

# C/CAG

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

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

### TECHNICAL ADVISORY COMMITTEE (TAC) AGENDA

**Date:** Thursday, April 16, 2020

**Time:** 1:15 P.M.

**Join by Zoom:** <https://zoom.us/j/234760485>

**Meeting ID:** 234 760 485

**Join by Phone:** 669-900-6833

**Meeting ID:** 234 760 485

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On March 16, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer effective March 17, 2020, which was expanded and extended on March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines, which discourage large public gatherings, C/CAG meetings will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options above.

Persons who wish to address the Congestion Management Program Technical Advisory Committee on an item to be considered at this meeting, or on items not on this agenda, are asked to submit comments in writing to [mhiatt@smcgov.org](mailto:mhiatt@smcgov.org) by 12:00 PM on Thursday April 16, 2020. Emailed comments should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda. Members of the public are limited to one comment per agenda item. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words. Staff will read the public comments addressing matters on this agenda received before the deadline of 12:00 PM on April 16, 2020 at the time the matter is called. Staff will read the public comments addressing items not on this agenda received before the deadline of 12:00 PM on April 16, 2020 during agenda item 2 "Public comments." Comments received after the deadline but before the end of the meeting will be provided at the SMCEL-Board after the meeting.

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|--|---------------|--------------|
| 1. Brief Overview of Teleconference Meeting Procedure  | Porter/Hurley | No materials |
| 2. Public comment on items not on the Agenda (presentations are customarily limited to 3 minutes). | Porter/Hurley | No materials |
| 3. Issues from the last C/CAG Board meeting (April 2020)   | Hiatt         | No materials |
| - Approved – Appointment of Peter Brown and Andrew Yang to the TAC and Stormwater Committees       |               |              |
| - Approved –Amendment to the FY 19-20 SMCOE SRTS Agreement   |               |              |
| - Approved –FY 20-21 Agreement between SMCOE and C/CAG for SRTS                                    |               |              |
| - Approved – Reallocation of Measure M interest and administration funds                           |               |              |
| - Approved – Final 2019 Congestion Management Program  |               |              |
| - Approved – Subscription to StreetLight Data and C/CAG Member Agency Cost                         |               |              |

Share

- Approved – List of projects to MTC for RTP/SCS/Plan Bay Area 2050
- Approved – Forum for cities to share practices related to COVID-19 Shelter-in-Place to the next C/CAG Board Meeting
- Approved – Election of Marie Chuang to the C/CAG Chair and Davina Hurt to the C/CAG Vice Chair positions

4.	Approval of the minutes from February 20, 2020	Hiatt	Page 1-3
5.	Review and recommend approval of the project list for funding under the C/CAG and San Mateo County Transportation Authority Shuttle Program for FY 2020/2021 and FY 2021/2022 (Action)	Kalkin	Page 4-11
6.	Review and recommend acceptance of Transportation Fund for Clean Air (TFCA) Regional Fund and approval of local matching funds for the Rideshare to Transit Pilot in a total amount of \$579,000 (Action)	Wever	Page 12-15
7.	Discussion on Request for Proposal (RFP) for the Measure M Strategic Plan for Fiscal Year 2022-2027 (Action)	Wever	Page 16-20
8.	Regional Funding and Project Information (Information)	Lacap	Page 21-28
9.	Executive Director Report	Wong	No materials
10.	Member Reports	All	

**PUBLIC NOTICING:** Due to COVID-19, all notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted on C/CAG's website at: <http://www.ccag.ca.gov>.

**PUBLIC RECORDS:** Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board or standing committee. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Please note that C/CAG's office is temporarily closed to the public; please contact Mima Guilles at 650-599-1406 to arrange for inspection of public records. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>.

**PUBLIC PARTICIPATION:** Please refer to the first page of this agenda for instructions on how to participate in the meeting. Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

*If you have any questions about this agenda, please contact C/CAG staff: Mikaela Hiatt 650-599-1453 or [mhiatt@smcgov.org](mailto:mhiatt@smcgov.org)*

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

**February 20, 2020  
MINUTES**

<b>2020 TAC Roster and Attendance</b>				
<b>No.</b>	<b>Member</b>	<b>Agency</b>	<b>Jan</b>	<b>Feb</b>
1	Jim Porter (Co-Chair)	San Mateo County Engineering	x	x
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x
3	Robert Ovadia	Atherton Engineering	x	
4	Afshin Oskoui	Belmont Engineering	x	
5	Randy Breault	Brisbane Engineering	x	x
6	Syed Murtuza	Burlingame Engineering	x	
7	Sandy Wong	C/CAG	x	x
8	Brad Donohue	Colma Engineering	x	x
9	Richard Chiu	Daly City Engineering	x	x
10	Tatum Mothershead	Daly City Planning	x	x
11	Norm Dorais	Foster City Engineering	x	x
12	Paul Willis	Hillsborough Engineering	x	x
13	Maz Bozorginia	Half Moon Bay Engineering	x	
14	Nikki Nagaya	Menlo Park Engineering		x
15	Khee Lim	Millbrae Engineering		
16	Sam Bautista	Pacifica Engineering		x
17	Jessica Manzi	Redwood City Engineering	x	x
18	Jimmy Tan	San Bruno Engineering	x	x
19	Steven Machida	San Carlos Engineering	x	x
20	Brad Underwood	San Mateo Engineering		x
21	Eunejune Kim	South San Francisco Engineering	x	x
22	Billy Gross	South San Francisco Planning	x	x
23	Sean Rose	Woodside Engineering	x	x
24	James Choe	MTC	x	x

The two hundred fifty-ninth (259th) 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. Co-Chair Hurley called the meeting to order on Thursday, February 20, 2020 at 1:15 p.m.

TAC members attending the meeting are listed on the Roster and Attendance on the preceding page. Others attending the meeting were: Peter Brown – City of Belmont; Sal Akhter – Streetlight Data; Van Ocampo, John Hoang, Mikaela Hiatt, Kim Wever, Jeff Lacap - C/CAG; and other attendees not noted.

**1. Public comment on items not on the agenda.**

None.

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

John Hoang brought forward issues from the last C/CAG Board Meeting. The list of issues raised from the C/CAG Board Meeting is as follows:

- Approved – MOU w/ SMCTA for PA/ED Phase of the US 101/SR 92 Interchange near term improvements
- Approved – Coop Agreement w/ Caltrans and SMCTA for PAED PA/ED Phase of the US 101/SR 92 Interchange near term improvements
- Approved – Appointment of Tom Francis and Kristen Jensen to the RMCP Committee.
- Approved – FY 2020-21 TFCA Expenditure Plan.
- Approved – Amend 3 to the Agreement w/ Iteris for the Smart Corridor ITS Network Monitoring/Maintenance for a 2-Yr extension and additional \$140,272 for a total of \$287,016.
- Approved – Appointment of Jessica Alba to the CMEQ Committee.
- Approved – the Carpool 2020 Incentives Program for up to \$700,000
- Approved – Approach to a fiscally constrained list of projects to be submitted to MTC for the updated Plan Bay Area 2050.
- Nominated – Marie Chuang (Hillsborough) for Chair, Davina Hurt (Vice-Chair)

John Hoang added that there was an additional set of MOU's and Coop Agreements for the US 101/SR 92 Interchange projects north of I-380. John Hoang also added that Marie Chuang was nominated for Chair of the C/CAG Board and Davina Hurt from the City of Belmont was nominated for Vice Chair.

