

Prop K Allocation Request Forms
October 2019 Board Action
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23	Prop K	SFCTA, SFMTA	Transportation/ Land Use Coordination	Octavia Boulevard Circulation and Accessibility Study Update [NTIP Planning]	Planning	\$ 100,000	227
Total Requested						\$ 25,002,748	

¹ Acronyms: PCJPB (Peninsula Corridor Joint Powers Board); SFCTA (San Francisco County Transportation Authority); SFMTA (San Francisco Municipal Transportation Agency)

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Automatic Passenger Counters at 4th and King
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Capital Improvement Program
Current Prop K Request:	\$400,000
Supervisory District(s):	District 06

REQUEST

Brief Project Description

This project will design and install Automatic Passenger Counters at the platform doors at the Caltrain 4th and King Station. The Counters will provide Caltrain with more accurate passenger counts to enable better long-range planning and forecasting.

Detailed Scope, Project Benefits and Community Outreach

This project will design and install an automatic passenger counter (APC) system at 4th & King. The APC utilizes video-imaging technology, using a sensor (combined with software) as a camera to identify passengers within its field of view. The APC can differentiate between people going in and out, so it will record the numbers for each metric during a time period. It will provide Caltrain with more accurate passenger counts to enable better long-range planning and forecasting and is necessary because many passengers do not have Clipper cards, but rather tickets. The sensor unit must be mounted in a closed controlled environment like a door way, (such as is found at the 4th and King Station). The only other Caltrain station suitable for the sensor units would be San Jose Diridon within the tunnel ramps.

Caltrain will procure 12 sensor units (one per door) at roughly \$1,500 per unit, which includes one year of warranty and software. The project will also procure custom software to retrieve the APC data and analyze it remotely.

Project Location

4th and King Street station

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,500,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Automatic Passenger Counters at 4th and King
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Jul-Aug-Sep	2020		
Operations				
Open for Use			Oct-Nov-Dec	2020
Project Completion (means last eligible expenditure)			Oct-Nov-Dec	2021

SCHEDULE DETAILS

No community outreach is planned as the project will have minimal impact to Caltrain passengers.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Automatic Passenger Counters at 4th and King
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Capital Improvement Program	\$0	\$400,000	\$0	\$400,000
Phases in Current Request Total:	\$0	\$400,000	\$0	\$400,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$400,000	\$400,000	FY 2020 Capital Budget
Operations	\$0	\$0	
Total:	\$400,000	\$400,000	

% Complete of Design:	0.0%
As of Date:	07/01/2019
Expected Useful Life:	7 Years

PROJECT: Automatic Passenger Counters at 4th and King

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acq/Utilities Relo.		
	Procurement		
	Construction		\$400,000
	Closeout		
	TOTAL	\$0	\$400,000

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acquisition/Utilities Relo.		
	Bid and Award		
	Procurement		
	Construction	07/01/20	12/31/20
	Closeout	01/01/21	06/30/21

Total Budget	FY2020	Prior Year	Future Budget	Total Request
	\$400,000	\$0	\$0	\$400,000

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$0
	State	\$0
	Local Match JPB Member:	\$400,000
	<i>San Francisco</i>	\$400,000
	<i>San Mateo</i>	\$0
	<i>Santa Clara</i>	\$0
	Local Match County Specific	\$0
	Regional/Other	\$0
	TOTAL	\$400,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Automatic Passenger Counters at 4th and King
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$400,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$400,000	Total Prop AA Recommended:	\$0

SGA Project Number:	107-x4	Name:	Automatic Passenger Counters at 4th and King - Construction
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	12/31/2021
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-107	\$0	\$0	\$400,000	\$0	\$0	\$400,000

Deliverables

1. During construction and upon project completion, provide 2-3 digital photos of project.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Automatic Passenger Counters at 4th and King
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$400,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
Email:	fongl@samtrans.com	skinnerp@samtrans.com

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Resolve Speed and Route Signaling Conflict
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Guideways - PCJPB
Current Prop K Request:	\$500,000
Supervisory District(s):	District 06, District 10

REQUEST

Brief Project Description

This project will develop and implement a solution to resolve a potential conflict in railroad signal displays.

Detailed Scope, Project Benefits and Community Outreach

Caltrain currently utilizes speed signaling protocols and route signaling protocols without issue. However, the Federal Railroad Administration (FRA) has pointed out that running both protocols on the same railroad may confuse train engineers. FRA has required Caltrain to design and implement a solution to address this potential issue.

Project Location

Systemwide

Project Phase(s)

Design Engineering (PS&E), Construction

Justification for Multi-phase Request

A multiphase allocation is appropriate given the need to support San Francisco's member share contribution to Caltrain's Fiscal Year 2019/20 capital budget.

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,500,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Resolve Speed and Route Signaling Conflict
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)	Jan-Feb-Mar	2020	Jul-Aug-Sep	2020
Advertise Construction	Jan-Feb-Mar	2020		
Start Construction (e.g. Award Contract)	Jul-Aug-Sep	2020		
Operations				
Open for Use			Apr-May-Jun	2021
Project Completion (means last eligible expenditure)			Apr-May-Jun	2022

SCHEDULE DETAILS

No community outreach is required.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Resolve Speed and Route Signaling Conflict
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Guideways - PCJPB	\$0	\$500,000	\$0	\$500,000
Phases in Current Request Total:	\$0	\$500,000	\$0	\$500,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$200,000	\$200,000	FY 2020 Capital Budget
Construction	\$300,000	\$300,000	FY 2020 Capital Budget
Operations	\$0	\$0	
Total:	\$500,000	\$500,000	

% Complete of Design:	0.0%
As of Date:	07/01/2019
Expected Useful Life:	10 Years

E7-10

PROJECT: Resolve Speed and Route Signaling Conflict

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		
	PE/Env/PSE		\$200,000
	ROW Acq/Utilities Relo.		
	Procurement		
	Construction		\$300,000
	Closeout		
	TOTAL	\$0	\$500,000

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/CD/Env		
	PE/Env/PSE	01/01/20	07/31/20
	ROW Acquisition/Utilities Relo.		
	Bid and Award		
	Procurement		
	Construction	08/01/20	06/30/21
	Closeout	07/01/21	12/31/21

Total Budget	FY2020	Prior Year	Future Budget	Total Request
	\$500,000	\$0	\$0	\$500,000

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$0
	State	\$0
	Local Match JPB Member:	\$500,000
	<i>San Francisco</i>	\$500,000
	<i>San Mateo</i>	\$0
	<i>Santa Clara</i>	\$0
	Local Match County Specific	\$0
	Regional/Other	\$0
	TOTAL	\$500,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Resolve Speed and Route Signaling Conflict
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$500,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$500,000	Total Prop AA Recommended:	\$0

SGA Project Number:	122-x14	Name:	Resolve Speed and Route Signaling Conflict - Design
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	03/31/2022
Phase:	Design Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-122P	\$0	\$100,000	\$100,000	\$0	\$0	\$200,000

SGA Project Number:	122-x15	Name:	Resolve Speed and Route Signaling Conflict - Construction
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	12/31/2023
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-122P	\$0	\$0	\$150,000	\$150,000	\$0	\$300,000

Deliverables

- Upon project completion, provide 2-3 digital photos of completed project.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Resolve Speed and Route Signaling Conflict
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$500,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
Email:	fongl@samtrans.com	skinnerp@samtrans.com

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Next Generation Visual Message Signs and PADS
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Capital Improvement Program
Current Prop K Request:	\$500,000
Supervisory District(s):	District 06, District 10

REQUEST

Brief Project Description

This project will design the next generation Visual Message Signs and predictive arrival/departure system for Caltrain stations.

Detailed Scope, Project Benefits and Community Outreach

This project includes the design of the next generation predictive train arrival system using accurate GPS data as well as a new Visual Message Signs system for Caltrain stations. This design will provide Caltrain with all the system requirements and a cost estimate for the final design and system implementation.

Project Location

Systemwide

Project Phase(s)

Design Engineering (PS&E)

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,500,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Next Generation Visual Message Signs and PADS
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)	Jan-Feb-Mar	2020	Jan-Feb-Mar	2021
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations				
Open for Use			Jul-Aug-Sep	2024
Project Completion (means last eligible expenditure)				

SCHEDULE DETAILS

No community outreach is planned.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Next Generation Visual Message Signs and PADS
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Capital Improvement Program	\$0	\$500,000	\$0	\$500,000
Phases in Current Request Total:	\$0	\$500,000	\$0	\$500,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$500,000	\$500,000	FY 2020 Capital Budget
Construction	\$0	\$0	
Operations	\$0	\$0	
Total:	\$500,000	\$500,000	

% Complete of Design:	0.0%
As of Date:	07/01/2019
Expected Useful Life:	15 Years

PROJECT:		Next Generation Visual Message Signs and PADS		
Project Cost	Project Phase	Prior Approved Budget	FY20 Budget	Total Current Budget
	Planning/CD/Env			\$0
	PE/Env/PSE			\$0
	Final Design		\$500,000	\$500,000
	ROW Acq/Utilities Relo.			\$0
	Procurement			\$0
	Construction			\$0
	Closeout			\$0
TOTAL		\$0	\$500,000	\$500,000
Milestones	Project Phase	Expected Start	Expected Finish	
	Planning/Conceptual Design			
	Preliminary Engineering			
	Final Design	01/31/20	03/31/21	
	ROW Acquisition/Utilities Relo.			
	Bid and Award			
	Procurement			
	Construction			
Closeout				
Cost Summary	Prior Approved	FY2020	Future Budget	Total Cost
	\$0	\$500,000	\$0	\$500,000
FY20 FUNDING PLAN GRANTS USE ONLY				
FY20 Funding Plan	Funding Source	Prior Budget	FY20 Budget	Total Budget
	Federal	\$0	\$0	\$0
	State	\$0	\$0	\$0
	Local Match JPB Member:	\$0	\$500,000	\$500,000
	<i>San Francisco</i>	\$0	\$500,000	\$500,000
	<i>San Mateo</i>	\$0	\$0	\$0
	<i>Santa Clara</i>	\$0	\$0	\$0
	Regional/Other	\$0	\$0	\$0
TOTAL		\$0	\$500,000	\$500,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Next Generation Visual Message Signs and PADS
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$500,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$500,000	Total Prop AA Recommended:	\$0

SGA Project Number:	107-x9	Name:	Next Generation Visual Message Signs and PADS
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	9/30/2021
Phase:	Design Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year						
Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-107	\$0	\$0	\$250,000	\$250,000	\$0	\$500,000

Deliverables
1. Upon completion, provide evidence of completion of design (e.g. copy of certifications page).

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Next Generation Visual Message Signs and PADS
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$500,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
Email:	fongl@samtrans.com	skinnerp@samtrans.com

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Caltrain Station Infrastructure Refresh/Upgrade
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Capital Improvement Program
Current Prop K Request:	\$464,506
Supervisory District(s):	District 06, District 10

REQUEST

Brief Project Description

This project will replace end of life network equipment at Caltrain stations to improve Caltrain's wayside data network system reliability.

Detailed Scope, Project Benefits and Community Outreach

This project will refresh infrastructure at all Caltrain stations to support a scaleable internet of Things while also improving data network system reliability such as customer facing equipment including, but not limited to VMS signs and TVM machines. For FY20 this includes internet router replacements at an estimated 27 stations. Installation will commence with the 10 busiest and highest visibility stations, then move forward with router replacement in a phased approach.

Tier 1: Millbrae, Mountain View, Palo Alto, San Mateo, Santa Clara, San Carlos, Sunnyvale, San Jose Diridon, Redwood city and SF Station (4th and King).

Tier 2: Bayshore, Cal Ave, Burlingame, Hayward Park, Tamien, Lawrence, Cal Ave, San Antonio, Menlo park and Belmont.

Tier 3: 22nd Street, Broadway, SSF, San Bruno, Hillside, SSF and Capitol.

Project Location

Systemwide

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,000,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Caltrain Station Infrastructure Refresh/Upgrade
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Oct-Nov-Dec	2019		
Operations				
Open for Use			Jan-Feb-Mar	2021
Project Completion (means last eligible expenditure)			Apr-May-Jun	2021

SCHEDULE DETAILS

No community outreach is planned as work will not impact Caltrain customers or neighboring property owners.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Caltrain Station Infrastructure Refresh/Upgrade
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Capital Improvement Program	\$0	\$464,506	\$0	\$464,506
Phases in Current Request Total:	\$0	\$464,506	\$0	\$464,506

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$464,506	\$464,506	Capital Budget FY2020
Operations	\$0	\$0	
Total:	\$464,506	\$464,506	

% Complete of Design:	100.0%
As of Date:	07/01/2019
Expected Useful Life:	5 Years

PROJECT:		Caltrain Network Infrastructure Refresh		
Project Cost	Project Phase	Prior Approved Budget	FY20 Budget	Total Current Budget
	Planning/CD/Env			\$0
	PE/Env/PSE			\$0
	Final Design			\$0
	ROW Acq/Utilities Relo.			\$0
	Procurement			\$0
	Construction		\$464,506	\$464,506
	Closeout			\$0
	TOTAL	\$0	\$464,506	\$464,506
Milestones	Project Phase	Expected Start	Expected Finish	
	Planning/Conceptual Design			
	Preliminary Engineering			
	Final Design			
	ROW Acquisition/Utilities Relo.			
	Bid and Award			
	Procurement			
	Construction	12/1/2019	3/31/2021	
Closeout	3/31/2021	6/30/2021		
Cost Summary	Prior Approved	FY2020	Future Budget	Total Cost
	\$0	\$464,506	\$0	\$464,506
FY20 FUNDING PLAN GRANTS USE ONLY				
Funding Plan	Funding Source	Prior Budget	FY20 Budget	Total Budget
	Federal	\$0	\$0	\$0
	State	\$0	\$0	\$0
	Local Match JPB Member:	\$0	\$464,506	\$464,506
	<i>San Francisco</i>	\$0	\$464,506	\$464,506
	<i>San Mateo</i>	\$0	\$0	\$0
	<i>Santa Clara</i>	\$0	\$0	\$0
	Regional/Other	\$0	\$0	\$0
	TOTAL	\$0	\$464,506	\$464,506

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Caltrain Station Infrastructure Refresh/Upgrade
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$464,506	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$464,506	Total Prop AA Recommended:	\$0

SGA Project Number:	120-x5	Name:	Caltrain Station Infrastructure Refresh/Upgrade
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	03/31/2022
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-107	\$0	\$232,253	\$232,253	\$0	\$0	\$464,506

Deliverables

1. Quarterly progress reports shall include 2-3 photos of project during project construction and upon project completion.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Caltrain Station Infrastructure Refresh/Upgrade
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$464,506
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
Email:	fongl@samtrans.com	skinnerp@samtrans.com

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bayshore Station Overpass Pedestrian Bridge Rehab
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Capital Improvement Program, Facilities - PCJPB
Current Prop K Request:	\$1,053,506
Supervisory District(s):	District 10

REQUEST

Brief Project Description

The Bayshore Station Pedestrian Overpass Project will bring the structure into a State of Good Repair.

Detailed Scope, Project Benefits and Community Outreach

The Bayshore Station Overpass Pedestrians Bridge is experiencing corrosion and other minor structural issues. This project will correct the structural issues and repaint the overpass to bring it into a State of Good Repair.

Project Location

Bayshore Station (CalTrain) in San Francisco, CA

Project Phase(s)

Design Engineering (PS&E), Construction

Justification for Multi-phase Request

A multiphase allocation is appropriate given the need to support San Francisco's member share contribution to Caltrain's Fiscal Year 2019/20 capital budget.

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$3,250,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bayshore Station Overpass Pedestrian Bridge Rehab
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)	Jan-Feb-Mar	2020	Oct-Nov-Dec	2020
Advertise Construction				
Start Construction (e.g. Award Contract)	Jan-Feb-Mar	2021		
Operations				
Open for Use			Apr-May-Jun	2021
Project Completion (means last eligible expenditure)			Apr-May-Jun	2022

SCHEDULE DETAILS

The only community outreach planned for this project is informational signs at the Bayshore Caltrain station.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bayshore Station Overpass Pedestrian Bridge Rehab
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Capital Improvement Program	\$0	\$753,506	\$0	\$753,506
PROP K: Facilities - PCJPB	\$0	\$300,000	\$0	\$300,000
REGIONAL/OTHER	\$19,494	\$0	\$0	\$19,494
STA SOGR	\$0	\$1,227,000	\$0	\$1,227,000
Phases in Current Request Total:	\$19,494	\$2,280,506	\$0	\$2,300,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$300,000	\$300,000	FY 2020 Capital Budget
Construction	\$2,000,000	\$753,506	FY 2020 Capital Budget
Operations	\$0	\$0	
Total:	\$2,300,000	\$1,053,506	

% Complete of Design:	75.0%
As of Date:	07/01/2019
Expected Useful Life:	25 Years

PROJECT: Bayshore Station Overpass Pedestrian Bridge Rehabilitation

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		
	PE/Env/PSE		\$300,000
	ROW Acq/Utilities Relo.		
	Procurement		
	Construction		\$2,000,000
	Closeout		
	TOTAL	\$0	\$2,300,000

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/CD/Env		
	PE/Env/PSE	01/01/20	10/01/20
	ROW Acquisition/Utilities Relo.		
	Bid and Award		
	Procurement		
	Construction	01/01/21	10/01/21
	Closeout		

Total Budget	FY2020	Prior Year	Future Budget	Total Request
	\$2,300,000	\$0	\$0	\$2,300,000

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$0
	State	\$1,227,000
	Local Match JPB Member:	\$1,053,506
	<i>San Francisco</i>	<i>\$1,053,506</i>
	<i>San Mateo</i>	<i>\$0</i>
	<i>Santa Clara</i>	<i>\$0</i>
	Local Match County Specific	\$0
	Regional/Other	\$19,494
	TOTAL	\$2,300,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bayshore Station Overpass Pedestrian Bridge Rehab
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$1,053,506	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$1,053,506	Total Prop AA Recommended:	\$0

SGA Project Number:	120-x9	Name:	Bayshore Station Overpass Pedestrian Bridge Rehab - Design
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	06/30/2021
Phase:	Design Engineering	Fundshare:	47.5

Cash Flow Distribution Schedule by Fiscal Year						
Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-120P	\$0	\$150,000	\$150,000	\$0	\$0	\$300,000

Deliverables
1. Upon completion, provide evidence of completion of design (e.g. copy of certifications page).

E7-30

SGA Project Number:	107-x8	Name:	Bayshore Station Overpass Pedestrian Bridge Rehab - CON
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	06/30/2022
Phase:	Construction	Fundshare:	45.8

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-107	\$0	\$0	\$753,506	\$0	\$0	\$753,506

Deliverables

1. During construction and upon project completion, provide 2-3 digital photos of project.
2. PCJPB may not incur expenses for the construction phase until Transportation Authority staff releases the funds pending receipt of evidence of completion of design (e.g. copy of certifications page).

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	54.2%	No Prop AA
Actual Leveraging - This Project	54.2%	No Prop AA

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bayshore Station Overpass Pedestrian Bridge Rehab
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$1,053,506
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
Email:	fongl@samtrans.com	skinnerp@samtrans.com

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San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bombardier Cars State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Vehicles - PCJPB
Current Prop K Request:	\$2,100,000
Supervisory District(s):	District 06, District 10

REQUEST

Brief Project Description

This project will perform state of good repair capital maintenance on Caltrain's Bombardier Cars. Caltrain's Cab and Coach Car fleet failures are increasing and it is extremely important to support the SOGR programs to maintain the Passenger Coach fleet. The current fleet needs to be maintained and operated until a complete all electrical service is finalized.

Detailed Scope, Project Benefits and Community Outreach

This project will perform capital maintenance on Caltrain Bombardier cars to maintain the cars in a state of good repair. Maintenance scheduled may include, but is not limited to: mid-life overhaul, replacement of 480 V power cables, anti-skid stair tread, batteries, cab refurbishment, HVAC overhauls, seat and window replacement, center carpet replacement, PA system repairs and lighting.

Project Location

Systemwide

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,250,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bombardier Cars State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Apr-May-Jun	2020		
Operations				
Open for Use			Apr-May-Jun	2022
Project Completion (means last eligible expenditure)			Apr-May-Jun	2022

SCHEDULE DETAILS

There are no planned community outreach efforts, as this work is within Caltrain. Construction will not affect residents of the community or Caltrain passengers.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bombardier Cars State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Vehicles - PCJPB	\$0	\$2,100,000	\$0	\$2,100,000
Phases in Current Request Total:	\$0	\$2,100,000	\$0	\$2,100,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$2,100,000	\$2,100,000	FY 2020 Capital Budget
Operations	\$0	\$0	
Total:	\$2,100,000	\$2,100,000	

% Complete of Design:	100.0%
As of Date:	07/01/2019
Expected Useful Life:	15 Years

PROJECT: Bombardier Cars FY20

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acq/Utilities Relo.		
	Procurement		
	Construction		\$2,100,000
	Closeout		
	TOTAL	\$0	\$2,100,000

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acquisition/Utilities Relo.		
	Bid and Award		
	Procurement		
	Construction	04/01/20	04/01/22
	Closeout		

Total Budget	FY2020	Prior Year	Future Budget	Total Request
	\$2,100,000	\$0	\$0	\$2,100,000

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$0
	State	\$0
	Local Match JPB Member:	\$2,100,000
	<i>San Francisco</i>	\$2,100,000
	<i>San Mateo</i>	\$0
	<i>Santa Clara</i>	\$0
	Local Match County Specific	\$0
	Regional/Other	\$0
	TOTAL	\$2,100,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bombardier Cars State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$2,100,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$2,100,000	Total Prop AA Recommended:	\$0

SGA Project Number:	117-x1	Name:	Bombardier Cars SOGR
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	06/30/2023
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-117P	\$0	\$0	\$1,050,000	\$1,050,000	\$0	\$2,100,000

Deliverables

1. Quarterly progress reports shall include 2-3 photos of project during project construction and upon project completion.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bombardier Cars State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$2,100,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
Email:	fongl@samtrans.com	skinnerp@samtrans.com

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	F40 Locomotives State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Vehicles - PCJPB
Current Prop K Request:	\$150,000
Supervisory District(s):	District 06, District 10

REQUEST

Brief Project Description

Maintain Caltrain's locomotive fleet in a state of good repair. There are an increasing number of failures for the locomotive fleet that has outlived its life cycle of 30 years. The current fleet needs to be maintained and operated until a complete all electrical service is finalized.

Detailed Scope, Project Benefits and Community Outreach

This project will perform capital maintenance on Caltrain's F40 Locomotives to maintain them in a state of good repair until replaced with new electric multiple units. Maintenance may include, but is not limited to: overhaul or replacement of engine components, cab refurbishment, toilet, HVAC, batteries, electronic systems, communications systems, SEP-HEP overhaul or replacement and F40 Dynamic Brake System upgrade/replacement.

Project Location

Systemwide

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,250,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	F40 Locomotives State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Jan-Feb-Mar	2020		
Operations				
Open for Use			Apr-May-Jun	2022
Project Completion (means last eligible expenditure)			Apr-May-Jun	2022

SCHEDULE DETAILS

There are no planned community outreach efforts, as this work is within Caltrain. Construction will not affect residents of the community or Caltrain passengers.

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	F40 Locomotives State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Vehicles - PCJPB	\$0	\$150,000	\$0	\$150,000
STA STATE OF GOOD REPAIR	\$0	\$1,426,881	\$0	\$1,426,881
Phases in Current Request Total:	\$0	\$1,576,881	\$0	\$1,576,881

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$1,576,881	\$150,000	FY 2020 Capital Budget
Operations	\$0	\$0	
Total:	\$1,576,881	\$150,000	

% Complete of Design:	100.0%
As of Date:	07/01/2019
Expected Useful Life:	15 Years

PROJECT: F40 SOGR

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		
	PE/Env/PSE		\$0
	ROW Acq/Utilities Relo.		\$0
	Procurement		
	Construction		\$1,576,881
	Closeout		
	TOTAL	\$0	\$1,576,881

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acquisition/Utilities Relo.		
	Bid and Award		
	Procurement		
	Construction	01/01/20	04/01/22
	Closeout		

Total Budget	FY2020	Prior Year	Future Budget	Total Request
	\$1,576,881	\$0	\$0	\$1,576,881

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$0
	State	\$1,426,881
	Local Match JPB Member:	\$150,000
	<i>San Francisco</i>	\$150,000
	<i>San Mateo</i>	\$0
	<i>Santa Clara</i>	\$0
	Local Match County Specific	\$0
	Regional/Other	\$0
	TOTAL	\$1,576,881

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	F40 Locomotives State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$150,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$150,000	Total Prop AA Recommended:	\$0

SGA Project Number:	117-x2	Name:	F40 Locomotives State of Good Repair
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	06/30/2023
Phase:	Construction	Fundshare:	9.51

Cash Flow Distribution Schedule by Fiscal Year						
Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-117P	\$0	\$0	\$150,000	\$0	\$0	\$150,000

Deliverables

1. Quarterly progress reports shall include 2-3 photos of project during project construction and upon project completion.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	90.49%	No Prop AA
Actual Leveraging - This Project	90.49%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	F40 Locomotives State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$150,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
Email:	fongl@samtrans.com	skinnerp@samtrans.com



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San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Station Enhancements and Improvements
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Facilities - PCJPB
Current Prop K Request:	\$430,506
Supervisory District(s):	District 06

REQUEST

Brief Project Description

This project will study the reasons for corrosion at the San Francisco Station (aka 4th and King Street Station), suggest and implement corrective actions, and potentially install emergency transfer switches at Caltrain stations.

Detailed Scope, Project Benefits and Community Outreach

This project will study the reasons for corrosion at the San Francisco Station (aka 4th and King Street Station), suggest and implement corrective actions. Depending on the cost of the required corrective actions for the 4th and King station, the project scope contemplates the installation of emergency transfer switches at Caltrain stations. The emergency transfer switches will allow for the connection of emergency generators to provide uninterrupted power in the case of power outages.

Project Location

San Francisco 4th and King Station

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$750,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Station Enhancements and Improvements
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Oct-Nov-Dec	2019		
Operations				
Open for Use			Jan-Feb-Mar	2022
Project Completion (means last eligible expenditure)			Apr-May-Jun	2022

SCHEDULE DETAILS

No community outreach is currently planned as the project will have minimal impact on Caltrain patrons.

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Station Enhancements and Improvements
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Facilities - PCJPB	\$0	\$430,506	\$0	\$430,506
STATE TRANSIT ASSISTANCE	\$0	\$269,494	\$0	\$269,494
Phases in Current Request Total:	\$0	\$700,000	\$0	\$700,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$700,000	\$430,506	FY 2020 Capital Budget
Operations	\$0	\$0	
Total:	\$700,000	\$430,506	

% Complete of Design:	0.0%
As of Date:	07/01/2019
Expected Useful Life:	15 Years

PROJECT: Station Enhancements and Improvements

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acq/Utilities Relo.		
	Procurement		
	Construction		\$700,000
	Closeout		
	TOTAL	\$0	\$700,000

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acquisition/Utilities Relo.		
	Bid and Award		
	Procurement		
	Construction	10/01/19	03/31/22
	Closeout	04/01/22	06/30/23

Total Budget	FY2020	Prior Year	Future Budget	Total Request
	\$700,000	\$0	\$0	\$700,000

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$0
	State	\$269,494
	Local Match JPB Member:	\$430,506
	<i>San Francisco</i>	\$430,506
	<i>San Mateo</i>	\$0
	<i>Santa Clara</i>	\$0
	Local Match County Specific	\$0
	Regional/Other	\$0
	TOTAL	\$700,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Station Enhancements and Improvements
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$430,506	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$430,506	Total Prop AA Recommended:	\$0

SGA Project Number:	120-x2	Name:	Station Enhancements and Improvements - Construction
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	03/31/2023
Phase:	Construction	Fundshare:	61.5

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-120P	\$0	\$172,202	\$172,202	\$86,102	\$0	\$430,506

Deliverables

1. Provide 2-3 photos of project with quarterly progress reports and upon project completion.
2. Quarterly progress reports (QPR) will include updates on the reasons for corrosion at the 4th and King Street Station, and recommended corrective actions in addition to the standard requirements for QPRs (See Standard Grant Agreement for details).

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	38.5%	No Prop AA
Actual Leveraging - This Project	38.5%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Station Enhancements and Improvements
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$430,506
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement
PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
Email:	fongl@samtrans.com	skinnerp@samtrans.com

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Systemwide Track Rehabilitation
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Guideways - PCJPB
Current Prop K Request:	\$180,000
Supervisory District(s):	District 06, District 10

REQUEST

Brief Project Description

The Systemwide Track Rehabilitation Program is an ongoing annual project to keep the Caltrain railroad track and structures in a state of good repair.

Detailed Scope, Project Benefits and Community Outreach

This project includes multiple work items that are consistent from year to year. These activities may include, but are not limited to: replacement of rail and ties, replacement of track components, thermite welds, track grinding, ballast replacement, track surfacing, vegetation removal, minor structural repairs, switch repairs, weed abatement and regulatory inspections.

Project Location

Systemwide

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,000,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Systemwide Track Rehabilitation
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Oct-Nov-Dec	2019		
Operations				
Open for Use			Apr-May-Jun	2021
Project Completion (means last eligible expenditure)			Apr-May-Jun	2021

SCHEDULE DETAILS

Residents in the areas where work takes place at night are notified several weeks prior to the start of work.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Systemwide Track Rehabilitation
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Guideways - PCJPB	\$0	\$180,000	\$0	\$180,000
FTA 5337	\$0	\$4,400,000	\$0	\$4,400,000
STA STATE OF GOOD REPAIR	\$0	\$920,000	\$0	\$920,000
Phases in Current Request Total:	\$0	\$5,500,000	\$0	\$5,500,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$5,500,000	\$180,000	FY 2020 Capital Budget
Operations	\$0	\$0	
Total:	\$5,500,000	\$180,000	

% Complete of Design:	100.0%
As of Date:	07/01/2019
Expected Useful Life:	25 Years

PROJECT: System-wide Track Rehab

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acq/Utilities Relo.		
	Procurement		
	Construction		\$5,500,000
	Closeout		
	TOTAL	\$0	\$5,500,000

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acquisition/Utilities Relo.		
	Bid and Award		
	Procurement		
	Construction	10/01/19	04/01/21
	Closeout		

Total Budget	FY2020	Prior Year	Future Budget	Total Request
	\$5,500,000	\$0	\$0	\$5,500,000

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$4,400,000
	State	\$920,000
	Local Match JPB Member:	\$180,000
	<i>San Francisco</i>	\$180,000
	<i>San Mateo</i>	\$0
	<i>Santa Clara</i>	\$0
	Local Match County Specific	\$0
	Regional/Other	\$0
	TOTAL	\$5,500,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Systemwide Track Rehabilitation
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$180,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$180,000	Total Prop AA Recommended:	\$0

SGA Project Number:	122-x2	Name:	Systemwide Track Rehabilitation
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	06/30/2022
Phase:	Construction	Fundshare:	3.27

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-122P	\$0	\$90,000	\$90,000	\$0	\$0	\$180,000

Deliverables

1. Provide 2-3 photos of project with quarterly progress reports and upon project completion.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	96.73%	No Prop AA
Actual Leveraging - This Project	96.73%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Systemwide Track Rehabilitation
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$180,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
Email:	fongl@samtrans.com	skinnerp@samtrans.com

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Structure Maintenance - State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Guideways - PCJPB
Current Prop K Request:	\$160,000
Supervisory District(s):	District 06, District 10

REQUEST

Brief Project Description

This project will perform minor repairs to Caltrain bridges and other civil structures to maintain assets in a state of good repair.

