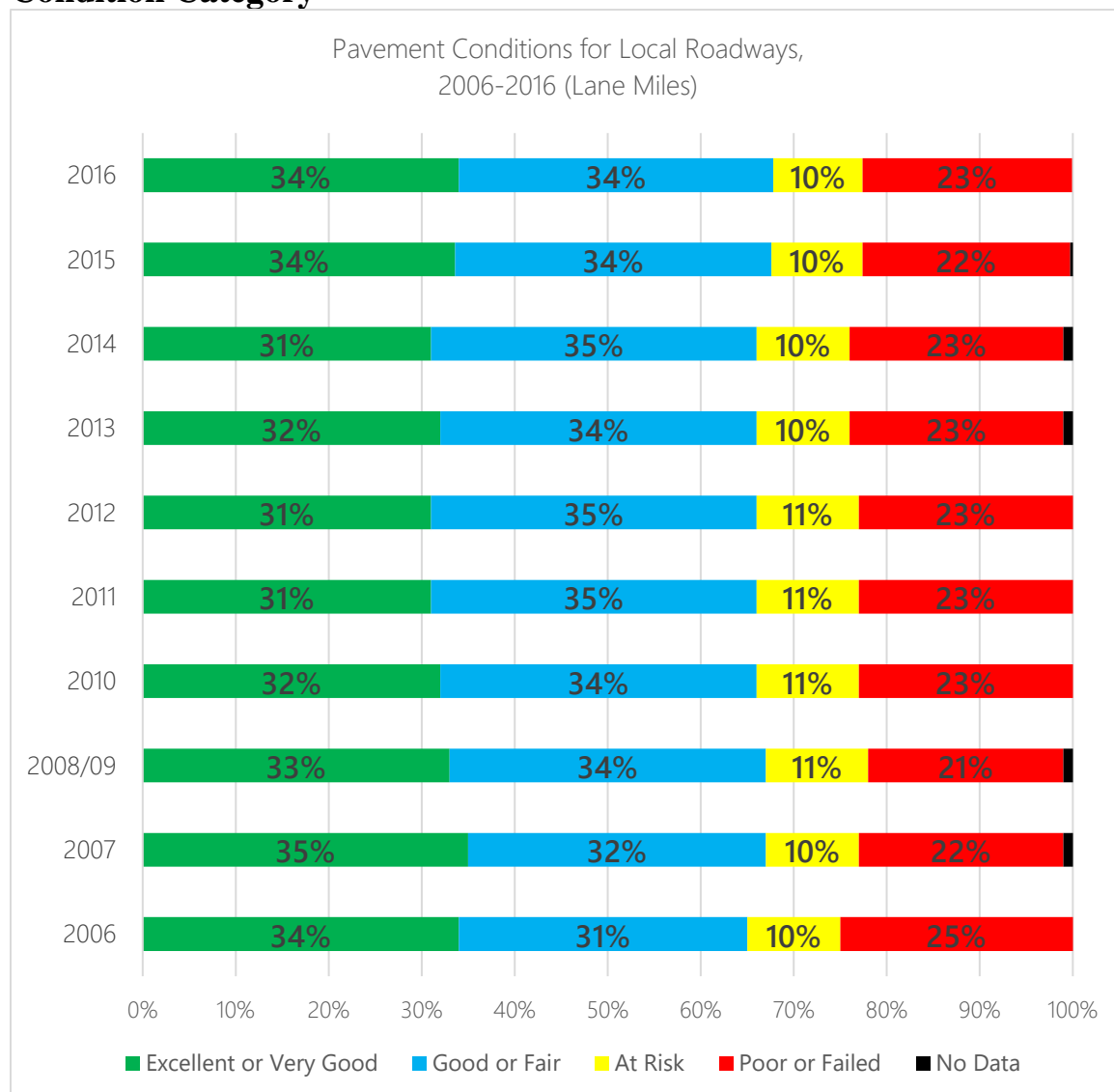
In 2016, there were 43,281 lane-miles of local streets and roads reported in the San Francisco Bay Area, an overall network increase of 236 lane-miles as compared to 2015. This increase was driven primarily by new sections being added to the StreetSaver® database by Dublin, Oakland, Morgan Hill, Fairfield, and Unincorporated Sonoma County.

