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AGENDA

Congestion Management & Environmental Quality (CMEQ) Committee

Date: Monday, November 30, 2020

Time: 3:00 p.m.

On March 17, 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 Orders issued by the San Mateo County Health Officer and the Governor, 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 below.

Join Zoom Meeting:

<https://us02web.zoom.us/j/82620310350?pwd=TGFkRjFnUzJJRCttT1NGY1B5d2dKdz09>

Meeting ID: 826 2031 0350

Password: 345518

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Persons who wish to address the C/CAG CMEQ Committee on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to jlacap@smcgov.org. Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

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|--|-------------------------------------|--------------|
| 1. Brief Overview of Teleconference Meeting Procedures | Information (Lacap) | No Materials |
| 2. Public comment on items not on the agenda | Presentations are limited to 3 mins | No Materials |
| 3. Issues from the October/November 2020 C/CAG Board meeting: | Information (Lacap) | No Materials |
| <ul style="list-style-type: none"> • Approved – Resolution 20-56 awarding \$759,000 in Fiscal Year 2020/21 Transportation Fund for Clean Air (TFCA) County Program Manager Funds to five (5) traffic calming and arterial management projects | | |
| 4. Approval of minutes of September 21, 2020 meeting | Action (Garbarino) | Page 1 - 4 |
| 5. Receive a presentation on the current efforts to update the five-year Measure M Strategic Plan, covering Fiscal Years 2021/22 to 2025/26 | Information (Wever) | Page 5 - 7 |
| 6. Receive presentation on the Draft Sustainable Streets Master Plan | Information (Bogert) | Page 8 – 9 |
| 7. Review and recommend approval of the C/CAG Lifeline Transportation Program Cycle 6 Call for Projects and schedule | Action (Lacap) | Page 10 – 22 |



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| 8. Review and approval of the 2021 CMEQ meeting calendar | Action (Lacap) | Page 23 |
| 9. Executive Director Report | Information (Wong) | No Materials |
| 10. Member comments and announcements | Information (Garbarino) | No Materials |
| 11. Adjournment and establishment of next meeting date:
January 25, 2021 | Action (Garbarino) | No Materials |

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

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

PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to jlacap@smcgov.org.
2. Your email 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.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG CMEQ Committee members, made publicly available on the C/CAG website along with the agenda. We cannot guarantee that emails received less than 2 hours before the meeting will be read during the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The C/CAG Board meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When C/CAG staff or CMEQ Chair call for the item on which you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact C/CAG staff: Jeff Lacap, jlacap@smcgov.org

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

**MINUTES
MEETING OF SEPTEMBER 21, 2020**

The meeting was called to order by Vice Chair O'Neill at 3:00 p.m. via Zoom Videoconference. Roll call for attendance was taken. Attendance sheet is attached.

1. Brief Overview of Teleconference Meeting Procedures

Jeff Lacap, C/CAG Staff, provided an overview of the teleconference meeting procedures.

2. Public comment on items not on the agenda

None.

3. Issues from the September 2020 C/CAG Board meeting. (Information)

Jeff Lacap, C/CAG Staff, noted the agenda listed the status of items recently addressed by the C/CAG Board, and offered to respond to any questions.

4. Approval of minutes of the August 31, 2020 meeting. (Action)

Motion – Committee member Mates/ 2nd Committee member Beach: To approve the minutes of the August 31, 2020 CMEQ meeting. Papan, Beach, O'Neill, Bonilla, Mates, and Alba approved. Motion passed 6-0-2, with member Roberts and Reddy abstaining. (Member Lee and Levin joined the meeting after this item)

5. Project updates on the US 101/SR 92 Interchange Short-Term Area Improvement and Long-Term Direct Connector Projects. (Information)

Van Ocampo, C/CAG Staff, presented on the US 101/SR 92 Interchange Improvement studies. There are two types of improvements being proposed, Short-Term Area Improvements and Long-Term Direct Connectors. Short-term Area improvements are non-complex, lower cost alternatives that improve local access from US-101 and provide operational improvements that reduces weaving conflicts and improve safety. Van discussed the four areas within the interchange and its vicinity where short term improvements are being proposed. He also presented on the Long-Term Direct Connector improvements at the interchange, which are more complex, involves new structures, takes longer time to construct and much more costly. Two alternatives are being proposed for the Long-Term Direct Connector, the westbound SR 92 to northbound and southbound US 101 direct connector and the reversible lane design option as the second alternative.

Committee members had the following questions/comments:

- Project details about the widening of the NB US-101 off-ramp to Hillsdale Blvd and pedestrian access at the location
- Details about the different phases of project development (i.e. environmental phase, design phase)

- Project details about the alternatives proposed for the long-term director connector

Committee members provided comments only. No formal action needed.

6. Receive a presentation on the State Highway System Congestion and Safety Performance Assessment for San Mateo County 2019 Update. (Action)

Jeff Lacap, C/CAG staff, presented the latest update on the San Mateo County State Highway System Congestion and Safety Performance Assessment 2019. The assessment, co-funded by C/CAG and San Mateo County Transportation Authority, used various data sources to monitor the performance of the state highway system within the county and was completed pre-COVID-19.