**3. Approval of the Minutes from February 20, 2020.**

Member Breault moved; Member Willis seconded. Item passed.

**4. Review and recommend approval of a subscription to StreetLight Data and Services in the amount of \$275,000 and C/CAG member agency cost-share. (Action)**

Mikaela Hiatt presented on the proposed subscription and cost share of StreetLight Data. The total cost of the subscription is \$275,000 for one year. The SMCTA and C/CAG would each contribute \$50,000 for the first year and the participating member agencies would each contribute a maximum amount of \$40,000 for those with populations above 50,000, \$25,000 for those with populations between 15,000 and 50,000, and \$10,000 for those with populations under 15,000. These amounts are expected to be much lower based on interest gathered from an informal survey.

Paul Willis from Hillsborough asked a question about the chances of the data becoming more limited as people become more aware of the location-based tracking used on their phones. Sal Akhter from StreetLight Data was in attendance and answered the question stating that there should be no statistical change negatively with people turning data off, and in fact has seen the numbers expanding.

Jessica Manzi from Redwood City asked a question about the structure of the contract between StreetLight, C/CAG, and the participating cities.

Question was raised about the contract entrance date moving to July 1, 2020.

Question was raised about crediting for those already under contract with StreetLight Data.

Member Underwood moved; Member Breault seconded. Item passed.

**5. Approval of the Data Request Form to track the performance measures developed in the San Mateo Countywide Transportation Plan 2040.**

Kim Wever presented the updated draft of the Data Request Form as a follow up Action Plan to the San Mateo Countywide Transportation Plan 2040. Kim presented the timeline of revisions to the Data Request Form, with inclusions of comments and request made by the TAC incorporated.

Member Underwood moved; Member Breault seconded. Item passed.

**6. Review and recommend the reallocation of Measure M accumulated interest and unspent administration funds**

Kim Wever presented the proposed reallocation of Measure M accumulated interest and unspent administration funds, a total of about \$1,900,000, \$686,000 from interest and \$1,200,000 administration. 50% of the remaining funds would go to Local Streets and Roads, 22% to Transit Operations/Senior Mobility, 10% to ITS/Smart Corridor, 6% to Safe Routes to School, and 12% to Stormwater Pollution Prevention.

Member Breault moved; Member Gross seconded. Item passed.

**7. Review and approve the revised fiscally constrained list of projects to be submitted to the Metropolitan Transportation Commission (MTC) for the update of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) also known as Plan Bay Area 2050**

Jeff Lacap presented the recommended list of projects to be submitted for Plan Bay Area 2050. Jeff recounted a description and validation of the items to be included on this list. Sandy Wong further explained the list.

Member Breault moved; Member Underwood seconded. Item passed.

**8. Regional Project and Funding Information**

Jeff Lacap presented on the items, as shown in the staff report include FHWA policy for inactive projects, PMP certification, and MTC/CTC Caltrans Federal Aid announcements.

**9. Executive Director Report**

None.

**10. Member Reports**

Co-Chair Hurley provided an update on the US 101 Express Lane. Member Wong announced the departure of John Hoang from C/CAG.

Meeting adjourned at 2:03 p.m.

## C/CAG AGENDA REPORT

Date: April 16, 2020  
To: Congestion Management Program Technical Advisory Committee (TAC)  
From: Susy Kalkin, Transportation Systems Coordinator  
Subject: Review and recommend approval of the project list for funding under the C/CAG and San Mateo County Transportation Authority Shuttle Program for FY 2020/2021 and FY 2021/2022

(For further information contact Susy Kalkin at 650-599-1467 or [kkalkin@smcgov.org](mailto:kkalkin@smcgov.org))

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### **RECOMMENDATION**

That the Congestion Management Program TAC review and recommend approval of the project list for funding under the C/CAG and San Mateo County Transportation Authority Shuttle Program for FY 2020/2021 and FY 2021/2022.

### **FISCAL IMPACT**

For the two-year funding cycle there is up to \$10,000,000 available.

### **SOURCE OF FUNDS**

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

### **BACKGROUND**

For the FY 20/21 & 21/22 cycle the San Mateo County Transportation Authority (TA) and C/CAG conducted a joint call for projects that combines two years of funding for shuttles in an amount up to \$10,000,000 from both agencies. Staff issued the call for projects on January 13, 2020 and applications were due on February 21, 2020. Staff received applications for 34 shuttles from 8 sponsors. The total amount requested was \$11,051,378, exceeding the available funding.

Staff convened a Shuttle Evaluation Panel on March 10, 2020 to evaluate and score the shuttle program applications. The panel consisted of staff from C/CAG, TA, SamTrans, Santa Clara Valley Transportation Authority (VTA), and Stanford Transportation Services. Based on the scoring criteria established for the program, including “Need and Readiness”, “Effectiveness”, “Funding Leverage” and “Policy Consistency & Sustainability”, the panel developed a recommended list of projects for funding which is presented in Attachment 1, and includes funding for 30 shuttles at a total cost of \$9,850,229. Four shuttles are not recommended for funding due to low scores, including: Oracle,

Belmont/Hillsdale, Twin Dolphin and San Carlos Commuter. In addition, Menlo Park’s Crosstown shuttle, a relatively low scoring route, is recommended at a reduced amount (\$617,099 vs. \$897,600) to reflect the portion of the route that serves the Belle Haven area (Community of Concern, “CoC”), rather than the proposed expanded route. Lastly, the lowest ranking shuttle, the Bayshore Brisbane Senior Door-to-Door, continues to be recommended for funding given the unique target population (seniors in a CoC), although it was strongly recommended that SamTrans review alternate service options in the comprehensive shuttle study that is currently underway.

**Funding Approval Steps**

Key Dates/Upcoming Milestones	Date
TA Board Meeting, Informational Item	April 2, 2020
C/CAG TAC	April 16, 2020
C/CAG Congestion Management and Environmental Quality Committee	April 27, 2020
TA Board Action	May 7, 2020
C/CAG Board Action	May 14, 2020

**ATTACHMENTS**

1. Recommendations for San Mateo County Shuttle Program Funding for FY 2020/2021 & FY 2021/2022
2. Shuttle Program Fact Sheet

