

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

TECHNICAL ADVISORY COMMITTEE (TAC) AGENDA

Date: Thursday, August 18, 2022

Time: 1:15 P.M.

On September 16, 2021, the Governor signed AB 361, which amended certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings remotely via telephonically or by other electronic means under specified circumstances. Thus, pursuant to Government Code section 54953(e), the C/CAG Board and Committee 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

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Meeting ID: 879 2384 6411

Passcode: 389315

Join by Phone: 669-900-6833

Meeting ID: 879 2384 6411

Passcode: 389315

Persons who wish to address the C/CAG TAC on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to kcheung1@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 Procedure | Cheung | No materials |
| 2. By motion, find that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees. (Action) | Charpentier | Page 1-5 |
| 3. Public comment on items not on the agenda (limited to 2 minutes) | Hurley/Stillman | No materials |
| 4. Issues from the August C/CAG Board meeting <ul style="list-style-type: none">N/A | Cheung | No materials |
| 5. Approval of minutes from the July 21, 2022 Meeting (Action) | Cheung | Page 6-9 |
| 6. Receive an update on the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan (Information) | Wever | Page 10-13 |
| 7. Review and recommend approval of the draft nomination list of projects for the One Bay Area Grant (OBAG) Cycle 3 County & Local Program (Action) | Lacap | Page 14-18 |

8.	Regional Project and Funding Information	Lacap	Page 19-36
9.	Executive Director Report	Charpentier	No materials
10.	Member Reports	All	

The next regularly scheduled meeting is on September 15, 2022.

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Court Yard, 555 County Center, Redwood City, 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 TAC 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 TAC meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the TAC. The TAC 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 Kaki Cheung at (650) 363-4105 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 Kaki Cheung at (650) 363-4105, 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 kcheung1@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 TAC members and 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 made publicly available on the C/CAG website prior to 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 TAC 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 Co-Chairs 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:
 Program Director: Kaki Cheung (650) 363-4105 kcheung1@smcgov.org

C/CAG AGENDA REPORT

Date: August 18, 2022

To: Congestion Management Program Technical Advisory Committee (TAC)

From: Sean Charpentier, Executive Director

Subject: By motion, find that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

(For further information contact Sean Charpentier at scharpentier@smcgov.org)

RECOMMENDATION

That the Technical Advisory Committee finds, by motion, that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

FISCAL IMPACT

There is no fiscal impact.

SOURCE OF FUNDS

Not applicable

BACKGROUND

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers fully sunset on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which board members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during the COVID-19 emergency. AB 361 allows a local agency legislative body to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the legislative body.

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1,

2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows legislative bodies to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present an imminent risk to health or safety. AB 361 is effective immediately as urgency legislation and will sunset on January 1, 2024.

AB 361 also requires that, if the state of emergency remains active for more than 30 days, the legislative body must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. Specifically, the legislative body must find that the need for teleconferencing persists due to risks posed by the ongoing state of emergency. Effectively, this means that local agencies must either agendaize a Brown Act meeting once every thirty days to make these findings, or, **if a local agency has not made such findings within the prior 30 days, the local agency must re-adopt the initial findings if it wishes to conduct a remote meeting.**

Cities throughout San Mateo County and San Mateo County have made the findings required to continue remote meetings. On July 14, 2022, the C/CAG Board of Directors approved Resolution 22-59, which made the findings necessary for remote meetings for both the Board of Directors and its standing Committees, including the Technical Advisory Committee.

Unfortunately, August 18, 2022 is 35 days after the C/CAG Board of Directors approved Resolution 22-59. See Attachment 1. There is no August C/CAG Board of Directors meeting.

The September C/CAG Board meeting will include a resolution similar to 22-59 that would make the findings necessary to continue with remote meetings for both the C/CAG Board and standing C/CAG Committees for another 30 days.

DISCUSSION

The County's high vaccination rate, successfully implemented local health measures (such as indoor masking), and best practices by the public (such as voluntary social distancing) have proven effective, in combination, at controlling the local spread of COVID-19.

However, the California Department of Public Health and the federal Centers for Disease Control and Prevention have cautioned that the Delta variant of COVID-19, currently the dominant strain in the country, is more transmissible than prior variants of the virus, that it may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others, resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>).

Reducing the circumstances under which people come into close contact remains a vital component of the County's COVID-19 response strategy. While local agency public meetings are an essential government function, the last 18 months have demonstrated that conducting such meetings virtually is feasible.

Public meetings pose high risks for COVID-19 spread for several reasons. These meetings bring together people from throughout a geographic region, increasing the opportunity for COVID-19 transmission. Further, the open nature of public meetings makes it difficult to enforce compliance

with vaccination, physical distancing, masking, cough and sneeze etiquette, or other safety measures. Moreover, some of the safety measures used by private businesses to control these risks may be less effective for public agencies.

These factors combine to make in-person public meetings imminently risky to health and safety.

Given that the TAC meeting is occurring 35 days after the approval of C/CAG Resolution 22-59, staff recommend that in order to continue to have remote meetings, the Committee finds, by motion, that conducting in-person meetings at the present time would present an imminent risk to the health and safety of attendees. Staff do not anticipate a need to agendaize a similar item at future TAC meetings, because future TAC meetings should occur within 30 days of the C/CAG Board of Directors approval of a resolution making the necessary findings.

ATTACHMENT

1. Resolution 22-59

RESOLUTION 22-59

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY, MEETING IN PERSON FOR MEETINGS OF THE C/CAG BOARD OF DIRECTORS AND ALL OTHER C/CAG LEGISLATIVE BODIES WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES, AND THAT THE STATE OF EMERGENCY CONTINUES TO DIRECTLY IMPACT THE ABILITY OF MEMBERS OF THE BOARD OF DIRECTORS AND C/CAG LEGISLATIVE BODIES TO MEET SAFELY IN PERSON.

RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG); that,

WHEREAS, on March 4, 2020, pursuant to California Government Code section 8550, *et seq.*, Governor Newsom proclaimed a state of emergency related to the COVID-19 novel coronavirus, and subsequently, the San Mateo County Board of Supervisors declared a local emergency related to COVID-19, and the proclamation by the Governor and declaration by the Board of Supervisors remain in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions in the California Open Meeting law, Government Code section 54950 *et seq.* (the “Brown Act”), related to teleconferencing by local agency legislative bodies, provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended provisions of Executive Order N-29-20 that waive otherwise-applicable Brown Act requirements related to remote/teleconference meetings by local agency legislative bodies through September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 into law, and AB 361 provides that a local agency legislative body subject to the Brown Act may continue to meet without complying with the otherwise-applicable requirements in the Brown Act related to remote/teleconference meetings by local agency legislative bodies, provided that a state of emergency has been declared and the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and provided that the legislative body makes such findings at least every thirty (30) days during the term of the declared emergency; and

WHEREAS, the C/CAG Board of Directors concludes that there is a continuing threat of COVID-19 to the community, and that Board meetings have characteristics that give rise to risks to health and safety of meeting participants (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to participate fully in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings); and

WHEREAS, the C/CAG Board of Directors has an important governmental interest in protecting the health and safety of those who participate in its meetings; and

WHEREAS, on October 14, 2021, the C/CAG Board of Directors approved Resolution 21-79

making the findings necessary to continue holding remote meetings of the C/CAG Board of Directors and all other C/CAG legislative bodies; and

WHEREAS, at subsequent meetings, the C/CAG Board of Directors adopted resolutions making the findings necessary to continue remote meetings for both the C/CAG Board of Directors and all other C/CAG legislative bodies; and

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the C/CAG Board of Directors deems it necessary to find that meeting in person would present imminent risks to the health or safety of attendees, and that the COVID-19 state of emergency continues to directly impact the ability of members of the Board of Directors and all other C/CAG legislative bodies to meet safely in person, and thus intends to continue to invoke the provisions of AB 361 related to teleconferencing;

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that

1. The recitals set forth above are true and correct.
2. The C/CAG Board of Directors has reconsidered the circumstances of the state of emergency caused by the spread of COVID-19.
3. The C/CAG Board of Directors finds that the state of emergency caused by the spread of COVID-19 continues to directly impact the ability of members of the Board of Directors and all other C/CAG legislative bodies to meet safely in person.
4. The C/CAG Board of Directors further finds that holding meetings of the C/CAG Board Directors and all other C/CAG legislative bodies in person would present imminent risks to the health or safety of attendees.
5. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF JULY 2022.



Davina Hurt, Chair

**CONGESTION MANAGEMENT PROGRAM (CMP)
TECHNICAL ADVISORY COMMITTEE (TAC)
July 21, 2022
MINUTES**

No.	Member	Agency	Jan	Feb	Mar	Apr	May	Jul
1	Ann Stillman (Co-Chair)	San Mateo County Engineering	x	x	x	x	x	
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x	x	x	x
3	Robert Ovardia	Atherton Engineering	x	x	x	x	x	x
4	Peter Brown	Belmont Engineering	x	x	x	x		x
5	Randy Breault	Brisbane Engineering	x	x		x	x	x
6	Syed Murtuza	Burlingame Engineering	x	x	x		x	x
7	Sean Charpentier	C/CAG	x	x	x	x	x	x
8	Brad Donohue	Colma Engineering	x			x	x	x
9	Richard Chiu	Daly City Engineering	x	x	x	x	x	x
10	Tatum Mothershead	Daly City Planning	x	x	x		x	x
11	Louis Sun	Foster City Engineering	x	x	x	x		x
12	Paul Willis	Hillsborough Engineering	x	x	x	x	x	x
13	Maz Bozorginia	Half Moon Bay Engineering	x	x	x	x	x	x
14	Nikki Nagaya	Menlo Park Engineering			x	x	x	x
15	Andrew Yang	Millbrae Engineering		x	x	x	x	x
16	Lisa Petersen	Pacifica Engineering	x	x	x	x	x	x
17	Jessica Manzi	Redwood City Engineering	x	x	x	x	x	
18	Matthew Lee	San Bruno Engineering	x	x	x	x	x	x
19	Steven Machida	San Carlos Engineering	x		x	x	x	x
20	Azalea Mitch	San Mateo Engineering	x	x	x	x	x	x
21	Eunejune Kim	South San Francisco Engineering	x	x	x			x
22	Billy Gross	South San Francisco Planning	x	x	x	x	x	x
23	Sean Rose	Woodside Engineering	x		x	x		x
24	James Choe	MTC	x	x	x	x		x

The two hundred seventy-ninth(279th) meeting of the Technical Advisory Committee took place on July 21, 2022 at 1:16 p.m.