Committee members had the following questions/comments:

- Whether there are any improvements near the Woodside Road corridor or improvements on SR-92 in Alameda County
 - Jeff responded that there are plans to improve the US-101/Woodside Road interchange, but unsure of any planning activities along SR-92 by Alameda County
- Whether the assessment provided any insights on the congestion near the San Francisco Airport
 - Jeff responded that there is data collected on US-101 near SFO outside of the morning and afternoon peak period that is depicted in the report figures.

Committee members provided comments only. No formal action needed.

7. Receive a presentation on the US-101 Mobility Action Plan. (Information)

Susy Kalkin, C/CAG staff, presented the final US-101 Mobility Action Plan, aimed at exploring strategies to increase vehicle occupancy rates and otherwise reduce congestion throughout the US-101 corridor from San Jose to San Francisco. Susy gave background on the goals of the plan, described the work completed to date, and next steps, which include a total of 59 strategies.

Committee members has the following questions/comments:

- How C/CAG will execute implementation of the plan going forward?
 - Sandy Wong, C/CAG Executive Director, responded that the executive staff of the agencies involved in the development of the plan (i.e. VTA, SFCTA, SamTrans, and MTC) are currently discussing next steps. Some of the 59 strategies in the plan is envisioned to either be carried out separately by each agency or together through a coordinated group effort.
- Whether transit connectivity is addressed in the plan
 - Susy cited: “Strategy 19: Improve transfers/synchronization of multiple transit providers in MAP study area” in the plan.
- Members provided suggestions, such as providing more bicycle racks, to help encourage a mode shift from driving to transit and active transportation, especially during the time of COVID-19.

Committee members provided comments only. No formal action needed.

8. Review and recommend the C/CAG Board awards the Fiscal Year 2020/21 Transportation Fund for Clean Air (TFCA) County Program Manager Fund to selected traffic calming and arterial management projects within the County. (Action)

Kim Wever, C/CAG Staff, presented the list of project recommendations for the TFCA Limited Call for Projects. Kim provided background on the project solicitation, described the project evaluation process and recommended a total of five projects for the Committee to review and recommend approval to the C/CAG Board.

Member Papan had questions regarding the project proposal submitted by the City of Millbrae.

Motion – Committee member Lee/ 2nd Committee member Levin: To recommend the C/CAG Board awards the Fiscal Year 2020/21 Transportation Fund for Clean Air (TFCA) County Program Manager Fund to selected traffic calming and arterial management projects within the County. O’Neill, Lee, Bonilla, Levin, and Alba approved. Motion passed 5-1-1, with member Papan opposing and member Roberts abstaining. (Member Beach left the meeting before the vote was taken and Member Mates was not present at the time of voting).

9. Executive Director Report (Information)

None.

10. Member comments and announcements (Information)

None.

11. Adjournment and establishment of next meeting date

The meeting adjourned at 4:33 pm.

The next regular meeting was scheduled for October 26, 2020.

2020 C/CAG Congestion Management & Environmental Quality (CMEQ) Committee Attendance Report													
Name	Representing	Jan	Feb	Mar (Canceled)	Apr	May	Jun (Canceled)	Jul (No Mtg.)	Aug	Sept	Oct	Nov	Dec (No Mtg.)
Gina Papan (MTC Commissioner)	Metropolitan Transportation Commission (MTC)	X	X		X	X				X			
Shelly Masur (Redwood City Council Member)	Elected Official	X	X			X							
Emily Beach (Burlingame City Council Member)	Elected Official	X	X		X	X			X	X			
Lennie Roberts	Environmental Community	X			X					X			
Mike O'Neill (Pacifica City Council Member)	Elected Official	X			X	X			X	X			
Rich Garbarino (South San Francisco City Council Member)	Elected Official	X	X		X				X				
Wayne Lee (Millbrae City Council Member)	Elected Official	X	X		X	X			X	X			
Rick Bonilla (San Mateo City Council Member)	Elected Official	X			X	X			X	X			
Adina Levin	Agencies with Transportation Interests	X	X		X	X			X	X			
Linda Koelling	Business Community	X	X		X	X			X				
Peter Ratto	San Mateo County Transit District (SamTrans)	X	X		X	X			X	X			
Julia Mates (Belmont City Council Member)	Elected Official	X			X				X	X			
Jessica Alba	Public Member	N/A	X		X	X			X	X			
Diana Reddy (Redwood City Council Member)	Elected Official	N/A	N/A		N/A	X				X			
<i>Peninsula Corridor Joint Powers Board (Caltrain)</i>	<i>Vacant</i>												
<i>Elected Official</i>	<i>Vacant</i>												

Staff and Guests in attendance for the September 21, 2020 Meeting

Sandy Wong, Jeff Lacap, Sean Charpentier, Mikaela Hiatt, Kaki Cheung, Kim Wever, Van Ocampo, Susy Kalkin - C/CAG Staff

Arul Edwin – SMCTA Staff
Steve Taylor - CoPLAN

C/CAG AGENDA REPORT

Date: November 30, 2020

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

From: Kim Wever, Transportation Program Specialist

Subject: Receive a presentation on the current efforts to update the five-year Measure M Strategic Plan, covering Fiscal Years 2021/22 to 2025/26

(For further information, contact Kim Wever at kwever@smcgov.org)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee receives a presentation on the current efforts to update the five-year Measure M Strategic Plan, covering Fiscal Years 2021/22 to 2025/26

FISCAL IMPACT

The cost to prepare the Measure M 5-year Strategic Plan is \$93,804.