**Attachment 1: San Mateo County Shuttle Program Draft Funding Recommendations for FY20/21 & FY20/22**

Score	Applicant	Shuttle Name	New or Existing	Type	Requested funds	Match	Total Service Cost	Funding Leverage %	Private Sector Match	Recommended Allocation	Fund Source
82	Commute.org	Burlingame Point	New	Commuter	\$264,000	\$1,056,000	\$1,320,000	80%	80%	\$264,000	Measure A
82	Commute.org	Redwood City Midpoint	Existing	Commuter	\$364,311	\$218,588	\$582,899	38%	38%	\$349,248	Measure A
82	Commute.org	Redwood City Seaport Centre	Existing	Commuter	\$156,969	\$156,959	\$313,928	50%	50%	\$150,090	Measure A
81	Commute.org	Bayshore Technology Park	Existing	Commuter	\$162,973	\$162,972	\$325,945	50%	50%	\$155,863	Measure A
81	JPB	Pacific Shores	Existing	Commuter	\$300,000	\$700,000	\$1,000,000	70%	70%	\$300,000	Measure A
81	San Mateo County Community College District	Skyline College Express	Existing	Commuter	\$294,597	\$294,597	\$589,194	50%	0%	\$294,597	Measure A
80	Commute.org	Brisbane Crocker Park	Existing	Commuter	\$442,701	\$243,567	\$686,268	35%	25%	\$416,941	Measure A
80	Commute.org	North Burlingame	Existing	Commuter	\$167,380	\$167,380	\$334,760	50%	50%	\$158,575	Measure A
79	Commute.org	Genesis Towers	Existing	Commuter	\$283,591	\$283,591	\$567,182	50%	50%	\$271,842	Measure A
78	Commute.org	Burlingame Bayside	Existing	Commuter	\$256,549	\$85,517	\$342,066	25%	25%	\$245,420	Measure A
78	Commute.org	South San Francisco Ferry	Existing	Commuter	\$329,000	\$219,334	\$548,334	40%	20%	\$315,337	Measure A
78	Commute.org	South San Francisco Caltrain	Existing	Commuter	\$483,239	\$161,080	\$644,319	25%	25%	\$463,391	Measure A
77	Daly City	Bayshore Shuttle	Existing	Community	\$341,000	\$279,000	\$620,000	45%	0%	\$341,000	Measure A
76	Commute.org	South San Francisco BART	Existing	Commuter	\$826,207	\$382,069	\$1,208,276	32%	25%	\$790,091	Measure A
75	Menlo Park	M3 Marsh Road	Existing	Community	\$468,600	\$156,200	\$624,800	25%	0%	\$468,600	C/CAG
75	Menlo Park	M4 Willow Road	Existing	Community	\$249,200	\$83,100	\$332,300	25%	0%	\$249,200	Measure A
75	JPB	Broadway/Millbrae	Existing	Commuter	\$266,000	\$88,600	\$354,600	25%	0%	\$266,000	Measure A
74	Commute.org	North Foster City	Existing	Commuter	\$395,388	\$171,796	\$567,184	30%	25%	\$377,764	Measure A
74	JPB	Electronic Arts	Existing	Commuter	\$160,000	\$250,000	\$410,000	61%	61%	\$160,000	Measure A
73	SamTrans	Bayhill-San Bruno BART	Existing	Commuter	\$180,000	\$203,000	\$383,000	53%	53%	\$180,000	Measure A
73	South San Francisco	South City	Existing	Community	\$1,002,225	\$334,075	\$1,336,300	25%	0%	\$1,002,225	Measure A
73	SamTrans	Seton Medical - BART Daly City	Existing	Commuter	\$160,000	\$53,200	\$213,200	25%	25%	\$160,000	Measure A
72	JPB	Bayshore/Brisbane Commuter	Existing	Commuter	\$197,900	\$65,900	\$263,800	25%	0%	\$197,900	Measure A
72	SamTrans	Sierra Point - Balboa Park BART	Existing	Commuter	\$190,000	\$580,000	\$770,000	75%	75%	\$190,000	Measure A
71	JPB	Mariners Island	Existing	Commuter	\$274,900	\$91,600	\$366,500	25%	24%	\$274,900	Measure A
71	JPB	Norfolk Area	Existing	Commuter	\$251,800	\$83,900	\$335,700	25%	24%	\$251,800	Measure A
69	JPB	Campus Drive	Existing	Commuter	\$265,300	\$88,400	\$353,700	25%	0%	\$265,300	Measure A
68	JPB	Lincoln Centre	Existing	Commuter	\$274,900	\$91,600	\$366,500	25%	24%	\$274,900	Measure A
67	Menlo Park	M1 Crosstown <sup>2</sup>	Existing	Community	\$617,099	\$205,700	\$822,799	25%	0%	\$617,099	C/CAG
64	JPB	Oracle	Existing	Commuter	\$160,000	\$697,600	\$857,600	81%	81%	Not Recommended	N/A
64	JPB	Belmont/Hillsdale	Existing	Commuter	\$261,600	\$87,200	\$348,800	25%	0%	Not Recommended	N/A
63	JPB	Twin Dolphin	Existing	Commuter	\$287,800	\$95,900	\$383,700	25%	24%	Not Recommended	N/A
62	San Carlos	San Carlos Commuter	Existing	Commuter	\$211,248	\$70,416	\$281,664	25%	20%	Not Recommended	N/A
58	SamTrans	Bayshore Brisbane Senior	Existing	D2D	\$224,400	\$74,800	\$299,200	25%	0%	\$224,400	Measure A
<b>Subtotal:</b>					<b>\$10,770,877</b>	<b>\$7,983,641</b>	<b>\$18,754,518</b>	<b>39%</b>	<b>28%</b>	<b>\$9,676,483</b>	

TA Measure A Local Shuttle Program Allocation:	\$	<b>8,590,784</b>
C/CAG Local Transportation Services Shuttle Program Allocation:	\$	<b>1,085,699</b>
<b>Total Shuttle Funding Allocation:</b>	<b>\$</b>	<b>9,676,483</b>
<b>Total Sponsor Requests:</b>		<b>\$10,770,877</b>

**Footnotes:**

- The funding request for Commute.org's 10 shuttles include \$173,746 of administrative costs, which are not recommended for funding from the Measure A Shuttle Program. Commute.org has historically received Measure A support to help fund its administrative costs through annual allocations from the Alternative Congestion Relief (ACR) Program. Commute.org's proposed administrative costs to support their shuttle program will be considered as part of their annual ACR funding request to the TA.
- The funding request for the M1 Crosstown reflects a modified route serving the Belle Haven neighborhood only, reducing the funding request by \$280,501 over the initial ask.



## Commute.org Shuttles

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### **Bayshore Technology Park**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$155,863*

Serves the office complex located in the Bridge Parkway area of Redwood Shores. Shuttle route is designed to operate during peak commute hours and offers first/last mile connections to train service at the Hillsdale Caltrain Station.

### **Brisbane Crocker Park**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$416,941*

Serves the Valley Drive/South Hill Drive area of Brisbane. Provides last mile service from the Balboa Park BART station and the Bayshore Caltrain station to commuters and community members.

### **Burlingame/Bayside**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$245,420*

Serves Millbrae Intermodal Station and Burlingame Bayside Area during commute hours, Monday thru Friday. Connects to Millbrae BART/Caltrain stations.

### **Burlingame Point**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$264,000*

Serves between the Millbrae Intermodal Station and the Burlingame Bayside/Burlingame Point business district east of US Highway 101, including the new office complex located on Airport Blvd and the businesses on Beach Rd. in Burlingame. ***This is a new shuttle.***

### **North Burlingame**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$158,575*

This shuttle operates between the Millbrae Intermodal BART & Caltrain Station, Mills-Peninsula Health Services, Sisters of Mercy of the Americas and the residential area of the Easton-Burlingame neighborhood. The service operates during peak commute hours, Monday through Friday.

### **North Foster City**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$377,764*

The North Foster City Shuttles primarily serve large employers in the North Foster City area during peak commute hours. The routes are designed to connect both BART and Caltrain passengers to employment sites located in an area that is not served by SamTrans fixed route service. The shuttles provide first/last mile service.