Detailed Scope, Project Benefits and Community Outreach

This project will perform minor repairs to Caltrain civil structures, including corrosion mitigation, bird netting, minor concrete repairs and other capitalized maintenance items identified through bridge and structure inspections. These repairs are intended to keep these assets in a state of good repair.

Project Location

Systemwide

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,000,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Structure Maintenance - State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Jan-Feb-Mar	2020		
Operations				
Open for Use			Jan-Feb-Mar	2022
Project Completion (means last eligible expenditure)			Apr-May-Jun	2023

SCHEDULE DETAILS

No community outreach is planned.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Structure Maintenance - State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Guideways - PCJPB	\$0	\$160,000	\$0	\$160,000
FTA 5337	\$0	\$640,000	\$0	\$640,000
Phases in Current Request Total:	\$0	\$800,000	\$0	\$800,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$800,000	\$160,000	FY 2020 Capital Budget
Operations	\$0	\$0	
Total:	\$800,000	\$160,000	

% Complete of Design:	0.0%
As of Date:	07/01/2019
Expected Useful Life:	20 Years

PROJECT: Structure Maintenance SOGR

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acq/Utilities Relo.		
	Procurement		
	Construction		\$800,000
	Closeout		
	TOTAL	\$0	\$800,000

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/CD/Env		
	PE/Env/PSE		
	ROW Acquisition/Utilities Relo.		
	Bid and Award		
	Procurement		
	Construction	01/01/20	03/31/22
	Closeout	04/01/22	06/30/23

Total Budget	FY2020	Prior Year	Future Budget	Total Request
	\$800,000	\$0	\$0	\$800,000

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$640,000
	State	\$0
	Local Match JPB Member:	\$160,000
	<i>San Francisco</i>	\$160,000
	<i>San Mateo</i>	\$0
	<i>Santa Clara</i>	\$0
	Local Match County Specific	\$0
	Regional/Other	\$0
	TOTAL	\$800,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Structure Maintenance - State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$160,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$160,000	Total Prop AA Recommended:	\$0

SGA Project Number:	122-x4	Name:	Structure Maintenance - State of Good Repair
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	03/31/2023
Phase:	Construction	Fundshare:	20.0

Cash Flow Distribution Schedule by Fiscal Year						
Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-122P	\$0	\$130,000	\$30,000	\$0	\$0	\$160,000

Deliverables
1. Provide 2-3 photos of project with quarterly progress reports and upon project completion.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	80.0%	No Prop AA
Actual Leveraging - This Project	80.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Structure Maintenance - State of Good Repair
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$160,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
Email:	fongl@samtrans.com	skinnerp@samtrans.com

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	San Francisquito Creek Bridge Replacement
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Guideways - PCJPB
Current Prop K Request:	\$120,000

REQUEST

Brief Project Description

This project will design a replacement for the 118 year old San Francisquito Creek Bridge.

Detailed Scope, Project Benefits and Community Outreach

This project entails the preliminary design for the replacement of the San Francisquito Creek Bridge. The bridge is nearing the end of its useful life and needs to be replaced before its structural condition deteriorates. The project will also design improved bridge abutments to reduce the effects of erosion from the creek.

Project Location

San Francisquito Creek and the Caltrain Corridor in Palo Alto, CA

Project Phase(s)

Design Engineering (PS&E)

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,000,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	San Francisquito Creek Bridge Replacement
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)	Jan-Feb-Mar	2020	Jan-Feb-Mar	2023
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations				
Open for Use				
Project Completion (means last eligible expenditure)				

SCHEDULE DETAILS

A full outreach plan will be developed that includes a plan for targeted outreach to riders, community members and key stakeholders. At this phase of the project, the outreach will be focused on briefing key stakeholders about the purpose and need for the project.

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	San Francisquito Creek Bridge Replacement
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Guideways - PCJPB	\$0	\$120,000	\$0	\$120,000
FTA 5337	\$0	\$480,000	\$0	\$480,000
Phases in Current Request Total:	\$0	\$600,000	\$0	\$600,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$600,000	\$120,000	FY 2020 Capital Budget
Construction	\$0	\$0	
Operations	\$0	\$0	
Total:	\$600,000	\$120,000	

% Complete of Design:	0.0%
As of Date:	07/01/2019
Expected Useful Life:	100 Years

PROJECT: San Francisquito Creek Bridge Replacement

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		
	PE/Env/PSE		\$600,000
	ROW Acq/Utilities Relo.		
	Procurement		
	Construction		
	Closeout		
	TOTAL	\$0	\$600,000

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/CD/Env		
	PE/Env/PSE	01/01/20	01/01/23
	ROW Acquisition/Utilities Relo.		
	Bid and Award		
	Procurement		
	Construction		
	Closeout		

Total Budget	FY2020	Prior Year	Future Budget	Total Request
	\$600,000	\$0	\$0	\$600,000

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$480,000
	State	\$0
	Local Match JPB Member:	\$120,000
	<i>San Francisco</i>	\$120,000
	<i>San Mateo</i>	\$0
	<i>Santa Clara</i>	\$0
	Local Match County Specific	\$0
	Regional/Other	\$0
	TOTAL	\$600,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	San Francisquito Creek Bridge Replacement
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$120,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$120,000	Total Prop AA Recommended:	\$0

SGA Project Number:	122-x6	Name:	San Francisquito Creek Bridge Replacement - Design
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	09/30/2023
Phase:	Design Engineering	Fundshare:	20.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-122P	\$0	\$60,000	\$60,000	\$0	\$0	\$120,000

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	80.0%	No Prop AA
Actual Leveraging - This Project	80.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	San Francisquito Creek Bridge Replacement
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$120,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Marin St. & Napoleon Ave. Bridges Rehabilitation
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Guideways - PCJPB
Current Prop K Request:	\$540,000
Supervisory District(s):	District 10

REQUEST

Brief Project Description

Project addresses structural deficiencies by retrofitting or replacing bridge structural elements to extend the useful life of the structures. The project also addresses trespasser encampments and illegal dumping through additional fencing and potential installation of fill material that still allows access to the bridge superstructure for inspections and repairs.

Detailed Scope, Project Benefits and Community Outreach

Marin Street and Napoleon Avenue bridges are located at MP 2.35 and MP 2.45 respectively in the City and County of San Francisco. The project scope is to rehabilitate and replace the bridge components that are in need of repair, as well as remove several short spans at Napoleon Street that are no longer needed for functionality.

Since the Prop K allocation to the construction phase in November 2018, the project cost has increased from ~\$4.9M to ~\$13.4M. The primary reason for increased costs is related to omission of costs in the original estimate including: construction related constraints due to existing City of SF Triple Box Culvert at Napoleon Street, permit fees, public outreach, city inspections, weekend bus bridges, and construction support costs. Additionally, the project must be completed before construction of the Caltrain electrification overhead contact system to avoid significant and avoidable project cost increases (~\$1.5-2M) as the equipment would need to be removed and re-installed for bridge construction.

Project Location

Marin Street and Napoleon Street between Evans Avenue and Islais Creek Channel

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,000,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Marin St. & Napoleon Ave. Bridges Rehabilitation
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Oct-Nov-Dec	2015	Jan-Feb-Mar	2016
Environmental Studies (PA&ED)	Jan-Feb-Mar	2016	Apr-May-Jun	2016
Right of Way	Jan-Feb-Mar	2016	Oct-Nov-Dec	2016
Design Engineering (PS&E)	Apr-May-Jun	2016	Jul-Aug-Sep	2019
Advertise Construction	Oct-Nov-Dec	2019		
Start Construction (e.g. Award Contract)	Apr-May-Jun	2020		
Operations				
Open for Use			Jan-Feb-Mar	2021
Project Completion (means last eligible expenditure)			Jul-Aug-Sep	2021

SCHEDULE DETAILS

The local homeless community near the bridge will be notified about the project. Also, information on weekly maintenance activities are provided on Caltrain's website. Additionally, any neighboring property owners will be notified of work that may cause excessive noise or dust.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Marin St. & Napoleon Ave. Bridges Rehabilitation
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Capital Improvement Program	\$0	\$0	\$200,000	\$200,000
PROP K: Guideways - PCJPB	\$0	\$540,000	\$328,000	\$868,000
FTA 5337	\$0	\$2,160,000	\$2,592,000	\$4,752,000
FUTURE FUNDING	\$6,686,945	\$0	\$0	\$6,686,945
Phases in Current Request Total:	\$6,686,945	\$2,700,000	\$3,120,000	\$12,506,945

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K	\$0	\$540,000	\$795,162	\$1,335,162
FTA 5337	\$0	\$2,160,000	\$3,203,200	\$5,363,200
FUTURE FUNDING	\$6,686,945	\$0	\$0	\$6,686,945
Funding Plan for Entire Project Total:	\$6,686,945	\$2,700,000	\$3,998,362	\$13,385,307

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$114,362	\$0	Actual costs
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$764,000	\$0	Actual Costs/Project Budget
Construction	\$12,506,945	\$540,000	Current Engineer's estimate
Operations	\$0	\$0	
Total:	\$13,385,307	\$540,000	

% Complete of Design:	95.0%
As of Date:	07/01/2019
Expected Useful Life:	70 Years

PROJECT: Marin Street and Napoleon Avenue Bridges Rehabilitation

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		\$114,362
	PE/Env/PSE		\$764,000
	Final Design		
	ROW Acq/Utilities Relo.		
	Procurement		
	Construction		\$12,506,945
	Closeout		
	TOTAL	\$0	\$13,385,307

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/Conceptual Design	10/01/15	01/31/16
	Preliminary Engineering	02/01/16	04/30/16
	Final Design	05/01/16	09/30/19
	ROW Acquisition/Utilities Relo.	02/01/16	10/31/16
	Bid and Award	10/01/19	03/31/20
	Procurement	N/A	N/A
	Construction	04/01/20	03/31/21
	Closeout	04/01/21	09/30/21

	FY2020	Prior Year	Future Budget	Total Budget
	\$2,700,000	\$4,004,000	\$6,681,307	\$13,385,307

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$2,160,000
	State	\$0
	Local Match JPB Member:	\$540,000
	<i>San Francisco</i>	<i>\$540,000</i>
	<i>San Mateo</i>	<i>\$0</i>
	<i>Santa Clara</i>	<i>\$0</i>
	Local Match County Specific	\$0
	Regional/Other	\$0
	TOTAL	\$2,700,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Marin St. & Napoleon Ave. Bridges Rehabilitation
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$540,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$540,000	Total Prop AA Recommended:	\$0

SGA Project Number:	122-x7	Name:	Marin St. & Napoleon Ave. Bridges Rehabilitation
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	03/31/2022
Phase:	Construction	Fundshare:	20.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-122P	\$0	\$270,000	\$270,000	\$0	\$0	\$540,000

Deliverables

1. Quarterly progress reports shall include 2-3 photos of project during project construction and upon project completion.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	91.46%	No Prop AA
Actual Leveraging - This Project	90.03%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Marin St. & Napoleon Ave. Bridges Rehabilitation
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$540,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement
PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Guadalupe River Bridge Replacement and Extension
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Guideways - PCJPB
Current Prop K Request:	\$1,000,000

REQUEST

Brief Project Description

Design phase of project to replace the Guadalupe River Bridge, which has reached the end of its useful life. Bridge replacement is necessary to avoid speed restrictions and weight limits for Caltrain and freight operations.

Detailed Scope, Project Benefits and Community Outreach

The Guadalupe Bridge has reached the end of its useful life and is in need of replacement to avoid slow orders and weight limits for Caltrain and freight operations. The project will involve:

- a. Prepare preliminary and final design
- b. Prepare environmental documents
- c. Demolition of the old bridge and construction of the new bridge
- d. Environmental mitigation

This project requires coordination with the US Army Corps of Engineers (USACE) and the Santa Clara Valley Water District (SCVWD) regarding their flood control project, where two new railroad bridges (MT1 and MT2) over a new secondary flood plain adjacent to the existing Guadalupe River Bridges will be constructed in the future after MT1 Bridge replacement.

As this project has developed, the delivery schedule has been delayed and the costs have increased. In terms of the project schedule, there is significant coordination required with both the SCVWD and Army USACE. Originally, the SCVWD and the USACE were going to construct their project along with the bridge replacement project, but their schedule has since changed, and these projects will not occur concurrently (as of now). Thus, the bridge replacement project schedule was revised to account for these changes. In terms of the cost estimate, this estimate is a projection based on similar projects and the current bidding environment (which is seeing continually escalating costs). As this project is still in the preliminary design/environmental phase, this is a preliminary cost estimate.

For both the project schedule and the cost estimate, further refinements will be developed as the project progresses through the design and environmental phases.

Project Location

Guadalupe River in San Jose (Caltrain Corridor)

Project Phase(s)

Design Engineering (PS&E)

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$2,000,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Guadalupe River Bridge Replacement and Extension
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)	Jul-Aug-Sep	2017	Oct-Nov-Dec	2020
Right of Way	Jul-Aug-Sep	2020	Jan-Feb-Mar	2021
Design Engineering (PS&E)	Jul-Aug-Sep	2017	Oct-Nov-Dec	2020
Advertise Construction	Jan-Feb-Mar	2021		
Start Construction (e.g. Award Contract)	Jul-Aug-Sep	2021		
Operations				
Open for Use			Apr-May-Jun	2022
Project Completion (means last eligible expenditure)			Oct-Nov-Dec	2022

SCHEDULE DETAILS

A full outreach plan will be developed that includes a plan for targeted outreach to riders, community members and key stakeholders. At this phase of the project, the outreach will be focused on briefing key stakeholders about the purpose and need for the project.

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Guadalupe River Bridge Replacement and Extension
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Guideways - PCJPB	\$0	\$1,000,000	\$600,000	\$1,600,000
FTA 5337	\$0	\$4,000,000	\$2,400,000	\$6,400,000
Phases in Current Request Total:	\$0	\$5,000,000	\$3,000,000	\$8,000,000

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K	\$0	\$1,000,000	\$600,000	\$1,600,000
FUTURE FUNDING	\$16,830,000	\$0	\$0	\$16,830,000
FTA 5337	\$0	\$4,000,000	\$2,400,000	\$6,400,000
Funding Plan for Entire Project Total:	\$16,830,000	\$5,000,000	\$3,000,000	\$24,830,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$500,000	\$0	FY 2020 Capital Budget
Design Engineering (PS&E)	\$8,000,000	\$1,000,000	FY 2020 Capital Budget
Construction	\$16,330,000	\$0	Preliminary Engineer's Estimate
Operations	\$0	\$0	
Total:	\$24,830,000	\$1,000,000	

% Complete of Design:	33.0%
As of Date:	07/01/2019
Expected Useful Life:	75 Years

PROJECT: Guadalupe River Bridges Replacement and Extension

Project Cost	Project Phase	Original Estimate	Revised Estimate
	Planning/CD/Env		
	PE/Env/PSE		\$8,000,000
	ROW Acq/Utilities Relo.		\$500,000
	Procurement		
	Construction		\$16,330,000
	Closeout		
	TOTAL	\$0	\$24,830,000

Milestones	Project Phase	Expected Start	Expected Finish
	Planning/CD/Env		
	PE/Env/PSE	08/21/17	12/31/20
	ROW Acquisition/Utilities Relo.	07/01/20	01/01/21
	Bid and Award	01/01/21	06/30/21
	Procurement		
	Construction	07/01/21	06/30/22
	Closeout	07/01/22	12/31/22

Total Budget	FY2020	Prior Year	Future Budget	Total Budget
	\$5,000,000	\$3,000,000	\$16,830,000	\$24,830,000

FY20 Funding Plan	Funding Source	Proposed
	Federal	\$4,000,000
	State	\$0
	Local Match JPB Member:	\$1,000,000
	<i>San Francisco</i>	\$1,000,000
	<i>San Mateo</i>	\$0
	<i>Santa Clara</i>	\$0
	Local Match County Specific	\$0
	Regional/Other	\$0
	TOTAL	\$5,000,000

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Guadalupe River Bridge Replacement and Extension
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$1,000,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$1,000,000	Total Prop AA Recommended:	\$0

SGA Project Number:	122-x1	Name:	Guadalupe River Bridge Replacement and Extension
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	06/30/2021
Phase:	Design Engineering	Fundshare:	20.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-122P	\$0	\$500,000	\$500,000	\$0	\$0	\$1,000,000

Deliverables

1. Upon completion, provide evidence of completion of design (e.g. copy of certifications page).

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	80.0%	No Prop AA
Actual Leveraging - This Project	93.56%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Guadalupe River Bridge Replacement and Extension
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$1,000,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement
PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Leslie Fong	Peter Skinner
Title:	Senior Administrative Analyst	Senior Grants Analyst
Phone:	(650) 508-6332	(650) 622-7818
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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Peninsula Corridor Electrification Project
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Guideways - Undesignated
Current Prop K Request:	\$4,912,000
Supervisory District(s):	District 06, District 10

REQUEST

Brief Project Description

The Peninsula Corridor Electrification Project will convert Caltrain from a diesel-hauled commuter rail service to one that uses electrically powered trains consisting of high-performance electric multiple units for service between San Francisco (Fourth and King Street Station) and San Jose (Tamien Station). It will result in faster, more frequent service; reduce pollutants; and support Caltrain's long-term financial sustainability, and provide infrastructure for blended Caltrain and high-speed rail systems.

Detailed Scope, Project Benefits and Community Outreach

The Peninsula Corridor Electrification Project (PCEP) will replace Caltrain's existing diesel service with a fully electrified service extending 52 miles from the 4th and King station in San Francisco to the Tamian station in San Jose. This is one of the main components of the Caltrain Modernization program (CalMod). The CalMod program provides the commuter rail system with the strategic vision to improve system performance while minimizing equipment and operating costs, and is critical to the long-term financial sustainability of Caltrain. Electrification of the peninsula rail corridor is also a necessary investment to support the blended Caltrain and high-speed rail system. Caltrain and the California High Speed Rail Authority will share the infrastructure from San Francisco to San Jose, staying within the existing right-of-way.

The CalMod program's various components include the installation of two substations for traction power, poles, and an overhead contact system; signal and grade crossing circuitry changes; and the acquisition of electric rolling stock, known as electric multiple units (EMUs), to replace the majority of the current diesel trains. It will result in faster and more frequent service, improved regional air quality and reduced greenhouse gas emissions, reduced engine noise, improved train performance, and increased ridership capacity. Electrified revenue service is anticipated by 2022.

The multi-agency funding agreement for the project, signed by the SFCTA and CCSF, includes \$80 million local contributions to the project by the three PCJPB member counties (San Francisco, San Mateo and Santa Clara). The SFCTA has committed about \$41 million primarily from the Prop K and One Bay Area Grant programs, and all but \$4.9 million in Prop K funds have been allocated. This request would fulfill the Prop K contribution to the project.

Stakeholder Engagement:

Caltrain has created several standing meetings to facilitate effective stakeholder collaboration and gather important local feedback on the project.

- **Local Policy Makers Group (LPMG):** The LPMG is comprised of elected officials from the 17 cities and three counties along the Caltrain Corridor. Caltrain hosts the public bi-monthly meeting to provide timely updates on the CalMod program.
- **Quarterly meetings with all funding partners on the project.**
- **City and County Staff Coordination Group (CSCG):** The CSCG is comprised of the technical staff from the 17 cities and three counties along the Caltrain Corridor. Caltrain hosts a monthly meeting with the CSCG to go over technical details of the project and answer jurisdiction specific questions.
- **California High-Speed Rail Authority/Caltrain:** The CalMod team meets bi-weekly on key coordination issues with the California High-Speed Rail Authority staff to ensure that all CalMod projects are compatible with future high-speed rail on

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the corridor.

In addition to these standing meetings, the CalMod team provides monthly updates to the Caltrain Board. On a regular basis the CalMod team also provides update to the Caltrain Advisory Committees (Citizen, Bicycle, CEMOF, Access Accessibility); community organizations such as Friends of Caltrain; regional transportation boards and their citizen advisory committees such as the SFCTA; City Councils; rail tenant partners; State and Federal delegation; environmental and labor groups; chambers, and monthly updates with the Caltrain Commuter Coalition that is comprised of business associations such as the Silicon Valley Leadership Group, San Mateo County Economic Development Association, the Bay Area Council, Facebook, Stanford and Genentech.

Project Location

Caltrain Corridor

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Named Project
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$4,912,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Peninsula Corridor Electrification Project
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Jul-Aug-Sep	2012	Jul-Aug-Sep	2014
Environmental Studies (PA&ED)	Jul-Aug-Sep	2012	Jul-Aug-Sep	2014
Right of Way	Jul-Aug-Sep	2013	Oct-Nov-Dec	2020
Design Engineering (PS&E)	Jul-Aug-Sep	2014	Jul-Aug-Sep	2015
Advertise Construction	Oct-Nov-Dec	2015		
Start Construction (e.g. Award Contract)	Jul-Aug-Sep	2016		
Operations				
Open for Use			Jul-Aug-Sep	2022
Project Completion (means last eligible expenditure)			Oct-Nov-Dec	2023

SCHEDULE DETAILS

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San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Peninsula Corridor Electrification Project
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Guideways - Undesignated	\$0	\$4,912,000	\$0	\$4,912,000
Phases in Current Request Total:	\$0	\$4,912,000	\$0	\$4,912,000

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K	\$0	\$4,912,000	\$10,300,000	\$15,212,000
VTA FUNDING	\$0	\$0	\$61,253,000	\$61,253,000
STATE TIRCP	\$0	\$0	\$20,000,000	\$20,000,000
STATE PROP 1B	\$0	\$0	\$8,000,000	\$8,000,000
STATE PROP 1A	\$0	\$0	\$600,000,000	\$600,000,000
STATE LCTOP	\$0	\$3,573,000	\$5,427,000	\$9,000,000
STATE HIGH SPEED RAIL (NON PROP 1A)	\$0	\$0	\$113,000,000	\$113,000,000
SMCTA FUND SWAP WITH MTC	\$0	\$0	\$43,827,600	\$43,827,600
SMCTA	\$0	\$0	\$61,263,000	\$61,263,000
SFCTA OBAG GRANT (THROUGH FTA)	\$0	\$0	\$11,188,000	\$11,188,000
SAN FRANCISCO GO BONDS	\$0	\$0	\$16,579,000	\$16,579,000
SAN FRANCISCO GO BONDS	\$0	\$14,661,000	\$0	\$14,661,000
REGIONAL BRIDGE TOLLS	\$0	\$0	\$39,400,000	\$39,400,000
PRIOR LOCAL COMMITMENT	\$0	\$0	\$9,019,000	\$9,019,000
FTA PRIOR FUNDING	\$0	\$0	\$15,680,000	\$15,680,000
FTA 5309 CORE CAPACITY	\$0	\$274,100,000	\$372,900,000	\$647,000,000
FTA 5307 FORMULA FUNDS	\$0	\$97,987,868	\$173,184,532	\$271,172,400
CMAQ	\$0	\$0	\$4,000,000	\$4,000,000

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
BAAQMD CARL MOYER FUNDING	\$0	\$0	\$20,000,000	\$20,000,000
Funding Plan for Entire Project Total:	\$0	\$395,233,868	\$1,585,021,132	\$1,980,255,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$23,356,065	\$0	Actual Costs
Environmental Studies (PA&ED)	\$45,429,773	\$0	Actual Costs
Right of Way	\$28,385,456	\$0	Actual Costs
Design Engineering (PS&E)	\$251,287,521	\$0	Actuals to date + cost to complete
Construction	\$1,631,796,185	\$4,912,000	Actuals to date + cost to complete
Operations	\$0	\$0	
Total:	\$1,980,255,000	\$4,912,000	

% Complete of Design:	100.0%
As of Date:	07/31/2019
Expected Useful Life:	25 Years

Source	Type	Status	Project Phases ¹			Subtotals		Amount	TOTAL
			PE/ENV	Design/Build	EMUs	Electrification	EMUs		
Federal Highway Administration and Federal Transit Administration (FTA) Prior Funding	Federal	Allocated	\$15,680,000			\$15,680,000	\$0	\$15,680,000	\$15,680,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
Congestion Mitigation and Air Quality ²	Federal	Allocated	\$4,000,000			\$4,000,000	\$0	\$4,000,000	\$4,000,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
FTA 5307	Federal	Allocated			\$173,184,532	\$0	\$173,184,532	\$173,184,532	\$271,172,400
		Programmed			\$97,987,868	\$0	\$97,987,868	\$97,987,868	
		Planned				\$0	\$0	\$0	
FTA Core Capacity	Federal	Allocated		\$372,900,000		\$372,900,000	\$0	\$372,900,000	\$647,000,000
		Programmed			\$274,100,000	\$0	\$274,100,000	\$274,100,000	
		Planned				\$0	\$0	\$0	
One Bay Area Grant Cycle 2 (SFCTA)	Federal	Allocated			\$11,188,000	\$0	\$11,188,000	\$11,188,000	\$11,188,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
Prop 1A High Speed Rail Bonds	State	Allocated		\$600,000,000		\$600,000,000	\$0	\$600,000,000	\$600,000,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
High Speed Rail Cap & Trade/ Other	State	Allocated		\$113,000,000		\$113,000,000	\$0	\$113,000,000	\$113,000,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
Transit and Intercity Rail Program	State	Allocated			\$20,000,000	\$0	\$20,000,000	\$20,000,000	\$20,000,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
Prop 1B Public Transportation Modernization, Improvement, and Service Enhancement Account Program	State	Allocated		\$8,000,000		\$8,000,000	\$0	\$8,000,000	\$8,000,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
Caltrain Low Carbon Transportation Operations Program	State	Allocated			\$5,427,000	\$0	\$5,427,000	\$5,427,000	\$9,000,000
		Programmed			\$3,573,000	\$0	\$3,573,000	\$3,573,000	
		Planned				\$0	\$0	\$0	
Bridge Tolls	Regional	Allocated		\$19,209,000	\$20,191,000	\$19,209,000	\$20,191,000	\$39,400,000	\$39,400,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
Carl Moyer Program	Regional	Allocated		\$20,000,000		\$20,000,000	\$0	\$20,000,000	\$20,000,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
Santa Clara Valley Transportation Authority	Local	Allocated		\$34,208,000	\$27,045,000	\$34,208,000	\$27,045,000	\$61,253,000	\$61,253,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
San Mateo County Transportation Authority (including MTC exchange funds)	Local	Allocated		\$29,420,000	\$75,670,600	\$29,420,000	\$75,670,600	\$105,090,600	\$105,090,600
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
Prop K (SFCTA)	Local	Allocated		\$9,940,000	\$360,000	\$9,940,000	\$360,000	\$10,300,000	\$15,212,000
		Programmed		\$4,912,000		\$4,912,000	\$0	\$4,912,000	
		Planned				\$0	\$0	\$0	
San Francisco General Obligation Bonds	Local	Allocated		\$20,020,000		\$20,020,000	\$0	\$20,020,000	\$31,240,000
		Programmed		\$11,220,000		\$11,220,000	\$0	\$11,220,000	
		Planned				\$0	\$0	\$0	
Previous Local Commitments ³	Local	Allocated		\$9,019,000		\$9,019,000	\$0	\$9,019,000	\$9,019,000
		Programmed				\$0	\$0	\$0	
		Planned				\$0	\$0	\$0	
Totals	Totals	Allocated	\$19,680,000	\$1,235,716,000	\$333,066,132	\$1,255,396,000	\$333,066,132	\$1,588,462,132	\$1,980,255,000
		Programmed	\$0	\$16,132,000	\$375,660,868	\$16,132,000	\$375,660,868	\$391,792,868	
		Planned	\$0	\$0	\$0	\$0	\$0	\$0	
						\$1,271,528,000	\$708,727,000		

¹ Acronyms used for project phases include: PE/ENV - Preliminary Engineering/Environmental Documentation, EMU - Electric Multiple Unit vehicles.

² \$4 million in San Francisco share Regional Improvement Program funds were programmed to the Electrification project and then, with Caltrain's consent, were swapped with federal CMAQ funds in 2008. Funding is part of San Francisco's \$80 million member contribution to the project.

³ Previous local commitment provided by the three PCJPB members split one-third each.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Peninsula Corridor Electrification Project
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$4,912,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$4,912,000	Total Prop AA Recommended:	\$0

SGA Project Number:	122-x12	Name:	Peninsula Corridor Electrification Project
Sponsor:	Peninsula Corridor Joint Powers Board (Caltrain)	Expiration Date:	09/30/2023
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-122U	\$0	\$0	\$4,912,000	\$0	\$0	\$4,912,000

Deliverables

1. Quarterly progress reports may be uploaded to the Portal in lieu of completing the narrative section of the Portal form, and will detail accomplishments, challenges, and expenditures to date. Progress reports will also provide percent complete of the overall project as well as individual percents complete for the Design/Build and EMU procurement scope elements. Quarterly progress reports shall include two to three digital photos of work in progress and completed work.

Special Conditions

1. The allocation is conditioned upon continued implementation of the attached oversight protocol for the CalMod program approved by Caltrain and six funding partners in 2016.

Notes

1. The multi-agency funding agreement for the project, signed by the SFCTA and CCSF, includes \$80 million in local contributions to the project from the three PCJPB member counties (San Francisco, San Mateo and Santa Clara). The Prop K funds from Guideways-Undesignated (22U) would fulfill the Prop K contribution to San Francisco's \$80 M commitment to the project.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	99.23%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Peninsula Corridor Electrification Project
Grant Recipient:	Peninsula Corridor Joint Powers Board (Caltrain)

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$4,912,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

PS

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	John Funghi	Peter Skinner
Title:		Senior Grants Analyst
Phone:	(650) 295-6882	(650) 622-7818
Email:	funghij@samtrans.com	skinnerp@samtrans.com

- 12. CPMT will ensure appropriate and required documentation is provided to the Partners so that the Partners can review and approve project invoices submitted to their respective agencies and assure that they are processed on a timely manner.
- 13. The Partners will assist CPMT with development of grant amendments and funding requests that are submitted to their respective agencies for approval.
- 14. The Director of Caltrain will present at the Board of Supervisors twice a year on the Cal Mod Program and answer questions regarding the status of the project.
- 15. The Partners can request a meeting with CPMT at any time in addition to the meetings above to receive additional information related to any aspect of the Project.
- 16. The CPMT agrees that one or more of the Partners can request an audit and/or review of any of the Project information at any time provided that the requesting Partner(s) cover any additional costs of the audit or review. CPMT agrees to comply with supporting information to comply with all request within 30 days.