TAC members attending are listed on the Roster and Attendance table on the preceding page. Others attending the meeting were: Jeffrey Lacap, Kaki Cheung, Audrey Shiramizu, Eva Gaye, Kim Springer, Kim Wever – C/CAG; Khoa Vo – County of San Mateo; Dave Bockhaus – City of South San Francisco; Patrick Gilster, Heba EL-Guindy – San Mateo County Transportation Authority (SMCTA); Drew and others not noted.

1. Brief Overview of Teleconference Meeting Procedures

C/CAG staff Kaki Cheung described how the Committee Meeting would run virtually.

2. Public comment on items not on the agenda

There were no public comments regarding items not on the agenda.

3. Issues from the June and July 2022 C/CAG Board meetings (Information)

C/CAG staff Kaki Cheung described the items of interest from the last C/CAG Board meeting. She also clarified a typo on the third bullet should read “local match” instead of “local march”.

4. Approval of minutes from the May 19, 2022 Meeting (Action)

Motion – To approve the minutes of the May 19, 2022 TAC meeting, Murtuza/Breault. Roll Call was taken. All members in attendance voted to approve. Motion passed 22-0.

5. Review and recommend approval of the updated authorization form for the C/CAG-VTA Travel Demand Model (Action)

C/CAG staff Jeff Lacap presented the updated authorization form for the C/CAG-VTA Travel Demand Model. At the January Committee meeting, the Committee suggested looking into revising the authorization fee. When the model use authorization form was developed in 2011, it has been rare for C/CAG staff to assess the \$10,000 fee for outside entities to use the C/CAG-VTA Travel Demand Model. Staff therefore recommended retaining the \$10,000 fee.

There is no fee for member agencies and planning partners to request authorization to use the model. In the event that a developer or outside entity requests authorization to use the C/CAG-VTA Travel Model without support from a C/CAG member agency or planning partner, there is a \$10,000 fee.

Co-Chair Hurley asked about the meaning of “support from a C/CAG member agency or planning partner”. C/CAG staff Jeff Lacap clarified that “support” means that a C/CAG member agency is listed as a stakeholder as part of the authorization request.

Motion – To approve the updated authorization form for the C/CAG-VTA Travel Demand Model, Ovadia/Breault. Roll Call was taken. All members in attendance voted to approve. Motion passed 22-0.

6. Receive a presentation on the San Mateo Countywide Vehicles Miles Traveled (VMT) Estimation Tool and update on SB 743 implementation efforts (Information)

C/CAG staff Jeff Lacap presented on the San Mateo Countywide VMT Estimation Tool. C/CAG has developed a countywide, web and Geographic Information Systems (GIS)-based tool, called the San Mateo Countywide VMT Evaluation Tool. Using the Tool, local agencies will be able to perform the following tasks and determine the significance of a project's transportation impacts under CEQA.

- Baseline VMT Screening Evaluation
- Screens Land Use Projects
- Land Use Project-Generated VMT Estimation

In addition to the VMT Estimation Tool, a whitepaper was curated to help C/CAG member agencies meet the new requirements of CEQA under SB 743. The paper contains information supporting decisions for VMT metrics, calculation methods, impact thresholds, and mitigation actions for use by C/CAG member agencies.

C/CAG Executive Director Sean Charpentier asked if C/CAG can view how many jurisdictions have used it. C/CAG staff Jeff Lacap will check with the Consultant but right now C/CAG can only see how many have used the tool since there is no log in information required to use the tool. SMCTA staff Heba EL-Guindy mentioned that there should be an option to get an email alert with log in information and that City of Culver City and City of San Jose already use that feature.

Co-Chair Hurley asked if the tool could assist with VMT banking. C/CAG staff Jeff Lacap will look into assisting with VMT banking since other regions are exploring that concept.

7. Receive an update on the MTC One Bay Area Grant Cycle 3 (OBAG 3) County & Local Program (Information)

C/CAG staff Jeff Lacap provided an update on the MTC One Bay Area Grant Cycle 3 (OBAG 3) County & Local Program. By the due date of July 1, 2022, C/CAG received 29 capital project applications from a total of 18 jurisdictions and 3 partner agencies, totaling \$88.3 million; approximately 270% of the \$32.6 million available county target. The average funding request is \$3 million.

Member Brown asked if there was criteria to spread out the funds evenly. C/CAG Executive Director Sean Charpentier explained that there was no criteria to spread out the funds evenly since the nomination list does not guarantee award since MTC will make the final selection. The criteria was developed to nominate the most competitive projects since the County award target is not guaranteed.

Members discussed concerns on schedule and opportunity for reevaluating the priority nomination list. C/CAG Executive Director Sean Charpentier stated staff will have from the August TAC meeting to the September Board meeting to address any concerns. In addition, staff can possibly schedule a special TAC meeting if there are major concerns.

Member Willis stated that more information should be provided to the evaluation panel such as project readiness, outstanding projects, and funds awarded previously.

8. Regional Project and Funding Information

C/CAG staff Jeff Lacap highlighted the following items from his staff report: new format of the Inactive Projects list; the PMP certification list, MTC annual obligation plan, and funding opportunities. The two items not in the staff report include:

- MTC’s Letter of Interest Transportation Electrification projects due August 10th, 2022
 - <https://mtc.ca.gov/planning/transportation/transportation-electrification>
- SMCTA’s 2022 Cycle 6 Pedestrian and Bicycle Program Call for Projects due September 23rd, 2022.
 - <https://www.smcta.com/2022-cycle-6-pedestrian-and-bicycle-program-call-projects>

C/CAG Executive Director Sean Charpentier also shared a link to the press release from Congresswoman Jackie Speier’s office about the member directed projects approved by House Appropriations for 2023, which included one from C/CAG and many from San Mateo County jurisdictions: <https://speier.house.gov/press-releases?ID=81A28BB9-3C7C-4515-BF24-91540F01D541>

8. Executive Director Report (Information)

C/CAG Executive Director Sean Charpentier shared that there is an elected official seat open on the Congestion Management and Environmental Quality (CMEQ) Committee. Staff will share the committee roster for members to check if their jurisdiction is represented. Sean also provided an update on the Express Lane Equity program and that staff will be broadening outreach for the program, which may include the TAC.

9. Member Reports (Information)

Member Choe shared the grant for parking curb management projects and an email will be sent soon.

10. Adjournment

Co-Chair Hurley adjourned the meeting at 2:19p.m.

C/CAG AGENDA REPORT

Date: August 18, 2022

To: Congestion Management Program Technical Advisory Committee

From: Kim Wever, Transportation Program Specialist

Subject: Receive an update on the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan

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

RECOMMENDATION

That the Technical Advisory Committee receives an update on the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan.

FISCAL IMPACT

The cost to develop the Study is \$99,994.

SOURCE OF FUNDS

Federal Surface Transportation Program and local Congestion Relief Plan funds.

BACKGROUND

Micromobility refers to services such as bikeshare and scooter-share, where users are able to check out various small and light-weight vehicles for short term use through a self-service rental portal. It has been envisioned as one of the tools to address first and last mile challenges, bridging the transportation gap between home and transit stations, and from transit stations to places of employment. Other benefits of micromobility includes reducing short distance vehicle trips and increasing transportation access. Micromobility was also one of the recommended programs in the Board adopted 2021 C/CAG Comprehensive Bicycle and Pedestrian Plan.

On September 2021, C/CAG released a Request for Proposal (RFP) for the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan. In December 2021, Board approved a consultant contract with Alta Planning + Design to prepare the Study.

The key deliverables for the Study include the following:

1. Evaluate the feasibility of a micromobility program
2. Define program benefits, establish County specific goals and performance measures
3. Perform case studies research, and summarize findings and recommendations
4. Assess market demand and identify potential pilot locations throughout the County; and
5. Develop program guidelines and sample micromobility permit application, and draft ordinance template with fee examples.

The initial analysis results showed that a bikeshare and/or scooter-share program is feasible in San Mateo County. Findings were presented to the Ad Hoc advisory group, the Bicycle and Pedestrian Advisory Committee (BPAC), the Congestion Management Program Technical Advisory Committee (TAC), the Congestion Management and Environmental Quality (CMEQ) Committee, and the C/CAG Board of Directors at their April and May meetings.

Since the last presentation to the Committee, the project team has:

- Developed the draft program goals and performance measures.
- Conducted individual interviews with six local jurisdictions (Cities of Burlingame, Millbrae, Redwood City, San Mateo, South San Francisco, and County of San Mateo) and six partner agencies (Caltrain, Commute.org, Joint Venture, SamTrans, San Mateo County Transportation Authority, and Silicon Valley Bicycle Collation) to engage their interest and participation in a multi-jurisdictional program.
- Researched best practices and identified peer systems that are the most applicable to a future system in the County.
- Proposed program recommendations.

Draft Program Recommendations

The project team is recommending a multi-jurisdictional shared micromobility program in the County. The analysis found that it is most effective for one single organization to lead the program, with an option that allows individual jurisdictions to opt in to participate. In addition, the consultant proposed five test locations to pilot the program, based on the following characteristic: proximity to transit, barriers, and equity priority focus areas, and potential market demand. It is recommended that the program manager begins with one pilot location and expand when there's sufficient ridership, additional funding, available infrastructure, and projected demand. The five potential pilot location areas are the following:

1. Redwood City and North Fair Oaks
2. Daly City, Pacifica, South San Francisco, and San Bruno
3. Daly City and Broadmoor
4. South San Francisco and unincorporated San Mateo County
5. Millbrae and Burlingame

The Draft Program Recommendations (Web Attachment 1) memo includes key considerations for how such a program should be governed and structured. The memo also identifies the roles and responsibilities of the program manager/lead, and cost implications for various program types of sizes. The table shown below is excerpted from the Draft Program Recommendations memo, which summarizes key characteristics of each program type and the approximate annual operating costs. A list of funding opportunities is also presented in the memo for considerations.