In order to remain in compliance with the ASTM D6433 pavement rating standard, MTC implemented the new rating protocol into StreetSaver® and the distress collection process in 2016. The new protocol split the weathering and raveling distress into two separate distresses – weathering distress and raveling distress. We are still investigating the impact of this new protocol on PCIs in the region. In 2015, prior to the methodology change, the regional PCI increased by about 0.5 PCI points. For 2016, after the methodology change, we are observing another 0.5 PCI point increase. Without significant analysis comparing calculated PCIs for segments using the old protocol versus the new one, it is difficult to determine if the new protocol has contributed to the increase in 2016. MTC will be conducting research this summer and will discuss findings in early fall.

The Bay Area’s average network pavement condition index (PCI) in 2016 was 67, out of a maximum possible of 100. The three-year moving average PCI increased to 67, from 66 the previous year. The increase represents a combination of efforts being made around the Bay Area to preserve and improve roadways using best pavement management practices, and potentially, a bump from the methodology change discussed above. As shown in the following figures, the Bay Area’s pavement conditions have been trending upward in recent years. This is a significant accomplishment given average pavement conditions statewide, have been trending in the opposite direction over the last decade.

MTC’s goal is to provide information that accurately reflects current pavement conditions in the region. Any condition assessment or road repairs and maintenance completed after 12/31/2016 are not included in this report and will be included in the 2017 PCI scores due next year. The break-down of Bay Area roadways by condition category, and the year-over-year comparison of pavement conditions are shown in the figures below.

**Figure 2: Year-Over-Year Comparison of Local Roadway Conditions by Condition Category**



**Figure 3: Annual Regional Network PCI Trend**

Regional Weighted PCI (Network)								
Year	2008/09	2010	2011	2012	2013	2014	2015	2016
Weighted PCI	66	66	66	66	66	66	67	<u>67</u>

For more information, please contact Sui Tan at [stan@mtc.ca.gov](mailto:stan@mtc.ca.gov) , 415-778-5844.

Attachment 1: 2016 Jurisdiction Ranking Summary

*Lists jurisdictions with the best and worst 2016 annual PCI scores, change year-over-year, and three year moving averages.*

Attachment 2: Bay Area 2016 PCI Scores - FINAL

*Provides detailed information on individual jurisdiction PCI scores.*

Attachment 3: County by County Historical Information Sheets

# Attachment 1: Final 2016 Jurisdiction Ranking Summary

## Year-over-Year Ranking

Best	2016
Dublin	87
Clayton	86
El Cerrito	85
Daly City	84
Brentwood	83
Palo Alto	83
Colma	83
Foster City	82
Union City	82
Solano County	81 <i>tie</i>
San Ramon	81 <i>tie</i>

Worst	2016
Larkspur	42
Petaluma	45
Martinez	45
Millbrae	51
Sonoma County	51
Cotati	52
Belmont	52
Napa County	52
Calistoga	52
Pacifica	53 <i>tie</i>
Vallejo	53 <i>tie</i>
St Helena	53 <i>tie</i>

Greatest Increase	2016
East Palo Alto	15
Orinda	13
Suisun City	10
Hillsborough	9
Cupertino	8
Saratoga	8
Antioch	7
Daly City	7
Mountain View	6 <i>tie</i>
Morgan Hill	6 <i>tie</i>
San Carlos	6 <i>tie</i>

Greatest Decrease	2016
Half Moon Bay	-4
American Canyon	-4
Pittsburg	-4
Martinez	-3 <i>tie</i>
Burlingame	-3 <i>tie</i>
Belvedere	-3 <i>tie</i>
Richmond	-3 <i>tie</i>
Pleasanton	-3 <i>tie</i>

## 3-Year Moving Average Ranking

Best	2016
Dublin	85
El Cerrito	84
Brentwood	84
Colma	84
Clayton	83
Union City	82
Foster City	82
Palo Alto	81
San Ramon	80 <i>tie</i>
Solano County	80 <i>tie</i>

Worst	2016
Larkspur	41
Petaluma	46
Martinez	48
Sonoma County	49
Vallejo	51
Napa County	52
Millbrae	52
Cotati	52
Calistoga	52
Orinda	54 <i>tie</i>
Pacifica	54 <i>tie</i>
Belmont	54 <i>tie</i>