Ben Tripousis
California High Speed Rail Authority

Edward D. Reiskin
City and County of San Francisco

Anne Richman
Metropolitan Transportation Commission

Liria Larano
Peninsula Corridor Joint Powers Board

Maria Lombardo
San Francisco County Transportation Authority

April Chan
San Mateo County Transportation Authority

Jim Lawson
Valley Transportation Authority

FUNDING PARTNERS OVERSIGHT PROTOCOL FOR CALTRAIN'S CAL MOD PROGRAM
(Electrification, Vehicles, CBOSS "Project")

1. The Caltrain Project Management staff (CPMT) will have an open door policy with the Funding Partners' oversight representatives (Partners), who will have access to project Section Managers and available information. The Partners understand that some information will be confidential and commit to honor that confidentiality by not sharing or divulging any information so defined by CPMT in writing
2. Any of the Partners may attend any and all progress meetings with the CPMT, to stay abreast of all project activities and when warranted, may also attend, as observers, partnering sessions and progress meetings with the contractor. The CPMT will provide a list of current and anticipated regularly scheduled meetings.
3. The Partners may also attend meetings with the FTA and its PMO. The CPMT will provide a list of current and anticipated regularly scheduled meetings. It will be the responsibility of the Partners to secure FTA's agreement to such participation. The CPMT will make the first approach to the FTA.
4. The CPMT will make available to the Partners all project deliverables, reports, plans, procedures, and progress and cost reports for review and comment, which will be performed within a stipulated review period to be agreed upon with the Partners that is consistent with and assures compliance with all applicable contractual requirements. Should the Partners not provide comments by the due date, the CPMT may assume that they are not forthcoming.
5. The Partners may review progress and cost reports and provide comments. CPMT will ensure that Partners have adequate time to review and comment.
6. CPMT shall provide to the partners a quarterly progress report on each defined project, with an Executive Summary not exceeding 3-5 pages, including provisions in item 9. At a minimum, the report will document the progress to date against the baseline and forecast outcomes for all major project components, and shall clearly identify any significant deviations in scope, schedule and budget that the CPMT can identify. Where the deviations are significant, CPMT shall provide a plan for resolving the deviation. The report shall also define all significant risks known to successful completion of the project and measures being taken to minimize those risks. CPMT and the Partners will also develop an agreed set of "dashboard" indicators based on the above report for use in informing senior management and policymakers of project status.
7. The Partners may participate in consultant selection panels and proposal/bid reviews. CPMT will advise the Partners of upcoming panels so the Partners have adequate time to determine whether they will participate.
8. The Partners may monitor quality through regular discussions with the Quality Assurance Manager.
9. The Partners will be members of the Risk Management team, and participate in all Risk Management meetings, and receive copies of the original risk register, its monthly updates, and reports. CPMT will notify the Partners within 10 business days of any issues that arise that result in additional costs exceeding \$250,000 with any aspect of the Project that creates additional risk.
10. The CPMT will institute a Configuration Management Board (CMB), with one representative each from San Francisco, the California High Speed Rail Authority, and the Valley Transportation Authority as voting members, to review all proposed changes, regardless of whether they are originated by the owner, designer, or contractor, to determine merit, agree on quantum, and ultimately authorize all changes for the project. The Partners agree that their representative to the CMB will have the appropriate technical and Project Management background. No member of the CMB will have veto power.
11. The Partners will provide support to the CPMT on funding and financing issues, subject to each respective governing board's willingness and authority to appropriate funding.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Paratransit, Shop-a-Round/Van Gogh Shuttles, Ramp Taxi Incentives
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Paratransit
Current Prop K Request:	\$10,500,472
Supervisory District(s):	Citywide

REQUEST

Brief Project Description

The SFMTA provides paratransit services to persons with disabilities. Since 2004 Prop K funds have supported the program's taxi trips, pre-scheduled van trips, inter-county trips, and group van trips to senior centers. This request will also fund SFMTA's Shop-a-Round and Van Gogh shuttles, which provide transportation to grocery stores and recreational destinations, respectively, and SFMTA's Ramp Taxi Incentive Program, which provides financial incentives to drivers/companies to increase the supply of wheelchair-accessible ramp taxis available through the paratransit program.

Detailed Scope, Project Benefits and Community Outreach

See detailed scope description, attached.

Project Location

Citywide

Project Phase(s)

Operations

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Named Project
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$10,500,472

Paratransit, Shop-a-Round/Van Gogh Shuttles, Ramp Taxi Incentives Detailed Scope

The SFMTA is requesting \$10,500,472 in Proposition K funds to pay for a portion of the estimated \$30.1 million FY 2019/20 contract with the broker that administers the Paratransit program. This is an annual request for paratransit operations.

The SFMTA provides paratransit services to persons with disabilities, in compliance with the Americans with Disabilities Act (ADA). Paratransit services are provided to persons with disabilities who are unable to independently ride bus or light rail service some or all of the time and are certified eligible according to federal criteria. Paratransit in San Francisco is administered by a broker and delivered through a diverse set of providers and resources, including 89 city-owned vehicles that are less than 5 years old, private taxis and group vans associated with community centers throughout the city. On June 14, 2016, the San Francisco Board of Supervisors approved a contract with Transdev to provide paratransit broker services through June 30, 2021, with an option for a five-year extension, and in an amount not to exceed \$142,902,104.

In FY 2019/20, the SFMTA is including as part of its Paratransit Program a request for \$182,462 in Prop K funds for its Shop-a-Round group van service and Van Gogh recreational shuttle. These are two unique non-ADA services that provide additional transportation services to qualifying seniors and individuals with disabilities. The SFMTA plans to operate these programs for an additional two years. Also in FY 2019/20, the SFMTA is requesting \$125,000 to continue its Wheelchair Accessible Ramp Taxi Incentive Program, which has proven to be a successful strategy for improving the quality of paratransit taxi services. The Transportation Authority has a history of funding these programs. For FY 2018/19 the Transportation Authority programmed \$104,462 in Lifeline Transportation Program (LTP) funds and allocated \$45,538 in Prop K funds to the Shop-a-Round and Van Gogh shuttle programs, totaling \$150,000. For FY 2018/19 the Transportation Authority programmed \$75,000 in LTP funds and allocated \$50,000 in Prop K funds to the Ramp Taxi Incentives program, for a total of \$125,000.

Detailed Description of Services

- **Paratransit Services:**

The paratransit broker services include determination of client eligibility, customer service, overseeing and monitoring the operation of the taxi debit card system, procuring, subcontracting, and oversight of van and taxi services, and reporting and record keeping. The operations services will include some of the transportation services including SF Access service and a portion of the Group Van Services through the end of the contract period. In addition, the broker will be responsible for the development and implementation of several mobility management programs and activities to make it easier for San Francisco's disabled and senior residents to navigate the transportation services available to them, including the Shop-a-Round and Van Gogh shuttles and Ramp Taxi Incentives programs. Approximately 775,000 paratransit trips are projected to be provided to 13,000 registered consumers in FY 2019/20.

Specific paratransit services are described below:

- 1) Taxi – Provides individual paratransit taxi trips to ADA-eligible paratransit users using both sedans and wheelchair accessible ramped taxis.
- 2) SF Access – Provides pre-scheduled, shared-ride door-to-door van service in City-owned vehicles for ADA eligible paratransit users.

**Paratransit, Shop-a-Round/Van Gogh Shuttles, Ramp Taxi Incentives
Detailed Scope**

- 3) Intercounty – Pre-scheduled paratransit trips provided to paratransit users to or from Muni’s service area in San Francisco, to or from destinations in Alameda County, Marin, and Contra Costa County. These trips are provided by the East Bay Paratransit Consortium and Whistle Stop Wheels.
- 4) Group Van – Provides pre-scheduled group trips for ADA-eligible paratransit users who are going to a common destination such as an Adult Day Health Centers, developmentally disabled work sites, senior nutrition programs etc.
- 5) Department of Aging and Adult Services Group Van – Provides pre-scheduled group van services to senior centers funded by Department of Aging & Adult Services.

- **Shop-Around Shuttle:**

The 2016 Assessment of the Needs of San Francisco Seniors and Adults with Disabilities, completed by the San Francisco Department on Aging and Adult Services, found that over ten percent of seniors had difficulties with daily activities, including grocery shopping. While they may be able to take Muni independently, they may not be able to navigate the transit system carrying shopping bags. The Shop-a-Round service seeks to address this issue by providing group van transportation to and from grocery stores with driver assistance in carrying grocery bags. In FY 2018/19 SFMTA’s Shop-Around shuttle service provided a total of 3,722 passenger trips, including 1,264 from Communities of Concern.

- **Van-Gogh Shuttle:**

Social isolation is more prevalent among seniors and persons with disabilities. To address this problem, the Van Gogh Shuttle provides group transportation to cultural and social events throughout the city, a service not covered by traditional paratransit and one that many community based organizations are unable to provide. This project will continue to help seniors and persons with disabilities live independently and remain active in the community and will provide evening service when there is reduced frequency in public transit service and seniors are sometimes reluctant to use regular transit due to safety and security concerns. In FY 2018/19 SFMTA’s Van Gogh shuttle service provided a total of 431 passenger trips, including 283 from Communities of Concern.

- **Wheelchair Accessible Taxi Incentive Program:**

This program provides financial incentives to increase the supply of accessible wheelchair ramp taxis available through the Paratransit program, but the additional ramp taxis will also be in general circulation, increasing mobility options citywide for wheelchair users. In FY 2018/19 taxi vehicles funded by SFMTA’s Ramp Taxi Incentive Program provided 1,589 wheelchair passenger trips. The project provides up to \$300 per month as incentive to help with the capital cost of purchasing or converting a wheelchair accessible vehicle and an additional \$300 per month to help pay for the associated increase in fuel and maintenance costs. Incentives will be distributed monthly if all the following conditions are met:

- a. Driver/Company has purchased a converted wheelchair accessible ramped vehicle.
- b. Vehicle must perform at least 20 verified San Francisco Paratransit wheelchair trips in the month.
- c. Must be logged into an SFMTA-approved mobile app with ramped taxi option for at least 80 hours each month.
- d. Must submit log of all non-paratransit wheelchair trips provided by the vehicle each month.
- e. Medallion and Vehicle must be in good standing with SFMTA.

Paratransit, Shop-a-Round/Van Gogh Shuttles, Ramp Taxi Incentives Detailed Scope

Public Outreach

For the Shop-a-Round and Van Gogh program, SFMTA continues to work with various community-based organizations and local government agencies. Partners include the Department of Aging and Adult Services and Mayor's Office on Disability. SFMTA staff will continue to work with these agencies to advertise the services offered through the Shop-a-Round and Van Gogh programs to their neighborhood partners as well as with various community nonprofits, including the Independent Living Resource Center, the Arc San Francisco, Lighthouse for the Blind, and neighborhood senior centers to market and recruit individuals for these programs. Outreach materials are available in multiple languages, including Chinese, Russian, and Spanish.

For the Ramp Taxi Incentive program, SFMTA will continue to work with community-based organizations and local government agencies to increase awareness of the incentives that will be paid to ramp taxi drivers to increase the availability of taxis to the wheelchair community. SFMTA is preparing targeted mailings to registered paratransit riders to inform them of the changes in the ramp taxi program, which should result in an increased availability of wheelchair accessible taxis on the road, to encourage them to try the service. SFMTA is working to identify potential riders who could benefit from an increase in their taxi allotment to encourage greater utilization of the ramp taxi program. SFMTA will also promote the incentives program in its biannual newsletter to registered paratransit riders, and SFMTA's mobility management team will include information about it in its outreach efforts to the community.

**San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form**

Key Paratransit Performance Trends 2012-2018

Paratransit Performance Indicators	FY 2012/13	FY 2013/14	FY 2014/15	FY2015/16	FY2016/17	FY2017/18	FY 2018/19
Total Passenger Trips Provided	777,324	771,175	780,048	782,405	774,572	751,166	720,807
On-time Percentage (Group Van & Access Van)	85.50%	86.43%	88.09%	88.76%	87.73%	85.79%	83.07%
Taxi	88.26%	96.32%	95.58%	97.41%	96.71%	97.17%	96.16%
Complaints	671	866	995	881	852	834	739
Cost per Passenger Trip	\$23.84	\$25.33	\$29.04	\$31.10	\$32.45	\$34.68	\$39.01

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Paratransit, Shop-a-Round/Van Gogh Shuttles, Ramp Taxi Incentives
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations	Oct-Nov-Dec	2019	Apr-May-Jun	2020
Open for Use				
Project Completion (means last eligible expenditure)				

SCHEDULE DETAILS

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Paratransit, Shop-a-Round/Van Gogh Shuttles, Ramp Taxi Incentives
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Paratransit	\$0	\$10,500,472	\$0	\$10,500,472
BART	\$0	\$1,974,516	\$0	\$1,974,516
DEPARTMENT OF AGING - RECOVERY	\$0	\$854,037	\$0	\$854,037
FEDERAL SECTION 5307	\$0	\$5,429,428	\$0	\$5,429,428
MUNI OPERATING FUNDS	\$0	\$9,550,197	\$0	\$9,550,197
STATE TRANSIT ASSISTANCE	\$0	\$1,779,518	\$0	\$1,779,518
Phases in Current Request Total:	\$0	\$30,088,168	\$0	\$30,088,168

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$0	\$0	
Operations	\$30,088,168	\$10,500,472	Estimate based on Paratransit Broker contract
Total:	\$30,088,168	\$10,500,472	

% Complete of Design:	N/A
As of Date:	N/A
Expected Useful Life:	N/A

E7-104

Paratransit Funding & Budget Changes - FY2019/20

Funding Plan - by sub-project

Revenues/Recovery	Approved		Proposed		Increase (Decrease)	% Change
	FY2018/19 Budget	% of Contract Budget	FY2019/20 Budget	% of Contract Budget		
Paratransit						
Federal Transit Agency 5307	\$ 4,782,205	16.5%	\$ 5,429,428	18.0%	\$ 647,223	14%
Prop K	\$ 10,193,010	35.2%	\$ 10,193,010	33.9%	\$ -	0%
BART ADA Contribution	\$ 1,998,666	6.9%	\$ 1,974,516	6.6%	\$ (24,150)	-1%
State Transit Assistance-Paratransit *	\$ 1,525,575	5.3%	\$ 1,779,518	5.9%	\$ 253,943	17%
Muni Operating Budget	\$ 9,296,988	32.1%	\$ 9,550,197	31.7%	\$ 253,209	3%
Commission on Aging Recovery	\$ 864,191	3.0%	\$ 854,037	2.8%	\$ (10,154)	-1%
Paratransit subtotal	\$ 28,660,635	99.1%	\$ 29,780,706	99.0%	\$ 1,120,071	4%

* STA County Share Block Grant Funds for San Francisco for FYs 2018/19 – 2019/20 totals \$3,305,093

Shop-a-Round/ Van Gogh Shuttles

	FY2018/19 Budget (revised)	% of Contract Budget	FY2019/20 Budget	% of Contract Budget	Prop K Share
Prop K	\$ 45,538	0.2%	\$ 182,462	0.6%	100%
Lifeline Transportation Program Cycle 2	\$ 72,000	0.2%		0.0%	
Lifeline Transportation Program Cycle 5	\$ 32,462	0.0%		0.0%	
Shuttles subtotal	\$ 150,000	0.5%	\$ 182,462	0.6%	

Ramp Taxi Incentives

Prop K	\$ 50,000	0.2%	\$ 125,000	0.4%	100%
Lifeline Transportation Program Cycle 5	\$ 75,000	0.3%		0.0%	
Taxi Incentives subtotal	\$ 125,000	0.4%	\$ 125,000	0.4%	

Total

Total	\$ 28,935,635	100%	\$ 30,088,168	100%	
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Total Prop K

Total Prop K	\$ 10,288,548	36%	\$ 10,500,472	36%	
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Major Line Item Budget

	Approved		Proposed		Increase (Decrease)
	FY2018/19 Budget	% of Contract Budget	FY2019/20 Budget	% of Contract Budget	
Apportionment					
Paratransit Broker *	\$ 28,935,216	100%	\$ 30,088,168	100%	\$ 1,152,952
Muni Paratransit Staff	\$ 511,411	2%	\$ 378,613	1%	\$ (132,798)
Total	\$ 29,446,627		\$ 30,466,781		\$ 1,020,154

* Prop K funds are for broker contract costs only

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Paratransit, Shop-a-Round/Van Gogh Shuttles, Ramp Taxi Incentives
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$10,500,472	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$10,500,472	Total Prop AA Recommended:	\$0

SGA Project Number:	123-910PAR	Name:	Paratransit
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	12/31/2020
Phase:	Operations	Fundshare:	33.88

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-123	\$0	\$10,193,010	\$0	\$0	\$0	\$10,193,010

Deliverables

1. Quarterly Progress Reports shall provide a service performance report including the number of trips, number of complaints, and ontime percentage per mode per month, in addition to the standard requirements described in the Standard Grant Agreement. The quarterly performance report shall also include average trip times for group van services, as evaluated by a sampling methodology.

Special Conditions

1. Prop K funds allocated to this project are only for eligible expenses incurred in the fiscal year for which the allocation was made (ending 6/30/20). After the deadline for submittal of final reimbursement requests or estimated expenditure accruals (estimated mid-July 2020), any remaining unclaimed amounts will be deobligated and made available for future allocations.

Notes

1. Prop K funds are for reimbursement of contract expenses only.

SGA Project Number:	123-910SHU	Name:	Shop-a-Round/Van Gogh Shuttles
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	12/31/2020
Phase:	Operations	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-123	\$0	\$182,462	\$0	\$0	\$0	\$182,462

Deliverables

1. Quarterly Progress Reports shall provide a service performance report including the number of Shop-a-Round and Van Gogh shuttle trips and number of trips originating in Communities of Concern.

Special Conditions

1. Prop K funds allocated to this project are only for eligible expenses incurred in the fiscal year for which the allocation was made (ending 6/30/20). After the deadline for submittal of final reimbursement requests or estimated expenditure accruals (estimated mid-July 2020), any remaining unclaimed amounts will be deobligated and made available for future allocations.

2. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Notes

1. Consistent with the Lifeline Transportation Program (LTP) Cycle 5 waitlist approved by the Board in May 2018, the Transportation Authority in March 2019 approved deobligation of \$32,462 in Prop K funds pursuant to an equivalent increase in the available amount of LTP Cycle 5 funds.

SGA Project Number:	123-910TAX	Name:	Ramp Taxi Incentives
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	12/31/2020
Phase:	Operations	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-123	\$0	\$125,000	\$0	\$0	\$0	\$125,000

Deliverables

1. Quarterly Progress Reports shall provide a service performance report including the number of Paratransit program ramp taxi trips originating in Communities of Concern and the number Paratransit wheelchair passenger trips made on taxi vehicles funded by the Ramp Taxi Incentive program.

2. Quarterly Progress Reports shall provide the number of ramp taxi vehicle owners receiving the subsidy each month.

Special Conditions

1. Prop K funds allocated to this project are only for eligible expenses incurred in the fiscal year for which the allocation was made (ending 6/30/20). After the deadline for submittal of final reimbursement requests or estimated expenditure accruals (estimated mid-July 2020), any remaining unclaimed amounts will be deobligated and made available for future allocations.

2. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	65.1%	No Prop AA
Actual Leveraging - This Project	65.1%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Paratransit, Shop-a-Round/Van Gogh Shuttles, Ramp Taxi Incentives
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$10,500,472
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement
PL

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Jonathan Cheng	Joel C Goldberg
Title:	Paratransit Planner	Grants Procurement Manager
Phone:	(415) 701-4597	(415) 646-2520
Email:	jonathan.cheng@sfmta.com	joel.goldberg@sfmta.com

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Great Highway Signal Upgrade
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	New Signals and Signs, Signals and Signs
Current Prop K Request:	\$220,000
Supervisory District(s):	District 04

REQUEST

Brief Project Description

Design phase for replacement traffic signal hardware at up to eight intersections along the Great Highway between Lincoln Way and Vicente Street. Project will replace all existing signal infrastructure including poles, signal heads, controllers and subsurface conduits. The project will also install new accessible (audible) pedestrian-activated signals to improve safety for vision-impaired pedestrians.

Detailed Scope, Project Benefits and Community Outreach

Please see attached documents.

Project Location

Great Highway between Lincoln Way to Vicente Street. Please see attached documents.

Project Phase(s)

Design Engineering (PS&E)

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$220,000

New Traffic Signals (Contract 65) Background and Scope

The San Francisco Municipal Transportation Agency (SFMTA) is seeking \$220,000 in Proposition K Sales Tax funds toward the design phase of new traffic signals at up to eight locations on Great Highway between Lincoln Way and Vicente Street. These signals are prone to corrosion and failure due to their proximity to the ocean and wind, water and sun exposure. This project will replace all existing signal infrastructure including poles, signal heads, conduits and controllers. The project will install new equipment accessible (audible) pedestrian-activated signals to improve pedestrian safety. The proposed locations for this project are as follows in Table 1 below:

Table 1: Great Highway Signal Upgrade Project Proposed Locations

No	Intersection	Pedestrian Improvements	District	Vision Zero Location	Walk First	Muni Lines
1	Great Highway & Lincoln Way	APS	4	--	--	--
2	Great Highway & Judah	APS	4	--	--	--
3	Great Highway & Lawton	APS	4	--	--	--
4	Great Highway & Noriega	APS	4			
5	Great Highway & Pacheco	APS	4	--	--	--
6	Great Highway & Rivera	APS	4	--	--	--
7	Great Highway & Taraval	APS	4	--	--	--
8	Great Highway & Vicente	APS	4	--	--	--

Implementation

The SFMTA Sustainable Streets Division will manage the scope of the detailed design. The San Francisco Public Works (SFPW) Infrastructure Design and Construction (IDC) division will manage the issuance and administration of the contract for construction through a competitively bid contract.

Task

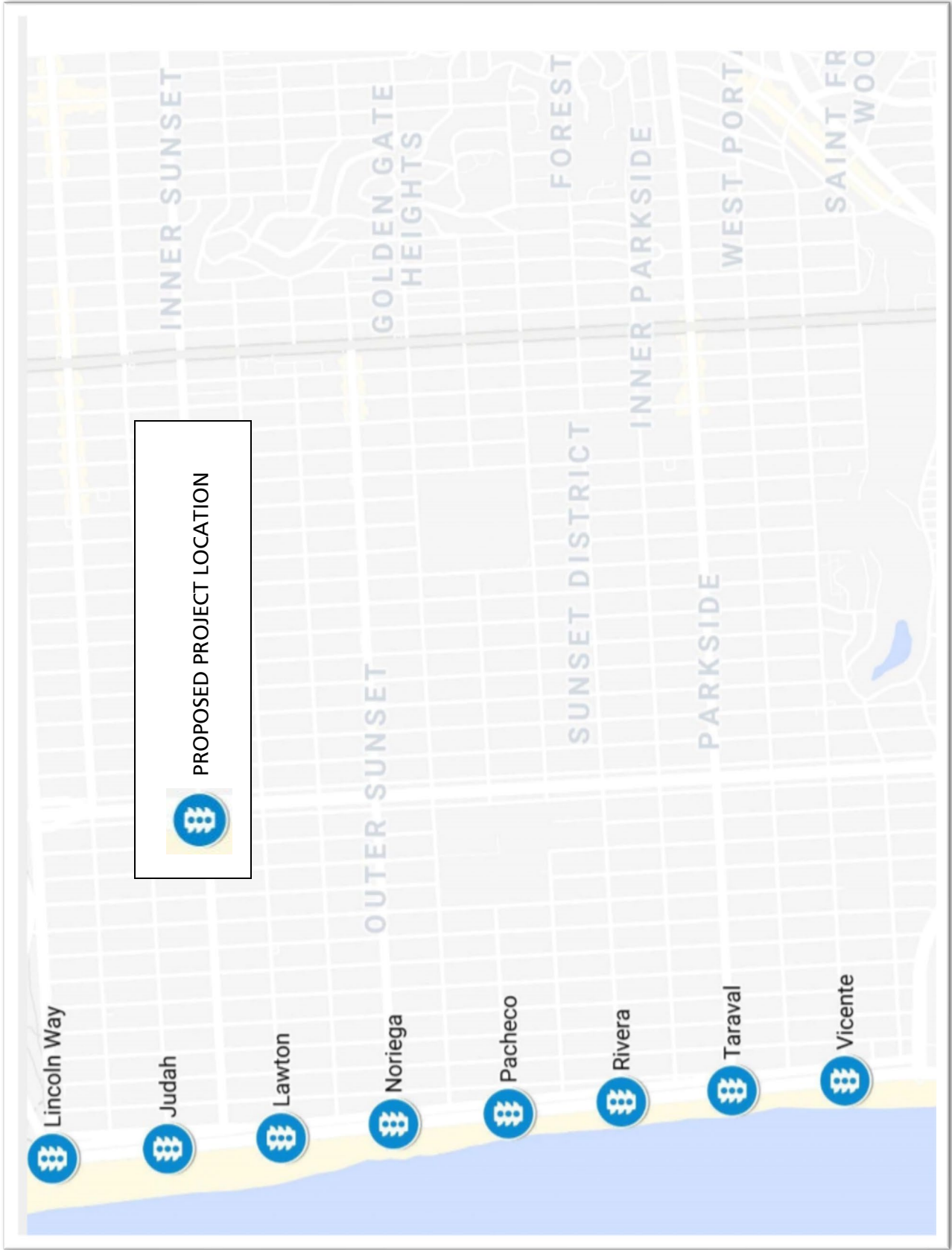
Force Account Work Performed By

- | | |
|------------------------|---|
| • Signal Design | SFMTA Sustainable Streets Division |
| • Civil Design | SFPW Infrastructure Design and Construction |
| • Electrical Design | SFPW Infrastructure Design and Construction |
| • Construction Support | SFPW and SFMTA |

Location Selection Criteria

The intersections in this scope were selected for signal upgrades due to the signals on Great Highway being prone to corrosion and failure due to the proximity of the ocean and wind, water and sun exposure.

GREAT HIGHWAY SIGNAL UPGRADE



San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Great Highway Signal Upgrade
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)	Oct-Nov-Dec	2019	Oct-Nov-Dec	2019
Right of Way				
Design Engineering (PS&E)	Oct-Nov-Dec	2019	Oct-Nov-Dec	2020
Advertise Construction	Oct-Nov-Dec	2020		
Start Construction (e.g. Award Contract)	Apr-May-Jun	2021		
Operations				
Open for Use			Apr-May-Jun	2022
Project Completion (means last eligible expenditure)			Apr-May-Jun	2023

SCHEDULE DETAILS

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San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Great Highway Signal Upgrade
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: New Signals and Signs	\$0	\$65,606	\$0	\$65,606
PROP K: Signals and Signs	\$0	\$154,394	\$0	\$154,394
PROP B GENERAL FUND TRANSPORTATION AND STREET INFRASTRUCTURE (TSIP)	\$0	\$100,000	\$0	\$100,000
Phases in Current Request Total:	\$0	\$320,000	\$0	\$320,000

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K	\$0	\$2,400,000	\$0	\$2,400,000
PROP B GENERAL FUND TRANSPORTATION AND STREET INFRASTRUCTURE (TSIP)	\$0	\$100,000	\$0	\$100,000
Funding Plan for Entire Project Total:	\$0	\$2,500,000	\$0	\$2,500,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$320,000	\$220,000	Engineer's estimate based on previous signal contracts
Construction	\$2,180,000	\$0	Engineer's estimate based on previous signal contracts
Operations	\$0	\$0	
Total:	\$2,500,000	\$220,000	

% Complete of Design:	0.0%
As of Date:	08/22/2019
Expected Useful Life:	30 Years

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

MAJOR LINE ITEM BUDGET - Great Highway Signal Upgrade

SUMMARY BY MAJOR LINE ITEM - DESIGN		
Budget Line Item	Totals	% of phase
1. Total Labor	\$ 210,000	
2. Consultant		
3. Other Direct Costs *	\$ 90,000	
4. Contingency	\$ 20,000	7%
TOTAL PHASE	\$ 320,000	

TOTAL LABOR COST BY AGENCY	
SFMTA	\$ 105,000
SFPW	\$ 105,000
TOTAL	\$ 210,000

* PG&E Electrical Service Point Costs and City Attorney \$500

E7-116

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Great Highway Signal Upgrade
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$220,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$220,000	Total Prop AA Recommended:	\$0

SGA Project Number:	131-907APS	Name:	Great Highway Signal Upgrade - EP-31
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	06/30/2021
Phase:	Design Engineering	Fundshare:	68.75

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-131	\$0	\$32,803	\$32,803	\$0	\$0	\$65,606

Deliverables

1. Upon project completion, provide evidence of completion of 100% design (e.g. copy of certifications page), and an updated scope, schedule, budget and funding plan. This requirement may be fulfilled through submittal of a request for construction phase funding.

Special Conditions

1. The \$65,606 in Prop K New Signals (EP-31) funds are for design of the accessible (audible) pedestrian signals. Other scope elements are signal upgrades and eligible for reimbursement from the Signals and Signs (EP-33) category.

2. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year in which SFMTA incurs charges.

SGA Project Number:	133-907UPG	Name:	Great Highway Signal Upgrade - EP-33
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	06/30/2021
Phase:	Design Engineering	Fundshare:	68.75

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-133	\$0	\$77,197	\$77,197	\$0	\$0	\$154,394

Deliverables

1. See Deliverable 1 for SGA 131-907APS.

Special Conditions

1. See Special Condition 2 for SGA 131-907APS

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	31.25%	No Prop AA
Actual Leveraging - This Project	4.0%	No Prop AA

E7-118

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Great Highway Signal Upgrade
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$220,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement
PL

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Geraldine De Leon	Joel C Goldberg
Title:	Lead Engineer	Grants Procurement Manager
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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bayview Community Based Transportation Plan - Additional Funds
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Traffic Calming
Current Prop K Request:	\$50,000
Supervisory District(s):	District 10

REQUEST

Brief Project Description

Funds will supplement the original \$57,851 Prop K allocation for a planning and engagement effort to identify transportation priorities that reflect the desires of the Bayview community. This process will empower residents to define their transportation needs, and select and prioritize appropriate solutions. Requested funds will cover a \$50,000 shortfall from expanded scope required to deliver the Participatory Budgeting (PB) process as part of the larger planning project. Conducting the PB process enables SFMTA to receive \$600,000 from MTC to implement recommendations from the PB process.

Detailed Scope, Project Benefits and Community Outreach

The Bayview Community Based Transportation Plan (CBTP) is a 2-year community-driven planning process to develop a 5-year investment plan for transportation infrastructure that directly responds to community needs and values. It was awarded a Caltrans Planning Grant, and the Transportation Authority allocated Prop K funds to serve as local match. In 2018, as part of its Lifeline Transportation Program, the Metropolitan Transportation Commission committed to provide \$600,000 in incentive funding to SFMTA to implement projects identified by the Bayview community through a pilot Participatory Budgeting process. As part of the original allocation request, the Transportation Authority also provided funds to SFMTA to conduct the community balloting process, which was outside the original scope of work in the Caltrans Planning Grant.

The Caltrans Planning Grant scope of work includes developing a Plan Review, Demographic Analysis, and analysis of Street Conditions. It also includes a series of interviews with community leaders, developing a public outreach plan, and three defined phases of public outreach with the community. The first phase of public outreach, from August 2018 to October 2018, dealt with validating community priorities and focus areas. The second phase, from January 2019 to March 2019, dealt with resident preferences for specific types of infrastructure improvements on priority streets. The third phase, from June 2019 to August 2019, allowed residents to prioritize the proposed projects for inclusion in the 5-year investment plan. The project team is currently developing the Draft Plan, projected for adoption by the SFMTA board in February of 2020. Following adoption, the projects in the 5-year investment plan will be programmed into the SFMTA's Capital Improvements Program. A detailed scope of work is attached.