Table 1: Overview of program costs by scenario

Scenario	Key Facts	Approximate Annual Operating Costs
Scenario 1: No Action	<ul style="list-style-type: none"> No associated capital costs No associated operating costs Leads to duplication of effort among jurisdiction, small impact on reducing single-occupant vehicle (SOV) trips 	<ul style="list-style-type: none"> Unknown (would include redundant staff efforts in local jurisdictions)
Scenario 2: Regional Program Oversight and Contract Management	<ul style="list-style-type: none"> Minimal capital costs (about \$2,500 per parking location/docking station; \$125,000 for 50 mobility hubs) One FTE of resources to manage contract and program oversight (\$150,000) Potential for modest revenues through permit fees (\$20 to \$100 per vehicle per year; \$20,000 to \$50,000 or \$0.10 per trip) to offset costs 	<ul style="list-style-type: none"> \$100,000 - \$150,000 per year
Scenario 3: Subsidized System	<ul style="list-style-type: none"> Minimal capital costs (about \$2,500 per parking location/docking station) One FTE of resources to manage contract and program oversight Subsidies of \$100,000 annually to the vendor to cover costs associated with operations and maintenance of the program¹ Potential for modest revenues through permit fees (\$20 to \$100 per vehicle per year; \$20,000 to \$50,000 or \$0.10 per trip) to offset costs 	<ul style="list-style-type: none"> \$200,000 - \$250,000 per year
Scenario 4: Fully Publicly Owned System	<ul style="list-style-type: none"> Major capital investment (\$2,500 per vehicle and \$2,500 per parking location/docking station, 50 locations) One FTE of resources to manage contract and program oversight plus operating fee with vendor (about \$200 per vehicle per month) 25 percent cost recovery from user fees. Potential for additional revenue from advertising, sponsorships, and local operating support not counted. Replacement of 20% of the fleet per year due to state-of-good repair (e.g., end of life replacement, theft, vandalism). 	<ul style="list-style-type: none"> \$650,000 annually in operating (\$1,200,000 operating costs - \$550,000 revenue from user fees)² \$250,000 in annual state-of-good repair costs \$1.6 million in start-up capital costs

¹ Based on an assumed trip per vehicle per day of 1.0 and the operating subsidy paid by the program managing public entity.

² Operating costs and revenues are estimated based on revenues for peer systems. This figure assumes one trip per vehicle per day for a system of 500 vehicles with average user revenues of \$3.00. The operating cost figure assumes \$200 per vehicle per month.

Next steps

At the August meeting, the Committee will receive a presentation focusing on the proposed program recommendations and have an opportunity to provide input. The Bicycle and Pedestrian Advisory Committee (BPAC) and the Ad Hoc Advisory Group (AHAG) reviewed the proposed recommendations and provided feedback at their July meetings. The BPAC and AHAG commented that they recommend a minimum of three jurisdictions in the pilot phase, helmet requirements, and to look into library's bike share program for areas with less demand. The recommendations will also be presented to the Congestion Management and Environmental Quality (CMEQ) Committee, and the C/CAG Board of Directors. The feedback received will help finalized the Implementation Plan (including Program Guidelines and Regulatory Framework), which will be brought back the Committees and Board for consideration in Fall 2022.

WEB ATTACHMENTS

1. Draft Program Recommendations (*will be available online at <https://ccag.ca.gov/committees/congestion-management-program-technical-advisory-committee/>*)
2. Powerpoint Presentation (*will be available online at <https://ccag.ca.gov/committees/congestion-management-program-technical-advisory-committee/>*)

C/CAG AGENDA REPORT

Date: August 18, 2022

To: Congestion Management Program Technical Advisory Committee

From: Jeff Lacap, Transportation Systems Coordinator

Subject: Review and recommend approval of the draft nomination list of projects for the One Bay Area Grant (OBAG) Cycle 3 County & Local Program

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

RECOMMENDATION

That the Technical Advisory Committee reviews and recommends approval of the draft nomination list of projects for the One Bay Area Grant (OBAG) Cycle 3 County & Local Program.

FISCAL IMPACT

Other than staff time, there is not any direct fiscal impact to C/CAG at this time. Upon C/CAG and MTC approval, the OBAG 3 County & Local Program funds will be allocated to project sponsors directly.

SOURCE OF FUNDS

MTC allocates federal funds through the OBAG 3 County & Local Program, including Congestion Mitigation and Air Quality (CMAQ) funds and Surface Transportation Program (STP) funds. As part of the OBAG 3 process, C/CAG Board authorized an infusion of \$900,000 in Measure M funds to pay for Safe Routes to School eligible projects.

BACKGROUND

OBAG 3 County & Local Program

The One Bay Area Grant (OBAG) program is the policy and programming framework for investing federal Surface Transportation Program (STP), Congestion Mitigation and Air Quality Improvement (CMAQ), and other fund programs throughout the San Francisco Bay Area. The Metropolitan Transportation Commission (MTC) established the OBAG program in 2013 to strengthen the connection between transportation investments and regional goals for focused growth in Priority Development Areas (PDAs), places near public transit that are planned for new homes, jobs, and community amenities.

On January 26, 2022, MTC adopted Resolution 4505 outlining and approving the OBAG Cycle 3 (OBAG 3) Grant Program. A total of \$750 million will be available in the region, with a 50/50 funding split between the Regional and County & Local Programs. This funding will be available over a four-year horizon, from FY 2022-23 through FY 2025-26. The OBAG 3 policy

considerations includes focusing investments in PDAs, incorporating recent policy initiatives such as regional safety/vision zero policies and other strategies from Plan Bay Area 2050, and addresses federal programming requirements. MTC will directly administer the Regional Program and C/CAG, as the County Transportation Agency (CTA) for San Mateo County, will assist MTC in administering the County & Local Program. In addition to the evaluation criteria prescribed by MTC, CTAs may include other local criteria into their prioritization processes but must be approved by both MTC staff and the C/CAG Board of Directors. General highlights of the adopted OBAG 3 program guidelines and jurisdictional eligibility requirements can be found in Attachment 1.

MTC will have a larger role in the County & Local Program's call for projects and final project selection, per federal programming requirements that do not allow for formula distribution. Similar to the process used for last year's MTC Safe and Seamless Mobility Quick-Strike Program, MTC will adopt guidance and nomination targets. The Commission will then select projects based on initial county screening and prioritization received by the nine counties in the Bay Area, in addition to incorporating other regional considerations. The CTA ranking and prioritization will account for 75% of the regional ranking. Project nomination lists are due to MTC by September 30, 2022.

C/CAG staff presented a preview of the OBAG 3 County & Local Program to the November 18th, 2021 C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC) and January 31st, 2022 C/CAG Congestion Management and Environmental Quality (CMEQ) Committee meetings.

The process and guidelines for the OBAG 3 County & Local Program was recommended for approval by the C/CAG CMP TAC, CMEQ, and Bicycle and Pedestrian Advisory Committee (BPAC) at their respective March 2022 meetings. The C/CAG Board of Directors approved the process and guidelines at their April 14th, 2022 meeting.

On May 11, 2022, C/CAG staff released the call for projects. Staff has held applicant workshops to provide guidance on the application process. Additionally, public workshops have been held to solicit project ideas from members of the public. Project applications were due on Friday, July 1, 2022, at 12pm.

Project Evaluation

By the due date of July 1, 2022, C/CAG received 29 capital project applications from a total of 18 jurisdictions and 3 partner agencies, totaling \$88.3 million. The total funding request was 270% of the \$32.6 million available county nomination target. The average funding request is \$3 million. C/CAG staff determined that all projects were eligible, and no projects were removed from consideration. Upon the initial staff screening, staff forwarded the project applications to the nine member evaluation panel comprised of representatives from the C/CAG CMEQ and BPAC Committee, Commute.org, Silicon Valley Bicycle Coalition, and local city staff. To streamline the review process, the panel reviewed the following areas in the application: Project Description, Project Justification, and Community Support/Engagement. Staff reviewed and screened the remaining categories for all the applications.

Attachment 2 shows the initial ranking of projects (Option 1). Based on the rankings, the top eight projects are recommended for funding, leaving a balance of \$384,825. Staff recommends

funding the Sharp Park Priority Development Area Pedestrian Improvement project from the City of Pacifica using the remaining balance. This would allow some level of geographic distribution of funding, and not one jurisdiction receives funding for more than one project. With the additional infusion of the \$900,000 in Measure M, the Sharp Park project would be close to being fully funded.

Staff recommend Option 2, the top eight highest ranked projects would also get funded, but the US 101/Peninsula Avenue Interchange Improvements project from the City of San Mateo will only get partial funding. Because of the current project schedule and a fairly large funding gap for the construction phase, staff believes that the construction funding for the project would be competitive at the regional level when the project is further developed. The project sponsor has indicated that additional funding is necessary for the PSE phase, and that the project must receive federal funds so that the NEPA clearance can be completed. Therefore, staff recommends allocating \$1,000,000 to advance the project's PS&E phase. Similar to the reasons described in Option 1, the remaining grant balance can be directed to fund the Adelante Selby Spanish Immersion School Safe Route to Schools Project in the Town of Atherton and the Sharp Park Priority Development Area Pedestrian Improvement Project in the City of Pacifica.

Staff had proposed a target of 65% (up to \$21.2m) large projects and 35% (up to \$11.4m) small projects (\$1m or less). The staff recommendation does not meet this target for the following reasons. There were far fewer smaller applications submitted than anticipated. Only 5 out of the 29 projects were "small" projects requesting a total of \$3.9 million. The "small" projects received lower scores. The scoring process did not take size into account. The relatively low scores could be an indicator of low regional competitiveness. Furthermore, if the size targets were applied, the small projects would be recommended for funding simply because of their size. This would raise concerns with the MTC and FHWA about a specific "suballocation" which is prohibited under MTC's and FHWA's guidelines.

Staff met the evaluation panel to discuss project ranking on August 12, 2022. The evaluation panel was supportive of staff's recommendation to proceed with Option 2.

As discussed at the July Committee meeting, staff proposed to direct \$200,000 of Measure M Safe Routes to School funds to the current San Mateo County Transportation Authority (SMCTA) Call for Projects for pedestrian and bicycle projects.

Recommendation

C/CAG staff requests that the Technical Advisory Committee reviews and recommends approval of the draft nomination list of projects under Option 2 for the One Bay Area Grant (OBAG) Cycle 3 County & Local Program.