### **RWC Midpoint Caltrain**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$349,248*

Serves the Midpoint Technology Center and Stanford Medicine Outpatient Center complexes in southern Redwood City along US 101. Provides first and last mile service from the Redwood City Caltrain Station to commuters, community members, and staff/patients of Stanford Medical Center.

### **Seaport Centre**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 22/22: \$150,090*

Serves the Seaport Centre office complex, located off Seaport Blvd., during peak commute hours. The shuttle also provides service to San Mateo County Sheriff's Office Maple Street Correctional Center. Provides first and last mile service from the Redwood City Caltrain station to commuters and community members.

### **South SF BART**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$790,091*

Serves Oyster Point route, northeastern section of SSF, the Utah-Grand route, Genentech, SSF Conference Center, and residents of the marinas. Provides first/last mile service from the South San Francisco BART station to commuters and community members.

### **South SF Caltrain**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$463,391*

Serves Oyster Point route, northeastern section of SSF, the Utah-Grand route, Genentech, SSF Conference Center, and residents of the marinas. The South San Francisco Caltrain Shuttles provide first/last mile service from the South San Francisco Caltrain station to commuters and community members.

### **South SF Genesis Towers**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$271,842*

Serves the Genesis Towers complex located at One, Two and Three Tower Place in South San Francisco. It also serves the South San Francisco Business Center located on Dubuque. The service operates during peak commute hours. Provides first/last mile service directly from two transit stations, BART and Caltrain, to commuters and community members.

### **South SF Ferry Terminal**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$315,337*

Serves Oyster Point route, northeastern section of SSF, the Utah-Grand route, Genentech, SSF Conference Center, and Genesis Towers. Provides first and last mile service from the South San Francisco Ferry Terminal to commuters and community members. The shuttles also serve as a vital link to transit coming from the East Bay in the event of a BART shutdown.

## **Daly City Shuttles**

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### **Bayshore Shuttle**

*Service Type: Commuter/Community*

*Recommended Funding for FY20/ 21 &21/ 22: \$341,000*

Connects residents in the City's Bayshore neighborhood with public transportation options including SamTrans, Muni, and BART (Daly City and Balboa Park stations). Serves commuters during peak commute hours and the community during the midday.

## **Peninsula Corridor Joint Powers Board (JPB) Shuttles**

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### **Campus Drive**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$265,300*

Serves between Hillsdale Caltrain Station and the Campus Drive area. Provides residential stops along West Hillsdale Blvd during commute hours.

### **Electronic Arts (EA)**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$160,000*

Serves between the San Carlos Caltrain Station and employer, Electronic Arts, during commute hours.

### **Bayshore/Brisbane Commuter**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$197,900*

Provides service between the Bayshore Caltrain Station and the Brisbane – Crocker Industrial Park area. In addition, services various residential stops along San Bruno Avenue during commute hours.

### **Lincoln Centre**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$274,900*

Provides service between the Hillsdale Caltrain Station and businesses in the Lincoln Centre area in North Foster City during commute hours.

### **Mariners' Island**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$274,900*

Provides service between the Hillsdale Caltrain Station and the Mariners' Island area during commute hours.

### **Millbrae/Broadway**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$266,000*

Non-stop shuttle service between Broadway and Millbrae Caltrain stations. Operates on weekday morning and afternoon/evening schedule and serves only Broadway station on weekends.

### **Norfolk**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$251,800*

Provides service to Hillsdale Caltrain Station and various area office buildings during commute hours. In addition, the shuttle serves residential areas of Lakeshore and Fiesta Gardens.

### **Pacific Shores**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$300,000*

Provides service eastside of Redwood City Caltrain Station and Pacific Shores Center during commute hours.

## Menlo Park Shuttles

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### **Crosstown Shuttle**

*Service Type: Community*

*Recommended Funding for FY 20/21 & 21/22: \$617,099*

Provides residents of Belle Haven neighborhood direct connection to Downtown Menlo Park, Stanford Shopping Center and Menlo Park Caltrain Station.

### **Marsh Road Shuttle**

*Service Type: Commuter*

*Recommended Funding for FY 21 & 22: \$468,600*

Provides service between Menlo Park Caltrain Station and the Marsh Road business parks area during commute hours.

### **Willow Road Shuttle**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$249,200*

Provides service between Menlo Park Caltrain Station and the Willow Road business area during commute hours.

## SamTrans Shuttles

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### **Bayhill San Bruno**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$180,000*

Provides service between San Bruno BART Station and the San Bruno Business Park area during commute hours.

### **Seton Medical**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$160,000*

Provides service between the Daly City BART Station, Daly City Civic Center and Seton Medical Center.

### **Sierra Point**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$190,000*

Provides service between Balboa Park BART Station and Sierra Point area office buildings, near Brisbane Bayside, during commute hours.

### **Bayshore/Brisbane Senior**

*Service Type: Door to Door*

*Recommended Funding for FY 20/21 & 21/22: \$224,400*

Serves seniors to conduct daily tasks connecting with San Francisco MUNI and SamTrans to access social services, community centers and shopping.

## San Mateo County College District Shuttles

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### **Skyline College Express**

*Service Type: Commuter*

*Recommended Funding for FY 20/21 & 21/22: \$294,597*

Provides direct, non-stop service, connecting the Daly City BART Station to Skyline College, with 11 round-trips when classes are in session.

## South San Francisco Shuttles

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### **South City Shuttle**

*Service Type: Community*

*Recommended Funding for FY 20/21 & 21/22: \$1,002,225*

Service begins and ends at the SSF BART Station, making connections to SamTrans bus routes and is within walking distance to SSF Caltrain Station. Provides underserved areas, such as Holly Avenue, Hillsdale Avenue, West Orange and Alida Way.

## C/CAG AGENDA REPORT

Date: April 16, 2020

To: Congestion Management Program Technical Advisory Committee (TAC)

From: Kim Wever

Subject: Review and recommend acceptance of Transportation Fund for Clean Air (TFCA) Regional Fund and approval of local matching funds for the Rideshare to Transit Pilot in a total amount of \$579,000

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

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### RECOMMENDATION

That the TAC recommends the C/CAG Board accepts \$300,000 of Transportation Fund for Clean Air (TFCA) Regional Grant, and approves the use of \$279,000 in local funds for the Rideshare to Transit Pilot.

### FISCAL IMPACT

Up to \$579,000

### SOURCE OF FUNDS

- Transportation Fund for Clean Air (TFCA) Regional Fund (\$300,000)
- Local Funds (Congestion Relief Program Assessment Fees or Measure M) (up to \$279,000)

### BACKGROUND

#### *TFCA Regional Fund*

The Transportation Fund for Clean Air (TFCA) revenues are collected from a \$4 surcharge fee on vehicles registered in the Bay Area, generating about \$22 million each year, to fund cost-effective projects that reduce on-road motor vehicle emissions within the Bay Area Air Quality Management District (BAAQMD)'s jurisdiction. Sixty percent (60%) of TFCA funds are awarded on a competitive basis by the BAAQMD to eligible projects and programs through a program referred to as the TFCA Regional Fund. The remaining forty percent (40%) of these revenues are distributed to the designated County Program Manager Fund in each of the nine counties within the BAAQMD's jurisdiction for similar emissions reduction projects. For San Mateo County, C/CAG has been designated as the County Program Manager to receive the funds.