SOURCE OF FUNDS

This project is funded using the \$10 vehicle registration fee collected as part of Measure M, specifically from the 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 Measure M 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. The Measure M legislation states that a program implementation plan is to be adopted every five years, determining how funding would be allocated to the various programs. The current implementation plan, covering Fiscal Years 2016/17 to 2020/21, funds the following countywide programs: transit operations/senior mobility, intelligent transportation system (ITS)/Smart Corridors, safe routes to school (SRTS), and stormwater pollution prevention.

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

**Estimated Measure M Funding By Program
Fiscal Years 2016/17 – 2020/21**

Program Description	Allocation	Annual Revenue (Million)	5-Year Revenue (Million)
▪ Program Administration	5% of total revenue	\$0.34	\$1.70
<i>Net Available for Current Programs (after Program Administration deduction)</i>			
▪ 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
Total Revenue		\$6.70	\$33.50

Through a competitive procurement process, C/CAG has retained a consultant, Steer, to help develop the next five-year 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.

Current Measure M Strategic Plan Effort

The project began in late summer. Steer has been engaging with local jurisdictions and countywide program managers on a comprehensive data collection effort. The consultant sent out a Local Streets and Roads survey to the 21 local jurisdictions asking questions regarding Measure M fund usage, data collection and reporting, funding allocation and allowable expenditures. Steer received responses from all the local partners. Steer also conducted follow up interviews with a few jurisdictions to further discuss their survey responses. For the Countywide Programs, Steer met with the C/CAG program administrators. Additionally, Steer interviewed the County Office of Education and SamTrans staff for the Safe Routes to School program and for Transit Operations/Senior Mobility program, respectively. Steer gathered data on the program scopes, funding, goals and metrics, and general suggestions.

On October 29, 2020, Steer and C/CAG hosted a two-hour Visioning Workshop with key stakeholders. The C/CAG program administrators, representatives from small, medium, and large cities, the County, SamTrans, and the San Mateo County Transportation Authority were all participants at the workshop.

These key stakeholders discussed four topics to help develop a working vision statement:

1. Why set a vision for Measure M?
2. Foundations – where is Measure M today?
3. Looking ahead – how could measure M change?
4. External Factors – what should the vision respond to?

Steer will present on the current Measure M Strategic Plan effort, in addition to sharing preliminary findings from the stakeholder engagement process and the visioning workshop. The consultant will continue to engage the CMEQ to provide input on the development of draft Vision, Goals and Objectives and the draft Implementation Plan. The Strategic Plan is scheduled to be adopted by the C/CAG Board before June of 2021.

ATTACHMENTS

- Steer PowerPoint Presentation (will be available online at <https://ccag.ca.gov/committees/congestion-management-and-environmental-quality-committee/>)

C/CAG AGENDA REPORT

Date: November 30, 2020
To: C/CAG Congestion Management and Environmental Quality (CMEQ) Committee
From: Reid Bogert, Stormwater Program Specialist
Subject: Receive presentation on the Draft Sustainable Streets Master Plan.

(For further information or questions contact Reid Bogert at rbogert@smcgov.org)

RECOMMENDATION

That the C/CAG CMEQ Committee receive a presentation on the draft Sustainable Streets Master Plan.

BACKGROUND/DISCUSSION

In May 2018, C/CAG was awarded a \$986,300 Climate Adaptation Planning grant by Caltrans to develop a Countywide Sustainable Streets Master Plan (Master Plan) that prioritizes street segments throughout the county for integrating green stormwater infrastructure with planned transportation investments as an approach for adapting the transportation network to a changing climate. Sustainable Streets are broadly defined as integrating Complete Streets with Green Streets, combining improvements focused on supporting active transportation and transit with green infrastructure that captures, cleans, and retains stormwater runoff.

The project started in November 2018 and is nearing completion, with C/CAG staff planning to release a public review draft on December 1, 2020. The project included the following primary tasks:

- Community Engagement
- Climate Adaptation Risk Analysis on Local Transportation Network
- High-Resolution Data Analysis and Fine-Scale Drainage Delineation
- Prioritization of Sustainable Streets Opportunities and Development of Master Plan
- Project Concepts
- Web-based Sustainable Streets Project Implementation Mapping and Tracking Tool

The Master Plan evaluates precipitation-based climate change impacts on runoff from the roadway network and prioritize opportunities for integrating green stormwater infrastructure with planned transportation investments to help adapt the roadway network to protect downstream infrastructure and waterways. The Master Plan prioritizes specific roadway segments for integration of green infrastructure in five-, 10-, and 20-year time horizons and will include 11 project concepts. The work products will directly support C/CAG member agencies' Green Infrastructure Planning efforts required under the Municipal Regional Permit.