Staff also requests that the Technical Advisory Committee recommends C/CAG Board approval of \$200,000 in Measure M Safe Routes to School funding to be incorporated into the SMCTA Call for Projects for pedestrian and bicycle projects

ATTACHMENTS

1. April 14, 2022 C/CAG Board Staff Report – Item 7.3: Review and approval of the proposed C/CAG Guidelines and process for the MTC One Bay Area Grant Cycle 3 (OBAG 3) County

& Local Program (*Can be viewed at: <https://ccag.ca.gov/wp-content/uploads/2022/04/041422-CCAG-Board-Agenda-Revised.pdf>*)

2. Draft project nomination list for the One Bay Area Grant 3 (OBAG 3) County & Local Program (Option 1 and 2)

OBAG 3 Draft Prioritized List Recommendation

Application ID	Sponsor Name	Project Name	OBAG3 Funds Requested	Option 1 (Baseline)		Option 2 (Staff Recommendation)		Project Description, Project Need, Community Support/Engagement	Alignment with Regional Policies, Project Readiness, Local Match	Total Score	Safe Routes to School (within 1/2 Mile)
				OBAG 3 Recommended Funding Allocations	Measure M Recommended Funding Allocations	OBAG 3 Recommended Funding Allocations	Measure M Recommended Funding Allocations				
12	San Mateo County	Bay Road Complete Street Rehabilitation Project	\$ 3,806,790	\$ 3,806,790		\$ 3,806,790		58	58	115.6	Yes
9	City of South San Francisco	School Street/Spruce Avenue and Hillside Boulevard Safety and Access Improvement Project	\$ 3,127,385	\$ 3,127,385		\$ 3,127,385		54	60	113.9	Yes
16	City of Redwood City	Roosevelt Avenue Traffic Calming Project	\$ 3,400,000	\$ 3,400,000		\$ 3,400,000		58	53	111.2	Yes
19	City of San Mateo	US 101/Peninsula Avenue Interchange Improvements Project	\$ 5,000,000	\$ 5,000,000		\$ 1,000,000		57	54	111.2	Yes
20	San Mateo County Transportation Authority	19th Avenue/Fashion Island Boulevard Complete Street Class IV Bikeway	\$ 3,375,000	\$ 3,375,000		\$ 3,375,000		57	53	109.6	Yes
25	Town of Colma	El Camino Real Complete Street Project from Mission Road to City of South San Francisco (Segment B)	\$ 4,640,000	\$ 4,640,000		\$ 4,640,000		54	52	105.6	Yes
13	City of Menlo Park	Middle Avenue Caltrain Pedestrian and Bicycle Undercrossing	\$ 5,000,000	\$ 5,000,000		\$ 5,000,000		53	52	105.0	No
24	City of Burlingame	Rollins Road Bicycle and Pedestrian Improvement Project	\$ 3,900,000	\$ 3,900,000		\$ 3,900,000		53	51	104.3	Yes
23	City of Redwood City	101/Woodside UPRR Bikeway Project	\$ 4,800,000					52	52	104.3	Yes
26	City of Redwood City	Broadway Bicycle and Pedestrian Vision Zero Project	\$ 3,054,300					55	48	103.1	Yes
1	City of Burlingame	California Drive Bicycle and Pedestrian Improvement Project	\$ 2,000,000					49	52	101.3	Yes
17	Town of Atherton	Adelante Selby Spanish Immersion School Safe Route to Schools Project	\$ 3,115,024			\$ 3,115,024		52	49	100.8	Yes
15	City of Menlo Park	El Camino Real Pedestrian Crossing Improvements	\$ 2,000,000					49	51	100.3	Yes
18	San Mateo County Transit District (SamTrans)	Express Bus Mobility Hub	\$ 5,000,000					52	48	99.6	Yes
8	BART	Next Generation Fare Gates Project at Northern San Mateo County BART Stations	\$ 4,457,455					47	52	99.1	No
5	City of Pacifica	Sharp Park Priority Development Area Pedestrian Improvement	\$ 2,360,000	\$ 384,825	\$ 900,000	\$ 1,269,801	\$ 900,000	50	49	98.8	Yes
7	BART	Next Generation Fare Gates Project at Central San Mateo County	\$ 4,791,764					47	51	97.9	No
10	City of Half Moon Bay	Kelly Avenue Complete Street Project	\$ 5,000,000					54	43	96.9	Yes
28	City of Millbrae	Micro-Mobility Hub Phase 2 and Electric Vehicle Shuttle Program servicing riders to and from Multi-Modal BART/Caltrain/HSR Station, Affordable Housing, Job Centers and Schools	\$ 880,000					48	47	95.0	Yes
27	City of Daly City	Bayshore and Woodrow Wilson Safe Routes to School Project	\$ 4,550,000					45	45	89.9	Yes
3	City of San Carlos	Holly Street/US-101 Pedestrian and Bicyclist Overcrossing	\$ 5,000,000					46	41	87.3	No
11	East Palo Alto	Runnymede Street between Pulgas Avenue and the Bay Trail within the City of East Palo Alto.	\$ 2,010,000					41	41	82.0	Yes
6	Town of Woodside	The Glens Path - Pedestrian Safety Improvements - Phase 3	\$ 536,000					42	38	80.0	No
4	City of Pacifica	Rosita Road from Adobe Drive to Oddstad Boulevard, Pacifica, CA	\$ 1,781,600					40	38	77.8	Yes
21	City of Belmont	City of Belmont Pedestrian and Bike Improvements	\$ 1,000,000					35	42	77.3	Yes
14	City of Foster City	Street Rehabilitation - Edgewater (FY 24-25)	\$ 1,200,000					33	43	75.8	Yes
22	City of Foster City	Foster City Safe Routes to School Improvements	\$ 504,000					36	36	72.1	Yes
2	City of San Carlos	Safe Routes to School Improvement Project	\$ 1,100,000					40	29	68.6	Yes
29	Town of Hillsborough	Hillsborough Street Resurfacing Project	\$ 1,000,000					36	31	67.2	Yes
			\$ 88,389,318	\$ 32,634,000	\$ 900,000	\$ 32,634,000	\$ 900,000				

C/CAG AGENDA REPORT

Date: August 18, 2022

To: Congestion Management Program Technical Advisory Committee

From: Jeff Lacap, Transportation Systems Coordinator

Subject: Regional Project and Funding Information

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

RECOMMENDATION

That the Technical Advisory Committee receives information on regional project and funding related items.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A

BACKGROUND

C/CAG staff routinely attends meetings hosted by the Metropolitan Transportation Commission (MTC) and receives information distributed from MTC pertaining to federal funding, project delivery, and other regional policies that may affect local agencies. Attached to this report includes relevant information from MTC.

FHWA Policy for Inactive Projects

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

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

Pavement Management Program (PMP) Certification

The current PMP certification status listing is attached (Attachment 2). Jurisdictions without a current PMP certification are not eligible to receive regional funds for local streets rehabilitation and will have

projects removed from MTC's obligation plans until their PMP certification is in good standing. Contact Sui Tan at stan@bayareametro.gov if you need to update your certification.

Miscellaneous MTC/CTC/Caltrans Federal Aid Announcements

Proposed MTC Annual Obligation Plan for FY 2022-23

The MTC Annual Obligation Plan (AOP) status report for FY 2022-23 is attached for your reference (Attachment 3). The FY2022-23 AOP contains STP, CMAQ, HSIP, Local Bridge Seismic Retrofit Program, ATP, LPP and SB 1 programmed projects with federal funds.

The jurisdictions listed in this report are required to deliver a complete, funding obligation Request for Authorization (RFA) package to Caltrans Local Assistance by November 1, 2022 for this upcoming federal fiscal year. Funds that do not meet the obligation deadline of January 31, 2023 are subject to re-programming by MTC.

As part of the evaluation process in this development phase, the project sponsor will need to provide MTC information stating the delivery schedule with major project milestones such as:

- Field Review completion (or at least scheduled) by September 30th, 2022
- Federal Project Number (FPN)
- Environmental clearance, PS&E, and/or ROW certification
- Anticipated construction advertisement date
- Anticipated construction award date

Please note that projects on the FY2022-23 Annual Obligation Plan will be subject to regional project delivery policy and deadlines stated in MTC Resolution 3606 (Attachment 4). The regional project delivery policy establishes certain deadlines and requirements for agencies accepting Federal Highway Administration (FHWA) funding and the intent of the regional funding delivery policy is to ensure implementing agencies do not lose any funds due to missing a federal or state funding deadline, while providing maximum flexibility in delivering transportation projects.

Project sponsors will need to respond via e-mail to MTC confirming that your project is to remain on the FFY 2022-23 AOP no later than **Wednesday August 31, 2022**. Staff is currently in the process of working with project sponsors with projects scheduled in FFY 2022-23.

The Plan will be discussed at the September MTC Joint Partnership - Local Streets and Roads/Programming and Delivery Working Group and will be finalized on October 1, 2021. Questions on the plan development and current status of projects can be directed to: John Saelee at (415) 778-6711 or jsaelee@bayareametro.gov

SMCTA 2022 Cycle 6 Pedestrian and Bicycle Program Call for Projects

The Call for Projects for the Cycle 6 San Mateo County Transportation Authority (SMCTA) Pedestrian and Bicycle Program is currently underway. "Notice of Intent to Submit" Survey for Pre-Submittal Meeting Requests are due on August 19, 2022, and project applications are due on September 23, 2022.

More information can be found here: <https://www.smcta.com/2022-cycle-6-pedestrian-and-bicycle->

[program-call-projects](#)

USDOT Safe Streets and Roads for All (SS4A)

This program appropriates \$5 billion over the next five years to fund regional, local, and Tribal initiatives to prevent roadway deaths and serious injuries, with up to \$1 billion available in 2022. Eligible applicants include MPOs, counties, cities, towns, transit agencies, other special districts that are subdivisions of a State, federally recognized Tribal governments, and multi-jurisdictional groups comprised of the previously listed entities. Applications are due to USDOT on Thursday, September 15, 2022.

More information can be found here: <https://www.transportation.gov/grants/SS4A>

USDOT Reconnecting Communities Pilot Program – Planning Grants and Capital Construction Grants

The Bipartisan Infrastructure Law (BIL) established the new Reconnecting Communities Pilot (RCP) discretionary grant program, funded with \$1 billion over the next 5 years.

It is the first-ever program to help reconnect communities that were previously cut off from economic opportunities by transportation infrastructure. Funding supports planning grants and capital construction grants, as well as technical assistance, to restore community connectivity through the removal, retrofit, mitigation, or replacement of eligible transportation infrastructure facilities.

Applications are due to USDOT through Thursday, October 13, 2022.

More information can be found here: <https://www.transportation.gov/grants/reconnecting-communities>

USDOT Notice of Funding Opportunities 2022

In order to provide stakeholders with more visibility into upcoming funding opportunities, US Department of Transportation (USDOT) has published a list of anticipated dates for Notice of Funding Opportunities (NOFOs) for key Bipartisan Infrastructure Law programs. The NOFO list is not comprehensive and will be *updated periodically* with new programs and dates.

Full details can be found here: <https://www.transportation.gov/bipartisan-infrastructure-law/upcoming-notice-funding-opportunity-announcements-2022>

Lapsed Project End Dates

Please review the Caltrans Project End Date (PED) lookahead report attached (Attachment 5) and work with Caltrans Local Assistance to take appropriate action.

Any work done on projects past the PED is not eligible for reimbursement. PEDs should be extended prior to the expiration of the current PED. If a PED is extended after its lapse, then the work done during the lapsed period is not reimbursable. PEDs must be extended through an E-76 modification. Please plan on the E-76 approval process to take at least 4 weeks.