SFMTA's initial funding request budgeted a best-guess estimate of \$20,000 to integrate a pilot Participatory Budgeting process into the larger CBTP effort in order to take advantage of MTC's \$600,000 in incentive funding. However, it took more time and effort than anticipated to develop and complete the balloting process, and to perform additional work requested by the Community Steering Committee. This request is for an additional \$50,000 to complete the Participatory Budgeting aspect of this project, shown in Task 7 in the attached project scope of work. Elements include:

- Three additional meetings of the Community Steering Committee (double the number originally scoped)
- Development of multiple public ballot formats, as requested by the Steering Committee
- Substantial SFMTA staff time to develop project proposals, including acting as liaisons across 11 different project-type groups
- Additional outreach activities to support the Participatory Budgeting voting period

E7-120

This action will not change the original schedule of the Bayview CBTP, which still projects plan adoption in February 2020.

This funding will ensure that the Participatory Budgeting process can be completed successfully and in a way that further reinforces community trust-building and timely delivery of community-prioritized projects, while meeting MTC's requirements for the pilot program. As required by the Participatory Budgeting pilot, the Transportation Authority Board needs to approve the final list of projects recommended to receive the \$600,000 in implementation funds, which will be followed by approval of MTC's Commission.

Additional scope details are attached.

Project Location

Bayview neighborhood

Project Phase(s)

Planning/Conceptual Engineering

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	New Project
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Greater than Programmed Amount
Prop K 5YPP Amount:	\$50,000
Justification for Necessary Amendment	
Amendment of the Prop K Traffic Calming 5YPP to program \$50,000 in cost savings from projects completed under budget.	

**DRAFT SCOPE OF WORK: Bayview Community Based Transportation Plan
as originally approved 04/2018 (Resolution 2018-048).**

****Task 7 is the additional scope of work proposed as part of the allocation request****

INTRODUCTION:

The Bayview Community Based Transportation Plan was initiated by former District 10 Supervisor Malia Cohen. It is led by the SFMTA with strong local stakeholder partnerships. It will create consensus on a transportation vision for the District by leveraging previous planning studies to understand the community's ongoing and evolving needs. The project includes the Bayview in southeastern San Francisco, adjacent to Visitacion Valley to the south, Portola to the west, and the northern Central Waterfront. The project needs assessment started in early 2018 and was followed by more than a one year outreach process. The report development is followed by plan adoption in early 2020.

The Bayview Community Based Transportation Plan seeks to improve transportation in a historically underserved and isolated portion of San Francisco by focusing on solutions to the needs of existing residents and businesses. Within the study area, residents are disproportionately low-income, people of color, and immigrant compared to the city of San Francisco as a whole. According to 2011-2015 American Community Survey data, 25% of study area residents are African-American and 83% are people of color, compared to the citywide population of which 6% are African-American and 51% are people of color. 22% of study area residents live below the poverty level while 41% live below 200% of the poverty level. This compares to 13% and 27%, respectively, citywide. In addition, 26% of study area residents are under the age of 18 compared to 13% of residents in other San Francisco neighborhoods, and 10% over the age of 65. Furthermore, 16% are not a U.S. citizen and 14% are considered limited English speaking households. Because of these factors, portions of the study area have been designated as Communities of Concern by MTC, indicating that the population may be vulnerable to the impacts of future development. This highlights the importance of developing a transportation plan through strong collaboration, outreach, and public participation to ensure that the community's concerns and preferences are adequately addressed.

Currently, the Bayview is served by a single light-rail line and four bus routes providing frequent service of 10 minute headways. While these transit routes provide most of the neighborhood with decent access to transit, residents are less likely than other San Francisco residents to use transit due to perceived and actual unreliability of transit service. There are no regional transit stops located within the neighborhood, forcing residents to transfer to access BART or Caltrain. This project will identify ways to improve connections to local and regional transit.

In addition, the neighborhood has inadequate bicycle and pedestrian facilities and a number of overlapping freeways. While 22.6 miles of streets in the Bayview are designated bicycle routes within the city's bicycle network, just 7.6 miles of these are rated comfortable for most adults and experienced children on the Level of Traffic Stress scale. Pedestrians also tend to feel unsafe in the neighborhood, with missing crosswalks and narrow and poorly maintained sidewalks adjacent to high-speed arterial corridors. Pedestrians' and bicyclists' safety concerns are borne out by the 3.4 miles of Bayview streets which are part of San Francisco's Vision Zero network, the 12% of city streets where 70% of traffic deaths occur. This includes Third Street, the Bayview's primary commercial and transit corridor, which attracts some of the highest volumes of pedestrian activity

in the neighborhood despite inadequate or absent pedestrian and bicycle facilities. Many Bayview streets also feel the impact of commercial transportation, with trucks frequently needing to access industrial and commercial areas within the Bayview and at times encroaching into residential neighborhoods. Heavy vehicle use both exacerbates street maintenance issues and impacts air quality within the neighborhood.

As a result of poor infrastructure and transit services, the area has historically been auto-oriented, with 53% of Bayview workers driving to work alone, compared to 36% among San Francisco residents citywide. Bayview residents also have a higher rate of auto ownership than other San Francisco residents, with 80% of households having at least one vehicle compared to 70% of all San Francisco households. These statistics demonstrate in part the lack of viable transportation alternatives in this community due to underinvestment in the local transportation network. It is critical to address this underinvestment now, as the Bayview is developing rapidly: more than 13,500 new residential units are currently in the development pipeline with plans filed, building permits issued, or construction initiated. The anticipated population influx will further strain the Bayview's transportation network if new residents continue to require personal vehicles. This project will create a strong vision for the Bayview which accommodates existing and future residents' transportation needs and helps make it easier for people to take care of daily needs.

RESPONSIBLE PARTIES:

SFMTA will perform this work in coordination with an outreach consultant firm and up to four (4) subcontracted CBOs. The SFMTA will partner on this effort closely with the District 10 Supervisor's office. SFMTA will select an outreach consultant firm through its Outreach On-Call contract and encourage that outreach firm to subcontract with CBOs that have an established community presence, expertise in this neighborhood, and regularly work with hard-to-reach populations. The CBOs will serve this specific community and act as a conduit between the SFMTA and neighborhood residents to provide valuable input about effective, culturally competent and language appropriate communication with the communities that they serve.

PARTICIPATORY BUDGETING:

SFMTA will conduct a participatory budgeting (PB) process for Lifeline Services-supporting infrastructure. This process will be conducted in parallel with the larger Community Based Transportation Plan process. Lifeline projects identified through the PB process are eligible to be funded by MTC's PB pilot set-aside up to a pre-determined amount. The participatory budgeting process will consist of the following stages:

1. **Steering Committee** – A focus group convened near the start of the project will also serve as a steering committee for the participatory budgeting process. This steering committee will establish the rules for the PB process, provide feedback on event planning, outreach strategies, and communication focused on underserved segments of the Bayview community.
2. **Brainstorm Ideas** – Members of the public will brainstorm project ideas; this process will be folded into Phase 1 outreach activities.
3. **Develop Proposals** – SFMTA staff will work with members of the public to refine ideas into feasible proposals.
4. **Vote** – The steering committee will meet beforehand to establish rules for voting and the methods of outreach for engaging residents in Communities of Concern. The process will enable residents to develop and vote on project priorities. Votes will be tallied and the top-ranked projects will be included in the Funding & Implementation Plan.

5. **Fund Winning Projects** – SFMTA staff will work with MTC staff to fund selected projects from the PB process through the MTC Lifeline Grant (up to a pre-determined amount), with regular tracking and accountability on delivery to residents and steering committee members.

OVERALL PROJECT OBJECTIVES:**1. Project Initiation**

Task 1, Project Initiation, will kick off the project, develop a full project charter to identify and oversee project team roles and responsibilities, develop a public outreach plan, and procure an outreach consultant and subconsultant CBOs. The outcomes of this task will ensure that the project has a solid foundation and understanding of the scope of work, and the available resources to perform the work. SFMTA plans to complete Task 1 using local funding.

Task 1.1 Project Kick-Off Meetings

SFMTA will hold a kick-off meeting with Caltrans to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.

The SFMTA will begin all project related efforts in coordination with partners, including the District 10 Supervisors Office, consultant outreach firm, and the Community Based Organization(s) at an additional meeting. Attendees will review a draft Project Charter including: project deliverables, roles and responsibilities of each team member, and a draft project schedule for comment. These topics will be finalized in Task 1.2: Project Charter. This will be an opportunity to introduce all project team members, discuss and confirm shared project commitment, and align expectations and schedules for a considerable effort. Caltrans staff will be an optional attendee and the meeting summary will be documented.

- **Responsible Party: SFMTA**

Task 1.2 Project Charter

A draft Project Charter will be developed prior to Task 1.1, Project Kick-Off Meetings. Partner agency roles and responsibilities, contribution of time and effort, agency leads, methods for reviewing and agreeing to deliverables, and expectations of the team members and their directors will all be discussed. After discussion and review at Project Kick-Off meetings, the SFMTA will finalize the Project Charter including the Project Scope of Work, the Responsibility Assignment Matrix for all project team members and deliverables (responsible, accountable, consult, inform (RACI)), the roles and responsibilities and a finalized schedule. Caltrans staff will be invited to provide feedback about the Project Charter.

- **Responsible Party: SFMTA**

Task 1.3 Public Outreach Plan

This task ensures that there is agreement between the SFMTA, consultant outreach firm, partnering CBOs, the District 10 Supervisors Office, and other key stakeholders of the level of public outreach and the techniques to receive that input. This will align expectations among agencies and stakeholders at the beginning of the project. It is anticipated that the plan will rely on existing stakeholder groups and a diversity of engagement strategies such as door-to-door and mailers for outreach. The public outreach plan will:

- Finalize scope and timeline
- Identify key stakeholders and project champions
- Identify level of public outreach (inform, consult, involve, collaborate, empower) for all stakeholders and potential participants

- Identity public outreach objectives
- Identity appropriate public outreach techniques

This task will result in an outreach plan document outlining the level of engagement for each phase of outreach to receive the right level of public input in that phase. Up to two rounds of internal & stakeholder review will be included for this document, including with the outreach consultant (and any subcontracted CBOs) brought on to the project via Task 1.4. The final Public Outreach Plan will be submitted to Caltrans as a deliverable and will directly inform all subsequent tasks related to public participation.

- **Responsible Party: SFMTA, Outreach Firm, CBO(s)**

Task 1.4 Outreach Consultant Contract

The project team will finalize an outreach consultant scope of work. The SFMTA intends to engage an outreach consultant through the SFMTA Outreach On-Call contract; SFMTA will encourage any contracted outreach firm to subcontract with CBOs within the Bayview community that can enhance the quality, sensitivity, and reach of outreach activities – especially with hard-to-reach populations.

The outreach firm may be encouraged to contract a CBO for the purpose of leading a participatory budgeting exercise for compliance with MTC Lifeline Infrastructure grant funds.

The contract will be completed in full accordance with City and County of San Francisco contracting rules in addition to any Caltrans contracting compliance requirements. The goal of the contract will be to provide strategic support for public outreach activities. The work will be a subset of tasks outlined in the finalized Project Charter scope of work (Task 1.2).

- **Responsible Party: SFMTA**

Task	Deliverable
<i>1.1</i>	<i>Kick-Off Meeting & Meeting Notes</i>
<i>1.2</i>	<i>Project Charter</i>
<i>1.3</i>	<i>Public Outreach Plan</i>
<i>1.4</i>	<i>Procure Outreach Consultant Firm</i>

2. Existing Conditions Documentation

Task 2, Existing Conditions Documentation, will provide the foundation for identifying transportation gaps in the community. The purpose is to identify transportation problems and opportunities for improvement within the framework of historical policies, investments, and discrimination. Synthesizing information generated from previous or existing efforts will ensure the reduction of duplicative and redundant work. Additional data analysis will supplement the gathering of existing data, including an in-depth equity analysis of the Bayview community. The Bayview neighborhood has been the focus of other City planning efforts; the primary purposes of this Task are to provide an equity-based contextual framework and a foundation of information to build upon in the following Tasks. Tasks 2.1 – 2.3 will be locally funded.

Task 2.1 Review Past and Existing Planning Efforts

The SFMTA will review past and current analysis and outreach regarding neighborhood transportation conditions, needs, and opportunities to improve from efforts including but not limited to the Geneva Harney BRT Feasibility, the 2010 Bayview Neighborhood Transportation Plan, the Muni Service Equity Strategy, the Public Works Bayview Transportation Improvements Project (BTIP), and the 2017 SFCTA District 10 Mobility Study. The findings from the Muni Service Equity Strategy, in particular, will help identify key issues and stakeholders to inform Task 3. The SFMTA will consult with other City agencies and departments to leverage outreach feedback. The review of past and existing planning efforts will also include an overview of the history of the Bayview community, establishing linkages between historical policy decisions and current transportation, health, equity, and economic disparities in the Bayview community.

- **Responsible Party: SFMTA**

Task 2.2 Demographics Analysis

The Bayview is an under-resourced community and designated MTC Community of Concern. This Task will provide the framework for understanding the unique characteristic of this neighborhood. The SFMTA will complete a demographics analysis that utilizes U.S. Census data to compare the characteristics of the study area to San Francisco, including but not limited to population by race, gender, age, household income, poverty level, automobile ownership, and mode share. This information will be used to support findings generated in Task 2.1.

- **Responsible Party: SFMTA**

Task 2.3 Street Conditions

A completed documentation of existing multimodal conditions, including existing bicycle, pedestrian, transit, and vehicle conditions along with planned improvements will provide the basis for identifying gaps in Task 3. Existing intersection count and transit ridership data will also be collected. The San Francisco High Injury Corridor network and most recent 5 year collision history will be evaluated to identify safety hot spot locations. This task deliverable will utilize existing data sets available to SFMTA staff, with field work to supplement data only in limited circumstances where a demonstrated need is present.

- **Responsible Party: SFMTA**

Task 2.4 Key Stakeholder Interviews: Goals and Priorities

In collaboration with community partners, SFMTA will meet with key community stakeholders to understand current transportation barriers and priorities. These interviews will lay the groundwork for a positive public outreach plan, begin to develop a shared understanding of transportation needs as they fit into the larger social needs of the community, better understand community attitudes towards gentrification's linkages to transportation investments, capture potential distrust and develop a common understanding of transit concerns, and reduce redundant, duplicative or potentially insensitive efforts. Interviewees will be identified in collaboration with the District 10 Supervisor's office and contacts identified in Task 2.1.

Interviews will be documented in written notes. Interviewees will be offered anonymity in the use of their input throughout the plan process. A summary of interview notes (both attributed & anonymous) will be offered to partner CBOs to review for consistency with their assessment of community needs, priorities, and concerns.

- **Responsible Party: SFMTA, CBO(s)**

Task 2.5 Focus Groups: Project Goals/Objectives & PB Steering Committee

The SFMTA will work with one or more CBOs to convene a focus group prior to the start of broadly-based public outreach. This focus group will have two primary purposes: to develop goals & objectives for plan, and to serve as a steering committee for a participatory budgeting process. The membership of the focus group/steering committee will be determined by solicitations made during Task 2.4 interviews, with the District 10 office, with partner CBOs, and with other involved stakeholders. Prior to the start of the first focus group meeting, SFMTA will develop initial project goals & objectives that are reflective of the findings of Tasks 2.1-2.4.

The first meeting of the focus group/steering committee will take place immediately following the project kick-off in June. The focus group will review findings from Tasks 2.1-2.4 for their completeness, relevancy, and accessibility. The focus group will provide input on public outreach strategies and methods to reach hard-to-reach populations. The SFMTA will work collaboratively with the focus group to refine and revise project goals & objectives to be more reflective of community needs. Lastly, the focus group/steering committee will establish rules of the participatory budgeting component of the plan process and provide feedback on outreach methods & communication strategies.

Following the second round of public outreach workshops in Task 3.2, the focus group/steering committee will reconvene (Jan/Feb 2019). At this meeting, the focus group will determine the process for voting on projects eligible for the MTC Lifeline grant. The subsequent vote will take place during Task 3.3.

Detailed notes will be kept at all focus group/steering committee meetings, and will be subsequently shared with Caltrans.

- **Responsible Party: SFMTA, CBO(s)**

Task	Deliverable
2.1	<i>Community History, Opportunities and Issues Summary</i>
2.2	<i>Demographics Summary and Maps</i>
2.3	<i>Existing and Planning Transportation Asset Maps</i>
2.4	<i>Six (6) completed interviews with notes</i>
2.5	<i>Project Goals and priorities Summary of focus group input</i>

3. Public Outreach

As planned in Task 1.3, a robust public outreach process will be designed that effectively engages the diverse district constituency, incorporating community feedback at multiple stages of the planning and conceptual design process. The Bayview serves many different types of residents, businesses and visitors. It is important to use innovative and effective techniques to improve public communication while leveraging data collected from previous efforts to minimize redundancies.

Task 3.1 Phase 1 Community Engagement: Transportation Improvement Opportunities

The SFMTA, in partnership with the contracted outreach firm and any subcontracted CBOs, will conduct three meetings in Phase I Community Outreach. At each of the 3 meetings, we will seek to validate and adjust the project objectives and goals developed in Task 2.4, and engage community members over the impact of transportation investments on gentrification in the Bayview community. Meetings will also utilize the existing conditions analysis in Tasks 2.1-2.3 to conduct interactive exercises aimed at identifying priority intersections and corridors in the study area. Rather than conventional engagement which typically provides draft concepts during Phase 1 outreach to assist in receiving feedback to inform designs, this engagement involves partners in a collaborative way. The opportunities will be framed within the known projects and plans summarized in Task 2.1. Interactive surveys and materials will be used for community members to identify and recommend specific transportation enhancements to address challenges at specific locations. SFMTA will utilize the suggested package of improvements that meet the needs and gaps identified in Task 2 to inform Task 3.2. The responses gathered from the series of meetings in Task 3.1 will be mapped and consolidated to inform the intersections and corridors which reflect the highest priorities from the community.

The project team will leverage existing community gatherings during convenient times for stakeholders to effectively communicate the project goals to the neighborhood. Presentations will focus on gathering feedback on neighborhood priorities and explaining the planning process. Examples of types of community events may include gatherings at schools, senior centers, faith-based organizations, community support centers, parks and playgrounds, open streets events, street festivals, farmers markets, or similar events that provide “pop-up” outreach opportunities.

Outreach will be structured specifically to reach underserved and hard-to-reach segments of the Bayview community. Partnerships and/or sub-contractual relationships with CBOs through the outreach firm will emphasize raising up the voices of hard-to-reach groups within the Bayview. Control of each of the three outreach events in Phase 1 may be deferred in format, style, and messaging to the expertise of any given subcontracted CBO for the purpose of more effective engagement with target groups.

Task 3.1 will include participatory budgeting activities related to the MTC Lifeline grant. This will include the brainstorming stage of the participatory budgeting process where members of the public submit ideas for projects that could be funded through the MTC Lifeline grant.

- **Responsible Party: SFMTA, Outreach Firm, CBO(s)**

Task 3.2 Phase 2 Community Engagement: Transportation Improvement Evaluation

The SFMTA will consult with SFMTA Sustainable Streets implementation staff about feedback received in Task 3.1 and review identified complete streets transportation improvements from Task 2. The purpose of Task 3.2, the second phase of community input, will be to share a more refined set of recommended transportation improvements with the community to ensure accurate reflection of constituent interests and to focus on determining the benefits and impacts of alternate packages. Three outreach meetings will be held, and ideally with the consistent groups from Task 3.1, to solicit input on the tradeoffs and preferences on the final implementation proposal. A survey tool distributed in hard copy at the meetings will be developed to collect input on preferences and design boards developed to communicate the proposed design improvements that resulted from Task 3.1 feedback. The project team will leverage existing community gatherings

during convenient times for stakeholders to effectively communicate the project goals to the neighborhood.

Outreach will be structured specifically to reach underserved and hard-to-reach segments of the Bayview community. Partnerships and/or sub-contractual relationships with CBOs through the outreach firm will emphasize raising up the voices of hard-to-reach groups within the Bayview. Control of each of the three outreach events in Phase 1 may be deferred in format, style, and messaging to the expertise of any given subcontracted CBO for the purpose of more effective engagement with target groups.

Task 3.2 will include participatory budgeting activities related to the MTC Lifeline grant. This will include working with volunteers and stakeholder to refine brainstormed ideas and determine their project feasibility.

- **Responsible Party: SFMTA, Outreach Firm, CBO(s)**

Task 3.3 Phase 3 Community Engagement Closeout: Project Summary

In the final phase of community engagement, the SFMTA will attend key stakeholder meetings with attendees from Task 2.4-2.5 and Task 3 to present the final report and findings. This will serve to close out the planning phase and describe next steps for project implementation, including Agency approval process and detailed design.

Task 3.3 will include participatory budgeting activities related to the MTC Lifeline grant. This will include a voting process for ranking grant-eligible projects. The voting process will be conducted during outreach activities and in the community at-large. The steering committee will determine the rules for voting on projects for funding.

- **Responsible Party: SFMTA, Outreach Firm, CBO(s)**

Task	Deliverable
3.1	<i>Summary of community toolkit preferences and locations</i>
3.2	<i>Proposed transportation improvements and community preferences</i>
3.3	<i>Summary of final proposed improvement priority packages</i>

4. Streetscape, Funding and Implementation Plan

The purpose of Task 4 will be to present the conceptual designs from Task 3 and develop a funding and implementation plan for the top priority transportation improvements as identified in Task 3.3. The SFMTA will obtain cost estimates for the preliminary design and propose a phased approach and funding plan to project implementation.

Task 4.1 Streetscape Plan

The final design improvement concepts from Task 3.1 will be presented using plans, cross sections, and photos in a Streetscape Plan report section. It will summarize the issues and gaps identified during community engagement that resulted in the proposal of a prioritized set of

transportation recommendations. The designs will incorporate complete streets concepts to ensure a diverse set of transportation improvements are proposed for the Bayview.

- **Responsible Party: SFMTA**

Task 4.2 Funding and Implementation Plan

Cost estimates and potential funding sources for recommendations defined in Task 3.3 will provide an order of magnitude level of investment summary for the plans proposals. Funding sources will be based on the SFMTA Five Year Capital Improvement Program (CIP) which operates as an implementation plan for regional, citywide, and agency-wide goals. Based on identified community priorities and other development and projects in the pipeline, improvements will be packaged and presented in a phased approach.

The draft funding and implementation plan will include the results a participatory budgeting process for MTC Lifeline grant funds.

The draft funding & implementation plan will be circulated with all subcontracted CBOs for their review and comment prior to initiation the draft plan.

- **Responsible Party: SFMTA, CBO(s)**

Task	Deliverable
4.1	<i>Streetscape Plan</i>
4.2	<i>Cost estimates, funding sources, phased implementation scenarios</i>

5. Draft and Final Plan Document

The purpose of Task 5 will be to package Tasks 2-4 into a final report. The report will be presented to the SFMTA Board for review.

Task 5.1 Draft Plan and Recommendations Report

Based on public outreach and conceptual designs, the SFMTA will prepare a draft plan for public and stakeholder review, including a recommendations report outlining the different recommendation packages and preferred alternatives. Stakeholders will include the CBO, District 10 Supervisors Office, stakeholder groups generated throughout the engagement effort, and local advocacy groups. The draft will include high-quality graphics illustrating the design concepts for the improvements.

- **Responsible Party: SFMTA, outreach firm, CBO(s), Stakeholders**

Task 5.2 SFMTA Board Presentation

The Draft Plan and Recommendations Report from 5.1 will be reviewed internally and then presented to the SFMTA Board of Directors. Any remaining critical comments will be resolved.

- **Responsible Party: SFMTA**

Task 5.3 Final Plan and Recommendations Report

The SFMTA will prepare a Final Plan based on feedback gathered from stakeholders and the SFMTA Board during Tasks 5.1 and 5.2. The Final Plan will include a summary of public engagement, streetscape design alternatives, as well as an implementation plan for the recommended alternatives. All alternatives will be at the level of refinement necessary to be considered for environmental assessment of the project under both State and Federal environmental guidelines. Environmental assessment is not part of the scope of this work. The project team will forward the Final Plan to Caltrans for review.

- **Responsible Party: SFMTA**

Task	Deliverable
5.1	<i>Draft Plan including recommendations report with project recommendations</i>
5.2	<i>SFMTA Board Meeting Notes</i>
5.3	<i>Final Plan document, including revisions to draft based on feedback, and implementation plan</i>

6. Administration

Administration ensures that the project is moving on schedule, on budget and in compliance with all Caltrans invoicing and reporting requests. This is performed in concert with agreement to team roles and responsibilities. Administration costs will be covered through local funding and through SFMTA's approved indirect cost rate, which is included within the project budget through other tasks.

Task 6.1 Project Controls

This task manages contractors and team members to ensure that all tasks remain within scope, and on schedule and budget. This task includes:

- Deliverable management, ensuring that all reviewers are turning around deliverables, consolidating comments and managing team disagreements in deliverables
- Team task tracking and action item reminders
- Administrative record keeping
- Review and approval of all grant documents by the SF City Attorney's Office (CAO) before agreements are signed.

- **Responsible Party: SFMTA, City Attorney's Office**

Task 6.2 Team Meetings

This task is for scheduling, agenda management, facilitating and note-taking for bi-weekly team meetings. In order to keep the project on schedule and budget, the full project team, including consultants, will attend a bi-weekly meeting or phone call. This meeting will address challenges, barriers, allow for coordination and provide full project updates to all team members. The team meeting will have meeting notes and action items completed within 72 hours of each meeting by the SFMTA project manager or delegate.

- **Responsible Party: SFMTA**

Task 6.3 Invoicing

Submit complete invoice packages to Caltrans District staff based on milestone completion – at least quarterly, but no more frequently than monthly.

- **Responsible Party: SFMTA**

Task 6.4 Quarterly Reports

Submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.

- **Responsible Party: SFMTA**

Task	Deliverable
6.1	<i>Administrative record of project</i>
6.2	<i>Meeting notes and action items for bi-weekly team meetings</i>
6.3	<i>Invoice Packages</i>
6.4	<i>Quarterly Reports</i>

7. Participatory Budgeting Supplementary Task

The purpose of Task 7 is to perform additional work required to complete the Participatory Budgeting pilot, including completed and ongoing tasks.

Task 7.1 Participatory Budgeting Expanded Scope

This task is meant to cover project funds that have already been expended on Participatory Budgeting task work outside the scope of the original Bayview CBTP scope of work as well as remaining work to complete the pilot. The original budget included best-guess estimates of \$20,000 to integrate a pilot Participatory Budgeting process into the larger CBTP effort in order to take advantage of a \$600,000 Lifeline grant that MTC offered in incentive funding for implementation. However, it took more time and effort than anticipated to develop and complete the balloting process and to perform additional work that was requested by the Community Steering Committee. This work was necessary to ensure the success of the Participatory Budgeting process and was largely driven by the unforeseen challenges of the proposal development process and the requests of the Community Steering Committee. This expansion of scope includes:

- 3 additional meetings of the Community Steering Committee (**COMPLETED**)
- Development of multiple public ballot formats, per Steering Committee request (**COMPLETED**)
- Substantial SFMTA staff-time dedicated to proposal development stage, including acting as liaisons across 11 different project type groups (**COMPLETED**)
- Additional outreach activities to support the voting period for Participatory Budgeting (**COMPLETED**)
- Finalization of PB voting results, assembly of information required by SFCTA & MTC per terms of PB exercise & Lifeline grant, and presentation to SFCTA Board & MTC Commission to ratify PB vote results (**NOT YET COMPLETED**)

- **Responsible Party: SFMTA**

Task	Deliverable
7.1	<i>Presentation of PB voting results to SFCTA & MTC boards</i>

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bayview Community Based Transportation Plan - Additional Funds
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	N/A
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Oct-Nov-Dec	2017	Jan-Feb-Mar	2020
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations				
Open for Use				
Project Completion (means last eligible expenditure)			Jan-Feb-Mar	2020

SCHEDULE DETAILS

PHASE TASK SCHEDULES:

Task 1: Project Initiation: December 2017 - June 2018
 Task 2: Existing Conditions Documentation: February 2018 - July 2018
 Task 3: Public Outreach: July 2018 - August 2019
 Task 4: Streetscape, Funding & Implementation Plan: May 2019 - August 2019
 Task 5: Draft & Final Plan: Sept 2019 - February 2020
 Task 6: Administration: December 2017 - February 2020
 Task 7: Participatory Budgeting Supplementary Task: April 2019 - December 2019

OUTREACH TASK MILESTONES

Community Leader Interviews: March 2018 - July 2018
 Steering Committee (5 meetings): September 2018; November 2018; January 2019; May 2019; June 2019
 First Community Planning Workshops: July 2018 - October 2018
 Second Community Planning Workshops: January 2019 - March 2019
 Final Community Planning Workshops: June 2019 - August 2019
 SFCTA CAC and Board approval of Participatory Budgeting project list: October 2019 - November 2019
 MTC Commission approval of Participatory Budgeting project list: November 2019 - December 2019
 Final Plan adoption by the SFMTA Board of Directors: February 2020

California Department of Transportation
Sustainable Transportation Planning Grants
Fiscal Year 2017-18

PROJECT TIMELINE (Template)

Task Number	Project Title	Bayview Community Based Transportation Plan												San Francisco Municipal Transportation Agency (SFMTA)																	
		Fiscal Year 2017/18						Fiscal Year 2018/19						Fiscal Year 2019/20						Fiscal Year 2020/21											
		J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D						
		Responsible Party	Total Cost	Grant Amount	Local Cash Match	Local In-Kind Match																									Deliverable
		Fund Source																													
1.0 Project Initiation																															
1.1	Project Kick-Off Meetings	SFMTA		\$0	\$0																										Kick-off meeting and meeting notes
1.2	Project Charter	SFMTA		\$0	\$0																										Project charter
1.3	Public Outreach Plan	SFMTA		\$0	\$0																										Public Outreach Plan
1.4	Procure Outreach Consultant	SFMTA		\$0	\$0																										CBO Contract
2.0 Existing Conditions Documentation																															
2.1	Review Past and Existing Planning Efforts	SFMTA		\$0	\$0																										Community Opportunities and Issues Summary
2.2	Demographics Analysis	SFMTA		\$0	\$0																										Demographics Summary and Maps
2.3	Street Conditions	SFMTA		\$0	\$0																										Existing and Planning Transportation Asset Maps
2.4	Stakeholder Interviews: Goals and Priorities	SFMTA/CBO	\$27,500	\$24,346	\$3,154																										Up to six (6) completed interviews with notes
2.5	Focus groups: Project Goals/Objectives and PB Steering Committee	SFMTA/CBO	\$42,500	\$19,919	\$22,581																										Project Goals and priorities Focus group input
3.0 Public Outreach																															
3.1	Phase 1 Community Engagement: Transportation Improvement Opportunities	SFMTA/CBO	\$65,000	\$57,545	\$7,456																										Summary of community toolkit preferences and locations
3.2	Phase 2: Phase 2 Community Engagement: Transportation Improvement Evaluation	SFMTA/CBO	\$65,000	\$57,545	\$7,456																										Proposed transportation improvements and community preferences
3.3	Phase 3: Community Engagement Closeout: Project Summary	SFMTA/CBO	\$25,000	\$22,133	\$2,868																										Summary of final proposed improvement priority packages
4.0 Streetscape, Funding and Implementation Plan																															
4.1	Streetscape Plan	SFMTA	\$15,000	\$13,280	\$1,721																										Streetscape Plan
4.2	Funding and Implementation Plan	SFMTA	\$20,000	\$17,706	\$2,294																										Cost estimates, funding sources, phased implementation scenarios
5.0 Draft and Final Plan																															
5.1	Draft Plan and Recommendations Report	SFMTA/CBO	\$50,000	\$44,265	\$5,735																										Draft Plan including recommendations report with project recommendations
5.2	SFMTA Board Presentation	SFMTA	\$10,000	\$8,853	\$1,147																										SFMTA Board Meeting Notes
5.3	Final Plan and Recommendations Report	SFMTA	\$15,000	\$13,280	\$1,721																										Final Plan document, including revisions to draft based on feedback, and implementation plan
6.0 Administration																															
6.1	Project Controls	SFMTA/CAO	\$3,750	\$3,320	\$430																										Administrative record of project Meeting notes and action items for bi-weekly team meetings
6.2	Team Meetings	SFMTA	\$3,750	\$3,320	\$430																										Invoice Packages
6.3	Invoicing	SFMTA	\$3,750	\$3,320	\$430																										Quarterly Reports
6.4	Quarterly Reports	SFMTA	\$3,750	\$3,320	\$430																										Present vote results to SFCTA/MTTC
7.0 Participatory Budgeting Supplementary Task																															
7.1	Participatory Budgeting Expanded Scope	SFMTA/CAO	\$50,000	\$292,149	\$50,000	\$0																									
TOTALS			\$400,000	\$292,149	\$107,851	\$0																									

Reimbursement of indirect costs is allowable upon approval of an Indirect Cost Allocation Plan for each year of project activities. Provide rate if indirect costs are included in the project budget. Approved Indirect Cost Rate: 7.0 % of total salaries and mandatory fringe benefits.