Updated 2017-05-08

## Attachment 2: Bay Area 2016 PCI Scores - Final

Current Level of Service by County and Jurisdiction													
	Total Lane Miles	Total Centerline Miles	% Poor or Failed	% Excellent or Very Good	2016 Annual PCI Score				Change				
					Arterial	Collector	Residential	Network	2015 Network PCI	Change, 2015 to 2016	2014	2015	2016
<b>Alameda</b>	<b>8,132</b>	<b>3,613</b>	<b>22%</b>	<b>40%</b>	<b>75</b>	<b>71</b>	<b>64</b>	<b>69</b>	<b>68</b>	<b>1</b>	<b>68</b>	<b>68</b>	<b>68</b>
Alameda	275.9	124.1	14%	51%	78	81	68	73	72	1	67	69	71
Alameda County	993.4	472.8	9%	34%	78	78	68	73	70	3	71	71	71
Albany	58.4	29.3	39%	31%	60	66	56	59	61	-2	56	57	59
Berkeley	453.7	216.6	40%	33%	65	68	53	58	57	1	58	58	58
Dublin	276.5	127.1	0%	84%	87	85	88	87	84	3	86	85	85
Emeryville	47.0	19.7	2%	57%	83	75	77	78	80	-2	76	78	79
Fremont	1,073.0	498.8	14%	43%	78	73	66	72	72	0	66	69	71
Hayward	654.9	282.0	21%	54%	76	67	69	71	68	3	67	67	68
Livermore	710.6	336.4	7%	55%	76	77	76	76	77	-1	76	77	76
Newark	254.6	105.6	7%	46%	75	73	75	75	76	-1	76	76	76
Oakland	2,023.1	830.9	43%	19%	68	51	48	55	56	-1	58	57	56
Piedmont	77.6	38.6	33%	18%	69	60	56	59	61	-2	67	65	62
Pleasanton	511.3	212.2	5%	58%	76	78	80	77	80	-3	78	79	78
San Leandro	393.6	181.6	40%	26%	69	63	52	58	54	4	57	56	56
Union City	328.7	137.4	2%	68%	79	81	83	82	82	0	81	81	82
<b>Contra Costa</b>	<b>7,125</b>	<b>3,402</b>	<b>17%</b>	<b>40%</b>	<b>75</b>	<b>68</b>	<b>68</b>	<b>70</b>	<b>70</b>	<b>0</b>	<b>69</b>	<b>69</b>	<b>70</b>
Antioch	680.2	316.5	16%	39%	81	75	68	71	64	7	67	66	67
Brentwood	419.5	189.4	1%	83%	82	83	84	83	84	-1	86	85	84
Clayton	94.2	42.4	0%	77%	90	85	86	86	82	4	80	81	83
Concord	716.7	310.1	31%	11%	65	62	57	59	59	0	62	61	60
Contra Costa County	1,326.5	644.7	10%	30%	76	68	69	71	72	-1	70	71	72
Danville	323.4	157.9	11%	51%	75	67	76	75	75	0	73	74	75
El Cerrito	145.3	70.0	1%	80%	84	86	86	85	84	1	84	84	84
Hercules	122.3	58.3	21%	50%	81	67	67	70	71	-1	72	71	71
Lafayette	199.4	91.9	2%	62%	81	81	79	80	80	0	76	77	79
Martinez	232.6	121.5	54%	17%	56	37	44	45	48	-3	56	52	48
Moraga	110.4	55.8	25%	37%	68	66	67	67	69	-2	58	64	67
Oakley	277.7	131.2	8%	41%	76	69	76	75	77	-2	75	75	76
Orinda	193.3	92.8	39%	40%	81	79	54	63	50	13	49	49	54
Pinole	118.2	51.9	21%	34%	75	62	67	68	70	-2	67	67	68
Pittsburg	342.9	169.6	27%	38%	67	68	65	66	70	-4	65	67	69
Pleasant Hill	224.3	109.3	20%	23%	76	74	58	65	66	-1	65	65	66