On September 2019, C/CAG responded to the TFCA Regional Fund Call for Projects. On October 2019, C/CAG Board approved Resolution 19-68 authorizing C/CAG staff to submit an application for a countywide pilot project titled “Rideshare to Transit,” and committing up to \$81,576 in local matching funds. The Rideshare to Transit project focuses on solving the first-mile problem related to taking public transit to work. First-mile can be defined as the distance from home to public transit.

Rideshare to Transit was recommended by BAAQMD’s staff to move forward to their Board. It was then approved by the BAAQMD’s Mobile Source Committee and Board in February and March 2020 respectively. C/CAG was awarded \$300,000 of TFCA Regional Fund in March 2020. With an overall estimated budget for a one-year pilot at \$579,000, C/CAG proposes using up to \$279,000 in local revenues to supplement the difference. Staff is requesting an additional \$197,424 in local funds to combine with the Board approved amount of \$81,576.

***Rideshare to Transit Pilot***

The Rideshare to Transit Pilot reduces single-occupancy vehicle trips by providing incentives to San Mateo County residents for using rideshare services to take transit during peak commute periods. Currently, residents who do not live within walking or biking distance to a transit station may choose to drive alone to the transit station, or not take public transportation. This pilot aims at providing solutions to the first-mile challenge between commuters’ homes and transit stations.

The one-year pilot has two components:

- 1) Transportation Network Companies (TNC) to Transit: Encourages the use of public transportation by subsidizing shared rides (i.e. Uber Pool and Lyft Shared) to/from selected San Mateo County mass transit stations.
- 2) Carpool to Transit: Promotes the use of public transportation by subsidizing the use of carpool matching applications (i.e. Waze Carpool) to share rides to/from selected San Mateo County mass transit stations.

The Rideshare to Transit Overview Fact Sheet (Attachment 1) provides more information on each component.

***Recommendation***

Staff proposes that the TAC recommends to the C/CAG Board acceptance of the TFCA grant award for the Rideshare to Transit Pilot, and the approval of local matching funds to meet the project need.

**ATTACHMENTS**

1. Rideshare to Transit Overview Fact Sheet

Rideshare to Transit Pilot Overview Fact Sheet		
1) Transportation Network Companies (TNC) to Transit		2) Carpool to Transit
Partners/Vendors		
A) Uber	B) Lyft	Waze Carpool
What and How?		
<p>The pilot will utilize rideshare application platforms (i.e. Uber and Lyft) to provide on-demand shared rides (2 or more riders) for residents in San Mateo County. Riders who take TNC to transit stations on Tuesdays, Wednesdays and Thursdays will receive a \$5 subsidy for shared rides over \$5. Rides will be timed to ensure that they are taken during the peak morning (6:00AM to 9:00AM) and evening hours (4:00PM to 7:00PM).</p>		<p>This component of the program offers a \$2 subsidy for both the driver and rider during each trip, for using a carpool matching application to a transit station. The trips will be timed to ensure that they are taken during the peak morning (6:00AM to 9:00AM) and evening hours(4:00PM to 7:00PM). The pilot program will also reimburse drivers up to \$5 per day for parking. C/CAG will be working with carpool matching mobile applications (i.e. Waze Carpool) to provide these incentives to the carpoolers.</p>
Breakdown of Incentives		
<ul style="list-style-type: none"> <li>• A flat \$5 subsidy for shared rides over \$5 per rider during each trip</li> <li>• Up to 64,800 potential rider trips across platforms</li> <li>• Eligible on shared rides during morning and evening peak periods on Tuesdays, Wednesdays, Thursdays only (144 operating days for 1-year pilot)</li> </ul>		<ul style="list-style-type: none"> <li>• Driver and rider each receive a \$2 subsidy per trip</li> <li>• Up to a \$5 subsidy for driver to help with daily parking fees</li> <li>• Up to 43,200 rider trips and 28,800 driver trips eligible for subsidy</li> <li>• Eligible for carpoolers using a carpool matching mobile application during morning and evening peak periods on Tuesdays, Wednesdays, Thursdays only (144 operating days for 1-year pilot)</li> </ul>
Total Incentives		
Up to \$324,000 Total for UberPool and Lyft Shared		Up to \$205,000 Total for Waze Carpool



<b>Marketing</b>	
C/CAG will collaborate with Commute.org, Lyft, Uber, Waze Carpool, SamTrans, BART, and Caltrain to help advertise the pilot programs through their marketing platforms. In addition, Commute.org’s marketing plan includes residential mailers and advertising on Facebook targeted ads, Google search, San Mateo Daily Journal, and Patch.	
<b>Total Budget</b>	
Total for Incentives: <b>\$529,000</b> (\$285,000 from TFCA grant and \$244,000 from local funds) Marketing: <b>\$50,000</b> (\$15,000 from TFCA grant and \$35,000 from local funds) Grand Total for Pilot: <b>\$579,000</b> (\$300,000 from TFCA grant and \$279,000 from local funds)	
<b>Implementation Schedule (tentative)</b>	
June to December 2020 – Planning and Implementation Phase (including funding agreements with Partners/Vendors) January 2021 to January 2022– Operational Phase February 2022 to May 2022 – Program Evaluation and Reporting Phase	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>It is estimated that the project will reduce 64,800 Single-Occupant Vehicle trips per year.</li> </ul>	<ul style="list-style-type: none"> <li>It is estimated that this project will reduce 72,000 Single-Occupant Vehicle trips per year.</li> </ul>
Selected Participating Public Transit Stations: <ul style="list-style-type: none"> <li>BART (Daly City, Colma, South San Francisco, San Bruno, and Millbrae)</li> <li>Caltrain (Millbrae, San Mateo, Hillsdale, Menlo Park, and Redwood City)</li> </ul>	

## **C/CAG AGENDA REPORT**

Date: April 16, 2020  
To: Congestion Management Program Technical Advisory Committee (TAC)  
From: Kim Wever  
Subject: Discussion on Request for Proposal (RFP) for the Measure M Strategic Plan for Fiscal Year 2022-2027

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

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### **RECOMMENDATION**

That the TAC discusses the draft scope of work for a procurement to develop the Measure M Strategic Plan for fiscal year 2022 to fiscal year 2027.

### **FISCAL IMPACT**

TBD

### **SOURCE OF FUNDS**

Measure M (\$10 vehicle registration fee): Program Administration category

### **BACKGROUND**

Approved by the voters of San Mateo County in 2010, C/CAG sponsors and manages Measure M, the annual ten dollars (\$10) vehicle registration fee in San Mateo County for transportation-related congestion and water pollution mitigation programs. It was estimated that Measure M would generate approximately \$6.7 million annually and \$167 million total over the 25-year period between May 2011 and May 2036. Per the Expenditure Plan, 50% of the net proceeds will be allocated to cities/County for local streets and roads, and the remaining 50% will be used for Countywide Transportation Programs. These programs include transit operations/senior mobility, intelligent transportation system (ITS)/Smart Corridors, safe routes to school (SRTS), and stormwater pollution prevention.