The project is now in its last phase and an internal draft Master Plan was recently circulated for review and comment by C/CAG member agency staff and members of the project Stakeholder Advisory Committee (SAC). C/CAG staff will provide an overview of updates on final project deliverables, including the development of 11 project concepts, creating a virtual “open house” for the last phase of public engagement, and the web-based tracking and mapping tool. Staff will also summarize any substantial comments from the member agencies and SAC on the internal draft, as well as the schedule for review and comment on the public draft Master Plan and the proposed approach for adopting the plan as a C/CAG countywide planning document.

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: November 30, 2020

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

From: Jeff Lacap, Associate Transportation Systems Coordinator

Subject: Review and recommend approval of the C/CAG Lifeline Transportation Program Cycle 6 Call for Projects and schedule

(For further information or questions, contact Jeff Lacap at jlacap@smcgov.org)

RECOMMENDATION

That the C/CAG Congestion Management and Environmental Quality (CMEQ) Committee review and recommend approval of the C/CAG Lifeline Transportation Program Cycle 6 Call for Projects and schedule

FISCAL IMPACT

This program will have \$3,399,304 in State Transit Assistance (STA) County Block Grant funding available for San Mateo County.

SOURCE OF FUNDS

\$3,399,304 in State Transit Assistance (STA) County Block Grant

BACKGROUND

State Transit Assistance (STA) County Block Grant Program

In February 2018, MTC Resolution 4321 established the new State Transit Assistance (STA) County Block Grant Program policy whereby the nine Bay Area County Transportation Agencies (CTA's), also known as Congestion Management Agencies, would determine how to invest the Population-Based STA funds in public transit services and lifeline transportation services. Under the STA Block Grant Program, C/CAG would be solely responsible for determining the distribution policy among STA-eligible transit operators and funds that will be spent benefiting Communities of Concern each fiscal year.

In the past, the MTC Resolution 3837 governed the State Transit Assistance (STA) Population- Based fund distribution policy. Under resolution 3837, funding was distributed by MTC to fund 1) Bay Area Northern County small transit operators, 2) Regional Paratransit, 3) the Lifeline Transportation Program, and 4) MTC regional coordination programs. Paratransit and Lifeline Transportation Program funds were further distributed among the nine bay area counties. The guidelines for the regional Lifeline Transportation Program Cycles 1-5 were developed by MTC, but each CTA was responsible for administering the program.

As the County Transportation Agency, C/CAG coordinates with STA-eligible transit operators and develops the STA Population-Based distribution policy within San Mateo county to fund Paratransit service and the Lifeline Transportation Program. SamTrans is the only STA eligible transit operator in San Mateo County. Beginning in Fiscal Year 2018-2019, C/CAG and SamTrans staff have coordinated and developed an annual STA Population-Based distribution policy. In May 2020, the C/CAG Board approved Resolution 20-37 which adopted the distribution policy for Fiscal Year 2020-21 STA Population-Based funds.

Along with the previous STA Block Grant Program distributions from Fiscal Years 2018-19 and 2019-20, C/CAG has accumulated approximately \$3,399,304 in STA funds available for the Lifeline Transportation Program beginning in Fiscal Year 2021-22.

C/CAG Lifeline Transportation Program Cycle 6 Call for Projects

The Lifeline Transportation Program is aimed to fund projects, identified through the community-based transportation planning (CBTP) process, which improves the mobility of low-income residents. Attachment 1 shows the projects that C/CAG has funded through the prior regional Lifeline Transportation Program. The C/CAG Lifeline Transportation Program Cycle 6 proposes to be modeled closely to the guidelines established by MTC in the earlier cycles.

Projects must target and serve low-income communities in San Mateo County. Additionally, projects must have measurable deliverables and the project sponsor must possess the ability to effectively reach the low-income communities in need. Projects identified in San Mateo Community Based Transportation Plans (CBTPs) will be more competitive. A 20% local match is also required.

Projects must be eligible per STA guidelines as established by the State. Examples of transit capital and operations projects, include (but are not limited to):

- New, continued or expanded fixed-route service
- Purchase of vehicles
- Shuttle service if available for use by the general public
- Purchase of technology (e.g., GPS, other ITS applications)
- Capital projects such as bus stop improvements, including bus benches, shelters, pedestrian scale lighting, etc.
- Various elements of mobility management, if consistent with STA program purpose and allowable use. These may include planning, coordinating, capital or operating activities.

STA Funds & Administration

STA funds are also open to public agencies and non-profits who obtained written concurrence and a pass-through funding agreement from a recognized transit agency willing to pass through funds, such as SamTrans. Private for-profit entities are not eligible to receive Lifeline Transportation Program funds.

Pass through funding agreements will be executed between transit agencies and the project sponsor as required. As program administrator, C/CAG staff will be responsible for reviewing

quarterly reports and will review STA invoices submitted by the project sponsors, prior to reimbursement by transit agencies.

Call for Projects Schedule

Upon approval by the C/CAG Board in December 2020, C/CAG Staff will issue a Call for Projects. C/CAG will be holding two applicant workshops in December and will be extending the outreach of potential project sponsors to include community-based organizations (CBO’s) and non-profit agencies in addition to local jurisdictions within San Mateo County.