## Attachment 2: Bay Area 2016 PCI Scores - Final

Current Level of Service by County and Jurisdiction													
	Total Lane Miles	Total Centerline Miles	% Poor or Failed	% Excellent or Very Good	2016 Annual PCI Score				Change				
					Arterial	Collector	Residential	Network	2015 Network PCI	Change, 2015 to 2016	2014	2015	2016
Richmond	571.1	286.8	32%	32%	67	56	57	59	62	-3	64	63	61
San Pablo	103.5	48.1	3%	44%	80	73	74	75	77	-2	77	77	76
San Ramon	488.4	236.7	5%	70%	82	80	80	81	81	0	78	80	80
Walnut Creek	435.0	217.5	8%	42%	77	77	73	75	70	5	71	71	72
<b>Marin</b>	<b>2,055</b>	<b>1,034</b>	<b>24%</b>	<b>33%</b>	<b>70</b>	<b>67</b>	<b>65</b>	<b>66</b>	<b>64</b>	<b>2</b>	<b>64</b>	<b>64</b>	<b>65</b>
Belvedere	23.4	11.9	1%	36%	83	77	73	75	78	-3	80	79	77
Corte Madera	71.2	35.0	13%	28%	80	71	68	70	67	3	69	68	69
Fairfax	54.7	27.5	28%	21%	61	66	62	63	63	0	65	65	64
Larkspur	66.0	33.5	65%	15%	52	53	33	42	39	3	40	39	41
Marin County	845.0	421.2	30%	38%	73	67	61	65	60	5	59	60	62
Mill Valley	115.9	60.6	29%	26%	56	68	62	62	64	-2	58	60	61
Novato	318.5	152.2	9%	33%	68	72	72	71	69	2	70	70	70
Ross	22.0	11.0	11%	42%	88	63	72	71	72	-1	72	72	72
San Anselmo	81.4	39.2	28%	45%	69	60	63	63	62	1	59	60	62
San Rafael	331.1	172.7	18%	28%	73	66	67	68	66	2	69	68	67
Sausalito	58.0	32.5	21%	19%	69	61	60	64	65	-1	65	66	65
Tiburon	68.1	36.2	11%	47%	79	83	74	75	77	-2	74	74	75
<b>Napa</b>	<b>1,513</b>	<b>744</b>	<b>43%</b>	<b>26%</b>	<b>74</b>	<b>62</b>	<b>55</b>	<b>59</b>	<b>59</b>	<b>0</b>	<b>60</b>	<b>59</b>	<b>59</b>
American Canyon	111.9	55.0	31%	45%	71	62	67	66	70	-4	67	69	69
Calistoga	31.1	15.6	46%	10%	67	51	52	52	53	-1	55	54	52
Napa	464.3	219.3	25%	40%	72	71	65	68	69	-1	64	66	67
Napa County	838.0	419.7	54%	16%	76	59	44	52	50	2	56	53	52
St Helena	51.5	26.1	44%	30%	76	54	51	53	55	-2	45	50	55
Yountville	16.5	8.2	8%	43%	74	63	76	74	74	0	69	71	74
<b>San Francisco</b>	<b>2,142</b>	<b>943</b>	<b>17%</b>	<b>36%</b>	<b>70</b>	<b>68</b>	<b>69</b>	<b>69</b>	<b>68</b>	<b>1</b>	<b>66</b>	<b>67</b>	<b>68</b>
San Francisco	2,141.6	942.9	17%	36%	70	68	69	69	68	1	66	67	68
<b>San Mateo</b>	<b>3,890</b>	<b>1,854</b>	<b>14%</b>	<b>41%</b>	<b>76</b>	<b>74</b>	<b>70</b>	<b>72</b>	<b>71</b>	<b>1</b>	<b>70</b>	<b>70</b>	<b>71</b>
Atherton	105.8	53.8	6%	47%	87	83	74	77	76	1	79	78	77
Belmont	137.7	69.0	46%	12%	63	55	48	52	54	-2	56	55	54
Brisbane	67.2	22.5	2%	58%	75	84	84	79	75	4	77	76	77
Burlingame	162.3	82.3	5%	45%	73	75	78	75	78	-3	75	77	76
Colma	24.2	9.7	0%	65%	80	85	88	83	85	-2	78	83	84
Daly	255.0	115.8	5%	73%	84	87	84	84	77	7	77	77	79