In March 2011, the C/CAG Board approved the initial five-year Implementation Plan for fiscal years 2011 to 2016. Then in May 2016, the Board adopted Resolution 16-11 approved the second Measure M five-year Implementation Plan for fiscal year 2017 through fiscal year 2021. The current plan provides an estimate of funds to be allocated to jurisdictions for local streets and roads, as well as establishes allocation percentages for administration and the countywide

transportation programs. The allocations for the Countywide Transportation Programs were originally derived based on anticipated needs and estimated implementation cost to fund each respective programs and projects, annually and over the five-year implementation period. It was envisioned that the Countywide Transportation Programs be re-evaluated at the end of every five years to determine whether the initial funding allocations were adequate, and whether adjustments are needed based on the actual expenditures incurred.

Assuming that annual revenue remains at approximately \$6.7 million, using the same allocation percentage established in previous plans, the table below shows an estimated funding by programmatic category. Please note that actual revenue will vary yearly.

**Estimated Measure M Funding By Program  
Fiscal Year 2017/18 – 2020/21**

<b>Program Description</b>	<b>Allocation</b>	<b>Annual Revenue (Million)</b>	<b>5-Year Revenue (Million)</b>
▪ Program Administration	5% of total revenue	\$0.34	\$1.70
<b><i>Net Available for Programs (after Program Administration deduction)</i></b>			
▪ Local Streets and Roads	50%	\$3.18	\$15.90
▪ Transit Operations and/or Senior Transportation	22%	\$1.40	\$7.00
▪ Intelligent Transportation System (ITS) and Smart Corridors	10%	\$0.64	\$3.18
▪ Safe Routes to Schools (SRTS)	6%	\$0.38	\$1.90
▪ National Pollutant Discharge Elimination System (NPDES) and Municipal Regional Permit (MRP)	12%	\$0.76	\$3.82
<b>Total Revenue</b>		<b>\$6.70</b>	<b>\$33.50</b>

***Recommendations***

For the next five-year implementation period, staff recommends developing a strategic plan. The scope of work includes developing a current programs status report, identifying programs needs and priorities, making recommendations on resource needs and investment priorities, and outlining performance measures that can indicate program progress, both on an annual basis and at the end of a five-year period. Staff would like to release a Request for Proposals in April. Staff will present the recommended consultant to the TAC before presenting to the C/CAG Board in July. Staff recommends that the TAC discusses the scope of work for the Fiscal Year 2022/23 to 2026/27 Measure M Strategic Plan and provide feedback.

## **ATTACHMENTS**

1. Draft Measure M Strategic Plan Fiscal Year 22-27 Scope of Work

**Draft Measure M Strategic Plan Fiscal Year 22-27 Scope of Work**

The Scope of Work for the Strategic Plan Consultant may include, but is not limited to:

***Key Deliverables***

1. Current Program Performance Assessment
  - a. Areas of Success
  - b. Areas of Improvement/Gap Analysis
  - c. Future Opportunities
2. Establish program vision, goals, and performance measures
3. Develop program strategies and priorities
4. Document Measure M Implementation Plan for Fiscal Year 2022-2027

***Tasks and Activities***

Consultant shall lead all the tasks listed below including providing all project management activities to support each of the tasks.

**Task 1: Project Administration and Meetings**

The Strategic Plan Consultant shall schedule and provide agendas, meeting materials, and minutes for meetings with C/CAG staff who will provide project direction. The Consultant shall provide monthly progress reports and invoices for work completed during the prior month.

**Task 2: Current Program Performance Assessment**

The Consultant shall develop a current program assessment report to evaluate the success and performance of Measure M programs (from inception to June 30, 2020). Consultant will meet and work with program managers and jurisdictions. These meetings and discussions will aim to document successful aspects of each program as well as areas of improvement. In addition, the consultant shall compile a list of challenges faced by jurisdictions and countywide program managers. Finally, the consultant will recommend a list of future opportunities that the overall program should explore.

**Task 3: Program Visioning, Goal Setting, and Performance Measures**

The Measure M Expenditure Plan approved by the voters stated that up to 5% of the proceeds is allocated for administration, 50% of the net revenue is dedicated for the Local Streets and Roads category. The remaining 50% of the net revenue is allocated to the Countywide Transportation Programs, which includes the following programs: Transit Operations and/or Senior Transportation, Intelligent Transportation System (ITS) and Smart Corridors, Safe Routes to Schools (SR2S), and National Pollutant Discharge Elimination System (NPDES) and Municipal Regional Permit.

The Consultant shall work with the various program managers to craft a meaningful vision statement under each of the categories. The Consultant will guide the program staff and stakeholders to establish realistic goals and objectives. The strategic goals are intended to be general, outcome-oriented, and long-term goals for the program. The goals also aim to address broad impacts desired by the program. The objectives should reflect the outcomes that the program is seeking to achieve.

Further, the Consultant shall identify future performance measures and criteria that can indicate progress towards accomplishing the program objectives, both on an annual basis and at the end of a five-year period. The Consultant shall document available data and data sources for performance analysis, in addition to recommending any additional data collection as necessary. The Consultant shall identify any costs associated with conducting the ongoing performance analysis, if applicable.

#### **Task 4: Development of Strategies**

The Consultant will develop strategies to attain and meet the programs goals and objectives. The list of strategies should be ranked to help establish priorities and needs for each program. For each strategy, the Consultant should include estimated cost and timeline. In addition, each strategy should explain who would lead the implementation of the strategy as well as identify any opportunities for partnering with others.

Upon researching other jurisdictions' and agencies' policies and procedures to implement timely use of funds, the Consultant shall develop recommended guidelines to improve the delivery of Measure M projects.

#### **Task 5: Documentation of Measure M Implementation Plan for Fiscal Year 22-27**

The Consultant will compile the findings from the current programs performance assessment report, the identified goals and objectives, and recommended strategies to create the implementation plan. The final document should include an executive summary, an implementation schedule and budget, and any other tools and resources needed. Consultant will assist C/CAG staff with presenting final documentation to the C/CAG Board for approval.

#### **Task 6: Optional Tasks As Needed**

As needed and only upon prior approval from the C/CAG project managers, optional tasks as assigned may include but are not limited to:

- Assist with implementation of the strategic plan
- Prepare annual updates to the strategic plan
- Assist with evaluating the annual performance measures

## C/CAG AGENDA REPORT

Date: April 16, 2020  
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.

#### COVID-19 Related Announcements

##### *Timely Use of Funds and Application Deadline Impacts Due to COVID-19*

In light of the current COVID-19 situation, C/CAG staff is engaging with regional and state agencies such as MTC, Caltrans, and CTC for the latest updates on modifications to the timely use of funds requirements for transportation projects with state and federal aid grants and to upcoming deadlines of various programs (ATP Cycle 5 Call for Projects, SB 1 Local Streets and Roads). Staff will provide any additional updates at the meeting.

##### *Temporary Exception for Requiring Wet Signatures on Caltrans Invoice*

The current process of requiring wet signatures on Caltrans invoice documents in order to process for payment is being exempted during the COVID-19 situation. Until further notice, Caltrans will be accepting scanned copies of invoices.