Note: Each task must contain a grant amount and a local cash match amount. Local cash match must be proportionally distributed by the same percentage throughout each task. Local in-kind match needs to be indicated where in-kind services will be used. Please review the grant program section that you are applying to for details on local match requirements. The project timeline must be consistent with the scope of work.

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bayview Community Based Transportation Plan - Additional Funds
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Traffic Calming	\$50,000	\$0	\$57,851	\$107,851
CALTRANS PLANNING GRANT	\$0	\$0	\$292,149	\$292,149
Phases in Current Request Total:	\$50,000	\$0	\$350,000	\$400,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$400,000	\$50,000	Based on adopted budget for Bayview CBTP + estimate of additional cost to complete Participatory Budgeting pilot scope of work
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$0	\$0	
Operations	\$0	\$0	
Total:	\$400,000	\$50,000	

% Complete of Design:	0.0%
As of Date:	08/28/2019
Expected Useful Life:	N/A

San Francisco County Transportation Authority
 Prop K/Prop AA Allocation Request Form

Project Name: Bayview Community Based Transportation Plan

MAJOR LINE ITEM BUDGET

SAMPLE PROJECT BUDGET - PLANNING

BUDGET SUMMARY

Agency	Task 1 - Project Initiation	Task 2 - Existing Conditions Documentation	Task 3 - Public Outreach	Task 4 - Streetscape, Funding and Implementation Plan	Task 5 - Draft and Final Plan	Task 6 - Administration	Task 7 - Participatory Budgeting Supplementary Task	Total
SFMTA	\$ -	\$ 44,611	\$ 113,990	\$ 35,000	\$ 68,286	\$ 14,286	\$ 47,619	\$ 323,792
Consultant & CBOs	\$ -	\$ 13,062	\$ 33,000	\$ 1,500	\$ 2,500	\$ -	\$ -	\$ 50,062
Other Direct Costs *	\$ -	\$ 500	\$ 3,500	\$ -	\$ 500	\$ -	\$ -	\$ 4,500
Contingency	\$ -	\$ 3,587	\$ 9,350	\$ 1,900	\$ 3,714	\$ 714	\$ 2,381	\$ 21,646
Total	\$ -	\$ 61,760	\$ 159,840	\$ 38,400	\$ 75,000	\$ 15,000	\$ 50,000	\$ 400,000

* Direct Costs include mailing, reproduction costs, room rental fees, promotion for workshop events, food & childcare at workshop events, participation incentives for underrepresented groups, and interpretation equipment rental fees.

DETAILED LABOR COST ESTIMATE - BY AGENCY

SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	Total
Transit Planner IV	320	\$ 71.24	2.43	\$ 173.01	\$ 55,362
Transit Planner III	875	\$ 60.94	2.43	\$ 147.99	\$ 129,494
Transit Planner II	300	\$ 52.48	2.43	\$ 127.45	\$ 38,234
Planner I	950	\$ 43.65	2.43	\$ 106.00	\$ 100,704
Total	2,445				\$ 323,792

Consultant & CBOs	Hours	Fully Burdened Hourly Cost	Total
Principal	22	\$ 220	\$ 4,840
Project Manager	98	\$ 144	\$ 14,125
Engagement Specialist	136	\$ 104	\$ 14,187
Interpreter	20	\$ 173	\$ 3,460
Designer	60	\$ 89	\$ 5,350
Street Team	135	\$ 60	\$ 8,100
Total	256		\$ 50,062

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bayview Community Based Transportation Plan - Additional Funds
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$50,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$50,000	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Bayview Community Based Transportation Plan - Additional Funds
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	09/30/2020
Phase:	Planning/Conceptual Engineering	Fundshare:	26.96

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-138	\$0	\$50,000	\$0	\$0	\$0	\$50,000

Deliverables

1. Quarterly progress reports shall provide a percent complete by task, percent complete for the overall project scope, and a listing of completed deliverables, in addition to the requirements described in the Standard Grant Agreement (SGA). See SGA for details. Note: SFMTA may submit the Caltrans Planning Grant quarterly progress reports through the SFCTA grants Portal to satisfy this requirement as long as all of the same information is provided. Quarterly progress reports will also be provided to the MTC.
2. Upon completion of Task 3: Public Outreach (anticipated July 2019), provide summary of final proposed improvement priority packages.
3. Upon Completion of Task 4: Streetscape, Funding and Implementation Plan (anticipated May 2019), provide Streetscape Plan including implementation scenarios.
4. Upon completion of Task 5, Draft and Final Plan Document (February 2020), provide Final Plan.
5. Upon completion of the Participatory Budgeting process, present recommendations to the Transportation Authority Citizens Advisory Committee and Board of Commissioners for adoption.

Special Conditions

1. The recommended allocation is contingent on a concurrent amendment of the Prop K Traffic Calming 5YPP to program \$50,000 in cumulative remaining capacity from projects completed under budget.
2. SFMTA will invite MTC and SFCTA to the kick-off meeting and major milestone meetings.

3. SFMTA will comply with the requirements of MTC's PB Pilot Program to develop a list of community-prioritized projects recommended to receive \$600,000 in Lifeline Transportation Program funding from MTC plus the required 20% in local matching funds. See attached list of requirements.

4. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Notes

1. The Caltrans Sustainable Communities Planning grant funds for this project must be expended by February 2020

2. Initial allocation of \$57,851 in Prop K funds was approved on April 24, 2018 through Transportation Authority Board Resolution 18-048.

3. Prop K policy against retroactive expenses is waived for the subject allocation which is for previously approved scope that has incurred a cost increase.

4. SFMTA will present on the status of the project to the CAC on October 23, 2019 and Board on November 5, 2019 in support of this request.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	73.04%	No Prop AA
Actual Leveraging - This Project	73.04%	No Prop AA

List of Requirements of MTC's Participatory Budgeting Pilot Program
as Referenced in Revised Special Conditions 2

SFMTA will lead the following tasks to enable SFMTA and SFCTA to meet MTC's Participatory Budgeting Pilot Program requirements. Upon receiving the information below, SFCTA will develop a final Participatory Budgeting Pilot Program report for MTC.

1. Establish project Steering Committee of community representatives to ensure the process is inclusive and meets local needs. Activities include but are not limited to event planning, outreach strategies that focus on underserved/low income communities, and communications.
2. Solicit initial project ideas from the community, informing residents of what types of projects are eligible for Lifeline funding.
3. Further develop project ideas with SFCTA and other potential project sponsors, including review of project eligibility and feasibility and develop a list of projects for the community balloting process.
4. Administer a community vote to prioritize projects to receive the available Lifeline Transportation Program funds with participation consistent with the community's demographics.
5. Work with SFCTA and MTC to bring the final community-prioritized project list for SFCTA Board and MTC Commission approval.
6. Collect the information MTC requires for the final PB Pilot Program report and provide it to SFCTA at the time SFMTA submits the final project list to SFCTA staff to request approval by our Board, including:
 1. Roster of the Steering Committee, including demographics of members
 2. For participants in the outreach, project ideas, and ballot processes (via survey, mail-out, or in-person event):
 - a. Demographic detail of participants and comparison with the community's overall demographics
 - b. Percent of participants that are low income
 3. List of projects submitted by the public, list of projects included on the community ballot, and the number of votes each project receives
 4. For each project recommended for funding:
 - a. Project type
 - b. Mobility improvement/need project addresses
 - c. Forecasted service area
 5. Evaluation of process (via survey, mail-out, or in-person event):
 - a. Percent of participants in events/outreach/voting activities who report the process was accessible/easy to understand
 - b. Percent reporting having learned about the transportation planning process (e.g. identifying existing conditions and mobility options; how projects get funded; how to work with government)
 - c. Percent reporting positive experience with the process with respect to communications, accountability, and commitment

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bayview Community Based Transportation Plan - Additional Funds
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$50,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

JCG

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Christopher Kidd	Joel C Goldberg
Title:	Complete Streets Planner	Grants Procurement Manager
Phone:	(415) 646-2852	(415) 646-2520
Email:	christopher.kidd@sfmta.com	joel.goldberg@sfmta.com

MTC's PARTICIPATORY BUDGETING PILOT PROGRAM

The Bayview CBTP proposes a participatory budgeting process for funding infrastructure that supports lifeline transportation services for vulnerable populations. MTC is piloting a Lifeline Infrastructure grant that will make funding available to projects that are part of a Community Based Transportation Plan and were developed through a participatory budgeting process. By engaging in a participatory budgeting process, San Francisco would be eligible for potentially around \$500,000 in Lifeline Transportation Program funding to implement the recommendations of this plan.

The participatory budgeting process will pertain only to the subset of projects eligible for Lifeline Transportation Program funding. The participatory budgeting process will be run in parallel with the larger CBTP planning process, and participatory budgeting activities will be integrated as much as possible into concurrent public outreach activities for the broader plan process. MTC has confirmed that the current project approach meets MTC requirements for grant eligibility.

What is Participatory Budgeting?

Participatory Budgeting is a process where residents directly engage with their local government to develop and recommend projects as a part of a budget process.

What are the principles of Participatory Budgeting?

- 1. Engage and build leadership by low-income and communities of color** - Raise up the voices of residents and engage their vast local knowledge on transportation needs.
- 2. Ensure community decision-making** - Local residents get decision-making power during every step of the participatory budgeting process - including process design, project development, and project selection.
- 3. Ensure low-income and underserved residents determine priorities** - Lifeline funds should be spent on projects that address current priority needs identified by low-income and other underserved residents.
- 4. Require transparency and accountability in process & outcomes** - Information about each stage should be publicly accessible by low-income and underserved residents. This will enable community oversight.
- 5. Build relationships between residents and government** - Deepen trust and the practice of democracy through a participatory budgeting process that is inclusive, empowering, and transparent.

What are the steps of Participatory Budgeting?

- 1. Design of the process** - A steering committee, made up of representatives of the community, creates the rules in partnership with SFMTA to ensure the process is inclusive. The focus group assembled in *Task 2.5* will act as Steering Committee for the participatory budgeting process.
- 2. Brainstorm Ideas** - Through meetings and online tools, residents share and discuss ideas for projects. This activity will be integrated into the first round of public outreach activities in *Task 3.1*.
- 3. Develop Proposals** - Volunteers develop the ideas into feasible proposals, which are then vetted by experts. This activity will be integrated into the second round of public outreach activities in *Tasks 3.2 and 4.1*.
- 4. Vote** - Residents vote to divide the available budget between proposals. The focus group from *Task 2.5* will reconvene following the second round of public outreach to decide voting procedures and process. Voting will take place during the third phase of public outreach in *Task 3.3*.
- 5. Fund Winning Projects** - Government implements winning projects; government and residents track and monitor implementation. Project implementation will take place outside of the timeline for the CBTP, but Lifeline Transportation Program eligible projects will be programmed into the City's CIP for implementation.



2019 Prop K 5-Year Project List (FY 2019/20 - FY 2023/24)
Traffic Calming (EP 38)
Programming and Allocations to Date
 Pending Approval September 24, 2019 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2019/20	2020/21	2021/22	2022/23	2023/24	
Carry Forward From 2014 5YPP									
SFMTA	John Yehall Chin Safe Routes to School	CON	Allocated	\$436,000					\$436,000
SFMTA	Ocean Avenue Safety Improvements	PLAN/CER	Allocated	\$210,000					\$210,000
SFMTA	Ocean Avenue Safety Improvements	PLAN/CER	Programmed	\$30,000					\$30,000
SFMTA	Excelsior Neighborhood Traffic Calming	PS&E	Programmed	\$520,000					\$520,000
SFMTA	Sloat Skyline Intersection Improvements	PA&ED	Programmed	\$379,000					\$379,000
Local/Neighborhood Program									
Any	N'TIP Placeholder	Any	Programmed	\$2,250,000					\$2,250,000
SFMTA	District 11 Traffic Calming [N'TIP Capital]	PLAN, PS&E, CON	Pending	\$600,000					\$600,000
SFMTA	Application-Based Traffic Calming Program - FY18/19 Cycle Implementation	PS&E, CON	Pending	\$1,253,103					\$1,253,103
SFMTA	Application-Based Traffic Calming Program - FY19/20 Cycle Planning	PLAN/CER	Pending	\$203,192					\$203,192
SFMTA	Application-Based Local Streets Traffic Calming Program	Any	Programmed		\$1,200,000				\$1,200,000
SFMTA	Application-Based Local Streets Traffic Calming Program	Any	Programmed			\$1,200,000			\$1,200,000
SFMTA	Application-Based Local Streets Traffic Calming Program	Any	Programmed				\$1,200,000		\$1,200,000
SFMTA	Application-Based Local Streets Traffic Calming Program	Any	Programmed					\$1,200,000	\$1,200,000
SFMTA	Central Richmond Traffic Safety	PS&E, CON	Allocated	\$596,420					\$596,420
SFMTA	Bayview Community Based Transportation Plan - Additional Funds	PLAN	Pending	\$50,000					\$50,000
SFMTA	Advancing Equity through Safer Streets	Any	Programmed	\$153,580					\$153,580
SFMTA	Advancing Equity through Safer Streets	Any	Programmed		\$750,000				\$750,000
SFMTA	Advancing Equity through Safer Streets	Any	Programmed			\$750,000			\$750,000
SFMTA	Advancing Equity through Safer Streets	Any	Programmed				\$750,000		\$750,000
SFMTA	Advancing Equity through Safer Streets	Any	Programmed					\$750,000	\$750,000

Programming and Allocations to Date

Pending Approval September 24, 2019 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2019/20	2020/21	2021/22	2022/23	2023/24	
SFMTA	Speed Radar Sign Installation	Any	Programmed	\$1,180					\$1,180
SFMTA	Speed Radar Sign Installation	PLAN/CON	Pending	\$178,820					\$178,820
SFMTA	Speed Radar Sign Installation	Any	Programmed		\$180,000				\$180,000
SFMTA	Speed Radar Sign Installation	Any	Programmed			\$180,000			\$180,000
SFMTA	Speed Radar Sign Installation	Any	Programmed				\$180,000		\$180,000
SFMTA	Speed Radar Sign Installation	Any	Programmed					\$180,000	\$180,000
SFMTA	Safe Streets Evaluation	PLAN/ CER	Pending	\$100,000					\$100,000
SFMTA	Safe Streets Evaluation	PLAN/ CER	Programmed			\$100,000			\$100,000
Schools Program									
SFMTA	Schools Engineering Program	Any	Programmed	\$1,000,000					\$1,000,000
SFMTA	Schools Engineering Program	Any	Programmed		\$1,000,000				\$1,000,000
SFMTA	Schools Engineering Program	Any	Programmed			\$1,000,000			\$1,000,000
SFMTA	Schools Engineering Program	Any	Programmed				\$1,000,000		\$1,000,000
SFMTA	Schools Engineering Program	Any	Programmed					\$1,000,000	\$1,000,000
Corridor Improvements									
SFMTA	6th Street Safety Improvements	CON	Programmed	\$4,000,000					\$4,000,000
SFMTA	Vision Zero Quick-Build Program Implementation	PS&E, CON	Allocated	\$5,226,200					\$5,226,200
SFMTA	Vision Zero Quick-Build Program Implementation	PS&E, CON	Programmed		\$1,250,000				\$1,250,000
SFMTA	Vision Zero Quick-Build Program Implementation	PS&E, CON	Programmed			\$1,250,000			\$1,250,000
SFMTA	Ocean Avenue Safety Improvements	PS&E	Programmed	\$900,000					\$900,000
SFMTA	Bayview Community Based Transportation Plan Implementation	PS&E	Programmed		\$180,000				\$180,000
SFMTA	Bayview Community Based Transportation Plan Implementation	CON	Programmed			\$2,280,000			\$2,280,000
SFMTA	Bayview Community Based Transportation Plan Near Term Implementation	CON	Programmed	\$85,000					\$85,000
SFMTA	Excelstor Neighborhood Traffic Calming	CON	Programmed		\$2,080,000				\$2,080,000
SFMTA	Sloat Skyline Intersection Improvements	PS&E	Programmed	\$660,000					\$660,000
SFMTA	Safer Taylor Street	PS&E	Programmed	\$359,292					\$359,292
SFMTA	Safer Taylor Street	PS&E	Pending	\$2,047,958					\$2,047,958
SFMTA	Safer Taylor Street	CON	Programmed		\$1,022,499				\$1,022,499

Programming and Allocations to Date

Pending Approval September 24, 2019 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2019/20	2020/21	2021/22	2022/23	2023/24	
	Total Programmed in 2019 5YPP			\$21,239,745	\$7,662,499	\$6,760,000	\$3,130,000	\$3,130,000	\$41,922,244
	Total Allocated and Pending			\$10,901,693	\$0	\$0	\$0	\$0	\$10,901,693
	Total Unallocated			\$10,338,052	\$7,662,499	\$6,760,000	\$3,130,000	\$3,130,000	\$31,020,551
	Total Programmed in 2019 Strategic Plan			\$20,933,450	\$7,662,499	\$6,760,000	\$3,130,000	\$3,130,000	\$41,615,949
	Deobligated Funds			\$357,194	\$0	\$0	\$0	\$0	\$357,194
	Cumulative Remaining Programming Capacity			\$50,899	\$50,899	\$50,899	\$50,899	\$50,899	\$50,899
<div style="background-color: #fce4d6; padding: 2px;">Pending Allocation / Appropriation</div> <div style="background-color: #e0f2f1; padding: 2px;">Board Approved Allocation / Appropriation</div>									

FOOTNOTES:

¹ 5YPP amendment to accommodate allocation of \$596,420 for Central Richmond Traffic Safety (Resolution 20-0XX, 7/23/2019)

[Advancing Equity through Safer Streets]: Reduced by \$596,420 in FY2019/20 to \$153,580.

[Central Richmond Traffic Safety]: Added project with \$596,420 in FY2019/20.

² Strategic Plan and 5YPP amendment to accommodate allocation of \$5,226,200 and programming of \$2,500,000 for Vision Zero Quick-Build Program Implementation (Resolution 6th Street Safety Improvements: Reduced by \$5,226,200 in FY2019/20 to \$4,000,000.

Funds advanced from outside of current 5YPP period: \$1,250,000 advanced to FY2020/21, and \$1,250,000 advanced to FY2021/22.

Vision Zero Quick-Build Program Implementation: Added project with \$5,226,200 in FY2019/20, \$1,250,000 in FY2020/21, and \$1,250,000 in FY2021/22.

³ 5YPP amendment to accommodate allocation of \$1,253,103 for Application-Based Traffic Calming Program FY18/19 Cycle Implementation (Resolution 20-0XX, xx/xx/2019). Cumulative Remaining Programming Capacity: Reduced by \$53,103 from \$100,899 to \$47,796.

Application-Based Local Streets Traffic Calming Program: Programming increased by \$53,103 from \$1,200,000 to \$1,253,103 in FY2019/20.

⁴ 5YPP amendment to accommodate allocation of \$203,192 for Application-Based Traffic Calming Program - FY19/20 Cycle Planning (Resolution 20-0XX, xx/xx/2019).

Cumulative Remaining Programming Capacity: Increased by \$256,295 deobligated from SEMTA's Traffic Calming Implementation (Prior Area-wide Plans) project and reduced by Application-Based Local Streets Traffic Calming Program FY19/20 Cycle Planning: Added project with \$203,192 in FY2019/20.

⁵ 5YPP amendment to accommodate allocation of \$50,000 for Bayview Community Based Transportation Plan (Resolution 20-0XX, xx/xx/2019).

Cumulative Remaining Programming Capacity: Reduced by \$50,000 from \$100,899 to \$50,899.

Bayview Community Based Transportation Plan: Added project with \$50,000 in FY2019/20.

⁶ 5YPP amendment to accommodate allocation of \$600,000 for District 11 Traffic Calming [NTIP Capital] (Resolution 20-0XX, xx/xx/2019).

NTIP Placeholder: Reduced by \$600,000 from \$2,850,000 to \$2,250,000.

District 11 Traffic Calming [NTIP Capital]: Added project with \$600,000 in FY2019/20.

BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN

Participatory Budgeting Report
Wednesday, September 25th, 2019



SFMTA



METROPOLITAN
TRANSPORTATION
COMMISSION



PARTICIPATORY BUDGETING REPORT

- **General Overview**
 - Bayview CBTP & PB Pilot

- **Inclusion in PB Process**
 - Steering Committee
 - Outreach approaches
 - Setting the final ballot

- **Public Voting**
 - Voting period
 - Voting results

- **Next Steps**
 - Schedule & reports

What is the

Bayview CBTP?

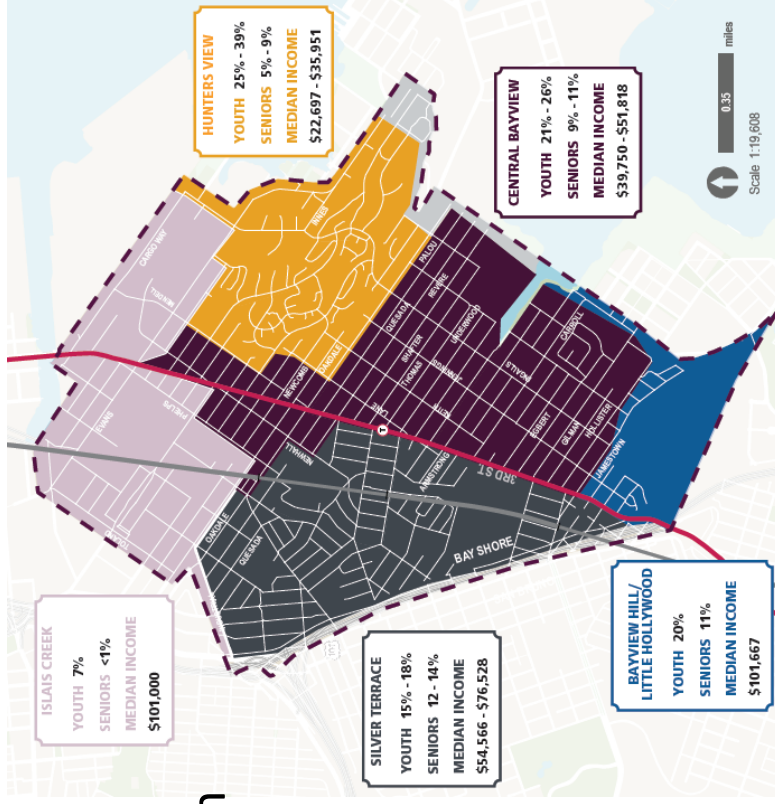
\$3.8 MILLION FOR

Immediate fixes for small projects in the Bayview (\$600k)

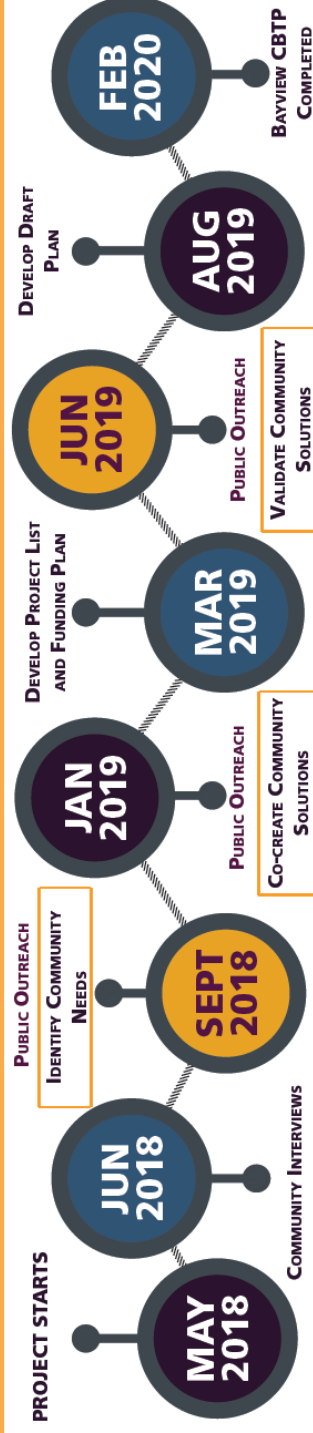
5 year investment plan for community priorities (\$2.5M)

Fund **3 years of Lifeline transportation** services (\$750K)
 \$2.545 million from Prop K

GENERAL OVERVIEW



HOW LONG WILL THE BAYVIEW CBTP TAKE?



Public Outreach

GENERAL OVERVIEW 7-150

From June 2018 to August 2019...

Partnership with 5 Community Based Organizations

30+ meetings with local committees & neighborhood groups

25+ community events

500+ staff hours in the community

OVER 4,000 RESIDENTS REACHED



SFMTA



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TRANSPORTATION
COMMISSION



www.sfmta.com/bayviewcommunityplan

Participatory Budgeting

GENERAL OVERVIEW

MTC developed **\$1 million pilot program for PB** using Lifeline Transportation Grant funds

Bayview CBTP **1 of 2 eligible recipients** for funding (\$600k received)

Required **including PB** in CBTP plan process



Contracted **BMAGIC** to administer & manage PB process in the Bayview

Projects must meet Lifeline requirements (including Community Steering Committee)

Winning projects must get **SFCTA & MTC approval**

Fund Winning Projects

Image Credit: ParticipatoryBudgeting.org



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Community Steering

Committee

- Recruited 14-member committee through mailing list, community partners, and Supervisor's Office **during summer 2018**
 - Developed PB Rulebook
 - Approved final ballot & all eligible proposals
- Additional **targeted recruitment** to better match community demographics
- Committee members **paid for participation**
- **Granted more powers** than required in PB pilot guidelines
- Committee had **strong representation** by community groups & leaders

Outreach:

Idea Gathering

- Ideas gathered during **Summer/Fall 2018** outreach phase
- Idea worksheets in paper and online, in Spanish, English, and Chinese
- Collected 269 ideas from the public
- SFCTA & MTC screened all ideas for eligibility
- Eligibility results reviewed by Steering Committee
- Eligible ideas grouped into **11 project type categories**



參與式預算編制工作表

參與式預算 (PB) 是您指導新的公交項目和運輸服務的機會，以便他們解決您每天看到的問題。Bayview居民將與市政府工作人員合作制定項目提案，對項目進行投票，獲得最多選票的項目將獲得600,000美元的交通補助金獲得資助。

符合條件的項目必須改善Bayview居民的過境或過境通道，包括：

 過境服務 這可能包括增加MUNI服務，更多深夜巴士，社區班車或新的BART或Caltrain等區域交通服務	 過境基礎設施 這可能包括新的或改進的公共汽車候車亭，運輸路線上的新人行道，更安全的十字路口以及運輸站周圍的新照明	 教育與計劃 這可以包括免費過境通行證計劃，社區主題的班車，過境安全大使或改善交通進入的教育計劃
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您將如何改善Bayview的運輸？

想法一：
想法二：
想法三：



在線查找我們的工作表：<https://bit.ly/BayviewPB>

Outreach:

Proposal Development



Presupuesto Participativo: Registro Campeón de Proyectos

El Presupuesto Participativo (PB) es su oportunidad de dirigir nuevos proyectos de transporte y servicios de transporte para solucionar los problemas que ve todos los días. Los residentes de Bayview **desarrollarán propuestas de proyectos** en colaboración con el personal de la Ciudad, **votarán sobre los proyectos** y la lista de proyectos que reciban la mayoría de los votos se financiará a través de una subvención de transporte de \$ 600,000.

En el otoño de 2018, reunimos 275 ideas de los residentes para **mejorar el transporte y el acceso al transporte** en Bayview. Concentrados en 11 tipos de proyectos, estamos buscando a los campeones de proyectos para convertir estas ideas en propuestas reales.

¿Qué es un campeón de proyectos?

Los campeones de proyectos son grupos de trabajo de residentes y / u organizaciones comunitarias en Bayview. Trabajarán con el personal de la Ciudad para convertir ideas en propuestas de proyectos reales con cronogramas, presupuestos y planes de financiamiento.

Las propuestas serán examinadas por nuestro Comité Directivo de la Comunidad en **Mayo de 2019** antes de pasar a la boleta pública. La votación comunitaria tendrá lugar en **Junio de 2019**.

TIPOS DE PROYECTOS DE PRESUPUESTO PARTICIPATIVO

<input type="checkbox"/>	Aumentar el Servicio de Muni (Mayor frecuencia o mejor servicio nocturno / fin de semana)	<input type="checkbox"/>	Embajadores de Tránsito (Personal de seguridad en tránsito)	<input type="checkbox"/>	Encuestas de la Comunidad (Entendiendo las necesidades de tránsito)
<input type="checkbox"/>	Nuevo Servicio Muni (Una nueva ruta de autobús en Bayview)	<input type="checkbox"/>	Paratransit/Taxi (Subvenciones para residentes de Bayview)	<input type="checkbox"/>	Paradas de Autobuses (Nuevos refugios, iluminación, botes de basura, carteles de NextBus signs, etc)
<input type="checkbox"/>	Transporte Comunitario (Se conecta al transporte donde Muni no puede)	<input type="checkbox"/>	Programa de Pase Muni (Pases gratuitos para residentes de Bayview)	<input type="checkbox"/>	Rutas hacia el Tránsito (Mejor azeres, rutas en bicicleta, cruces de peatones e intersecciones)
<input type="checkbox"/>	Guardias de Cruce (Cerca de paradas de bus o el I-77thrd)	<input type="checkbox"/>	Plan de Estudios de Tránsito (K-12 education en Bayview)	<input type="checkbox"/>	

¿Quieres ser un campeón de proyectos? (Fecha límite 31 de marzo de 2019.)