Caltrans Division of Local Assistance (DLA), Office of Project Implementation provides guidance and support to local agencies in managing the Federal-aid projects. The Project End Date (PED), analogous to the previously used Agreement End Date (AED), is the date that an agency estimates to identify the

end of a project phase's Period of Performance (end of Federally participating work). It is defined as the date after which no additional federally participating costs may be incurred for an authorized phase of work.

The look ahead report attached lists projects with (i) expired PED, (ii) PED to expire within the next three months, (iii) PED to expire within the next 6 months and (iv) PED to expire in more than 6 months but with lapses in the past. The purpose of this list is to alert local agencies of expired or expiring PEDs, so they can initiate PED extension requests where necessary and/or contact DLAEs for further assistance. Projects with final invoices submitted do not require a PED extension.

Local Assistance Training Day - September 8th, 8:30 AM – 12:30 PM

The Caltrans Division of Local Assistance in partnership with the Regional Transportation Planning Agencies Group provides a quarterly statewide webinar. Subjects include information sharing, local project delivery policies, processes, and procedures, and facilitating peer-sharing of best-practices. The free webinar is open to project managers, engineers, and those that work with local assistance processes for local and tribal agencies.

To register, please click on the following link: <https://apps.cce.csus.edu/sites/cce/reg/?CID=5000>

Local Technical Assistance Trainings

These programs provide subsidized, practical training for transportation professionals in California's cities, counties, and regional transportation agencies.

- Federal Aid Series – Various Dates. Register here: <https://californialtap.org/index.cfm?pid=1077>

ATTACHMENTS

1. Caltrans Inactive Project List for San Mateo County as of July 27, 2022
2. MTC's PMP Certification Status of Agencies within San Mateo County as of August 9, 2022
3. Draft MTC Annual Obligation Plan for FY 2022-23
4. Draft MTC Annual Obligation Plan Requirements under MTC Resolution 3606 for FY 2022-23
5. Caltrans Lapsed Project End Dates Lookahead Report

Updated on 07/27/202 4th quarter inactive projects

> \$50,000 unexpended balance

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	Months of No Activity	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
5438011	Inactive	Project is inactive. Funds at risk. Invoice immediately. Provide status to DLAE/ submit inactive justification form.	0400021118L	HPLUL	04	SM	East Palo Alto	BAY ROAD: CLARKE/ILLINOIS TO COOLEY LANDING (BAY TRAIL) ROAD WIDEN, RESURFACE, STREETScape, BIKE LANE	07/02/2021	04/04/2012	7/2/2021	7/2/2021	11	\$14,156,908.00	\$9,747,135.64	#####	\$4,244,687.17
5171023	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0418000443L	CML	04	SM	Burlingame	ALONG BROADWAY CORRIDOR REMOVE AND REPLACE OLD STREET LIGHTING WITH NEW PEDESTRIAN LIGHT FIXTURES AND POLES.	11/22/2021	6/24/2020	11/22/2021	11/22/2021	7	\$865,106.00	\$720,000.00	\$1,327.95	\$718,672.05
5935087	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0422000053L	STPL	04	SM	San Mateo County	VARIOUS LOCATIONS NEAR GARDEN VILLAGE ELEMENTARY AND BEN FRANKLIN INTERMEDIATE SCHOOLS SAN MATEO COUNTY: ON SOUTH PARK	11/01/2021	11/1/2021		11/1/2021	7	\$210,000.00	\$210,000.00	\$0.00	\$210,000.00
5177043	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0420000025L	HSIPL	04	SM	South San Francisco	3 INTERSECTIONS. W. ORANGE AVE & CANAL ST. W. ORANGE AVE & MYRTLE AVE., AND HILLSIDE BLVD & CLAREMONT DR. PEDESTRIAN	11/15/2021	11/15/2021		11/15/2021	7	\$205,500.00	\$204,800.00	\$0.00	\$204,800.00
5267023	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0418000359L	STPL	04	SM	San Carlos	CEDAR STREET BETWEEN SAN CARLOS AVENUE AND CITY OF BELMONT. AND BRITAN AVENUE BETWEEN ELM STREET AND THE ALLEYWAY	12/28/2021	1/16/2020	12/28/2021	4/8/2022	6	\$602,896.56	\$524,537.20	\$349,107.95	\$175,429.25
5177037	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0417000117L	ATPL	04	SM	South San Francisco	LINDEN AVE FROM CALIFORNIA AVE TO MILLER AVE AND ON SPRUCE AVE FROM MAPLE AVE TO LUX AVE PEDESTRIAN IMPROVEMENTS	12/07/2021	4/20/2017	12/7/2021	12/7/2021	6	\$1,271,095.00	\$868,000.00	\$772,019.64	\$95,980.36

< \$50,000 unexpended balance

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	Months of No Activity	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
5935079	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0418000322L	BPMP	04	SM	San Mateo County	CLOVERDALE ROAD OVER BUTANO CREEK, NORTH OF BUTANO PARK ROAD (BR NO 35C0041) SCOUR COUNTERMEASURES AND TREAT DECK	11/22/2021	11/7/2018	11/22/2021	11/22/2021	7	\$150,000.00	\$150,000.00	\$104,072.57	\$45,927.43
5029035	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0416000282L	CML	04	SM	Redwood City	MIDDLEFIELD ROAD BETWEEN MAIN STREET AND WOODSIDE ROAD BICYCLE AND PEDESTRIAN IMPROVEMENTS: SIDEWALK WIDENING, CORNER	10/12/2021	2/27/2018	10/12/2021	10/12/2021	8	\$7,286,350.00	\$1,752,000.00	#####	\$40,000.01
5438018	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0420000013L	STPL	04	SM	East Palo Alto	WEST BAYSHORE RD, SCOFIELD ST, RUNNYMEDE ST, PULGAS AVE, O CONNOR ST (NON-PARTICIPATING), NEWBRIDGE ST, COOLEY AVE	06/21/2021	3/5/2020	6/21/2021	6/21/2021	12	\$1,358,724.00	\$416,000.00	\$376,817.83	\$39,182.17
5029025	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0400021046L	BPMP	04	SM	Redwood City	BRIDGE PARKWAY(RIGHT) OVER MARINE WORLD LAGOON, EAST OF MARINE WORLD PARKWAY, PREVENTATIVE MAINTENANCE	08/02/2017	4/13/2011	8/2/2017	8/2/2017	58	\$75,000.00	\$66,398.00	\$39,121.06	\$27,276.94
5029024	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0400021045L	BPMP	04	SM	Redwood City	BRIDGE PARKWAY OVER MARINE WORLD LAGOON, PREVENTATIVE MAINTENANCE	08/02/2017	4/13/2011	8/2/2017	8/2/2017	58	\$75,000.00	\$66,398.00	\$39,121.06	\$27,276.94
5333014	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0412000122L	BHLS	04	SM	Woodside	KINGS MOUNTAIN RD OVER WEST UNION CREEK; 0.05 MI EAST OF TRIPP RD, BRIDGE REHABILITATION	07/07/2020	3/16/2012	7/7/2020	7/7/2020	23	\$135,090.00	\$119,595.00	\$98,399.16	\$21,195.84
5438015	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0414000191L	HPLUL	04	SM	East Palo Alto	UNIVERSITY OVERCROSSING US 101 BIKE PED PATH	10/25/2019	11/27/2013	10/25/2019	10/25/2019	32	\$950,000.00	\$760,000.00	\$739,979.07	\$20,020.93
5029032	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0414000103L	BPMP	04	SM	Redwood City	MAIN ST, VETERANS BLVD, AND MAPLE ST OVER REDWOOD CREEK BRIDGE PREVENTATIVE MAINTENANCE	08/28/2019	3/21/2014	8/28/2019	8/28/2019	34	\$26,250.00	\$23,239.00	\$4,519.81	\$18,719.19
5333013	Inactive	Project is inactive. Funds at risk. Invoice immediately.	0412000121L	BHLS	04	SM	Woodside	MOUNTAIN HOME RD OVER BEAR CREEK; 0.3 MI SOUTH OF SR 84, BRIDGE REHABILITATION	07/07/2020	3/16/2012	7/7/2020	7/7/2020	23	\$107,428.00	\$95,106.00	\$93,266.37	\$1,839.63

\$1,000 or less unexp. Balance

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	Months of No Activity	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
6204125	Inactive	Project is inactive. Proceed to next phase/ closeout project.	0413000206L	FERPL	04	SM	Caltrans	ON US101 FROM 0.3 MILES NORTH OF SAN ANTONIO ROAD (SCL -PM 50.6) TO 0.3 MILES SOUTH OF GRAND AVENUE INTERCHANGE (SM-	07/02/2019	5/16/2017	7/2/2019	7/2/2019	35	\$20,999,258.82	\$9,547,698.97	#####	\$624.75
5268020	Inactive	Project is inactive. Proceed to next phase/ closeout project.	0415000290L	STPL	04	SM	Belmont	BELMONT VILLAGE, SPECIFIC IMPLEMENTATION PLAN	04/25/2018	4/9/2015	4/25/2018	4/25/2018	50	\$550,000.00	\$440,000.00	\$440,000.00	\$0.00
6204113	Inactive	Project is inactive. Proceed to next phase/ closeout project.	0400000684L	CML	04	SM	Caltrans	ON STATE ROUTE: 101. US 101 BROADWAY INTERCHANGE IN BURLINGAME RECONSTRUCT INTERCHANGE INCLUDE BIKE/PED FACILITY	01/24/2020	1/30/2014	1/24/2020	2/24/2022	29	\$50,043,250.63	\$3,559,977.49	#####	\$0.00
6204111	Inactive	Project is inactive. Proceed to next phase/ closeout project.	0400000743L	HPLUL	04	SM	Caltrans	STATE ROUTE 1 SAN PEDRO BRIDGE, BRIDGE REPLACEMENT	05/26/2017	11/1/2013	5/26/2017	5/26/2017	61	\$10,166,000.00	\$3,390,749.00	#####	\$0.00
5935044	Inactive	Project is inactive. Proceed to next phase/ closeout project.	04924729L	CML	04	SM	San Mateo County	MIRADA SURF BIKE/PED TRAIL, BIKE/PED CLASS 1 TRAIL	06/24/2010	2/5/2009	6/24/2010	6/17/2013	144	\$184,604.00	\$163,429.29	\$163,429.29	\$0.00
6419007	Inactive	Project is inactive. Proceed to next phase/ closeout project.	044A9208L	CML	04	SM	City/County Assoc	ARTERIAL ALONG ECR TO SR101 FR I280 HOLLY ST , IMPLEMENT ITS ELEMENTS	02/17/2011	1/27/2009	2/17/2011	2/17/2011	136	\$415,000.00	\$367,000.00	\$367,000.00	\$0.00