The tentative C/CAG Lifeline Transportation Program Cycle 6 Call for Projects schedule is as follows:

Event	Date
C/CAG CMP TAC Review of Call for Projects and Schedule	November 19, 2020
C/CAG CMEQ Committee Review of Call for Projects and Schedule	November 30, 2020
C/CAG Board Approval of Call for Projects and Schedule	December 10, 2020
Call for Projects Issued	December 11, 2020
Applicant Workshop	Week of December 14, 2020
Applications Due	February 19, 2020
Selection Panel Reviews Applications	March 2021
C/CAG Committees Review Selection Panel Recommendations	March 2021
C/CAG Board Considers Recommendations	April 2021

The C/CAG Lifeline Transportation Program Cycle 6 Call for Projects and schedule was recommended for approval by the C/CAG Congestion Management Program Technical Advisory Committee (TAC) on November 19, 2020.

ATTACHMENTS

1. San Mateo County Projects Funded Through MTC Lifeline Transportation Program (For Information Only)
2. C/CAG Lifeline Transportation Program Cycle 6 Call for Project Announcement
3. C/CAG Lifeline Transportation Program Cycle 6 Application

San Mateo County Projects Funded Through Regional Lifeline Transportation Program

Project Sponsor	Project Name	LTP Funding
Cycle 1		
San Mateo County Family Service Agency	Ways to Work Loan Program	\$ 250,000
City of South San Francisco	Public Transportation Workshops	\$ 54,053
Family Service Agency	Transportation Reimbursement Independence Program	\$ 250,000
San Mateo County	Transportation Assistance Program	\$ 250,000
San mateo Medical Center	San Mateo Medical Center Bus	\$ 111,000
SamTrans	Transportation Mobility Solutions	\$ 250,000
City of Redwood City	Fair Oaks Community Shuttle	\$ 129,488
Cycle 2		
City of East Palo Alto	East Palo Alto (EPA) Youth Shuttle, Mobility Manager, Bus Shelters, Shuttle Operations	\$ 499,759
Daly City	Bayshore Shuttle Service	\$ 481,014
SamTrans	Route 280	\$ 447,146
SamTrans	Route 17	\$ 428,422
Shelter Network	Van Purchase and Operations for Shelter Resident Transportation	\$ 100,250
SamTrans	Fixed-Route 17 Bus Procurement	\$ 900,000
Pacifica	Senior Service Bus/Van Purchase	\$ 62,221
San Bruno	Belle Air Parking Lot Modification	\$ 211,251
San Bruno	Senior Shuttle Bus	\$ 106,000
San Bruno	Sidewalks, Solar Bus Shelters, Curb Ramps	\$ 207,600
San Mateo County Human Service Agency	Countywide Low-Income Bus Tickets	\$ 200,000
Daly City	Bayshore Bus Stop Improvements	\$ 187,181
SamTrans	Bus Stop Improvements in Communities of Concern	\$ 196,867
Cycle 3		
SamTrans	Replacement Fixed Route Vehicles	\$ 2,272,697
BART	Electronic Bicycle Lockers at San Bruno BART Station	\$ 32,000
SamTrans	Fixed Route 17	\$ 407,048
Peninsula Family Services	Ways to Work Auto Loans for Purchase or Repair of Vehicles	\$ 375,000
City of Redwood City	Middlefield/Woodside Rd (SR 84) Intersection Improvements	\$ 339,924
City of San Mateo	North Central Ped Infrastructure Improvements	\$ 339,924
SamTrans	Coast Service On-Demand	\$ 300,000
San Mateo Human Services Agency	Bus Passes and Tickets for Low Income Families	\$ 300,000
City of South San Francisco	Community Learning Center Public Transportation Workshops	\$ 210,000
City of Menlo Park	Midday Shuttle Belle Haven Community and Other Communities	\$ 240,820
City of Redwood City	North Fair Oaks On-Demand Shuttle	\$ 222,927
City of East Palo Alto	Weekday Community Shuttle	\$ 123,368
City of East Palo Alto	Weekday Evening Shuttle	\$ 76,871
San Mateo Human Services Agency	Taxi Vouchers for Low Income Program Participants	\$ 60,000
City of East Palo Alto	Weekend Shuttle	\$ 59,557
Cycle 4		
San Mateo County Human Services Agency	San Mateo County Transportation Assistance for Low-Income Residents- Cycle 4	\$ 350,000
SamTrans	Operating Support for Fixed Route 17 Service	\$ 500,000
City of Menlo Park	Menlo Park Midday Shuttle	\$ 354,100
SamTrans	Operating Support for SamCoast Service	\$ 300,900
City of Daly City	Daly City Bayshore Shuttle	\$ 559,704
Outreach	Mobility Management/ Transportation Voucher Program	\$ 300,000
Cycle 5		
City of Daly City	Daly City Bayshore Shuttle	\$ 300,000
SamTrans	Operating Support for Expanded Route 17 Service	\$ 338,312
SamTrans	Operating Support for SamCoast Service	\$ 228,640
San Mateo County Human Services Agency	San Mateo County Transportation Assistance for Low-Income Residents- Cycle 5	\$ 236,000
City of Menlo Park	Menlo Park Crosstown Shuttle	\$ 494,346
SamTrans	Fixed Route 280	\$ 276,311



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C/CAG Lifeline Transportation Program Cycle 6 Call for Projects

The City/County Association Governments of San Mateo County (C/CAG) is pleased to announce the call for projects for the Lifeline Transportation Program (LTP) Cycle 6. This program is designed to help low-income residents by funding transportation projects that will improve their mobility within the community. Public agencies including transit agencies, city/county social service agencies, cities, counties, and non-profit organizations are encouraged to apply. Please see the general program information below.