Los residentes de Bayview y las organizaciones sin fines de lucro basadas en Bayview son elegibles para servir. Nombre y / u organización (por favor imprima claramente):

 Email or Phone: _____

- 50 Project Champions recruited for 11 project types in Winter/Spring 2019
- Project Champions organized through Google Groups: each assigned an SFMTA liaison, provided materials & key decision space for each project type
- Engagement was low for proposal development stage
- SFMTA staff engaged in substantially more work than anticipated, including detailed proposal for Community Shuttle service

Sign up online at: <https://bit.ly/BayviewProjectChampions>

Outreach:

Proposals & Ballot

- **19 eligible ballot proposals** brought to Community Steering Committee, with **5 transit proposals rejected**
 - Objections to cost for small increases in transit service
 - Objections to outside non-profits acting as pass-throughs for transit safety education programming
- **Multiple high-priority community issues did not meet Rulebook criteria for ballot**
 - Community Shuttle
 - T-Third service increase
 - T-Rapid bus line
 - More frequent shelter/platform cleaning

INCLUSION IN PB PROCESS

BAYVIEW
COMMUNITY-BASED
TRANSPORTATION

Participatory Budgeting Ballot

How do I vote?

Please answer the questions to the right of this box. Then rank the Transit Service Proposals by circling your choices. At the bottom, rank the Street Improvement Proposals and fill out the optional demographic questions so we can get a better sense of who voted. Questions about each project? Refer to our voter guide at any ballot box in the Bayview.

Are you a Bayview resident?
 Yes No

Are you at least 14 years old?
 Yes No



WHAT IS PARTICIPATORY BUDGETING?

Your ideas, Your projects, Your vote! In this process, you bring up ideas, turn them into real proposals, and vote on what gets funded. The SFMTA has worked over the past year with residents, organizations, and a Community Steering Committee to create proposals that improve transit and access for residents. Now you get to vote on which proposals to fund.

Transit Service Proposals (\$576,000 Total Available)

Project	Description	Cost	1st Choice	2nd Choice	3rd Choice
440' Shaughnessy Morningness	Increase morning commute frequency from 10 min to 9 min	\$370,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transit Assistants (TAs)	2 new TAs for 3 years, ride on 29 & 44 buses	\$405,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transit Assistants (TAs)	2 new TAs for 2 years, ride on 29 & 44 buses	\$275,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Street Improvement Proposals (\$144,000 Total Available)

Project	Description	Cost	1st Choice	2nd Choice	3rd Choice
New crosswalk: 3rd St at Lane St	New crosswalk, curb ramps, and curb extensions to make walking along 3rd St safer and easier	\$100,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New crosswalk: 3rd St at Newhall St	New crosswalk, curb ramps, and curb extensions to make walking along 3rd St safer and easier	\$125,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus Shelter	2 new shelters at Oakland Ave & Keith St	\$20,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus Shelter	1 new shelter at Oakland Ave & Phelps St	\$10,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus Shelter	2 new shelters at Ingalls St & Harbor Rd	\$20,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus Shelter	1 new shelter at Hudson Ave & Ingalls St	\$10,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus Shelter	1 new shelter at Oakland Ave & Baldwin	\$10,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crosswalk	Improve crosswalk on Williams Ave at Foodco	\$75,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crosswalk	Improve crosswalk on 3rd St at Van Dyle Ave	\$25,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crosswalk	New crosswalk at Doner Ave at Bayshore Blvd	\$25,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crosswalk	Improve crosswalk on Silver Ave at Bayshore	\$10,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please tell us about yourself! We want to ensure the input we get from residents is representative of the Bayview's rich diversity. SURVEY IS OPTIONAL AND ALL RESPONSES ARE CONFIDENTIAL

Race/Ethnicity
Circle all that apply

African American
 Asian
 Pacific Islander
 Latino
 Native American
 Other
 White
 Prefer not to state

Gender

Male
 Female
 Other
 Prefer not to state

Age

Under 18
 18 - 45
 45 - 65
 65+
 Prefer not to state

Income
Circle one

\$15,000 or less
 \$15,000 - \$40,000
 \$40,000 - \$70,000
 \$70,000 - \$100,000
 \$100,000+
 Prefer not to state

Voting Period

- Voting took place July 1st to August 17th in parallel with final outreach phase for Bayview CBTP
- Ballots available online and at 19 ballot box locations
- Ballots & voter guides available in English, Spanish, Chinese
- Overall vote demographic matched community profile
- Participation (375 votes) comparable to previous D10 PB ballots

\$720,000
to improve transit and access to transit in the Bayview.

YOUR IDEAS TUS IDEAS 你的想法

YOUR STREETS TUS CALLES 你的街道

YOUR VOTE TU VOTO 你的投票

BAYVIEW COMMUNITY BASED PARTICIPATORY BUDGETING SFMTA

BALLOT LOCATIONS

Southwest Community Facility
1800 Outside Avenue

Bayview YMCA
1671 Lane Street

Dr. George W. Davis Senior Center
1751 Carroll Avenue

El Centro
1341 Essex Avenue

Community Youth Center
5009 3rd Street

Joseph Lee Rec Center
1825 Outside Ave

Youngblood Coleman Rec
1400 Hudson Avenue

Willie Maye Boys & Girls Club
152 Kuba Road

All Good Pizza
1605 Astor Avenue

Open Door Legal Clinic
484 3rd Street

Radio Africa Kitchen
4800 3rd Street

Salvation Army Impact Center
5048 3rd Street

Mendell Plaza
3rd Street & Outside Avenue

Bayview Library
5075 3rd Street

Young Community Developers
1715 Yosemite Avenue

VOTE ONLINE:
Use your phone's camera to scan our QR code and vote online.
<http://bayviewvotes.sfcta.com/bayviewcommunityplan>

QR CODE
Use your phone's camera to scan our QR code and vote online.
<http://bayviewvotes.sfcta.com/bayviewcommunityplan>

\$720,000
Vote on how to spend

YOUR IDEAS TUS IDEAS 你的想法

YOUR STREETS TUS CALLES 你的街道

YOUR VOTE TU VOTO 你的投票

BAYVIEW COMMUNITY BASED TRANSPORTATION PLAN SFMTA

BALLOT LOCATIONS

Southwest Community Facility
1825 Outside Avenue

Dr. George W. Davis Senior Center
1751 Carroll Avenue

Young Community Developers
1715 Yosemite Avenue

Willie Maye Boys & Girls Club
152 Kuba Road

All Good Pizza
1605 Astor Avenue

Open Door Legal Clinic
484 3rd Street

Radio Africa Kitchen
4800 3rd Street

Salvation Army Impact Center
5048 3rd Street

Mendell Plaza
3rd Street & Outside Avenue

Bayview Library
5075 3rd Street

Young Community Developers
1715 Yosemite Avenue

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QR CODE
Use your phone's camera to scan our QR code and vote online.
<http://bayviewvotes.sfcta.com/bayviewcommunityplan>

Participatory Budgeting

Vote Results

Rank	Operating Projects	Total Score	Project Cost
1	44 O'shaughnessy	577	\$555,000
2	TAs 3 years	489	\$405,000
3	TAs 2 years	424	\$275,000
Rank	Capital Projects	Total Score	Project Cost
1	Silver/Bayshore crosswalk	432	\$10,000
2	Williams/Apollo crosswalk	415	\$75,000
3	Lane/3rd Crosswalk	413	\$100,000
4	Newhall/3rd Crosswalk	353	\$125,000
5	Donner/Bayshore crosswalk	340	\$25,000
6	3rd/Van Dyke crosswalk	305	\$25,000
7	Oakdale at Phelps 1 shelter	301	\$10,000
8	Oakdale at Keith 2 shelters	264	\$20,000
9	Hudson at Ingalls 1 shelter	258	\$10,000
10	Oakdale at Baldwin 1 shelter	253	\$10,000
11	Ingalls at Harbor 2 shelters	251	\$20,000

According to PB Rulebook:

- 80% allocated to Operating Projects
- 20% allocated to Capital Projects

Project costs exceed available PB budget

Final proposal for funded projects coming next month

NEXT STEPS

- OCTOBER 23rd - PB PROJECT LIST AT SFCTA CAC
- LATE OCTOBER - DRAFT PLAN RELEASED
- NOVEMBER 19TH - PB PROJECT LIST AT SFCTA BOARD
- DECEMBER - PB PROJECT LIST AT MTC COMMISSION
- FEBRUARY 2020 - FINAL PLAN ADOPTED

Learn More:

<https://www.sfmta.com/BayviewCommunityPlan>

Outreach:

<http://bit.ly/BayviewPhase1>

<http://bit.ly/BayviewPhase2>

<http://bit.ly/BayviewPhase3>

Recommendations:

<http://bit.ly/BayviewStreetscapePlan>

<http://bit.ly/BayviewPrioritization>



Christopher Kidd

Project Manager

Senior Transportation Planner

Sustainable Streets Division

Email: christopher.kidd@sfmta.com

Phone: 415.646.2852

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	District 11 Traffic Calming [NTIP Capital]
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Traffic Calming
Current Prop K Request:	\$600,000
Supervisory District(s):	District 11

REQUEST

Brief Project Description

Neighborhood Transportation Improvement Program (NTIP) Capital funds will be used to implement proactive traffic calming measures in various District 11 locations, with a focus on the Oceanview and Ingleside neighborhoods. SFMTA and the District 11 Commissioner's Office will conduct targeted outreach these neighborhoods where traffic calming is proposed for 25 to 30 speed humps, speed cushions, speed tables, or raised (asphalt) crosswalks.

Detailed Scope, Project Benefits and Community Outreach

SFMTA requests an allocation of \$600,000 in Prop K Neighborhood Transportation Improvement Program (NTIP) funds for the second cycle of District 11 NTIP Traffic Calming. This request will cover Planning/Conceptual Design and Construction of various traffic calming measures in District 11 with a focus on the Oceanview and Ingleside neighborhoods. The Transportation Authority's NTIP is intended to strengthen project pipelines and advance the delivery of community-supported neighborhood-scale projects, especially in Communities of Concern and other neighborhoods with high unmet needs.

The goal of proactive traffic calming being undertaken in District 11 is to keep local streets safe for pedestrians and bicyclists, by preempting speeding and cut-through traffic on local neighborhood streets. Speed reduction also reduces the severity of injury from a collision. This request will cover implementation of traffic calming measures including speed humps, speed cushions, speed tables, and raised (asphalt) crosswalks.

Prioritization of locations for 2019 NTIP District 11 Traffic Calming will focus on the Oceanview and Ingleside neighborhoods, and will be determined by the ongoing public engagement conducted by the District 11 Commissioner's Office and an Community Open House to finalize exact locations. The final scope of locations will be determined and approved through on-going discussions with Commissioner Safai's office. When the list of locations is finalized, it will be submitted to the Transportation Authority.

Scope includes:

Task 1: Compile and Summarize Draft Near Term Measures

Task 1.1: Draft and Map initial proposal

Task 1.2: Finalize List and Map of Traffic Calming Locations with Commissioner Safai (Final Locations determined in discussion with D11 Office. In-reach to City Partners.)

Task 2: Oceanview and Ingleside Public Engagement

Task 2.1: Targeted Open House Mailing

Task 2.2 Open House Materials

Task 2.3: Open House Event Staffing

Task 3: Speed Humps and Raised Crosswalks

Task 3.1: Evaluate locations

Task 3.2: Legislative Packet Creation

Task 3.3: Balloting/Letters, if necessary

Task 3.4: Legislation

E7-160

Task 3.5: Draft, review, and send work authorizations to Job Order Contractor

Task 4: CAD

Task 4.1 Striping drawings - Revision Zeros (base striping drawings, where needed) and addition of traffic calming to striping drawings

Task 5: Project Administration

Task 5.1: Tracking & Coordination

Task 5.2: Monthly Project Updates

Task 5.3: Project Final Report

Task 5.4: JOC Contract Administration Implementation

Project Location

Various District 11 locations, focused on the Oceanview and Ingleside neighborhoods

Project Phase(s)

Planning/Conceptual Engineering (PLAN), Design Engineering (PS&E), Construction (CON)

Justification for Multi-phase Request

Given strong interest by the sponsoring commissioner in delivering the projects as quickly as possible, the short duration of the planning phase, and the relatively straightforward design of similar improvements at multiple locations, we are recommending concurrent allocation of planning, design, and construction funds.

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$600,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	District 11 Traffic Calming [NTIP Capital]
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Oct-Nov-Dec	2019	Oct-Nov-Dec	2019
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)	Jan-Feb-Mar	2020	Apr-May-Jun	2020
Advertise Construction				
Start Construction (e.g. Award Contract)	Apr-May-Jun	2020		
Operations				
Open for Use			Jul-Aug-Sep	2020
Project Completion (means last eligible expenditure)			Oct-Nov-Dec	2020

SCHEDULE DETAILS

Community outreach includes targeted mailing and a community open house, focused on the Ingleside and Oceanview neighborhoods. We will concurrently engage the local community to plan for some devices where locations are not yet finalized while we begin design, legislation and construction of others that do not require additional community engagement.

Legislation for all project elements is included in the planning phase for this project and will include balloting and public hearings for projects that require them per the SFMTA's standard processes; this will serve as the opportunity for community input as these projects are approved.

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	District 11 Traffic Calming [NTIP Capital]
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Traffic Calming	\$0	\$600,000	\$0	\$600,000
Phases in Current Request Total:	\$0	\$600,000	\$0	\$600,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$90,810	\$90,810	Engineer's estimate, recent D11 experience
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$80,190	\$80,190	Engineer's estimate, recent D11 experience
Construction	\$429,000	\$429,000	Engineer's estimate, recent D11 TC experience
Operations	\$0	\$0	
Total:	\$600,000	\$600,000	

% Complete of Design:	0.0%
As of Date:	08/16/2019
Expected Useful Life:	25 Years

2019 D11 NTIP Traffic Calming

Classification		Hours	Cost	LS Manager	Senior Engineer	Senior Planner	Junior Engineer	Assoc Engineer	Senior Clerk	Eng'ing Assistant
2020 Average Hourly Rate										
Totals		989	-	0	28	256	64	39	148	454
Budgeted Staff Hours			\$148,440	\$0	\$7,056	\$46,080	\$11,008	\$7,644	\$16,724	\$59,928
Budgeted Staff Labor			\$397,000							
Budgeted Expenses			\$54,560							
Budgeted Contingency		10%	\$600,000							
Project Funding Request Total										

Task	Hours	Cost	LS Manager	Senior Engineer	Senior Planner	Junior Engineer	Assoc Engineer	Senior Clerk	Eng'ing Assistant
Task 1: Compile and Summarize Draft Near Term Measures	4	\$2,664	\$0	\$504	\$2,160	\$0	\$0	\$0	\$0
Task 1.1: Draft and Map initial proposal	4	\$720							
Task 1.2: In-reach to Supervisor and City Partners	10	\$1,944		2					
Task 2: Oceanview and Ingleside Public Engagement	70	\$12,240		\$1,008	\$7,200	\$1,032	\$1,568	\$904	\$528
Task 2.1: Targeted Open House Mailing	12	\$1,892						4	
Task 2.2 Open House Martials	24	\$4,128							
Task 2.3: Open House Event Staffing	34	\$6,220		4		6	8	4	
Task 3: Speed Humps and Raised Crosswalks	292	\$44,076		\$3,024	\$17,280	\$4,816	\$3,136		
Task 3.1: Evaluate locations	40	\$7,072				16			
Task 3.2: Packet Creation	28	\$5,040							
Task 3.3: Balloting/Letters	152	\$17,980						140	
Task 3.4: Legislation	60	\$10,960				12	16		
Task 3.5: Draft and send work authorizations to JOC	12	\$3,024		12					
Task 4: CAD	525	\$72,900			\$5,400	\$5,160	\$2,940		\$59,400
Stripping drawings - Rev Zeros	525	\$72,900			30	30	15		450
Task 5: Project Administration	28	\$16,560		\$2,520	\$5,040	\$0	\$0		\$0
Task 5.1: Tracking & Coord	50	\$9,000							
Task 5.2: Monthly Project Updates	18	\$3,240							
Task 5.3: Project Final Report	10	\$1,800							
Task 5.4: JOC Contract Admin	10	\$2,520		10					
Total Staff Labor		\$148,440							

Expenses	Unit Cost	# Units per NTIP Scope
1.0 Public Engagement		
Mailing for Ingleside/Oceanview Open House	\$3,000	1
Speed Surveys	\$4,000	8
2.0 MTA Shops Construction Work Orders		
Paint Work Orders	\$30,000	30
Sign Work Orders	\$30,000	30
3.0 JOC Construction Work Authorizations		
Speed Humps or Raised Crosswalks	\$330,000	30
Total Expenses	\$397,000	

Budget by Phase	Cost	Contingency	Total	Notes
Planning/Conceptual Engineering	\$82,540	\$8,270	\$90,810	Planning includes Tasks 1, 2, 3, 5 and Public Engagement
Design Engineering	\$72,900	\$7,290	\$80,190	Design includes Task 4
Construction	\$390,000	\$39,000	\$429,000	Construction includes Work Orders and JOC Construction Work Authorizations
Total	\$545,440	\$54,560	\$600,000	

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	District 11 Traffic Calming [NTIP Capital]
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$600,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$600,000	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	District 11 Traffic Calming [NTIP Capital] - Planning
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	06/30/2020
Phase:	Planning/Conceptual Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-138	\$0	\$90,810	\$0	\$0	\$0	\$90,810

Deliverables

- Quarterly progress reports shall provide summary of community feedback and overall progress in addition to the requirements specified in the Standard Grant Agreement.
- Upon completion of planning phase, provide final list of traffic calming measures by location, as confirmed by the district supervisor.

Special Conditions

- The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Notes

- The Transportation Authority will share quarterly progress reports with the District Supervisor for this NTIP project.

SGA Project Number:		Name:	District 11 Traffic Calming [NTIP Capital] - Design
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	12/31/2020
Phase:	Design Engineering	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-138	\$0	\$80,190	\$0	\$0	\$0	\$80,190

Deliverables

1. Quarterly progress reports shall note any changes to the accepted project locations, in addition to all other requirements described in the Standard Grant Agreement (SGA).

2. Upon completion of the design phase, provide evidence of completion of design (e.g. copy of certifications page, internal design completion documentation, design completion work-order, or similar).

Special Conditions

1. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Notes

1. The Transportation Authority will share quarterly progress reports with the District Supervisor for this NTIP project.

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SGA Project Number:		Name:	District 11 Traffic Calming [NTIP Capital] - Construction
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	12/31/2021
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-138	\$0	\$100,000	\$329,000	\$0	\$0	\$429,000

Deliverables

- Quarterly progress reports shall provide details on improvements constructed in the previous quarter, improvements expected to be constructed in the following quarter, and overall progress in addition to the requirements specified in the Standard Grant Agreement.
- With quarterly progress reports, provide 2-3 digital photos of before conditions, work being performed, and completed work.

Special Conditions

- SFMTA may not incur expenses for the construction phase until Transportation Authority staff releases the funds pending receipt of traffic calming measures by location, as confirmed by the district supervisor.
- SFCTA will not reimburse expenses for the construction phase activities until Transportation Authority staff has received evidence of completion of design (e.g. copy of certifications page, internal design completion documentation, design completion work-order, or similar).
- The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Notes

- The Transportation Authority will share quarterly progress reports with the District Supervisor for this NTIP project.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	District 11 Traffic Calming [NTIP Capital]
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$600,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

JCG

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Nick Carr	Joel C Goldberg
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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bike to Work Day 2020
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Bicycle Circulation/Safety
Current Prop K Request:	\$41,758
Supervisory District(s):	Citywide

REQUEST

Brief Project Description

Bike to Work Day (BTWD) is an annual event promoting cycling as a viable commuting option. Prop K funds will cover the sponsorship costs for BTWD 2020. This includes event promotion as well as event-day services such as energizer stations with educational materials and activities.

Detailed Scope, Project Benefits and Community Outreach

The San Francisco Municipal Transportation Agency (SFMTA) requests \$41,758 to sponsor Bike to Work Day activities in San Francisco.

Scope

Bike to Work Day (BTWD) is an annual event that promotes cycling as a viable option for commuting. BTWD is a nationwide event but is sponsored locally by public agencies and private advocacy groups. San Francisco's BTWD event will be held May 14, 2020. BTWD is a highly popular and publicized event with a steadily increasing participation rate. The SFMTA and the San Francisco County Transportation Authority will be the primary sponsors of the 2020 BTWD event. The SFMTA will use Prop K funds to cover the sponsorship costs for the 2020 BTWD event, as identified in the Five-Year Prioritization Program (5YPP) for the Prop K Bicycle Circulation and Safety category. Prop K will fund a contract with the San Francisco Bicycle Coalition (SFBC). The SFBC is responsible for the design, printing, and distribution of promotional materials; event-day services like energizer station pop-ups where BTWD participants can receive refreshments, prizes, bicycle safety education/information or basic repairs; and transit vehicle and shelter advertisements.

Benefits

BTWD is perhaps the most widely celebrated and best-promoted bicycling event in the San Francisco Bay Area. It introduces new cyclists to bicycle commuting and supports long-time cyclists looking to sustain their commute habits. The numerous benefits of bicycle commuting are well-documented. For commuters, bicycling is an economical, flexible and healthy mode of travel. For the greater community and environment, bicycles are a non-polluting, congestion-reducing mode that makes the most efficient use of both scarce natural resources and the existing transportation system.

While few studies have specifically focused on the effectiveness of events like BTWD to change behavior or attract new bike commuters and riders, local evidence suggests that it and similar marketing campaigns successfully recruit new bicycle commuters. The Alameda County Transportation Commission completed a two-year study in 2011 to evaluate BTWD's impact on bicycle commuting within Alameda County. Twenty-seven percent of those surveyed said they rode their bicycles more often than before the event. A 2010 survey during June and July of registered BTWD participants across the Bay Area found that 14% of respondents started biking because of the 2010 BTWD, and 20% said they started biking because of a previous BTWD.

The number of bikes counted during the morning BTWD commute along the Market Street corridor increased by 30% from 2009 to 2016, and by 33% from 2016 to 2018. Fewer bike trips were recorded by in-pavement bike counters on BTWD 2019 than BTWD 2018, according to preliminary figures, however, bike counts on BTWD 2019 were nonetheless much higher than a typical day. Ridership on BTWD 2019 was 9% higher than the Thursday prior to the event and 26%

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higher than the day after the event. (In-pavement counter figures from 2019 are preliminary as data cleaning has not been completed.)

Public Engagement

The SFMTA will coordinate with the SFBC to promote BTWD both before and on the day of the event. Event promotion and outreach for the broadest feasible public audience through broadcast, print, and outdoor media will include the design, printing, and distribution of promotional posters in English, Spanish, and Chinese. Public engagement on the day of the event will occur at the energizer stations, which will be strategically and equitably distributed through San Francisco, being sure to include underserved communities and have a presence along high-volume bicycle routes. The SFMTA and SFBC are committed to fostering a well-publicized, well-attended event that encourages newer cyclists to engage in bicycle commuting and supports longer-term cyclists to sustain their commute habits.

Project Evaluation

The SFMTA will collect data from bicycle counters located throughout San Francisco prior to, on the day of, and after BTWD 2020. The SFMTA will use this data to assess participation in BTWD 2020 and compare participation rates to previous BTWD events. SFMTA will provide this data to the Transportation Authority in quarterly progress reports and the final report at the conclusion of the project.

Project Location

Citywide

Project Phase(s)

Construction (CON)

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Named Project
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$41,758

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bike to Work Day 2020
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Apr-May-Jun	2020		
Operations				
Open for Use				
Project Completion (means last eligible expenditure)			Apr-May-Jun	2020

SCHEDULE DETAILS

Bike to Work Day 2020 will be held on May 14, 2020.

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San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bike to Work Day 2020
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Bicycle Circulation/Safety	\$0	\$41,758	\$0	\$41,758
SFMTA OPERATING	\$0	\$0	\$1,700	\$1,700
Phases in Current Request Total:	\$0	\$41,758	\$1,700	\$43,458

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$43,458	\$0	Sponsorship Agreement and SFMTA oversight costs
Operations	\$0	\$0	
Total:	\$43,458	\$41,758	

% Complete of Design:	N/A
As of Date:	N/A
Expected Useful Life:	N/A

San Francisco County Transportation Authority
 Prop K/Prop AA Allocation Request Form

Project Name: Bike to Work Day 2020

MAJOR LINE ITEM BUDGET

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)						
Budget Line Item	Item (Quant)	Item (Rate)	Labor (Quant)	Labor (Rate)	Totals	
1. Contract						\$ 41,758
Sponsorship						
Sponsorship of event	1	\$ 41,758				\$ 41,758
2. SFMTA Support (Contract Award and Oversight)						\$ 1,700
Staffing - 5290 TP IV			5	\$ 235.12		\$ 1,200
City Attorney			2	\$ 250.00		\$ 500
TOTAL CONSTRUCTION PHASE						\$ 43,458

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bike to Work Day 2020
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$41,758	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$41,758	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Bike to Work Day 2020
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	12/31/2020
Phase:	Construction	Fundshare:	96.09

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-139	\$0	\$41,758	\$0	\$0	\$0	\$41,758

Deliverables

- TBD - SFCTA staff are working with the SFMTA and SFBC to develop a special condition(s) and related deliverable(s) to address the recommendation by the CAC at its September 25 meeting that the Prop K funds be conditioned on equitable distribution of energizer stations across the city.
- Prior to hard copy production or public distribution, SFMTA shall provide electronic copies of draft 2020 BTWD collateral to the SFCTA to approve the Prop K attribution.
- Upon project completion, provide electronic copies of 2020 BTWD collateral, an evaluation report on BTWD ridership (at a minimum including pre-, day of, and post BTWD counts, and comparison to prior year participation), and 2 to 3 digital photos of BTWD events.

Special Conditions

- TBD - SFCTA staff are working with the SFMTA and SFBC to develop a special condition(s) and related deliverable(s) to address the recommendation by the CAC at its September 25 meeting that the Prop K funds be conditioned on equitable distribution of energizer stations across the city.
- The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Notes

- As a reminder, per the Standard Grant Agreement, all flyers, brochures, posters, websites and other similar materials prepared with Proposition K funding shall comply with the attribution requirements established in the Standard Grant Agreement

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	3.91%	No Prop AA
Actual Leveraging - This Project	3.91%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bike to Work Day 2020
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$41,758
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

JCG

CONTACT INFORMATION

	Project Manager	Grants Manager
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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bicycle Safety Education and Outreach
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Bicycle Circulation/Safety
Current Prop K Request:	\$80,000
Supervisory District(s):	Citywide

REQUEST

Brief Project Description

Provide 10 months of Bicycle Safety Education and Outreach, building on successful past programming. The program includes broad outreach to 10,000 San Francisco residents and visitors, and provides classes to more than 1,000 people.

Detailed Scope, Project Benefits and Community Outreach

See attached Scope

Project Location

Citywide

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Named Project
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$80,000

San Francisco County Transportation Authority Proposition K Sales Tax Program Allocation Request Form

Background

For years, SFMTA has provided bicycle training classes for adults and children thanks to voter approved Prop K funds. These classes support Vision Zero and the City's TDM and mode share goals by encouraging more people to bicycle and to do so safely. To continue to support these goals, the Bicycle Safety and Outreach programs have been modified over the years. These changes include increasing how many people are impacted by the programs, identifying new program ideas to reach those ready to bicycle, but not ready to commit to a class, and to reach people in different ways, ensuring that people contact with the ideas of bicycling and bicycle safety through multiple arenas.

The scope that follows modifies the program used since April 2017. From April 2017 to April 2018, the program had the following successes:

- 9086 people engaged at 12 outreach events (An average of 757 interactions per event.)
- 368 adults participated in 27 offered classes (An average of 14 attendees per class.)
- 535 children participated in 9 Freedom from Training Wheels events (An average of 59 children per event.)
- Surveys of adult bicycle education class participants had the following results:
 - 95% are very or somewhat likely to recommend the course
 - 30% more (44% pre-class survey to 74% post-class) say they rode a bicycle in the past week
 - 41% more (29% pre-class survey to 70% post-class) rate their knowledge of rights and responsibilities as "good" or "excellent."
 - Based on these positive results, the SFMTA proposes a similar program continue in 2020.

Scope

The SFMTA requests \$80,000 to support a 10-month Bicycle Safety Education and Outreach program contract. The contract will be implemented through a previous request for proposal (RFP) that encouraged respondents to provide details on the activities, classes and events they would organize to meet specific participation, communication and educational goals. The San Francisco Bicycle Coalition was identified through the RFP as the qualified contractor to implement this program.

Task 1: Broad Bicycle Safety and Education Outreach Activities

Task 1 requires the SFMTA's contractor to develop and implement activities that introduce bicycling and bicycling safety concepts to people who may not otherwise receive safety messaging and encouragement. The contractor will host a table at pre-determined and mutually agreed-upon fairs, festivals, farmer's markets, and/or open streets events over the course of the contract. The goal will be to reach at least 2250 people per quarter. Task 1 requires in-person, community-oriented programming, not on-line messaging or marketing, in order to connect with people where they spend their time.

Task 2: Bicycle Safety Education Classes

Tier 2 outreach involves multiple activities that will provide bicycle education opportunities for children and adults of varying abilities, including:

- Teaching kids and adults how to ride a bike
- Providing bicycling basics for helping people start to commute, shop, and do things by bike
- Rules of the road trainings

**San Francisco County Transportation Authority
Proposition K Sales Tax Program Allocation Request Form**

- On-street bicycle instruction

In the current Bicycle Safety Education and Outreach contract, the contractor has tested a new menu of classes from previous years and those have been successful overall. The SFMTA proposes some adjustments to the class portfolio based on these results. In particular: offer more frequent but shorter on-road traffic skills classes; offer more adult learn-to-ride classes; and leave the option for more foreign language classes as well as pilot new classes based on observed bicycling barriers. For this request, the SFMTA and contractor have developed the following portfolio of classes:

Class Description	Hrs/Class	Target Attendees	# of Classes	Total People
Adult Learn-to-ride	3	20	7	140
Smart City Cycling 1: Classroom	2	30	10	300
Smart City Cycling 2: Maneuvering	2	15	2	30
Smart City Cycling 3: Road Practice	2	15	3	45
Night and All-Weather Biking	1	20	2	40
Pilot: On-Bike Practice for Adult Beginning Cyclists	3	20	2	40
Pilot: Sharing City Streets	2	20	1	20
Youth Freedom from Training Wheels	3.5	50	9	450
Total			36	1065

Additional Information

Annual evaluation:

The program will be evaluated on demographic information, to ensure that outreach and classes are reaching the many, varied communities across the city. It will also focus on program outcomes, increases in bicycling in SF among program participants and increases in safety knowledge for people who have participated in trainings and classes.

Equity:

The program will ensure that event participation is not limited only to people who can pay to attend and that outreach and activities happen within all four quadrants of the city. The budget includes funding to provide multi-lingual materials and translation to ensure people are not excluded by language barriers.

Environmental Status:

On January 10, 2019, the SFMTA Environmental Review Team determined that the Bicycle Safety Education and Outreach program is "Not a Project" pursuant to CEQA as defined in CEQA Guidelines Sections 15060(c) and 15378(b) because the action would not result in a direct or a reasonably foreseeable indirect physical change to the environment.