PMP Certification August 9, 2022	Expired
	Expiring within 60 days
	Certified (including Pending & Extension)

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

County	Jurisdiction	Last Major Inspection*	Certification Expiration Date	P-TAP Cycle	Status
San Mateo	Atherton	6/30/2020	7/1/2022	23	Certified with Pending
San Mateo	Belmont	11/1/2021	12/1/2023	22	Certified with Pending
San Mateo	Brisbane	8/4/2020	9/1/2022	23	Certified with Pending
San Mateo	Burlingame	8/15/2020	9/1/2022	23	Certified with Pending
San Mateo	Colma	6/13/2019	7/1/2022	23	Certified with Pending
San Mateo	Daly City	10/1/2019	11/1/2022	23	Certified with Pending
San Mateo	East Palo Alto	8/15/2020	9/1/2022	21	Certified
San Mateo	Foster City	8/7/2021	9/1/2022	21	Certified
San Mateo	Half Moon Bay	11/1/2021	12/1/2023	22	Certified
San Mateo	Hillsborough	8/15/2020	9/1/2022	23	Certified with Pending
San Mateo	Menlo Park	12/31/2020	1/1/2023	23	Certified with Pending
San Mateo	Millbrae	9/26/2020	10/1/2022	23	Certified with Pending
San Mateo	Pacifica	8/28/2020	9/1/2022	23	Certified with Pending
San Mateo	Portola Valley	2/28/2021	3/1/2023	21	Certified
San Mateo	Redwood City	12/1/2021	12/21/2023	22	Certified
San Mateo	San Bruno	8/3/2019	9/1/2021	22	Certified with Pending
San Mateo	San Carlos	10/7/2019	11/1/2022	23	Certified with Pending
San Mateo	San Mateo County	7/31/2019	8/1/2022	23	Certified with Pending
San Mateo	San Mateo	9/3/2020	10/1/2022	21	Certified
San Mateo	South San Francisco	2/23/2020	3/1/2023	20	Certified with Extension
San Mateo	Woodside	8/19/2020	9/1/2022	21	Certified

(*) 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

DRAFT FFY2022-23 Annual Obligation Plan

Draft MTC FFY 2022-23 Annual Obligation Plan																		Remaining Balance	Total Programmed	Remaining Balance	Remarks	
Project List											Obligation							100%	100%	100%	Enter comments or additional information.	
June 23, 2022											Latest Action Status	Latest Action Date	Planned Award	Planned or Field Review	Planned Oblig	Oblig/Alloc Deadline	\$556,934,673	\$557,103,461	\$556,934,673			
County	Local Agency	TIP ID	FMS ID	Unique ID	Program	Fund Source	FPN	FPN	FPN	FPN	Phase	Project Title	Latest Action	Action Date	Planned Award	Field Review	Planned Oblig	Deadline	Balance	Total	Balance	Remarks
San Mateo	Brisbane	SM-170041	6644	STP-T5-OBAG2-CO	OBAG 2	STP		5376		-5376()	CON	Crocker Trail Commuter Connectivity Upgrades							\$885,000	\$885,000	\$885,000	
San Mateo	Burlingame	SM-210007	7292	STP-T5-OBAG2-REG-SSM	OBAG 2	STP		5171		-5171()	CON	Burlingame Ped Safe Routes and Mobility Imp			1-Nov-2022	1-Apr-2022	1-Sep-2022	30-Sep-2022	\$200,000	\$200,000	\$200,000	8/31/21 - Will be included
San Mateo	Burlingame	SM-170015	6649	CMAQ-T5-OBAG2-CO	OBAG 2	CMAQ		5171	022	-5171(022)	CON	Hoover School Area Sidewalk Impmts (Summit Dr.)							\$199,686	\$199,686	\$199,686	
San Mateo	Burlingame	SM-210009	7311	CMAQ-T5-OBAG2-REG-CI	OBAG 2	CMAQ		5171		-5171()	CON	Burlingame Square Caltrain Station Mobility Hub							\$500,000	\$500,000	\$500,000	
San Mateo	Daly City	SM-210012	7312	STP-T5-OBAG2-CO	OBAG 2	STP		5196		-5196()	CON	Southgate Ave and School St Safety Improvements							\$450,000	\$450,000	\$450,000	
San Mateo	Half Moon Bay	SM-170013	6626	CMAQ-T5-OBAG2-CO	OBAG 2	CMAQ		5357		-5357()	CON	Half Moon Bay - Poplar Complete Streets							\$1,202,000	\$1,202,000	\$1,202,000	
San Mateo	Millbrae	SM-210010	7314	CMAQ-T5-OBAG2-REG-CI	OBAG 2	CMAQ		5299		-5299()	CON	Millbrae Transit Center MicroMobility Hub Pilot							\$345,150	\$345,150	\$345,150	
San Mateo	Millbrae	SM-210011	7310	CMAQ-T5-OBAG2-CO	OBAG 2	CMAQ		5299		-5299()	CON	Park Blvd, San Anselmo Ave and Sta. Teresa Wy Imps							\$347,000	\$347,000	\$347,000	
San Mateo	MTC	SM-210013	7342	STP-T6-OBAG3-CO-PL	OBAG 3	STP		6084		-6084()	OTHER	Regional Planning Activities and PPM - San Mateo							\$3,450,000	\$3,450,000	\$3,450,000	
San Mateo	Portola Valley	SM-170044	6671	STP-T5-OBAG2-CO	OBAG 2	STP		5390		-5390()	CON	Portola Valley Street Preservation							\$201,000	\$201,000	\$201,000	
San Mateo	Redwood City	SM-210002	7235	STP-T5-OBAG2-REG-SSM	OBAG 2	STP		5029		-5029()	CON	Roosevelt Ave Quick-build Traffic Calming			1-Aug-2022	30-Sep-2021	30-Mar-2022	30-Sep-2022	\$755,000	\$755,000	\$755,000	
San Mateo	San Bruno	SM-210003	7244	STP-T5-OBAG2-REG-SSM	OBAG 2	STP		5226		-5226()	CON	San Bruno Transit Corridor Ped Connection Ph4			15-Jan-2022		1-Sep-2022	30-Sep-2022	\$385,000	\$385,000	\$385,000	
San Mateo	San Bruno	SM-170017	6682	CMAQ-T5-OBAG2-CO	OBAG 2	CMAQ		5226		-5226()	CON	Huntington Transit Corridor Bike/Ped Improvements							\$792,000	\$792,000	\$792,000	
San Mateo	San Carlos	SM-090008	4246	CMAQ-T5-OBAG2-CO	OBAG 2	CMAQ		5267		-5267()	CON	US101/Holly St I/C Mod and Bike/Ped Overcrossing							\$1,000,000	\$1,000,000	\$1,000,000	
San Mateo	San Mateo Co	SM-210005	7276	STP-T5-OBAG2-REG-SSM	OBAG 2	STP		5935	087	-5935(087)	CON	Broadmoor Safe Routes to School Ped Impvts			15-Nov-2022	15-Sep-2021	1-Sep-2022	30-Sep-2022	\$1,209,000	\$1,209,000	\$1,209,000	
San Mateo	San Mateo Co	SM-210005	7276	STP-T5-OBAG2-REG-RSI	OBAG 2	STP		5935	087	-5935(087)	CON	Broadmoor Safe Routes to School Ped Impvts							\$184,000	\$184,000	\$184,000	
San Mateo	SF City/County	SM-130031	6022	STP-T4-2-PCA-REG	OBAG	STP	STPL	6216	003	STPL-6216(003)	CON	Southern Skyline Blvd. Ridge Trail Extension							\$1,000,000	\$1,000,000	\$1,000,000	
San Mateo	SMCCAG	SM-070002	2561	RIP-T4-12-FED-SM	RTIP	RTIP-FED		6419		-6419()	CON	San Mateo Countywide ITS Improvements			15-Jun-2021	16-May-2018		31-Jan-2020	\$2,044,000	\$2,044,000	\$2,044,000	
San Mateo	SMCCAG	SM-090014	4253	RIP-T4-14-FED-SM	RTIP	RTIP-FED		6419		-6419()	PSE	Improve US 101 operations near Rte 92						30-Jun-2022	\$3,217,000	\$3,217,000	\$3,217,000	8/31/21 - STIP
San Mateo	SMCCAG	SM-110022	4919	STP-T6-OBAG3-CO	OBAG 3	STP		6419		-6419()	CON	San Mateo County SR25 Program							\$1,500,000	\$1,500,000	\$1,500,000	
San Mateo	South San Francisco	SM-170016	6663	CMAQ-T5-OBAG2-CO	OBAG 2	CMAQ		5177	040	-5177(040)	CON	SSF Grand Boulevard Complete Streets (Phase III)			1-May-2022	24-Aug-2018	1-May-2022	31-Jan-2022	\$875,000	\$875,000	\$875,000	
San Mateo	South San Francisco	SM-170016	6663	STP-T5-OBAG2-REG-SSM	OBAG 2	STP		5177	040	-5177(040)	CON	SSF Grand Boulevard Complete Streets (Phase III)			1-May-2022	24-Aug-2018	1-May-2022	30-Sep-2022	\$2,120,000	\$2,120,000	\$2,120,000	
San Mateo	South San Francisco	SM-210008	7309	STP-T5-OBAG2-REG-SSM	OBAG 2	STP		5177		-5177()	PE	East of 101 Transit Expansion Project			1-Jan-2022	1-Mar-2022	1-Sep-2022	30-Sep-2022	\$49,924	\$49,924	\$49,924	8/31/21 - QSTRIKE -
San Mateo	South San Francisco	SM-210008	7309	STP-CRRSAA	OBAG 2	CRRSAA+		5177		-5177()	CON	East of 101 Transit Expansion Project			1-Jan-2022	1-Mar-2022	1-Sep-2022	30-Sep-2022	\$430,076	\$430,076	\$430,076	8/31/21 - QSTRIKE

Annual Obligation Plan Requirements**FY 2022-23****Background**

The regional project delivery policy ([MTC Resolution 3606](#)) establishes certain deadlines and requirements for agencies accepting Federal Highway Administration (FHWA) funding and including these funds in the federal Transportation Improvement Program (TIP). The intent of the regional funding delivery policy is to ensure implementing agencies do not lose any funds due to missing a federal or state funding deadline, while providing maximum flexibility in delivering transportation projects. It is also intended to assist the region in managing Obligation Authority (OA) and meeting federal financial constraint requirements. MTC has purposefully established regional deadlines in advance of state and federal funding deadlines to provide the opportunity for implementing agencies, County Transportation Agencies (CTAs), Caltrans, and MTC to solve potential project delivery issues and bring projects back in-line in advance of losing funds due to a missed funding deadline. The policy is also intended to assist in project delivery, and ensure funds are used in a timely manner.