Introduction

The Lifeline Transportation Program is aimed to fund projects, identified through the community-based transportation planning (CBTP) process, which improves the mobility of low-income residents.

Projects must target and serve low-income communities in San Mateo County. Additionally, projects must have measurable deliverables and the project sponsor must possess the ability to effectively reach the low-income communities in need. Projects identified in San Mateo Community Based Transportation Plans (CBTPs) will be more competitive.

Eligible Projects

Projects must be eligible per STA guidelines as established by the State. See the State Transit Assistance Public Utilities Code (begin at Section 99312:

http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=10.&chapter=4.&part=11.&lawCode=PUC&article=6.5

Examples of eligible transit capital and operations projects, include (but are not limited to):

- New, continued or expanded fixed-route service
- Purchase of vehicles
- Shuttle service if available for use by the general public
- Purchase of technology (e.g., GPS, other ITS applications)
- Capital projects such as bus stop improvements, including bus benches, shelters, pedestrian scale lighting, etc.
- Various elements of mobility management, if consistent with STA program purpose and allowable use. These may include planning, coordinating, capital or operating activities.

Available Funding and Local Match

There is approximately \$3.39 million in State Transit Assistance (STA) funding for the C/CAG Lifeline Transportation Program Cycle 6.

Grant amount minimums and maximums are as follows:

- \$50,000 to \$100,000 for transit based educational and outreach projects
- \$100,000 to \$500,000 for shuttle and operation projects, transit capital projects, transit pass programs, and fixed transit route services.

C/CAG Lifeline Transportation Program Cycle 6 requires a minimum local match of 20% of the total project cost.

Evaluation Criteria/Selection Process

After projects are screened for eligibility, a selection panel will then assess the quality of each submittal based on evaluation criteria below:

- a. *Project Need/Goals and Objectives (25 pts):* Applicants should describe the unmet transportation need or gap that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Capital or operations projects (sponsored by public transit operators or in partnership with non-profits or cities) that support and augment but are not traditional fixed route projects may be given extra points under this criteria. Project application should clearly state the overall program goals and objectives and demonstrate how the project is consistent with the goals of the Lifeline Transportation Program.
- b. *Community-Identified Priority (25 pts):* Priority should be given to projects that directly address transportation gaps and/or barriers identified through a Community-Based Transportation Plan (CBTP) or other substantive local planning effort involving focused inclusive engagement to low-income populations. Applicants should identify the CBTP or other substantive local planning effort, as well as the priority given to the project in the plan.

Other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan, or other documented assessment of needs within designated communities of concern. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable. A map of communities of concern (CoC) is included in the Equity Analysis Report for Plan Bay Area 2040, is available at: http://2040.planbayarea.org/sites/default/files/2017-07/Equity_Report_PBA%202040%20_7-2017.pdf

- c. *Implementation Plan and Project Management Capacity (20 pts):* For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan. For projects seeking funds for capital purposes, applicants must provide an implementation plan, milestones and timelines for completing the project. Priority should be given to projects that are ready to be implemented in the timeframe that the funding is available. Project sponsors should describe and provide evidence of their organization's ability to provide and manage the proposed project, including experience providing services for low-income persons, and experience as a recipient of state or federal transportation funds. For continuation projects that have previously received Lifeline funding, project sponsor should

describe project progress and outcomes.

- d. *Coordination and Program Outreach (20 pts)*: Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Applicants should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Applicants should also describe how the project will be marketed and promoted to the public.
- e. *Cost-Effectiveness and Performance Indicators (10 pts)*: The project will be evaluated based on the applicant's ability to demonstrate that the project is the most appropriate way in which to address the identified transportation need and is a cost-effective approach. Applicants must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, as well as steps to be taken if original goals are not achieved.
- f. *Project Budget/Sustainability (10 pts)*: Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

Eligible Applicants & STA Fund Administration

If your agency is not an STA recognized transit operator, you must obtain sponsorship to apply for funds through an eligible transit agency, such as SamTrans. Proof of sponsorship, in the form of a letter from a transit agency must be attached with your application. Please note that transit agencies will require an administrative fee to be budgeted in your project cost for passing through STA funds. Please contact SamTrans staff Rebecca Arthur (arthurr@samtrans.com) for more information.

Private for-profit entities are not eligible to receive Lifeline Transportation Program funds.