The Local Assistance Procedures Manual (LAPM) Exhibit 5-A Local Agency Invoice form can be found here: <http://forms.dot.ca.gov/v2Forms/servlet/FormRenderer?frmId=LAPM5A>

## *DBE Program Guidance During COVID-19*

The U.S. Department of Transportation approved guidance addressing Disadvantaged Business Enterprise (DBE) program requirements during the COVID-19 public health emergency. Updated guidance can be found here: <http://www.localassistanceblog.com/wp-content/uploads/2020/04/DOCR-Guidance-April-1-2020.pdf>

## FHWA Policy for Inactive Projects

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

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

## Pavement Management Program (PMP) Certification

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

## Miscellaneous MTC/CTC/Caltrans Federal Aid Announcements

### *ATP Cycle 5 Update*

The California Transportation Commission (CTC) approved the final guidelines for both the statewide and MTC regional components of the 2021 Active Transportation Program (ATP) on March 25, 2020 and the call for projects is now open. The 2021 ATP (Cycle 5) covers four fiscal years from 2021-22 through 2024-25, with approximately \$220M available in the statewide component and \$37M in MTC's regional component.

### Statewide ATP Project Application

- There are five different applications available for applicants to complete depending on the project type and size. ATP project applications are available at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5>
- For more information regarding the Statewide component, please refer to the CTC's ATP webpage at: <https://catc.ca.gov/programs/active-transportation-program>

### MTC's Regional Supplemental Project Application

- In addition to the Statewide ATP Application Form, applicants applying for regional competitive ATP funds must submit the regional supplemental application and other



documentation to MTC. The MTC regional competitive ATP application material is available at: <http://mtc.ca.gov/atp>.

Both Statewide and Regional Applications are due June 15, 2020.

### *SB 1 Competitive Program and Funding Updates*

Solutions for Congested Corridors Program (SCCP) – The primary objective of the Congested Corridors Program is to fund projects designed to reduce congestion in highly traveled and highly congested corridors through performance improvements that balance transportation improvements, community impacts, and that provide environmental benefits. The Call for Projects is currently open with applications due June 30, 2020.

Competitive Local Partnership Program (LPP) - The purpose of this program is to provide local and regional transportation agencies that have passed sales tax measures, developer fees, or other imposed transportation fees with a continuous appropriation of \$200 million annually from the Road Maintenance and Rehabilitation Account to fund road maintenance and rehabilitation, sound walls, and other transportation improvement projects. Applications are due June 12, 2020.

Trade Corridor Enhancement Program (TCEP) - The purpose of the program is to provide funding for infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network as identified in California Freight Mobility Plan, and along other corridors that have a high volume of freight movement. The Trade Corridor Enhancement Program will also support the goals of the National Highway Freight Program, the California Freight Mobility Plan, and the guiding principles in the California Sustainable Freight Action Plan. Applications are due July 15, 2020.

For more information, please visit the CTC website: <https://catc.ca.gov/programs/sb1>

### *Disadvantaged Business Enterprise (DBE) Running Tally Procedure*

Title 49 of the Code of Federal Regulations (CFR), Part 26.37(c) requires recipients of federal-aid funding to “provide a running tally of actual attainments (e.g., payments actually made to DBE firms), including a means of comparing these attainments to commitments.”

Effective March 1, 2020, after submitting an invoice for reimbursement that includes a payment to a DBE, but no later than the 10th of the following month, the prime contractor/consultant shall complete and email the Exhibit 9-F: Disadvantaged Business Enterprise Running Tally of Payments to [business.support.unit@dot.ca.gov](mailto:business.support.unit@dot.ca.gov) with a copy to local administering agencies. See Attachment 3 for more information.

### *Caltrans Call for Local Roadway Safety Plan (LRSP)*

From Highway Safety Improvement Program (HSIP) Cycle 11 (approximately April 2022) and on, an LRSP (or its equivalent) will be required for an agency to be eligible to apply for HSIP funds. To assist local agencies developing their safety plans, a total of \$10 million from the HSIP was set aside and exchanged for state funds (each applicant may have up to \$72,000 of state funds). As of this month, Caltrans had allocated all \$10 million of the LRSP funding set aside for this effort.

Caltrans HQ is in the process of requesting additional funds to capture the remaining needs. Caltrans District 4 will be accepting requests from interested agencies that did not receive the initial LRSP funding. If your agency is still interested in the LRSP funding, please contact Xi Zhang at 510-622-5929, or [Xi.Zhang@dot.ca.gov](mailto:Xi.Zhang@dot.ca.gov) to inform him of your interest, or for additional information.

#### *Revision 5 of the CA MUTCD*

Effective March 27, 2020, California Department of Transportation (Caltrans) has made edits, referred to as Revision 5 (Rev 5), to the 2014 California Manual on Uniform Traffic Control Devices (CA MUTCD), to provide uniform standards and specifications for all official traffic control devices in California.

The revised CA MUTCD 2014 Rev 5 includes FHWA's MUTCD 2009 Edition, and revised in May 2012, as amended for use in California. The CA MUTCD 2014, Rev 5 also includes policies on traffic control devices issued by the Department since March 29, 2019 and other corrections and format changes. View Revision 5 of the CA MUTCD here: <https://dot.ca.gov/programs/traffic-operations/camutcd>

#### **ATTACHMENTS**

1. Caltrans Inactive Obligation Project List for San Mateo County as of March 27, 2020
2. MTC's PMP Certification Status of Agencies within San Mateo County as of April 6, 2020
3. Caltrans Disadvantaged Business Enterprise (DBE) Running Tally Procedure

Updated on 03/27/2020 Projects > \$50k

Project Number	Status	Agency Action Required	State Project No	Project Prefix	District	County	Agency	Project Description	Latest Date	Earliest Authorization Date	Latest Payment Date	Last Action Date	Program Codes	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
5177040	Inactive	Invoice returned to agency. Contact DLAE.	0419000112L	CML	4	SM	South San Francisco	EL CAMINO REAL (SR82) FROM ARROYO TO KAISER WAY COMPLETE STREET IMPROVEMENTS	01/04/2019	01/04/2019		01/04/2019	Z003	\$150,000.00	\$125,000.00	\$0.00	\$125,000.00
5029033	Future	Invoice returned to agency. Contact DLAE.	0414000186L	STPL	4	SM	Redwood City	WHIPPLE AND VETERANS, ROAD REHABILITATION	06/13/2019	02/17/2015	06/13/2019	06/13/2019	M23E	\$999,648.00	\$548,000.00	\$292,727.29	\$255,272.71

Projects < \$50k

5029025	Inactive	Project is inactive. Funds at risk. Invoice immediately. Provide status to DLAE.	0400021046L-N	BPMP	4	SM	Redwood City	BRIDGE PARKWAY(RIGHT) OVER MARINE WORLD LAGOON, EAST OF MARINE WORLD PARKWAY, PREVENTATIVE MAINTENANCE	08/02/2017	04/13/2011	08/02/2017	08/02/2017	Q120	\$75,000.00	\$66,398.00	\$39,121.06	\$27,276.94
5333014	Future	Invoice returned to agency. Contact DLAE.	0412000122L	BHLS	4	SM	Woodside	KINGS MOUNTAIN RD OVER WEST UNION CREEK; 0.05 MI EAST OF TRIPP RD, BRIDGE REHABILITATION	05/29/2019	03/16/2012	05/29/2019	05/29/2019	L1CE	\$135,090.00	\$119,595.00	\$95,718.71	\$23,876.29
5333013	Future	Invoice returned to agency. Contact DLAE.	0412000121L	BHLS	4	SM	Woodside	MOUNTAIN HOME RD OVER BEAR CREEK; 0.3 MI SOUTH OF SR 84, BRIDGE REHABILITATION	05/29/2019	03/16/2012	05/29/2019	05/29/2019	L1CE	\$107,428.00	\$95,106.00	\$90,585.92	\$4,520.08