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bicycle Safety Education and Outreach
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Jan-Feb-Mar	2020		
Operations				
Open for Use				
Project Completion (means last eligible expenditure)			Jan-Feb-Mar	2021

SCHEDULE DETAILS

Classes will run January 2020 through October 2020.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bicycle Safety Education and Outreach
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Bicycle Circulation/Safety	\$0	\$80,000	\$0	\$80,000
Phases in Current Request Total:	\$0	\$80,000	\$0	\$80,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$80,000	\$80,000	Budget from current contractor
Operations	\$0	\$0	
Total:	\$80,000	\$80,000	

% Complete of Design:	N/A
As of Date:	N/A
Expected Useful Life:	N/A

San Francisco County Transportation Authority
 Prop K/Prop AA Allocation Request Form
 Project Name: Bicycle Safety Education and Outreach

MAJOR LINE ITEM BUDGET

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)						
Budget Line Item	Item (Quant)	Item (Rate)	Labor (Quant)	Labor (Rate)	Totals	Totals
1. Contract					\$	79,373
Task 1: Bicycle Education Outreach						
Materials & Promotion	1	\$ 900			\$	900
Translation Services	1	\$ 500			\$	500
Major Outreach Event	9	\$ 1,773			\$	15,953
Task 2: Bicycle Safety Education Classes						
Materials & Promotion	1	\$ 1,000			\$	1,000
Space and Supplies Rental	1	\$ 1,000			\$	1,000
Translation Services	1	\$ 1,000			\$	1,000
Adult Learn-to-Ride	7	\$ 2,386			\$	16,699
Smart City Cycling 1: Classroom	10	\$ 1,271			\$	12,705
Smart City Cycling 2: Maneuvering	2	\$ 2,022			\$	4,045
Smart City Cycling 3: Road Practice	3	\$ 2,022			\$	6,067
Night and All-Weather Biking	2	\$ 1,096			\$	2,192
Pilot: On-Bike Practice for Adult Beginning Cyclists	2	\$ 2,033			\$	4,066
Pilot: Sharing City Streets	1	\$ 1,218			\$	1,218
Freedom From Training Wheels	9	\$ 1,127			\$	10,140
Task 3: Reporting						
Monthly and Final Reporting and Evaluation			50	\$ 37.80	\$	1,890
2. SFMTA Support (Contract Award and Oversight)						
Contingency			1	\$ 127	\$	127
City Attorney			2	\$ 250	\$	500
TOTAL CONSTRUCTION PHASE					\$	80,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bicycle Safety Education and Outreach
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$80,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$80,000	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Bicycle Safety Education and Outreach
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	09/30/2020
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-139	\$0	\$40,000	\$40,000	\$0	\$0	\$80,000

Deliverables

1. Quarterly Progress Reports (QPRs) shall provide percent complete of the scope of work; description of outreach activities performed that quarter (including those intended to engage traditionally under-represented bicycle communities); and data on the number of classes held, including class type and number of participants; in addition to the requirements described in the Standard Grant Agreement (SGA). See SGA for definitions. QPRs shall also include samples of outreach and class materials.

2. Upon project completion (anticipated March 2021), provide copy of program evaluation.

Special Conditions

1. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Notes

1. As a reminder, per the Standard Grant Agreement, all flyers, brochures, posters, websites and other similar materials prepared with Proposition K funding shall comply with the attribution requirements established in the Standard Grant Agreement.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Bicycle Safety Education and Outreach
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$80,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

JCG

CONTACT INFORMATION

	Project Manager	Grants Manager
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Abbreviation key:

- ALTR = Adult Learn to Ride
 - TS101C = Traffic Skills 101: Classroom
 - TS101R = Traffic Skills 101: On-Road
 - NAWB = Night and All-Weather Biking
 - FTW = Freedom From Training Wheels (please note: survey and demographic data not collected for this class, per contract)
- Demographics: Age

SUMMARY REPORT 4/10/2018
Tier 2 Classes (April 2017 - March 2018)

Date	Time	Class	Location	# Attendees	Registered	Under 14	14-20	21-30	31-40	41-50	51-60	61-70	71-80	80+	Prefer not to say
4/9/2017	11am-2:30pm	FTW	Bayview Sunday Streets, Bancroft and 3rd Street	46	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4/23/2017	10:30am-1:30pm	ALTR	Waller St. Learning Area	21	31	0	7	9	1	2	0	0	0	0	2
4/29/2017	2pm-4pm	TS101C	Bernal Heights Library	18	29	0	1	6	1	0	0	0	0	0	10
4/30/2017	11am-2:30pm	FTW	Tenderloin Sunday Streets	36	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6/1/2017	6pm-8pm	TS101C	The Hamilton Building, 631 O'Farrell Street	13	26	0	0	4	6	1	0	1	0	0	1
6/10/2017	10:30am-1:30pm	ALTR	Waller St. Learning Area	16	27	0	0	7	6	2	1	0	0	0	0
6/11/2017	11am-2:30pm	FTW	GG Park Sunday Streets	55	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6/14/2017	6pm-8pm	TS101C	Park Branch Library, 1833 Page Street	17	24										
7/16/2017	11am-2:30pm	FTW	Mission Sunday Streets	54	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7/19/2017	6:30-8:30pm	TS101C	Timbuk2 Factory Store, 587 Shotwell Street	27	37	0	1	7	9	5	1	3	0	0	1
7/29/2017	10am-4pm	TS101R	Park Police Station/GG Park	12	25	0	1	3	3	4	0	1	0	0	0
8/14/2017	12pm-5pm	NAWB	Sports Basement, 1590 Bryant St.	15	26	0	0	4	3	3	1	2	0	0	2
8/20/2017	11am-2:30pm	FTW	Tenderloin Sunday Streets	46	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8/22/2017	11am-5pm	TS101C	The Hamilton Building, 631 O'Farrell Street	23	43	0	0	5	7	2	5	0	0	0	4
8/27/2017	10:30am-1:30pm	ALTR	Waller St. Learning Area	17	33	0	2	2	6	1	4	1	0	0	1
9/2/2017	10am-4pm	TS101R	Park Police Station/GG Park	4	14	0	0	1	2	1	0	0	0	0	0
9/10/2017	11am-2:30pm	FTW	Western Addition Sunday Streets	49	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9/11/2017	6-7pm	NAWB	Sports Basement, 1590 Bryant St. Buchanan YMCA, 1530 Buchanan Street	4	14	0	0	0	2	0	1	0	0	0	1
9/20/2017	5:30-7:30pm	TS101C	Waller St. Learning Area	12	29	0	0	4	4	2	1	0	0	0	1
9/24/2017	10:30am-1:30pm	ALTR	Excelsior Sunday Streets	19	35	0	0	7	7	3	1	1	0	0	0
10/1/2017	11am-2:30pm	FTW	Richmond Public Library, 351 9th Ave.	59	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10/26/2017	7-8pm	NAWB		0	10	0	0	0	0	0	0	0	0	0	0
11/5/2017	2-4pm	TS101C	Excelsior Works!, 5000 Mission Street	6	26	0	0	1	2	1	0	1	1	0	0

Date	Time	Class	Location	# Attendees	Registered	Under 14	14-20	21-30	31-40	41-50	51-60	61-70	71-80	80+	Prefer not to say
11/15/2017	6:30-8:30pm	TS101C	USF, Lo Schiavo Center	9	13	0	0	2	6	0	1	0	0	0	0
			Glen Park Public Library, 2825 Diamond Street	14	15	0	0	4	2	4	1	0	0	0	3
11/18/2017	3-4pm	NAWB	Golden Gate Valley Library, 1801 Green Street	7	12	0	1	3	2	0	0	0	0	0	1
12/9/2017	11am-1pm	TS101C	Chinese Newcomers Service Center, 777 Stockton Street	14	20										
12/16/2017	2-3pm	NAWB in Cantonese													
1/24/2018	6:30-8:30pm	TS101C	Stonestown YMCA Annex, 3150 20th Avenue	7	11	0	0	3	1	2	1	0	0	0	0
1/27/2018	4-5pm	NAWB	Anza Library, 550 37th Avenue	9	7	0	0	2	1	2	3	0	0	0	1
2/17/2018	1-3pm	TS101C	Bayview YMCA, 1601 Lane Street	12	17	0	0	0	3	3	1	2	0	0	3
3/3/2018	11am-12pm	NAWB in Spanish	La Voz Latina, 456 Ellis Street	18	20	0	1	1	4	3	2	2	0	0	1
3/4/2018	10:30am-1:30pm	ALTR	Waller St. Learning Area	23	38	0	1	13	5	3	0	1	0	0	0
3/11/2018	11am-2:30pm	FFTW	Excelsior Sunday Streets	97	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3/20/2018	6:30-7:30	NAWB	Noe Valley Library, 451 Jersey Street	8	12	0	0	0	1	2	0	3	1	0	1
3/25/2018	11am-2:30pm	FFTW	Excelsior Sunday Streets	93	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3/27/2018	6:30-8:30pm	TS101C	Timbuk2 Factory Store, 587 Shotwell Street	23	31	2	0	0	6	2	1	2	0	0	5
TOTAL:				903	625	2	9	87	97	46	28	20	1	0	38



SUMMARY REP
Tier 2 Classes

Demographics: Gender

Demographics: Ethnicity

Date	Demographics: Gender			Demographics: Ethnicity										Notes			
	Female	Male	Transgender	Prefer not to say	African-American	Black or American	Latino/a or Hispanic	Asian	Alaska Native	Hawaiian	Native American or Pacific Islander	Indian or Subcontinent	Middle Eastern		Euro American	White/Caucasian	Prefer not to say
4/9/2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4/23/2017	10	9	0	0	0	3	5	0	0	2	1	6	4				
4/29/2017	3	5	0	0	0	3	2	0	0	3	0	2	10				
4/30/2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6/1/2017	9	3	0	0	1	0	2	4	0	0	2	0	5	1			
6/10/2017	13	3	0	0	0	0	7	0	0	2	1	5	2				
6/11/2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6/14/2017	Demographic data for this class was not captured; it took place during the transition between the previous and current managers.																
7/16/2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7/19/2017	13	13	0	0	1	0	1	6	0	0	3	0	16				
7/29/2017	6	6	0	0	0	0	1	5	0	0	1	0	6				
8/14/2017	8	7	0	0	0	0	1	8	0	0	0	0	5	1			
8/20/2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8/22/2017	12	7	0	0	4	1	2	5	0	0	0	0	13	4			
8/27/2017	9	7	0	0	1	1	1	11	0	0	0	0	3	2			
9/2/2017	3	1	0	0	0	0	1	0	0	0	0	0	4				
9/10/2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9/11/2017	1	3	0	0	0	0	0	3	0	0	0	0	1	0			
9/20/2017	10	1	0	0	1	0	1	3	0	0	0	0	7				
9/24/2017	16	3	0	0	0	0	1	13	0	1	1	0	3	1			
10/1/2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10/26/2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
11/5/2017	4	1	0	0	1	0	0	1	0	0	0	0	5	0			

This class was originally scheduled for 10/15/17. Because of the dangerous air quality caused by the Napa and Sonoma fires, we postponed until 11/5/17. Registered students include those who signed up for the initial date. The postponement certainly led to lower attendance.

0 Flying in the Excelsior

Date	Female	Male	Transgender	Gender	Prefer not to say	Black or African-American		Latino/a or Hispanic	American Pacific			White/Caucasian/Euro American			Prefer not to say	Notes
						American	Prefer not to say		Alaska Native	Indian or Hawaiian	Islander or Native	Middle Eastern	Euro American			
11/15/2017	5	4	0	0	0	0	3	0	0	0	0	0	4	0	Outreach to USF students and bike club, via email and individual outreach by volunteers	
11/18/2017	6	6	0	0	2	1	2	2	0	0	1	0	6	2	Flyering by the library; event listing on SFPL.org	
12/9/2017	2	4	0	0	1	0	0	1	0	0	1	0	4	1	Event listing on SFPL.org	
12/16/2017	8	6	0	0	0	0	0	14	0	0	0	0	0	0	Recruitment directly by community partner	
1/24/2018	5	2	0	0	0	0	1	2	0	0	0	0	4	0	Flyering at the YMCA	
1/27/2018	4	5	0	0	0	0	0	7	0	0	0	0	2	0	Flyering by the library; event listing on SFPL.org	
2/17/2018	5	4	0	0	3	1	0	2	1	0	0	0	6	3	Flyering at the YMCA	
3/3/2018	4	8	1	0	0	0	14	0	0	0	0	0	0	0	Recruitment directly by community partner	
3/4/2018	19	4	0	0	1	4	9	0	0	2	1	5	2	0		
3/11/2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
3/20/2018	1	6	0	0	1	0	0	2	0	0	0	0	4	2	Event listing on SFPL.org	
3/25/2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
3/27/2018	13	5	0	0	5	0	2	3	0	0	3	1	10	4	Social media via Timbuk2	
TOTAL:	189	123	1	1	20	5	43	118	1	1	21	4	126	41		

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Safe Routes to Schools Program Administration 19-20
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Transportation Demand Mgmt
Current Prop K Request:	\$200,000
Supervisory District(s):	Citywide

REQUEST

Brief Project Description

Administration of the SF Safe Routes to School program for a 10 month period, from December 2019 to September 2020. This request will fund SFMTA staff time after the transition from the Department of Public Health that occurred in July 2019, and during the first year of the One Bay Area Grant funding cycle. The SFMTA will oversee and coordinate San Francisco's school transportation programs and increase its focus on the core goals of school transportation: safety and mode shift.

Detailed Scope, Project Benefits and Community Outreach

Detailed scope is attached.

Project Location

Citywide

Project Phase(s)

Construction

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Named Project
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$200,000
Prop AA Strategic Plan Amount:	\$0

E7-190

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Safe Routes to Schools Program Administration 19-20
Grant Recipient:	San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)	Oct-Nov-Dec	2019		
Operations				
Open for Use			Jul-Aug-Sep	2020
Project Completion (means last eligible expenditure)			Oct-Nov-Dec	2020

SCHEDULE DETAILS

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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Safe Routes to Schools Program Administration 19-20
Grant Recipient:	San Francisco Municipal Transportation Agency

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Transportation Demand Mgmt	\$0	\$200,000	\$0	\$200,000
Phases in Current Request Total:	\$0	\$200,000	\$0	\$200,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0	
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$200,000	\$200,000	Calculated based on salaries and expected level of effort
Operations	\$0	\$0	
Total:	\$200,000	\$200,000	

% Complete of Design:	N/A
As of Date:	N/A
Expected Useful Life:	N/A

MAJOR LINE ITEM BUDGET

BUDGET SUMMARY	
Agency	Total
SFMTA	\$ 190,550
City Attorney Fees	\$ 500
Materials and Printing Costs	\$ 8,950
Total	\$ 200,000

DETAILED LABOR COST ESTIMATE

SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Manager IV / 9174	20	\$ 78.44	\$ 2.72	\$ 213	0.010	\$ 4,260
Transit Planner IV / 5290	80	\$ 72.05	\$ 2.68	\$ 193	0.038	\$ 15,440
Transportation Planner III / 5289	950	\$ 60.78	\$ 2.71	\$ 165	0.457	\$ 156,750
Transportation Planner II / 5288	100	\$ 51.21	\$ 2.76	\$ 141	0.048	\$ 14,100
Total	1150				0.55	\$ 190,550

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Safe Routes to Schools Program Administration 19-20
Grant Recipient:	San Francisco Municipal Transportation Agency

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$200,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$200,000	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Safe Routes to Schools Program Administration
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	03/31/2021
Phase:	Construction	Fundshare:	100.0

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-143	\$0	\$140,000	\$60,000	\$0	\$0	\$200,000

Deliverables

1. By June 2020, SFMTA staff will provide a report on how the SRTS Non-Infrastructure project is doing with respect to achieving the established goals of reducing single family vehicle trips by 37% and school-related collisions by 50% by 2030, consistent with the required deliverable for the OBAG grant.

Special Conditions

1. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	0.0%	No Prop AA
Actual Leveraging - This Project	0.0%	No Prop AA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Safe Routes to Schools Program Administration 19-20
Grant Recipient:	San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$200,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

JCG

CONTACT INFORMATION

	Project Manager	Grants Manager
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**San Francisco County Transportation Authority
Proposition K Sales Tax Program Allocation Request Form**

Safe Routes to Schools Program Administration

This grant will fund the San Francisco Municipal Transportation Agency's (SFMTA's) administration of the SF Safe Routes to School (SRTS) program for 10 months, from December 2019 to September 2020. This request is a continuation of funding for administration of the SRTS program. The Transportation Authority previously funded the program from February 2019 to September 2019, and there are remaining funds available for administration of the program through November 2019.

Background

The SFMTA is supporting our city's children and families by building a coordinated framework for efforts that provide safe and effective options for school transportation. Central to this comprehensive effort is the transition in summer 2019 of the SRTS program from the Department of Public Health to the SFMTA in partnership with the San Francisco Unified School District (SFUSD). In January 2018, the Transportation Authority Board approved \$2,813,264 in One Bay Area Grant (OBAG) funds to the SFMTA for the SRTS Non-Infrastructure project, conditioned upon this management transition. This new structure enables the SFMTA to reach all SFUSD schools by coordinating San Francisco's school transportation programs, including the re-established capital Safe Routes to Schools program. This reorganization will also allow for an increased focus on the core goals of school transportation: safety and mode shift.

In June 2018, the SFMTA, in coordination with the San Francisco SRTS partnership, presented the school transition plan to the Transportation Authority outlining the components of this coordinated, comprehensive approach to school safety and transportation management. In addition to outlining the key focus areas for a newly aligned SRTS Program, the plan identified the need for new administrative roles within the SFMTA.

Starting in July 2019, the SFMTA officially transitioned to be the program lead for the San Francisco SRTS program. The program will continue as a broad partnership led by a newly created SRTS Coordinator and supported by a multidisciplinary outreach team. The SF-SRTS program is a larger, more comprehensive program and is supported by two functional structures: The overall City SF-SRTS Program is composed of four City Agencies, and the SF-SRTS Partnership that supports the non-infrastructure program, which includes four local non-profit partners.

Scope

The SFMTA requests funding to continue to support the SRTS Coordinator position, in addition to funding a portion of the supervisory staff time needed for this position to be successful as well as support staff for tasks as needed. The SRTS coordinator started in June 2019.

This involves substantial work transitioning SFMTA staff into program management roles as well as coordinating adjustments to the program approach. This work will include developing internal processes, establishing strong partnership relationships, engaging with partners to transfer knowledge and past practices to the SFMTA, negotiating and documenting planned changes to the program based on new directions set in the 2018 SRTS Program framework.

The SF-SRTS Coordinator Ongoing Role

Key to the future success of the SRTS program was the creation of a position, the SF SRTS Coordinator, or Schools Coordinator who began in June 2019. The position is housed in SFMTA's Planning Programs Section in the Sustainable Streets Division. This new position oversees the final development and implementation of the SF-SRTS program including the reorganization of SFMTA's traditional schools work and the non-infrastructure partnership.

San Francisco County Transportation Authority Proposition K Sales Tax Program Allocation Request Form

This position will be at least 50% FTE and is responsible for four key areas:

- Coordinates the program areas within the SF-SRTS program
- Maintains high quality community relationships with school community and stakeholders
- Liaise with SFUSD to ensure strong partnership
- Chairs the SF-SRTS Partnership, including non-infrastructure program management

To support these key areas, the Schools Coordinator will work with the program partners to ensure that work programs are coordinated and comprehensive. The coordinator may delegate responsibility for certain program areas while ensuring that the SFMTA remains the fully accountable agency to deliver the SF-SRTS program.

Working with partners inside SFMTA and with the non-infrastructure partnership, the Schools Coordinator will develop and maintain a process for tracking and reporting on school-related activities that the City has undertaken in support of overall program goals. The Schools Coordinator will also maintain and support communication channels that expand how City and School decision-makers and school communities interact with the City about school-related concerns, inquiries and issues.

A key role of this position will be to ensure that communications between the non-infrastructure program, that engages with local school communities on a regular basis, is effectively connected to the infrastructure and environmental safety pieces of the program. To this end, the Schools Coordinator will be a single point of contact on issues related to school safety and remain in the loop on discussions regardless of the technical area of focus (engineering, enforcement, education, etc.) Communication with the community will be held to a high level of responsiveness, ensuring that parents, principals and School and City leaders are aware of how their inquiries and requests are being handled.

The Schools Coordinator will also maintain a contact list of key staff responsible for all school related efforts and activities and will endeavor to keep that list up-to-date to ensure that requests and inquiries are being handled expeditiously.

The School Coordinator will liaise directly with the SFUSD Sustainability Director on a regular basis to ensure that the City and School District are working closely together in implementing the program effectively and efficiently. Lastly, as the Chair of the SF-SRTS Partnership, the Schools Coordinator will provide oversight and direction to the SF-SRTS Partnership. This includes ensuring that the Partnership's outreach team is provided with clear direction, goals and outcomes to meet the program's goals and has appropriate and effective communication channels to meet the program's communications goals.

This funding is for staff time to coordinate a larger program, the SRTS One Bay Area Grant, also managed through the SFCTA. The goals of the program are to reduce single family vehicle trips by 37% and school-related collisions by 50% by 2030. As a condition of OBAG funding, SFMTA will provide a report to the Transportation Authority annually on how the SRTS Non-Infrastructure project is doing with respect to achieving the established goals. This progress report requirement will be applied to this funding as well, for the report due in June 2020.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Lombard Crooked Street Paid Reservation System [NTIP Planning, Capital]
Grant Recipient:	San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Transportation/Land Use Coordination
Current Prop K Request:	\$700,000
Supervisory District(s):	District 02

REQUEST

Brief Project Description

The "crooked" section of Lombard Street is both a residential neighborhood and one of the most popular tourist destinations in the city. The increasing volume of visitors has put a significant strain on the 1000 Block of Lombard Street, known as the "Crooked Street," resulting in automobile and pedestrian congestion that negatively impacts the quality of life in the neighborhood. The primary purpose of the Paid Reservation System is to manage automobile congestion, especially during peak hours, by requiring visitors who drive down the street to have a reservation.

Detailed Scope, Project Benefits and Community Outreach

The 1000 Block of Lombard Street, known as the "Crooked Street" draws as many as 2.1 million visitors each year, and up to 17,000 visitors per day. However, the 1000 Block and surrounding area is predominately residential in nature and not intended to accommodate the increasing volume of visitors to the Crooked Street. The increased volume of visitors has not only resulted in vehicular and pedestrian congestion beyond what the transportation infrastructure can handle, but has negatively impacted the surrounding neighborhood resistant to greater traffic circulation in the area.

The primary purpose of the Lombard Crooked Street Paid Reservation System is to manage automobile congestion, especially during peak hours, by requiring visitors who drive down the street to have a reservation. The System would create reservation slots that limit automobile arrivals to below the capacity of the street. The fee for a reservation helps support additional goals identified in a preceding 2017 study. First, the system is expected to achieve the goal of implementing a financially viable solution with funds generated from the reservation fee able to cover the cost of existing site operations, enforcement and maintenance. This will improve safety and the quality of life for residents of the Crooked Street and surrounding community. In addition, the system is expected to help preserve tourism at a sustainable level by providing visitors with a clear set of expectations for visiting by automobile; the ability to plan trips in advance; and shorter wait times to drive down the Crooked Street, thus creating a better experience.

The SFCTA project team drafted a Concept of Operations (ConOps), adopted by the Board on September 10, 2019. The ConOps describes the project location; proposed technology systems; on-site and customer service personnel; marketing requirements; reservation availability and fees; exemptions, restrictions and discounts; and enforcement. The System will work together with street changes and signage that will be legislated and implemented by SFMTA. In the development of the ConOps, the SFCTA conducted outreach to the neighborhood and to the travel industry.

On behalf of District 2 Supervisor Stefani, we are seeking Prop K funds to continue planning, and subject to required state and local legislative approvals (including designation of the SFCTA as the Program Administrator), implement a pilot Lombard Crooked Street Paid Reservation System.

The detailed scope of work for this phase - planning (including environmental clearance) and implementation (including the first year of operations for paid reservation system) - is attached.

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Project Location

Lombard Street between Larkin and Leavenworth

Project Phase(s)

Planning/Conceptual Engineering, Construction

Justification for Multi-phase Request

At the request of the District 2 supervisor, we are targeting implementation in spring 2020 before the next peak tourist season to provide some congestion relief to the community. The very short timeline to complete planning and begin implementation necessitates the multi-phase approval (planning and construction).

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Greater than Programmed Amount
Prop K 5YPP Amount:	\$700,000
Justification for Necessary Amendment	
The subject request includes a cost-neutral amendment to the Transportation Demand Management (TDM)/ Parking Management (EP-43) 5YPP to reprogram \$200,000 in FY2019/20 Mobility as a Service Pilot - Placeholder funds to FY2020/21, and to reprogram an equal amount of Demand & Pricing - Placeholder from FY2020/21 to FY2019/20. \$600,000 in placeholder funds are requested from the EP-43 5YPP as follows: \$240,000 from NTIP Placeholder carry-forward from the 2014 EP-43 5YPP; \$130,000 from Tourist TDM Program, \$30,000 from Emerging Mobility Pilots, and \$200,000 from Demand & Pricing placeholder. The request also includes an agreement that if the remaining TDM funds programmed to SFMTA projects and programs are fully allocated, the Transportation Authority will support a Strategic Plan amendment to advance funds from future years to meet funding needs.	

LOMBARD CROOKED STREET PAID
RESERVATIONS SYSTEM
PLANNING AND IMPLEMENTATION
SCOPE OF WORK

1 PROJECT CONCEPT

1.1 DOCUMENT PURPOSE

This Scope of Work describes the tasks involved to complete planning and implement a system to manage vehicular demand on the 1000 block of San Francisco's Lombard Street, including:

- Business Rules;
- Environmental approvals;
- Reservation system vendor procurement;
- Reservation system final design, installation, and testing.
- Street signage and striping;
- Marketing, including engagement with the tourism industry; and
- Agency agreements.

1.2 BACKGROUND

Lombard Street's landmark "Crooked Street" segment, located at the 1000 Block of Lombard Street between Hyde and Leavenworth streets, attracts approximately 2.1 million visitors per year. However, the 1000 Block and surrounding area is predominately residential in nature and not intended to accommodate the increasing volume of visitors to the landmark Crooked Street. The increased volume of visitors has not only resulted in vehicular and pedestrian congestion beyond what the transportation infrastructure can handle, but has negatively impacted the surrounding neighborhood residents and greater traffic circulation in the area. Several of these impacts are identified below:

- Daily vehicle queues at the entrance of the Crooked Street can last up to 10 hours per day, impacting vehicle circulation in the surrounding neighborhood;
- During peak periods, vehicle queues can extend as far west as Van Ness Avenue, impacting traffic circulation in the surrounding neighborhoods and on US 101, which runs on Van Ness Avenue and Lombard Street near the project site;
- Heavy pedestrian volumes result in sidewalk overcrowding in the area, inducing pedestrian and vehicle conflicts that result in traffic obstructions and degraded pedestrian safety;
- General congestion at the entrance to the Crooked Street has impacted the safe operation of the historic cable cars that run on Hyde Street; and
- Has generally degraded the quality of life in the surrounding neighborhoods due to littering, loitering, and noise and air pollution.

1.3 PROJECT GOALS

In March 2017, the San Francisco County Transportation Authority (Transportation Authority) issued *Lombard Study: Managing Access to the "Crooked Street" Final Report* (2017 Study). The 2017 Study goals were informed by onsite observations of traffic circulation, traffic volume counts, intercept surveys, and interviews with local residents as well as community groups and businesses. A key recommendation of the 2017 Study was to advance the feasibility evaluation of a pricing and/or reservation system that would manage Crooked Street access. As a result, the Transportation Authority

initiated the Lombard Crooked Street Pricing and Reservation Study with the goal of developing a solution that best meets the following six key project goals that were carried over from the 2017 Study:

- Managing pedestrian congestion
- Managing auto congestion
- Ensure traffic safety
- Maintain livability of the surrounding neighborhood
- Preserve tourism at a sustainable level
- Implement a financially viable solution

The paid reservation system Concept of Operations lists the six project goals and their respective metrics for effectiveness, along with minimum and ideal targets for meeting each metric. These metrics and targets served as the basis for the identification of a preferred system operating concept.

1.4 SETTING

The Crooked Street is located along the 1000 block of Lombard Street, between Hyde and Leavenworth streets, in the primarily residential Russian Hill neighborhood. This segment of Lombard Street is a one-way eastbound residential street with signature switchbacks, landscaping, and vistas that draws as many as 2.1 million visitors per year and up to 17,000 visitors per day. Vehicular access to the Crooked Street is only permitted at the intersection of Lombard and Hyde streets from eastbound Lombard Street and northbound Hyde Street; left-turns from southbound Hyde Street onto the Crooked Street are prohibited at all times and right-turns from northbound Hyde Street on the Crooked Street are prohibited at all times except for residents. The Powell/Hyde Cable Car operates on Hyde Street where Hyde Street intersects Lombard Street at the Crooked Street segment. Also, as the 2017 Study indicated, while there is currently a restriction in the area for vehicles with the capacity for 8 or more passengers, observers have noted a number of tour bus operators ignoring these regulations on occasion.

1.5 TRAFFIC MANAGEMENT APPROACH

This section describes the ways that a paid reservation is proposed to be used to manage vehicle demand. This concept requires motorists to pre-purchase a reservation at a set price. This concept is intended to manage vehicle queueing through the reservation system, and also generate a dedicated source of revenue to maintain the system and address neighborhood impacts from tourism. In terms of preserving sustainable tourism, the paid reservation alternative would enable tourists to plan their trips in advance and substantially reduce the uncertainty of waiting in congestion to drive down the Crooked Street.

2 PLANNING PHASE SCOPE OF WORK

The following tasks will be conducted as part of the Lombard Crooked Street Paid Reservation System planning phase:

- Preparation and Adoption of Business Rules
 - Preparation and Approval of the Environmental Document.
-

2.1 BUSINESS RULES

The operating agency for the Lombard Paid Reservations System will prepare and adopt Business Rules. This task involves the development and adoption of business rules that will govern the use and operation of the Lombard Paid Reservations System. Ultimately, the intent of the business rules is to guide the development of the technical requirements and standard operating procedures for the system.

The hours of operation of the paid reservation system and the price of reservations would vary. The system would operate between 9:00 a.m. and 9:00 p.m., seven days per week. Remaining off-hours each day would allow free, unreserved access to the Crooked Street. As an initial measure, the price for a reservation under this scenario would be set at \$10 on Saturdays, Sundays, and holidays, and \$5 all other days of the week. The intent of this price differential is to encourage drivers to visit on off-peak days when the demand is lower, i.e. Tuesdays through Fridays, or to visit the Crooked Street by another mode such as walking, bicycling, and transit if visiting on the highest demand days. The preliminary business rules will be finalized and adopted by the system operating agency as part of this phase and scope of work.

The Concept of Operations document describes the initial analysis supporting the initial hours of operation, pricing, and discount/exemption provisions in more detail.

2.2 ENVIRONMENTAL CLEARANCE

The San Francisco Planning Department will prepare the environmental clearance for the system. This Task includes preparing an agreement with SF Planning, as applicable; preparing a project description; and preparing a categorical exemption or other environmental documentation, as determined by the SF Planning Department and the System Operating Agency.