As the federally-designated Metropolitan Planning Organization (MPO) and the agency serving as the Regional Transportation Planning Agency (RTPA) for the nine-counties of the San Francisco Bay Area, the Metropolitan Transportation Commission (MTC) is responsible for various funding and programming requirements, including, but not limited to: development and submittal of the Regional Transportation Improvement Program (RTIP); managing and administering the federal Transportation Improvement Program (TIP); and project selection for designated federal funds (referred collectively as 'Regional Discretionary Funding'). To administer these funding programs, MTC has established various deadlines for the delivery of regional discretionary funds including the regional Surface Transportation Program (STP), Congestion Mitigation and Air Quality Improvement (CMAQ) Program, regional Transportation Alternatives Program (TAP), and Regional Transportation Improvement Program (RTIP) to ensure timely project delivery against state and federal funding deadlines. MTC Resolution 3606 establishes standard guidance and policy for enforcing project funding deadlines for these and other FHWA-administered federal funds.

One of the most important features of the delivery policy, and a key to the success of on-time delivery, is the obligation deadline. Regional discretionary funding, as well as other FHWA funds in the TIP, must meet the Obligation/E-76/Authorization deadline established in the Policy. This ensures federal funds are being used in a timely manner, and funds are not lost to the region.

Importance of Annual Obligation Plan

The Annual Obligation Plan facilitates timely project delivery and management of the region's federal FHWA funds. The plan prioritizes the use of FHWA funds for projects that are ready for delivery and assists Caltrans Local Assistance in managing its workload for the federal fiscal year.

In recent years other regions and the state-managed local programs have improved upon their own annual delivery rate, and the region is once again hitting apportionment limits prior to the end of the fiscal year. These factors are reducing the flexibility the region has in advancing funds and allowing projects to move forward when ready. As a result, the Annual Obligation Plan is becoming increasingly important to prioritize the funding available for projects to be delivered

in a given year. It is anticipated that moving forward, the plan will remain a vital tool in managing the delivery of FHWA-funded projects each year.

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FY 2022-23 Annual Obligation Plan Schedule

The schedule for development and implementation of the FY 2022-23 Annual Obligation Plan is as follows:

May/June 2022	Projects with known delivery deadlines in next fiscal year released for review
June/July 2022	Draft Plan reviewed by partnership working groups
June/July/Aug 2022	Agency Single Points of Contact (SPOCs) submit requests to include OBAG projects in Obligation Plan
September 2022	Proposed Final Plan reviewed by partnership working groups
October 1, 2022	Obligation Plan finalized and submitted to Caltrans
December 1, 2022*	Request for Authorization (RFA) submitted to Caltrans
January 31, 2023	Obligation deadline for funds in Annual Obligation Plan
January 31, 2023	Final obligation deadline for OBAG 2 projects
January 31, 2023	CTC Allocation request deadline
February 1, 2023	Unused Obligation Authority available first-come first-served
March 31, 2023	CTC Allocation deadline for CTC-administered state and federally-funded projects

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*** Requires a complete, funding obligation/FTA Transfer Request for Authorization (RFA) package and applicable documentation to Caltrans Local Assistance by December 1.**

FY 2022-23 Annual Obligation Plan Conditions and Requirements

To facilitate timely project delivery within the region, the following proposed conditions and requirements must be met for projects to be included in the Annual Obligation Plan. The obligation plan will serve to prioritize delivery of FHWA-funded projects for the federal fiscal year.

- **Projects automatically included in Obligation Plan**
To the extent known, projects with required federal funding delivery deadlines within the fiscal year will be added to the Annual Obligation Plan. These include but are not limited to STIP, ATP, HSIP, and Local Bridge Seismic Retrofit Program (LBSRP) projects. In addition to the annual obligation plan, a "CTC Allocation Plan" will be developed specifically for CTC-allocated state and federally-funded projects. It is the responsibility of the SPOC to ensure the Plans include all projects from their agency that have delivery deadlines within the applicable fiscal year.
- **SPOC Involvement**
Requests for OBAG projects to be included in the annual obligation plan must come from the SPOC for that agency. This ensures the SPOC is aware of the federal-aid projects to be

delivered that year, and to be available to assist the Project Manager(s) through the federal-aid delivery process. In addition, subsequent communication to MTC or applicable CTA regarding potential delays or missed deadlines of any project in the annual obligation plan must include the SPOC. To add a project to the plan, email the request to the applicable CTA staff and to **Alfredo Balderamos** of MTC at **abalderamos@bayareametro.gov**.

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▪ **SPOC Certification Checklist**

Starting in 2017, jurisdictions must have the SPOC certification checklist filled out and on file prior to projects being included in the Annual Obligation Plan. A new checklist must be filled out whenever a new SPOC is assigned for that agency.

- The SPOC certification checklist is located at: https://mtc.ca.gov/sites/default/files/FORM_SPOC_REVISED_Checklist_083017.pdf.
- The current certification status for Bay Area jurisdictions is available here: <https://mtc.ca.gov/digital-library/599731-spoc-certification-status-listing>

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▪ **Missed Past Delivery Deadlines**

For project sponsors that have missed delivery deadlines within the past year, including CTC-administered program deadlines, the agency must prepare and submit a delivery status report on major delivery milestones for all federally active projects with FHWA-administered funds, and all projects with FHWA-administered funds programmed in the current TIP, before their OBAG project(s) are added to the annual obligation plan. Furthermore, once projects for such agencies are accepted in the final obligation Plan, the SPOC for the agency must report monthly to the applicable CTA, and MTC staff upon request, on the status of all agency project(s) in the annual obligation plan, until the funds are obligated/authorized.

- The FHWA-Funded Projects Status report template is located at: http://mtc.ca.gov/sites/default/files/Template_FHWA_Funded_Projects_Status.xlsx

▪ **Field Review**

For the PE phase of an OBAG project to be included in the draft plan, a field review must be scheduled to occur by June 30. To remain in the final plan the field review and related/required documentation, including the Preliminary Environmental Study (PES) if applicable, must be completed and accepted/signed off by Caltrans by September 30.

For the Right of Way or Construction phase of a project to be included in the draft Annual Obligation Plan, the project must have undergone a field review with Caltrans AND all field review related/required documentation, including the Preliminary Environmental Study (PES) if applicable, submitted, signed, and accepted by Caltrans by June 30.

This does not apply to projects for which Caltrans does not conduct a field review, such as FTA transfers, planning activities, and most non-infrastructure projects.

OBAG Requirements

OBAG projects will not be included in the annual obligation plan until the project sponsor has met all applicable OBAG requirements, including, but not limited to, submittal of the Housing Element annual progress reports to HCD by April 1 of each year, fully participating in the statewide local streets and roads needs assessment survey, and providing updated information for the Highway Performance Monitoring System (HPMS) reporting.

Inactive Obligations

Because inactive obligations continue to be a significant issue in this region, until the region develops a process that substantially addresses inactive obligations for FHWA projects, any project sponsor with a project on the inactive list (all projects marked as "inactive", and projects marked as "Past Due" and not under review by Caltrans) need to address the items listed below before MTC will make any programming actions requested by that agency in the federal TIP, or make any changes to OBAG funding.

- Provide a status of all outstanding invoices for projects on the Inactive list;
- Provide an explanation for not meeting the invoice deadline(s) for each invoice;
- Provide an overview of their agency's internal process for monitoring timely submittals of invoices for FHWA federal-aid projects;
- Provide the contact information of their Finance/Accounting Manager that handles invoicing of federal funds;
- Have the applicable CTA staff send an email to MTC Funding Policy and Programs (FPP) staff with a statement of assurances that 1) the CTA is adequately communicating federal invoicing and reimbursement requirements to applicable agencies; 2) the CTA is adequately tracking and monitoring inactive obligations within the County; 3) the project sponsor has an internal process in place for monitoring timely submittals of invoices for FHWA federal-aid projects;
- Set up and conduct a meeting with the Project Sponsor SPOC, Project Sponsor Project Manager, Project Sponsor Finance/Accounting Manager, applicable CTA programming staff and applicable MTC FPP staff to go over each inactive project; and
- Inform MTC whether or not a request should be made to FHWA to de-obligate the inactive funds.

Caltrans updates the inactive project obligation status reports weekly on the Local Assistance Inactive Project Information web page:

<https://dot.ca.gov/programs/local-assistance/projects/inactive-projects>

Request for Authorization Submittal Deadline & Review Period

The Regional Funding delivery policy, MTC Resolution 3606, requires a complete, funding obligation/FTA Transfer Request for Authorization (RFA) package to Caltrans Local Assistance by December 1 of the fiscal year the funds are listed in the TIP.

For purposes of delivery of projects within the annual obligation plan, it is expected that sponsors schedule at least sixty to ninety days for Caltrans/FHWA review and approval of the RFA. This is to ensure delivery schedules adequately account for federal-aid process review.

- **Construction Advertisement / Award Deadline**

MTC Resolution 3606 states that for the Construction (CON) phase, the construction/equipment purchase contract must be advertised within 3 months and awarded within 6 months of obligation / E-76 Authorization (or awarded within 6 months of allocation by the CTC for funds administered by the CTC).

However, regardless of the award deadline, agencies must still meet the invoicing deadlines for construction funds. Failure to advertise and award a contract in a timely manner could result in missing the subsequent invoicing and reimbursement deadline, resulting in the loss of funding. Agencies must submit the complete award package immediately after contract award and prior to submitting the first invoice to Caltrans in accordance with Caltrans Local Assistance procedures. Agencies with projects that do not meet these award deadlines will have future programming and OA restricted until their projects are brought into compliance (CTC -administered construction funds lapse if not awarded within 6 months).

Until the Bay Area partnership working group develops procedures to address inactive obligations, the project award provision of MTC Resolution 3606 will be expanded to include the encumbrance of non-construction funds within 6 months and require the agency to notify the respective CTA and MTC staff if funds are not awarded/encumbered within 6 months of obligation.

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- **Advance Construction Authorization (ACA)**

Agencies that cannot meet the regional, state, or federal deadlines subsequent to the obligation deadline (such as award and invoicing deadlines) have the option to use Advance Construction Authorization (ACA) rather than seeking an obligation of funds and risk losing the funds due to missing these subsequent deadlines. For example, if the expenditure of project development funds or award of a construction contract, or project invoicing cannot easily be met within the required deadlines, the agency may consider using ACA until the project phase is underway and the agency is able to meet the deadlines.

MTC Resolution 3606 also states that Advance Construction Authorization does not satisfy the regional obligation deadline requirement.