## Attachment 2: Bay Area 2016 PCI Scores - Final

Current Level of Service by County and Jurisdiction													
	Total Lane Miles	Total Centerline Miles	% Poor or Failed	% Excellent or Very Good	2016 Annual PCI Score				Change				
					Arterial	Collector	Residential	Network	2015 Network PCI	Change, 2015 to 2016	2014	2015	2016
East Palo Alto	83.1	38.9	17%	44%	77	79	68	72	57	15	58	58	63
Foster City	119.9	53.9	0%	61%	76	81	85	82	82	0	81	82	82
Half Moon Bay	55.4	28.0	33%	28%	67	63	64	64	68	-4	63	67	66
Hillsborough	166.4	83.2	3%	49%	81	79	77	78	69	9	72	71	73
Menlo Park	195.5	96.2	19%	52%	64	73	74	72	74	-2	77	76	74
Millbrae	121.5	57.6	47%	24%	69	56	36	51	51	0	56	54	52
Pacifica	186.1	89.1	45%	10%	67	51	48	53	55	-2	56	55	54
Portola Valley	70.1	36.1	0%	37%	84	79	77	79	80	-1	80	79	79
Redwood	353.6	154.2	3%	36%	78	76	76	76	78	-2	77	78	78
San Bruno	180.5	89.0	26%	28%	75	66	60	64	65	-1	62	65	64
San Carlos	175.1	86.2	30%	33%	77	62	61	65	59	6	60	59	61
San Mateo	417.9	195.0	10%	50%	80	80	73	76	77	-1	74	75	76
San Mateo County	623.2	306.8	7%	37%	79	80	72	75	70	5	70	70	72
South San Francisco	293.2	138.9	12%	41%	70	71	75	73	75	-2	71	73	73
Woodside	96.0	47.6	11%	51%	71	83	75	76	71	5	71	72	73
<b>Santa Clara</b>	<b>9,978</b>	<b>4,470</b>	<b>17%</b>	<b>27%</b>	<b>74</b>	<b>71</b>	<b>64</b>	<b>68</b>	<b>67</b>	<b>1</b>	<b>68</b>	<b>68</b>	<b>68</b>
Campbell	229.8	95.1	13%	24%	69	69	68	68	68	0	73	72	70
Cupertino	297.5	138.0	7%	56%	79	78	78	78	70	8	65	67	72
Gilroy	269.5	124.1	12%	29%	68	69	70	69	66	3	73	69	68
Los Altos	227.0	111.3	6%	25%	82	74	70	71	71	0	78	76	73
Los Altos Hills	119.8	60.0	4%	43%	83	79	76	78	79	-1	76	77	78
Los Gatos	230.1	108.6	21%	35%	55	70	68	66	66	0	70	68	67
Milpitas	298.2	128.3	14%	41%	71	70	72	71	73	-2	72	72	73
Monte Sereno	26.8	13.3	26%	23%	67	60	63	63	61	2	65	63	62
Morgan Hill	282.2	130.0	14%	44%	72	71	72	72	66	6	71	68	69
Mountain View	332.1	140.0	8%	43%	72	76	77	75	69	6	72	70	71
Palo Alto	414.5	198.4	9%	71%	80	83	84	83	82	1	78	79	81
San Jose	4,313.7	1,953.8	26%	14%	75	70	55	62	62	0	62	62	62
Santa Clara	589.8	247.4	3%	35%	80	73	72	75	72	3	74	73	73
Santa Clara County	1,427.0	619.9	12%	19%	72	67	65	68	68	0	72	70	69
Saratoga	282.9	141.1	17%	47%	85	70	69	73	65	8	70	67	68
Sunnyvale	637.4	260.4	4%	41%	78	69	76	76	77	-1	77	77	76
<b>Solano</b>	<b>3,522</b>	<b>1,655</b>	<b>21%</b>	<b>40%</b>	<b>71</b>	<b>72</b>	<b>63</b>	<b>67</b>	<b>67</b>	<b>0</b>	<b>64</b>	<b>65</b>	<b>66</b>