Timely Use of Funds

All Lifeline Transportation Program STA funds must be fully expended within two years of the date that the funds are programmed by MTC or the date that the agreement with pass-through agency is executed, whichever is applicable.

As the program administrator, C/CAG is responsible for monitoring the timely use of funds and the consistency with the original purpose, scope, and budget approved by the C/CAG Board.

Application Process

Applications are due **on Friday, February 19, 2021 at 12:00 noon**. Late applications will not be considered. One (1) electronic version of the application shall be submitted via e-mail to C/CAG Staff, Jeff Lacap, at jlacap@smcgov.org

Applicant Workshop

Two (2) applicant's workshop will be open to all entities interested in applying for funding. The workshop information is as follows:

Date: Week of December 14, 2020

Time: TBD

Location: Zoom Videoconference

The workshop will cover the rules and application procedures for the C/CAG Lifeline Transportation Program Cycle 6 Call for Projects.

Call for Projects Schedule

Event	Date
C/CAG CMP TAC Review of Call for Projects and Schedule	November 19, 2020
C/CAG CMEQ Committee Review of Call for Projects and Schedule	November 30, 2020
C/CAG Board Approval of Call for Projects and Schedule	December 10, 2020
Call for Projects Issued	December 11, 2020
Applicant Workshop	Week of December 14, 2020
Applications Due	February 19, 2020
Selection Panel Reviews Applications	Early March 2021
C/CAG Committees Review Selection Panel Recommendations	March 2021
C/CAG Board Considers Recommendations	April 2021

Please contact Jeff Lacap at jlacap@smc.gov for questions regarding the program or application process.

Attachments

1. C/CAG Lifeline Transportation Program Cycle 6 Application

A. GENERAL PROJECT INFORMATION

1. Project Sponsor

Name of the organization _____

Contact person _____

Address _____

Telephone number _____

E-mail address _____

DUNS Number¹ _____

2. Other Partner Agencies

Agency	Contact Person	Address	Telephone

3. Project Type: Check one. Operating Capital Both

For operating projects, please check one of the following: New Continuing

4. Project Name: _____

5. Brief Description of Project (50 words max.):

6. Budget Summary:

	Amount (\$)	% of Total Project Budget
Amount of Lifeline funding requested:		
Amount of local match proposed:		
Total project budget:		

¹ Provide your organization’s nine-digit Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. To search for your agency’s DUNS Number or to request a DUNS Number via the Web, visit the D&B website: <http://fedgov.dnb.com/webform>. To request a DUNS Number by phone, contact the D&B Government Customer Response Center at 1-866-705-5711.

B. PROJECT ELIGIBILITY

Lifeline Eligibility

Does the project result in improved mobility for low-income residents of the Bay Area?

Yes. *Continue.* No. *Stop. The project is not eligible to receive Lifeline funds.*

Does the project address a transportation gap and/or barrier identified in one of the following planning documents? (Additional details to be provided in question #3)

Yes. *Continue.* No. *Stop. The project is not eligible to receive Lifeline funds.*

Check all that apply:

Community-Based Transportation Plan (CBTP)

Other substantive local planning effort involving focused outreach to low-income populations

Countywide or regional welfare-to-work transportation plan

Coordinated Public Transit-Human Services Transportation Plan

Other documented assessment of need within the designated communities of concern

(Please specify: _____)

Is the service open to the general public or open to a segment of the general public defined by age, disability, or low income?

Yes. *Continue.* No. *Stop. The project is not eligible to receive Lifeline funds.*

State Transit Assistance (STA) Eligibility

Is the project for improving existing public transportation services (including community transit services) and encouraging regional transportation coordination?

Yes. *The project may be eligible to receive STA funds.*

No. *The project is not eligible to receive STA funds.*

C. PROJECT NARRATIVE

Please provide a narrative to describe the project addressing points #1-13 below:

Project Need/Goals and Objectives

1. Describe the unmet transportation need that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Capital or operations projects (sponsored by public transit operators or in partnership with non-profits or cities) that support and segment but are not traditional fixed route projects may be given extra points under this criteria. Describe the specific community this project will serve and provide pertinent demographic data and/or maps.
2. What are the project's goals and objectives? Provide a baseline and post-implementation estimate of the number of service units that will be provided (e.g., one-way trips, vehicle loans, bus shelters, persons trained). Estimate the number of low-income persons that will be served by this project per day, per quarter and/or per year (as applicable).

Community-Identified Priority

3. How does the project address a transportation gap and/or barrier identified in Community-Based Transportation Plan (CBTP) and/or other substantive local planning effort involving focused inclusive engagement to low-income populations? Indicate the name of the plan(s) and the page number where the relevant gap and/or barrier is identified. Indicate the priority given to the project in the plan. (For a list of San Mateo County CBTPs, please visit <https://ccag.ca.gov/plansreportslibrary-2/>)

Priority will be given to projects that directly address transportation gaps and/or barriers identified through a CBTP or other substantive local planning effort involving focused inclusive engagement to low-income populations; however, other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans or other documented assessment of needs within designated communities of concern.

4. Is the project located in the community in which the CBTP and/or other substantive local planning effort involving inclusive outreach to low-income populations was completed? If not, please include justification for applying the findings from the CBTP and/or other substantive local planning effort in another low-income area.