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To avoid untimely obligations, agencies may also want to consider the use of Advance Construction Authorization (ACA) if they are unable to encumber funds within 6 months of obligation.

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- **Regional Invoicing and Reimbursement Deadlines**

Project sponsors must submit a valid invoice to Caltrans Local Assistance at least once every 6 months and receive a reimbursement at least once every 9 months, but should not submit an invoice more than quarterly. Agencies with projects that have not been invoiced against at least once in the previous 6 months or have not received a reimbursement within the previous 9 months have missed the invoicing/reimbursement deadlines and are subject to restrictions placed on future regional discretionary funds and the programming of additional federal funds in the federal TIP until the project receives a reimbursement.

Until the Bay Area partnership working group develops procedures to address inactive obligations, the project invoicing provision of MTC Resolution 3606 are modified to require agencies to invoice federal funds 6 months following federal authorization (obligation) and receive a federal reimbursement within 9 months of authorization and must invoice quarterly thereafter. Agencies must notify the respective CTA and MTC staff if federal funds are not awarded/encumbered within 6 months of obligation. Projects sponsors should consider including funds in the Construction Engineering (CE) phase, so that staff costs may be charges should award, and expenditure of eligible costs be delayed.

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For clarification, within MTC Resolution 3606, reference to reimbursement refers to the reimbursement of federal funds. Federal funds are not considered reimbursed until the expenditure shows up in the federal Fiscal Management Information System (FMIS) and subsequently removed from any inactive obligation listing.

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- **HSIP Delivery Requirements**

Because of the importance of timely delivery of safety projects, the following applies to agencies with Highway Safety Improvement Program (HSIP) projects programmed in the federal TIP.

For project sponsors with HSIP funds in the PE phase of a project: A complete and accurate Request for Authorization (RFA) must be submitted to Caltrans for the PE phase of all of the agency's HSIP project(s) prior to any OBAG project being added to the Annual Obligation Plan for that agency. The Caltrans-managed HSIP program has an obligation deadline for the PE phase of September 30. To meet this deadline, sponsors must have a field review (with all required documentation including the PES, if applicable, accepted by Caltrans) and submit the RFA for PE by June 30.

For project sponsors with HSIP funds in the CON phase of a project: A complete and accurate RFA must be submitted to Caltrans for the CON phase of all of the agency's HSIP project(s) subject to the delivery deadlines noted below, prior to any OBAG project for that agency being included in the Annual Obligation Plan.

HSIP Deadlines for purposes of the Annual Obligation plan are outlined below:

Unless a later date is identified in the Caltrans HSIP [Detailed Project Delivery Status](https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/hsip/2022/allprojects2022q2.xlsx) report at the following link: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/hsip/2022/allprojects2022q2.xlsx>)

Cycle 9 HSIP

PE Authorization: All PE phases have been submitted and authorized

CON Authorization: June 30, 2022 (RFA due May 31, 2022)

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Cycle 10 HSIP

PE Authorization: All PE phases have been submitted and authorized

CON Authorization: March 31, 2024, or September 30, 2024*

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*Refer to Caltrans HSIP Project Delivery Requirements and Detailed Project Delivery Status report for project-specific deadlines. **Error! Hyperlink reference not valid.** HSIP Cycle 10 projects are State funded and not included in the federal TIP. Caltrans HSIP delivery deadlines still apply to these projects; however, adherence to these delivery deadlines will not be the determining factor in including federal OBAG projects into the Annual Obligation Plan.

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Waiver request for unforeseen project delays:

A jurisdiction that has been proceeding with a project in good faith and has encountered unforeseen delays may request special consideration. A sponsor may be allowed to add projects into the annual obligation plan even if it has an outstanding project delay if Caltrans Local Assistance, MTC, and the applicable CTA reach consensus that the delay was unforeseen, beyond the control of the project sponsor, and not a repeated occurrence for the agency.

NOTE: Poor project management is not considered an unforeseen delay.

▪ **CTC-allocated State and Federal Funds**

In response to CTC concerns regarding delivery of CTC-administered projects, starting in 2018 many of the regional delivery requirements for federal funds also apply to CTC allocated state and federally-funded projects.

• **CTC Allocation Plan**

Expanding on the success of the development and implementation of the regional annual obligation plan, MTC, working with the CTA’s and project sponsors, develops and maintains a regional “CTC Allocation Plan” identifying the CTC-administered programs and projects, such as STIP, ATP and RMRA (SB1) with CTC-allocation deadlines within the state fiscal year. It is the responsibility of the SPOC to ensure the Plan includes all projects from their agency that have applicable delivery deadlines within the fiscal year.

• **ATP and SB1 Reporting and Accountability**

Agencies receiving RMRA (SB1) and ATP funds are required to report on the status of the projects on a regular basis. To ensure agencies meet the deadline, MTC expects reports to be submitted at least 15 days in advance of the CTC deadline. This helps ensure any errors or omissions can be corrected before the reports are due to the CTC/Caltrans. Agencies that miss the reporting/accountability deadline(s) will have OBAG funds subject to re-programming.

- **CTC Allocations**

Projects with funds requiring a CTC allocation, including STIP, ATP and RRRRA (SB1) must submit the CTC allocation request by January 31 and receive the CTC allocation by March 31 of the year programmed unless there is a special circumstance (such as coordinating the delivery timeline with other fund sources or project schedules) agreed to by the respective CTA and MTC staff. Sponsors missing the regional CTC allocation deadline are subject to OBAG projects being removed from the Annual Obligation Plan and reprogrammed to a later year in the federal TIP and will have low priority for including their OBAG projects in the following plan, until the sponsor can demonstrate the ability to meet regional and state delivery deadlines.

- **CTC Extensions**

Sponsors with projects requiring a CTC extension are subject to OBAG projects being removed from the Annual Obligation plan and reprogrammed to a later year in the federal TIP and will have low-priority for including their OBAG projects in the following annual obligation plan, until the sponsor can demonstrate the ability to meet regional and state delivery deadlines.

- **Local Bridge Seismic Retrofit Program (LBSRP) Delivery Requirements**

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006 (Prop 1B) includes \$125 million of state matching funds to complete LBSRP. These funds provide the required local match for right of way and construction phases of the remaining seismic retrofit work on local bridges. Several projects within the program have not yet proceeded to construction – 12 years after voters approved funding for the program and 24 years after the Northridge Earthquake and 29 years after the Loma Prieta Earthquake.

Each project in the LBSRP is monitored by Caltrans at the component level for potential scope, cost, and schedule changes to ensure timely delivery of the full scope as approved and adopted. Project delivery milestones are determined by agreement between Caltrans and the local agency. Local agencies are not allowed to change the schedules once the agreements are signed. Projects programmed in the current FFY, for which federal funds are not obligated by the end of the FFY, may be removed from the fundable element of the TIP at the discretion of the Caltrans.

Because of the interest of the California Transportation Commission (CTC) with delivery of the remaining projects in the Local Bridge Seismic Retrofit Program, project sponsors with remaining seismic bridge projects will need to provide MTC and the respective Bay Area County Transportation Agency with updated status reports at least twice a year.

Sponsors with seismic retrofit bridge projects in the current FFY that do not deliver by the agreement date, will have low-priority for including their OBAG projects in the next Annual Obligation plan. OBAG funds will only be included if capacity is available after all other requests have been considered, and the agency has demonstrated the ability to meet regional and state delivery deadlines.

NOTE: Per CTC guidelines, project sponsors of LBSRP projects that miss the milestone delivery deadline identified in the LBRP bridge agreement are ineligible to receive future Highway Bridge Program (HBP) program funding from the CTC until the offending delivery milestone is met.

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San Mateo CCAG - PED Summary

Project Number	Prefix	Agency		PED Date (from web report)	PED Expires (Months)	PED Status
5268(020)	STPL	Belmont	Belmont Village Specific/Implementation Plan	12/1/2018	-36	Expired
5299(016)	STPL	Millbrae	Millbrae Street Rehabilitation	8/7/2021	-3	Expired
5438(018)	STPL	East Palo Alto	East Palo Alto Citywide Street Resurfacing	8/31/2021	-3	Expired
5350(022)	STPL	Pacifica	Pacifica Citywide Curb Ramps	10/1/2021	-2	Expired
5350(023)	CML	Pacifica	Palmetto Sidewalk Extension	10/31/2021	-1	Expired
5196(042)	STPL	Daly City	Daly City Pavement Preservation	12/14/2021	1	
5267(023)	STPL	San Carlos	Cedar and Brittan Ave. Pavement Rehab	12/18/2021	1	
5267(022)	CML	San Carlos	Ped Enhancements Arroyo/Cedar and Hemlock/Orange	12/31/2021	1	
5935(075)	ATPLNI	San Mateo County	San Mateo County SRTS for Health and Wellness	12/31/2021	1	
5273(026)	STPL	Menlo Park	Menlo Park - Santa Cruz and Middle Aves. Rehab	12/31/2021	1	
5177(040)	CML	South San Francisco	SSF Grand Boulevard (Phase III)	2/1/2022	3	
5177(037)	ATPL	South San Francisco	Linden/Spruce Avenues Traffic Calming Improvements (PSE Phase)	2/28/2022	3	

Projects listed in the November PED report (at end of report) as with a PED Expiration date of "NA- Closing"

5171(024)	STPL	Burlingame	Burlingame Street Resurfacing	6/1/2021		NA- Closing
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Projects listed in the PED report from early in 2021, and the revised PED dates reported in the November PED report

5171(023)	CML	Burlingame	Broadway PDA Lighting Improvements	7/1/2021	5	< 6 mos
5029(036)	STPL	Redwood City	Redwood City Pavement Preservation	6/30/2021	5	< 6 mos
5226(023)	CML	San Bruno	Huntington Transit Corridor Bike/Ped Improvements	11/1/2020	-3	*Expired
5177(033)	CML	South San Francisco	SSF Grand Blvd Ped Improvements	9/1/2020	-5	*Expired
BRIDGE PROGRAM						
5102(049)	BRLS	San Mateo	Bridge No. 35C0077, Bermuda Dr, over Fiesta Channel, south of Fiesta Drive	8/6/2020	-6	*Expired
5935(053)	BRLO	San Mateo County	Bridge No. 35C0043, Skyline Blvd., Over Crystal Springs Dam	9/30/2020	-4	*Expired
5935(069)	BPMP	San Mateo County	Bridge No. PM00041 Various Locations PREVENTATIVE MAINTENANCE	9/30/2020	-4	*Expired
5935(079)	BRLO	San Mateo County	Bridge No. 35C0041, Cloverdale Rd over Butano Creek, North Butano Park Road PREVENTATIVE MAINTENANCE	1/15/2021	-1	*Expired

updated 11/23/21