## Attachment 2: Bay Area 2016 PCI Scores - Final

Current Level of Service by County and Jurisdiction													
	Total Lane Miles	Total Centerline Miles	% Poor or Failed	% Excellent or Very Good	2016 Annual PCI Score				Change				
					Arterial	Collector	Residential	Network	2015 Network PCI	Change, 2015 to 2016	2014	2015	2016
Benicia	195.8	95.6	40%	24%	61	69	46	54	56	-2	59	57	56
Dixon	130.2	64.0	21%	26%	65	68	67	67	69	-2	75	72	69
Fairfield	742.0	341.0	12%	38%	72	68	71	71	71	0	71	71	72
Rio Vista	46.0	23.0	39%	30%	79	60	50	56	58	-2	57	57	56
Solano County	925.4	459.8	3%	65%	82	84	79	81	80	1	77	79	80
Suisun	152.5	76.2	29%	31%	74	67	59	64	54	10	59	55	58
Vacaville	616.0	275.5	19%	32%	75	66	67	68	70	-2	69	69	69
Vallejo	714.5	320.0	47%	26%	66	59	47	53	55	-2	47	49	51
<b>Sonoma</b>	<b>4,922</b>	<b>2,370</b>	<b>48%</b>	<b>22%</b>	<b>67</b>	<b>64</b>	<b>49</b>	<b>56</b>	<b>55</b>	<b>1</b>	<b>54</b>	<b>55</b>	<b>55</b>
Cloverdale	64.6	31.9	32%	15%	63	55	57	59	61	-2	63	62	61
Cotati	47.9	23.1	45%	21%	73	39	45	52	52	0	55	53	52
Healdsburg	93.2	44.9	28%	26%	65	67	57	62	64	-2	60	61	61
Petaluma	396.3	177.3	55%	18%	57	36	42	45	47	-2	45	46	46
Rohnert Park	228.3	100.0	19%	48%	77	79	63	71	72	-1	68	69	71
Santa Rosa	1,099.8	493.1	32%	22%	63	61	59	60	60	0	62	61	60
Sebastopol	47.5	23.8	37%	23%	48	62	54	57	58	-1	62	60	58
Sonoma	68.2	33.8	14%	50%	79	76	70	73	75	-2	70	72	73
Sonoma County	2,706.1	1,357.2	60%	18%	82	67	38	51	49	2	45	47	49
Windsor	170.7	85.2	4%	67%	72	73	81	78	78	0	70	73	75
<b>Bay Area</b>	<b>43,280</b>	<b>20,085</b>	<b>22%</b>	<b>34%</b>	<b>73</b>	<b>69</b>	<b>64</b>	<b>67</b>	<b>67</b>	<b>0</b>	<b>66</b>	<b>66</b>	<b>67</b>

Updated 2017-05-08

## Attachment 3: Bay Area 2016 PCI Scores - Final

Current Level of Service by County and Jurisdiction													
					2016 Annual PCI Score				Change		3YR Moving Average		
	Total Lane Miles	Total Centerline Miles	% Poor or Failed	% Excellent or Very Good	Arterial	Collector	Residential	Network	2016 Network PCI	Change, 2015 to 2016	2014	2015	2016
Alameda	8,132	3,613	22%	40%	75	71	64	69	68	1	68	68	68
Contra Costa	7,125	3,402	17%	40%	75	68	68	70	70	0	69	69	70
Marin	2,055	1,034	24%	33%	70	67	65	66	64	2	64	64	65
Napa	1,513	744	43%	26%	74	62	55	59	59	0	60	59	59
San Francisco	2,142	943	17%	36%	70	68	69	69	68	1	66	67	68
San Mateo	3,890	1,854	14%	41%	76	74	70	72	71	1	70	70	71
Santa Clara	9,978	4,470	17%	27%	74	71	64	68	67	1	68	68	68
Solano	3,522	1,655	21%	40%	71	72	63	67	67	0	64	65	66
Sonoma	4,922	2,370	48%	22%	67	64	49	56	55	1	54	55	55
Regional	43,280	20,085	22%	34%	73	69	64	67	67	0	66	66	67

Updated 2017-05-08

## Single Point Of Contact (SPOC) Checklist

**For agencies accessing federal transportation funds through the FHWA federal-aid process  
To be completed and renewed annually and whenever a new Single Point of Contact is assigned**

### Contact Information

<b>Agency:</b>	<input style="width: 100%;" type="text"/>		
<b>SPOC Name:</b>	<input style="width: 100%;" type="text"/>	<b>SPOC Email:</b>	<input style="width: 100%;" type="text"/>
<b>SPOC Title:</b>	<input style="width: 100%;" type="text"/>	<b>SPOC Phone:</b>	<input style="width: 100%;" type="text"/>
<b>CMA Contact/ Email:</b>	<input style="width: 100%;" type="text"/>	<b>Date:</b>	<input style="width: 100%;" type="text"/>

### 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 [\(MTC Resolution No. 3606, revised\)](#))
- 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 [FMS](#)
- 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 (attached)
- SPOC will communicate FHWA-funded project delivery status to CMA staff contact on a regular basis (no less than quarterly)
- 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 at least ½ LSRWG/PDWG meetings on an annual basis (either in person or on phone) if agency has projects remaining for delivery.
- SPOC will maintain the Unanticipated Delays Worksheet (Link to worksheet and attach)
- SPOC is aware of the November 1 RFA submittal deadline and January 31 federal obligation of funds (E-76/Authorization) delivery deadline.
- SPOC has 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
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Signature, Agency Department Director	Date
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**MTC Resolution 3606 is located here: <http://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery>**

C:\Users\jlapcap\Desktop\{SPOC REVISED Checklist\_052617.xlsx}\SPOC Checklist

5/26/2017