A map of communities of concern (CoC) is included in the Equity Analysis Report for Plan Bay Area 2040, which is available at: http://2040.planbayarea.org/sites/default/files/2017-07/Equity_Report_PBA%202040%207-2017.pdf

Implementation Plan and Project Management Capacity

5. ***For operating projects:*** Provide an operational plan for delivering service, including a project schedule. For fixed route projects, include a route map.

For capital projects: Provide an implementation plan for completing a capital project, including a project schedule with key milestones and estimated completion date.

6. Describe any proposed use of innovative approaches that will be employed for this project and their potential impact on project success.
7. Is the project ready to be implemented? What, if any, major issues need to be resolved prior to implementation? When are the outstanding issues expected to be resolved?
8. Describe and provide evidence of your organization's ability to provide and manage the proposed project. Identify previous experience in providing and coordinating transportation or related services for low-income persons. Describe key personnel assigned to this project, and their qualifications.
9. Indicate whether your organization has been or is a current recipient of state or federal transportation funding. If your organization has previously received Lifeline funding, please indicate project name and grant cycle and briefly describe project progress/outcomes including the most recent service utilization rate.

Coordination and Program Outreach

10. Describe how the project will be coordinated with the community, public and/or private transportation providers, social service agencies, and private non-profit organizations serving low-income populations.

- 11. Identify project stakeholders and describe how project sponsor will continue to involve and inform key stakeholders throughout the project. Describe plans to market the project, and ways to promote public awareness of the program.

Cost-Effectiveness and Performance Indicators

- 12. Demonstrate how the proposed project is the most appropriate way in which to address the identified transportation need and is a cost effective approach. Identify performance measures to track the effectiveness of the project in meeting the identified goals. At a minimum, performance measures for service-related projects would include: documentation of new “units” of service provided with the funding (e.g., number of trips, service hours, workshops held, car loans provided), cost per unit of service (e.g., cost per trip), and a quantitative summary of service delivery procedures employed for the project. For capital-related projects, milestones and reports on the status of project delivery should be identified.
- 13. Describe a plan for ongoing monitoring and evaluation of the service, and steps to ensure that original goals are achieved.

D. BUDGET

Project Budget/Sustainability

- 1. Provide a detailed line-item budget describing each cost item including start-up, administration, operating and capital expenses, and evaluation in the format provided below. If the project is a multi-year project, detailed budget information must be provided for all years. Please show all sources of revenue, including anticipated fare box revenue.

The budget should be in the following format:

Revenue	Year 1	Year 2	Total
Lifeline Program Funds			\$ -
[Other Source of Funds]			\$ -
[Other Source of Funds]			\$ -
Total Revenue	\$ -	\$ -	\$ -
Expenditures¹	Year 1	Year 2	Total
Operating Expenses (list by category)			\$ -
Capital Expenses (list of category)			\$ -
[Other Expense Category]			\$ -
[Other Expense Category]			\$ -
Total Expenses	\$ -	\$ -	\$ -

¹ If the project includes indirect expenses, the applicant must have a federally approved indirect cost rate and please note that SamTrans will require administrative fees to be budgeted in your project cost for passing through funds.

Clearly specify the source of the required matching funds. Include letter(s) of commitment from all agencies contributing towards the match. If the project is multi-year, please provide letters of commitment for all years.

- 2. Describe efforts to identify potential funding sources for sustaining the service beyond the grant period if needed.

E. STATE AND FEDERAL COMPLIANCE

By signing the application, the signatory affirms that: 1) the statements contained in the application are true and complete to the best of their knowledge; and 2) the applicant is prepared to comply with any and all laws, statutes, ordinances, rules, regulations or requirements of the federal, state, or local government, and any agency thereof, which are related to or in any manner affect the performance of the proposed project, including, but not limited to, Transportation Development Act (TDA) statutes and regulations.

Signature Date

Printed Name

DRAFT

C/CAG AGENDA REPORT

Date: November 30, 2020
To: C/CAG Congestion Management and Environmental Quality (CMEQ) Committee
From: Jeff Lacap, Associate Transportation Systems Coordinator
Subject: Review and approval of the 2021 CMEQ meeting calendar.

(For further information or response to questions, contact Jeff Lacap at jlacap@smcgov.org)

RECOMMENDATION

That the C/CAG Congestion Management and Environmental Quality (CMEQ) Committee review and approve the regular meeting calendar for 2021.

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND

The proposed meeting calendar for 2021 is as follows:

C/CAG Congestion Management & Environmental Quality Committee	
Mondays 3:00 p.m.	
January 25	July – No Meeting
February 22	August 30
March 29	September 27
April 26	October 25
May 24 (May 31 is Memorial Day)	November 29
June 28	December - No Meeting

All meetings are scheduled for the last Monday of the month except for May 24th. Also, following the CMEQ committee’s decision for past years, staff recommends to not schedule meetings for the months of July and December.

Meetings begin at 3:00 p.m. and are currently held via Zoom Videoconference due to COVID-19.

ATTACHMENTS

None.