PMP\_Certification\_Status\_Listing

**PMP Certification**  
**April 6, 2020**

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
San Mateo	Atherton	8/13/2018	Yes	21	9/1/2020
San Mateo	Belmont	8/30/2019	Yes	20	9/1/2021
San Mateo	Brisbane	8/11/2018	Yes	21	9/1/2020
San Mateo	Burlingame	9/1/2018	Yes	21	10/1/2020
San Mateo	Colma	8/31/2017	Pending	20	4/30/2020
San Mateo	Daly City	10/1/2019	Yes	20	11/1/2021
San Mateo	East Palo Alto	12/19/2018	Yes	21	1/1/2021
San Mateo	Foster City	2/28/2018	Yes	21	3/1/2021
San Mateo	Half Moon Bay	12/31/2015	Pending	20	4/30/2020
San Mateo	Hillsborough	10/2/2018	Yes	21	11/1/2020
San Mateo	Menlo Park	11/12/2018	Yes	21	12/1/2020
San Mateo	Millbrae	8/31/2017	Yes	21	9/1/2020
San Mateo	Pacifica	8/20/2018	Yes	21	9/1/2020
San Mateo	Portola Valley	9/1/2018	Yes	19	10/1/2020
San Mateo	Redwood City	11/14/2018	Yes	19	12/1/2020
San Mateo	San Bruno	8/3/2019	Yes	20	9/1/2021
San Mateo	San Carlos	8/31/2016	Pending	20	4/30/2020
San Mateo	San Mateo County	8/31/2016	Pending	20	4/30/2020
San Mateo	San Mateo	11/30/2017	Yes	21	12/1/2020
San Mateo	South San Francisco	9/1/2017	Pending	20	4/30/2020
San Mateo	Woodside	11/15/2018	Yes	21	12/1/2020

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

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

Note: Updated report is posted monthly to:

[http://mtc.ca.gov/sites/default/files/PMP\\_Certification\\_Status\\_Listing.xlsx](http://mtc.ca.gov/sites/default/files/PMP_Certification_Status_Listing.xlsx)



Expires – Upon Issuance of LPP

## Disadvantage Business Enterprise (DBE) Running Tally Procedure

### I. BACKGROUND

[Title 49 of the Code of Federal Regulations \(CFR\), Part 26.37\(c\)](#) requires recipients of federal-aid funding to “provide a running tally of actual attainments<sup>1</sup>, including a means of comparing these attainments to commitments.” This requirement does not apply to projects that do not have federal funding.

### II. POLICY

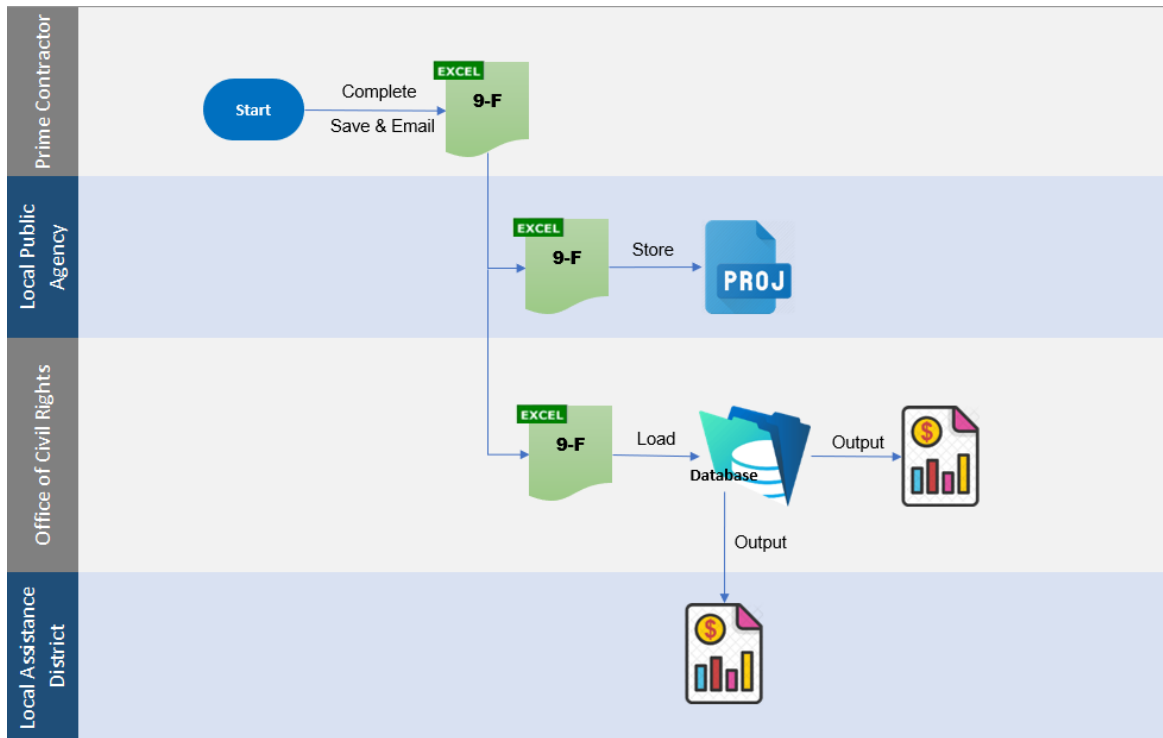
To comply with [49 CFR 26.37\(c\)](#), the prime contractor/consultant must complete the Exhibit 9-F: Disadvantaged Business Enterprise Running Tally of Payments until all DBE subcontracting or material supply activity on the entire project is completed.

### III. PROCEDURE

For projects that are awarded on or after March 1, 2020, after submitting an invoice for reimbursement that includes a payment to a DBE, but no later than the 10<sup>th</sup> of the following month, the prime contractor/consultant shall complete and email the Exhibit 9-F: Disadvantaged Business Enterprise Running Tally of Payments to [business.support.unit@dot.ca.gov](mailto:business.support.unit@dot.ca.gov) with a copy to local administering agencies. Exhibit 9-F lists accurate payment amount, total amount paid to date, and total commitment amount for each DBE on the federal-aid highway project. It also includes contract award amount and total payment to date to the prime contractor/consultant.

The following flowchart shows the process of generating the Running Tally of Actual Attainment summary report once the Exhibit 9-F is submitted.

<sup>1</sup> e.g., payments actually made to DBE firms



**IV. APPLICABILITY/IMPACTS**

This policy applies to all federal-aid highway projects with DBE participation.

Recommended: Original Signature By 02/11/2020  
 Hau Doan, Policy Liaison Engineer Date  
 Office of Guidance and Oversight

Approved: Original Signature By 02/11/2020  
 Felicia Haslem, Acting Office Chief Date  
 Office of Guidance and Oversight

Attachments:

- Exhibit 9-F: Disadvantaged Business Enterprise Running Tally of Payments
- Sample Output: Running Tally of Attainments Summary Reports