2.3 FINAL DESIGN DELIVERABLES

Adopted Business Rules
Approved Environmental Document

3 SYSTEM PROCUREMENT SCOPE OF WORK

The following tasks will be conducted as part of the Lombard Crooked Street Paid Reservation System procurement:

- Request for Proposals for Paid Reservation System Vendors
- Award of a Contract by the System Operating Agency
- Design and testing of a Reservation System

3.1 SYSTEM VENDOR

The system vendor will be the entity hired by the system operator to conduct day-to-day operations of the Lombard Paid Reservations System. The system operator may enter into an agreement with private contractors to provide all or some of the system elements.

- Designing, implementing, operating and maintaining the online/phone system
- Operating and administering the on-site operations of the system
- Monitoring and reporting on system performance
- Collection and distribution of operating revenue
- Protecting personally identifiable information

3.2 SYSTEM VENDOR PROCUREMENT

The system operator will issue a Request for Proposals from companies specializing in paid reservation or ticketing systems to serve as the system vendor. This scope of work assumes the functions and responsibilities outlined in this section can be provided by a Contractor selected through a competitive RFP process.

TECHNOLOGY SYSTEMS

The Contractor is assumed to be able to design, implement, operate and maintain both the back end and front end of the reservation system – a user interface(s) that accept reservations as well as a database that keeps records of reservations. The system should have the following types of access:

- Visitor access via website, mobile device and telephone that allows for making a reservation and secure payment. Website should be mobile-phone friendly with the option to view it in multiple languages. No reservations or payments should occur with on-site personnel at the Crooked Street.
- Contractor access to verify reservations on-site and assist with data collection to monitor performance such as tracking the date, time and number of vehicles that transit the Crooked Street and whether reservations made are fulfilled. The Contractor is expected to provide any equipment or supplies that may be needed for this purpose (e.g. handheld devices, wireless internet hotspot). The system would also require access for customer service personnel to assist visitors with specific questions regarding reservations.
- Administrative access to contractor-collected data for the operating agency for the purposes of performance monitoring. A preliminary list of data that is thought to be needed is in Section 7.1 of the Concept of Operations.

The reservation system should also have the following additional capabilities:

- Distinguish different user groups and provide a distinct registration and verification system for Crooked Street residents and guests of Crooked Street residents.

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- Allow for discounts and promotions.
- Prevent fraud and abuse of the system by, among other items:
 - providing distinct reservation codes to prevent improper copying, duplication, or counterfeiting of reservations.
 - limiting one person or entity from purchasing a bulk number of reservations.
 - Release reservation slots in a tiered fashion in the leadup to any given day to ensure reservations are available for tourists who plan a visit to the Crooked Street further ahead of their trip as well as those that do not (for example: 75% of reservations released one month prior, 20% of reservations released one week prior, and 5% of reservations released day-of).
- Easily adjust configurable parameters of pricing, reservations and hours of operations as described in Chapter 7 of the Concept of Operations.

Please refer to Chapter 6 of the Concept of Operations for more detail about these desired system elements.

ON-SITE PERSONNEL

The Contractor is assumed to be able to employ reservation staff to administer the on-site operations of the system (primarily verifying visitor reservations, providing information to visitors without reservations, and collecting data). The Transportation Authority has identified a minimum of two reservation staff needed on-site to fulfill these duties during operational hours (see Figure 2 in Attachment 1).

Currently, and in the proposed system, only Crooked Street residents are allowed to make right turns from northbound Hyde onto the Crooked Street. Contractor staff are not to direct traffic and will not verify resident passes of vehicles turning right onto the Crooked Street. Those duties will be performed by San Francisco Municipal Transportation Agency (SFMTA) Parking Control Officers (PCOs) also shown in Figure 2. A San Francisco Police Department officer will issue any violations to motorists who disobey PCOs' directions or signage that state that reservations are required. Community ambassadors, hired under contract by the Office of Economic and Workforce Development, are also present at the Crooked Street and focus on cleaning the street and promoting the safety and hospitality of the area for tourists. Note that PCOs, Police Department staff, and existing on-site community ambassadors will not be the Contractor's responsibility but will be part of the overall site and reservations system operations.

CUSTOMER SERVICE PERSONNEL

The Contractor is assumed to be able to employ staff during operational hours to arrange reservations over the phone and respond to customer service inquiries. Given the number of international visitors to the Crooked Street, it is expected that online or telephone customer service should be available in multiple languages.

MARKETING

The Contractor is expected to conduct marketing of the new paid reservation system to potential visitors, which will entail partnering with the San Francisco travel and tourism industry, other public agencies, as well as general advertising across various media.

INSURANCE

The Contractor is assumed to obtain and maintain liability insurance, at its own cost and expense, during the term of a contract. The minimum level and types of coverage will be specified in the RFP.

3.3 BACK-END SYSTEM DESIGN AND TESTING

This task involves designing the reservation system back end (database) and customer service systems and testing them prior to public launch.

A back-end system will be required to operate the Lombard Paid Reservations System. It is envisioned that the back-end system will be cloud-based and therefore will not require the physical installation of servers and communications infrastructure. The back-end system will provide the computing and storage capabilities required to manage the Lombard Paid Reservations System, including the following functionalities:

- Create and maintain database for paid reservations
- Create and maintain database for resident decals and guest passes
- Collect payment revenue
- Report on performance and finances

The back-end system will provide three types of access, including:

1. User access for residents, recreational visitors and exempt vehicles to make and pay for reservations and to request exemptions
2. Administrative access to change parameters and report information
3. Operator access to verify reservations and exemptions

These elements are further described in the following sections.

3.4 USER ACCESS DESIGN AND TESTING

This task involves designing the reservation system front end (website / other user interfaces) and testing them prior to public launch.

A website will be designed to serve as the primary interface for different user types with functionality to allow each distinct user type to interact with the system as appropriate. The website will be required to:

- Meet all industry standard encryption and payment requirements;
- Meet all rules and policies for protecting Personally Identifiable Information (PII);
- Offer information in multiple languages;
- Be accessible via desktop and mobile device; and
- Be ADA-compliant.

The user website functionalities for each distinct user type are described below.

3.4.1 TYPE A – RESIDENTS AND GUESTS

Residents will be able to use the website to request new or replacement resident decals and guest passes. Upon entering the required information, the website will query the back-end system to check whether the number of resident decals or guest passes associated with the user does not exceed a defined threshold. If so, a process will be triggered for issuance of the resident decal or guest pass.

The website will also provide information for other Type A users, such as delivery vehicles and other vehicles that may need to access the Crooked Street for non-recreational purposes. Information for these users will be provided via FAQs and instructions.

3.4.2 TYPE B – RECREATIONAL VISITORS

The website will include all elements necessary to provide a fully functional platform for recreational visitors of the Crooked Street from the initial landing page to the reservation confirmation page.

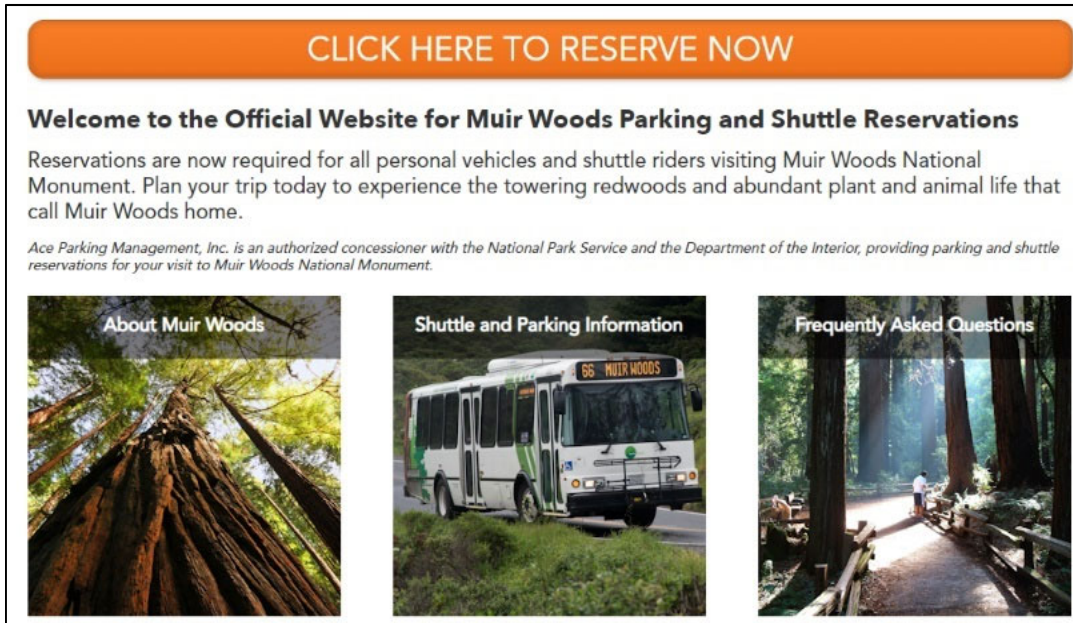


Figure 1: Example Muir Woods Website Screenshot (<https://gomuirwoods.com>)

Depending on final business rules, the website may also automatically e-mail a reminder of upcoming reservations (including visitor guidelines and suggestions) or allow users to cancel and/or refund a reservation. If cancellation is permitted, the cancellation policy may specify the number of days prior to a reservation that the reservation can be canceled or refunded.

To prevent fraud and abuse of the reservation system, the website will have the ability to limit the number of reservations made using the same IP address or credit card.

the same steps described above for paid reservations, with the exception of the step to provide payment.

3.5 ADMINISTRATION

The first year of operations will include a variety of top-level administrative functions, including data analysis, evaluation and reporting. The system will provide two types of reports: canned reports and ad-hoc reports. Canned reports include predetermined reports that are thought to be needed on a recurring basis and once configured can be easily generated by the system. Ad-hoc reporting allows administrators to specify a set of parameters used to query the system's database. Report information may be provided in the form of downloadable data sets or may be presented in a dashboard format.

Depending on the final design of the system and the need for verification, the back-end system will also provide access for system operators for the purpose of confirming reservations. This access may be provided via handheld devices that allow staff to input or scan unique reservation codes presented by users to pull up information that staff can use to verify the user. These devices could also allow data to be stored and transmitted to the back-end system for inventory management purposes. The following scenarios provide examples of how the on-site system could be used by staff to verify reservations.

- Type A Users (Residents) –If residents arrive without a decal, the handheld devices could also be used to pull up records of Crooked Street residencies to validate the arrival.
- Type A Users (Guests) – If needed, staff could use handheld devices to input or scan the codes on guest passes. The handheld devices will query the back-end system and provide staff with confirmation that the pass is valid. This functionality may be particularly useful to track the expiration date of guest passes.
- Type B and Type C Users (visitors with reservations) – The handheld devices could be used to verify the reservations presented to staff. Staff would use the handheld devices to key in or scan the unique reservation code and would be presented with information about the reservation, including whether the reservation is valid and whether the user has arrived within the designated window for their reservation.

In addition to aiding staff with verification of reservations, the handheld devices may also be used to collect and report information about the performance of the system as further described in the following section.

3.6 SYSTEM PROCUREMENT DELIVERABLES

- Request for Proposals for Paid Reservation System Vendors
- Award of a Contract by the System Operating Agency
- Design and testing of a Reservation System

4 INSTALLATION / CONSTRUCTION SCOPE OF WORK

This section describes the tasks needed to prepare the facility and signage concepts that are anticipated for the Lombard Paid Reservations System. The material in this section does not represent final design decisions. The intent of this scope of work is to take these initial concepts through the final design stage. This funding request includes the installation of these facilities near the Crooked Street. These may include temporary shelter or storage facilities for staff, and signage.

4.1 STAFFING

4.1.1 RESERVATION STAFF

The primary role of reservation staff is to manage visitors arriving with a reservation, including verification of reservations and identification of vehicles that have a valid reservation and those that do not have a valid reservation. This Scope of Work includes procurement and contracting with a vendor who will hire, train, and manage the reservation staff. This phase request anticipates one year of funding for reservation staff.

4.1.2 PARKING CONTROL AND SAN FRANCISCO POLICE OFFICERS

SFMTA Parking Control Officers (PCOs) will direct traffic to enter the crooked street from the through lane, or to turn right onto Hyde for traffic without a reservation. The primary role of SFPD officers is to monitor traffic and pedestrian safety, while also providing support to PCOs if necessary. This phase request anticipates one year of funding for PCOs and SFPD officers.

4.1.3 AMBASSADORS

The primary role of ambassadors is to serve as advisors to pedestrians traveling near the Crooked Street. One ambassador is recommended on either end of the Crooked Street, and is expected to be available to answer questions and provide helpful advice to tourists. This Scope of Work assumes that Ambassadors will continue to be funded by the General Fund and managed by the Fisherman's Wharf Community Benefits District.

4.2 TRAFFIC MANAGEMENT

Implementation of the Lombard Paid Reservations System will require revisions to traffic circulation, parking, and on-site staffing on the streets surrounding the Crooked Street. These revisions are illustrated below in Figure 2.

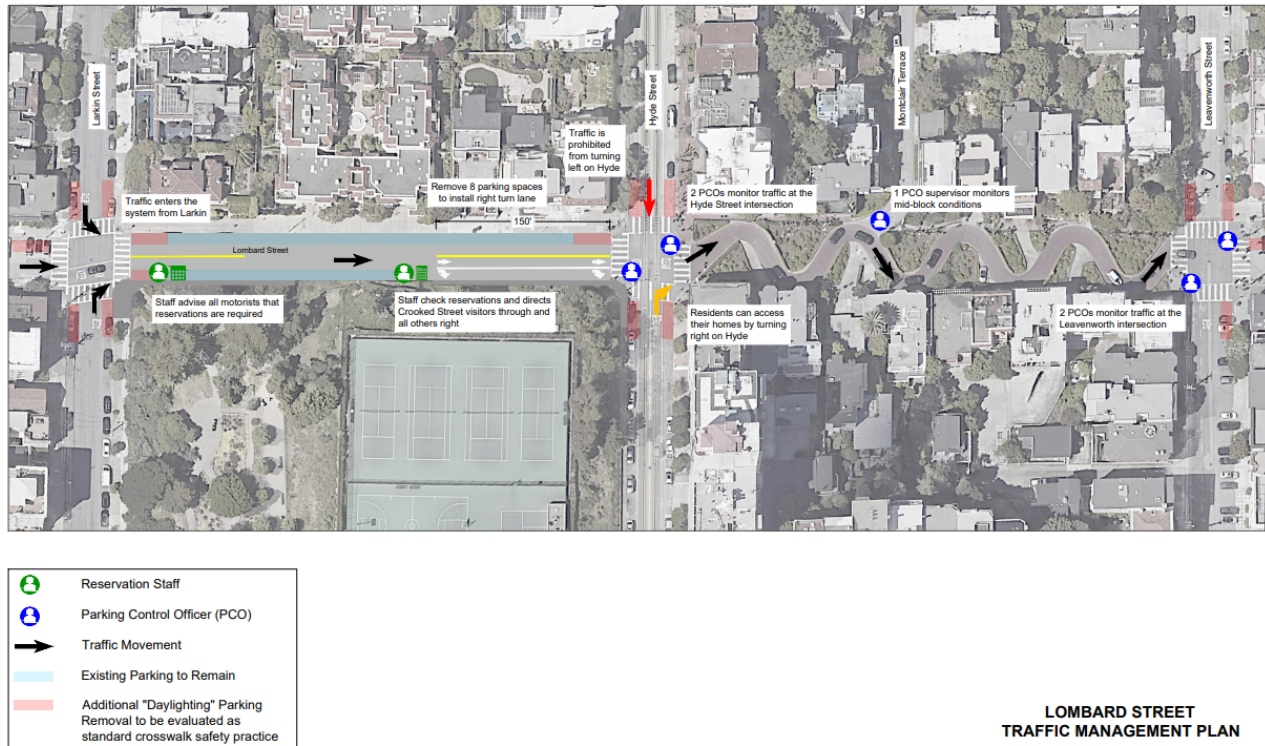


Figure 2: Lombard Paid Reservations System Traffic Management Plan

Currently, on peak weekends and holidays, the Crooked Street is staffed with five Parking Control Officers (PCOs). The implementation of the Lombard Paid Reservation System anticipates that this level of staffing will continue on peak weekends and holidays, and that PCO staff will be on site to cover the full hours of operation of the system. Fewer officers may be needed on site on weekdays and lower volume seasons. In addition to these PCOs, two or more personnel will be added on site dedicated to the management and verification of reservations, guest passes, and other ticketed entries. These staff positions are represented in the diagram above. Staffing is discussed in more detail in Section **Error!** **Reference source not found.**

Changes to traffic and parking regulations as illustrated in Figure 2 are summarized as follows:

- Throughout the area and on major arterials, signage will be posted advising that Lombard Crooked Street is closed to traffic, except with reservations.
- At Lombard & Larkin, a reservation staff member will be posted during hours of operations with a movable sandwich sign again advising the Lombard Crooked Street is closed to traffic, except with reservations. This staff member will not check tickets or reservations, but will offer guidance and assistance to those who need more information on how to make a reservation (either through an in-person conversation or by distributing cards with information in multiple languages).
- Approximately mid-block on Lombard Street, a second reservation staff member will be equipped with a handheld device that can be used to scan tickets and verify reservations. Beyond this staff position, parking on the south side of the street will be restricted, resulted in a net loss of approximately eight parking spaces. Eastbound Lombard Street will become two lanes – the curb lane (formerly parking) will be right turn only onto Southbound Hyde, with the center lane designated as straight ahead only. Vehicles with valid reservations will be directed into the straight ahead lane to proceed down the Crooked Street, while vehicles without valid reservations will be directed to the right turn only lane. During hours of operation, cones will be set up between the lanes to prohibit lane changes after verification.
- At the intersection of Lombard and Hyde, PCOs will direct traffic as appropriate by the lanes – straight ahead or right turn – on eastbound Lombard Street. Additional PCOs will direct vehicles out of the area when they reach Lombard and Leavenworth at the bottom of the Crooked Street.

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All vehicles bound for the Crooked Street during the operating hours of the system will be required to approach via the Lombard/Larkin intersection. The existing restrictions on right turns and left turns from Hyde onto the Crooked Street will remain in place, except for residents of the Crooked Street and Montclair Terrace who will continue to be able to access the Crooked Street by making a right turn from northbound Hyde. User interactions with the system are detailed in the following sections.

During the development of this traffic management plan, the study team determined that there are existing pedestrian accessibility deficiencies along the south side of the 1100 block of Lombard Street. In particular, the sidewalk is interrupted mid-block by a large retaining wall for approximately 120 feet, or 1/3 of the total length of the block. At each end of the block, the existing sidewalk does not meet accessibility standards of six feet of clearance, with widths varying from 3.5 feet at the western end of the block to 4.5 feet at the eastern end of the block. The study team evaluated the potential to correct these deficiencies and complete the sidewalk, but found that significant design challenges and potential costs would be incurred, particularly around utility relocation. As a result, the study team recommends that this sidewalk be brought up to standard outside of the implementation of the Crooked Street Paid Reservation System.

As shown in the traffic management diagram, the study team also recommends that the SFMTA evaluate the potential for crosswalk daylighting at Lombard & Larkin, Lombard & Hyde, and Lombard & Leavenworth intersections to improve pedestrian visibility and safety.

4.3 SIGNAGE

An effective signage and communication plan is essential to communicating to visitors in cars that reservations are required to drive the Crooked Street well ahead of the Lombard/Larkin or Lombard/Hyde intersections. The system operator will need to coordinate signage content and locations with the SFMTA upon adoption of the final traffic management plan.

4.4 COMMUNICATIONS

The Lombard Paid Reservations System will utilize wireless communications and cloud computing to support operations. On-site equipment utilized by staff to verify reservations will rely on broadband cellular networks to communicate information. Staff may also utilize two-way radios to communicate with one another if needed. Cloud computing will be used for data storage and computing resources needed for the reservation and payment system, which eliminates the need for physical servers and associated infrastructure.

4.5 TOURIST INDUSTRY ENGAGEMENT

The 2017 Study recommended a variety of improvement strategies that would complement the paid reservation system and which could be implemented in the short- or mid-term.

The 2017 Study proposed as a short-term strategies to re-engage the tourism industry to advise tourists that the area is within a residential neighborhood, encourage visitors to arrive via alternative modes of transportation, advise visitors of vehicle and pedestrian congestion, and to remind visitors to observe posted signs and regulations.

This scope of work and phase includes a task for the system operator to engage with the Tourism Industry to develop a marketing and communications plan and collateral.

4.6 INSTALLATION / CONSTRUCTION DELIVERABLES

Reservation System initial staffing

Traffic and curb striping

Signage designed and installed

Communications connection

Tourist Industry Engagement

5 CONTRACTS AND AGREEMENTS

The implementation and operation of the Lombard Paid Reservations System will require collaboration between several stakeholders, including the system operator and supporting San Francisco agencies. This section describes the required contracts and agreements that are included in this scope of work and phase request of the Lombard Paid Reservations System.

5.1 SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

The San Francisco Municipal Transportation Agency (SFMTA) has been a key stakeholder and contributor throughout the development of the initial Crooked Street studies and throughout the development of the pricing and reservation system outlined in this report. The role of SFMTA in the Lombard Paid Reservations System is not yet defined, and may change throughout the development of the project. SFMTA's current roles related to the Lombard Paid Reservations System include:

- Providing input on the development of the Lombard Paid Reservations System final design and implementation scope of work and cost estimate
- Providing parking control officers (PCOs) to manage vehicle and pedestrian congestion around the Crooked Street
- Managing and updating signage and parking restrictions near the Crooked Street

Pending future decisions, SFMTA may be required to enter into an agreement with the system operator to provide these services.

5.2 SAN FRANCISCO POLICE DEPARTMENT

The San Francisco Police Department (SFPD) roles related to the Lombard Paid Reservations System will likely include:

- Coordinating response functions related to incidents/disruptions on the Crooked Street
- Performing on-site enforcement of the system
- Enforcing motor vehicle violations

SFPD may be required to enter into an agreement with the system operator to provide these services.

5.3 OTHER POTENTIAL AGREEMENTS

If on-site facilities were either modified or constructed as part of the project, SFPW would need to be engaged in the project. Other example required agreements are likely to include:

- Cost and revenue sharing amongst entities providing services for the Lombard Paid Reservations System
 - Provision of services from vendors/contractors to deliver and operate the Lombard Paid Reservations System
-

5.4 CONTRACTS AND AGREEMENTS DELIVERABLES

San Francisco Municipal Transportation Agency
San Francisco Police Department
Other potential agreements

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Lombard Crooked Street Paid Reservation System [NTIP Planning, Capital]
Grant Recipient:	San Francisco County Transportation Authority

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Apr-May-Jun	2018	Jul-Aug-Sep	2019
Environmental Studies (PA&ED)	Jul-Aug-Sep	2019	Oct-Nov-Dec	2019
Right of Way				
Design Engineering (PS&E)	Oct-Nov-Dec	2019	Jan-Feb-Mar	2020
Advertise Construction	Oct-Nov-Dec	2019		
Start Construction (e.g. Award Contract)	Jan-Feb-Mar	2020		
Operations	Apr-May-Jun	2020		
Open for Use			Apr-May-Jun	2020
Project Completion (means last eligible expenditure)			Apr-May-Jun	2021

SCHEDULE DETAILS

The SFCTA will conduct community outreach during the Fall 2019 in support of two actions:

- Board of Supervisors (BOS) ordinance authorizing the pilot and designating the operating agency for the Paid Reservation System. State authorizing legislation (AB 1605 (Ting)) requires that the BOS hold two public hearings.
- Preparation of final Business Rules, which will be adopted by the operating agency designated by the BOS and approved by the SFMTA. We expect the operating agency to adopt final Business Rules in February 2020.

Schedule dates are subject to change and will be informed by an underway Request for Information and the future Request for Proposals. The above schedule corresponds to completion of system planning and the initial year of operations. After initial start up costs, the program is anticipated to be self sustaining. AB 1605 authorizes up to a seven year pilot of the paid reservation system.

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Lombard Crooked Street Paid Reservation System [NTIP Planning, Capital]
Grant Recipient:	San Francisco County Transportation Authority

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Transportation Demand Mgmt	\$200,000	\$400,000	\$0	\$600,000
PROP K: Transportation/Land Use Coordination	\$0	\$100,000	\$0	\$100,000
DISTRICT 2 ADD BACK (GENERAL FUND)	\$0	\$700,000	\$0	\$700,000
RESERVATION REVENUES	\$823,244	\$0	\$0	\$823,244
Phases in Current Request Total:	\$1,023,244	\$1,200,000	\$0	\$2,223,244

FUNDING PLAN - ENTIRE PROJECT (ALL PHASES)

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K	\$200,000	\$500,000	\$250,000	\$950,000
SFMTA	\$0	\$0	\$192,358	\$192,358
RESERVATION REVENUES	\$823,244	\$0	\$0	\$823,244
DISTRICT 2 ADD BACK (GENERAL FUND)	\$0	\$700,000	\$0	\$700,000
Funding Plan for Entire Project Total:	\$1,023,244	\$1,200,000	\$442,358	\$2,665,602

E7-214

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$669,758	\$227,400	Actual + Engineer's estimate/ Concept of Operations
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$1,995,844	\$472,600	Engineer's estimate / Concept of Operations
Operations	\$0	\$0	0
Total:	\$2,665,602	\$700,000	

% Complete of Design:	30.0%
As of Date:	08/31/2019
Expected Useful Life:	7 Years

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

MAJOR LINE ITEM BUDGET - Lombard Crooked Street Paid Reservation System [NTIP Planning, Capital]

SUMMARY BY MAJOR LINE ITEM - PLANNING		
Budget Line Item	Totals	% of phase
1. Total Labor	\$ 127,400	56%
2. Legal Counsel	\$ 50,000	22%
3. Comms Contract	\$ 50,000	
TOTAL PHASE	\$ 227,400	

TOTAL LABOR COST BY AGENCY	
SFCTA	\$ 90,000
SFPlanning	\$ 5,000
SFMTA*	\$ 32,400
SFDPW	\$ -
TOTAL	\$ 127,400

*SFMTA amount is 80% labor an 20% materials for pavement striping work.

SUMMARY BY MAJOR LINE ITEM - IMPLEMENTATION (CONSTRUCTION/OPERATIONS)					
Budget Line Item	Totals	SFCTA	SFPD	SFMTA	Contractor
1. Vendor Cos					
Labor	\$ 700,000				\$ 700,000
Marketing	\$ 62,500				\$ 62,500
Equipment / Supplies	\$ 36,200				\$ 36,200
Website	\$ 45,000				\$ 45,000
Subtotal	\$ 843,700				\$ 843,700
2. Parking Control Office	\$ 502,080			\$ 502,080	
3. Signage (15@ ~\$15K eac	\$ 155,000			\$ 155,000	
4. Enforceme	\$ 150,000		\$ 150,000		
5. Insuran	\$ 25,000	\$ 25,000			
6. Leg	\$ 50,000	\$ 50,000			
7. Communications Contra	\$ 50,000	\$ 50,000			
8. Staffi	\$ 220,064	\$ 220,064			
TOTAL CONSTRUCTION PHASE	\$ 1,995,844	\$ 345,064	\$ 150,000	\$ 657,080	\$ 843,700

**SFMTA LIVABLE STREETS
Project Budget Distribution**
Lombard Crooked Street Project (SFCTA)

Job Title:

Funding Source:

Project Manager:

Project Start Date:

Project Completion Date:

Index Codes:

Total Project Cost with 20% Contingency:

Date:

Tori Winters

8/2019

8/2020

32,400

9/20/2019

\$

Summary of Project Costs

SUMMARY	NOTES	TOTAL
SFMTA Costs	See other sheets for itemized cost estimates.	\$ 26,964
Labor	\$ 10,298	
Striping	\$ 5,666	
Sign	\$ 11,000	
TOTAL PROJECT COST		\$ 27,000

SFMTA Planning and Design Engineering Labor*

Class	Roles	Name	Rate	Hours	Estimated Total*
5211 Senior Traffic Engineer	Final design review and sign off		\$235.85	1	\$ 236
5241 Traffic Engineer	Section design review		\$205.51	4	\$ 822
5207 Associate Engineer	Design review and revision, check drawing in and out		\$179.19	8	\$ 1,434
5288 Transportation Planner II	Project management and support for engineer		\$140.39	20	\$ 2,808
5203/5201 Assistant/Junior Engineer	Initial design, field work, legislation		\$156.22	32	\$ 4,999
					\$ -
					\$ -
TOTAL				65	\$ 10,298

* Please note that the labor charges are just an estimate. For accurate and current charges, additional information will be required.

1. The "step" of the employee. Charge are estimated to be "step 5", not all employees are at "step 5"
2. Overhead rate changes once a year. Verify that this is the current overhead rate.
3. Some employees are receiving an "acting assignment pay", which means a 5% increase in their rate
4. Current rates, by step, can be found at the DHR website, located at: <http://www.sfdhr.org/index.aspx?page=32>

Completed by:

Reviewed by:

Tori Winters

9/20/2019

STRIPING RESTORATION COST ESTIMATE

DATE: 8/30/2019

SPEC:

DEPT CODE:

Computed by: Tori Winters
 Checked by: 0

Item No.	Description	Quantity	Unit	Unit Price	Extension
1	12" Crosswalk Lines / Stop Bars	0	Lin Ft	\$6.39	\$0
2	4" Broken White or Yellow	0	Lin Ft	\$1.82	\$0
3	4" Solid White or Yellow	0	Lin Ft	\$3.20	\$0
4	6" Broken White	0	Lin Ft	\$2.63	\$0
5	6" Solid White	126	Lin Ft	\$4.00	\$504
6	8" Broken White or Yellow	0	Lin Ft	\$3.60	\$0
7	8" Solid White or Yellow	200	Lin Ft	\$4.69	\$938
8	Double Yellow	160	Lin Ft	\$6.27	\$1,003
9	Two Way Left Turn Lanes (ea line)	0	Lin Ft	\$4.17	\$0
10	Raised Pavement Markers (White or Yellow)	0	Each	\$14.66	\$0
11	Per Block Fees*	0	Each	\$1,013.85	\$0
12	Messages** (see page 2)	126	Sq Ft	\$8.51	\$1,072
13	Parking Stalls (Angle Stalls or "T"s)	0	Each	\$35.25	\$0
14	Bus Zones	0	Lin Ft	\$7.76	\$0
15	a. Ped Ramp Painting (inside Metro Dist.)	0	Int.	\$382.93	\$0
16	b. Ped Ramp Painting (outside Metro Dist.)	0	Int.	\$256.50	\$0
17	Color Curb Painting	160	Lin Ft	\$10.21	\$1,634
18	Wheel Stops (4" x 6" x 48" - Rubber)	0	Each	\$309.99	\$0
19	3.5" x 5.5" x 18" Pavement Bars (concrete)	0	Bar ft	\$62.00	\$0
20	Staggered Yellow/White Continental Crosswalks (see page 3)	0	Lump Sum	-	\$0
21	Green Sharrow Backing - thermoplastic	0	Sq Ft	\$16.00	\$0
22	Green Bike Lane - thermoplastic	0	Sq Ft	\$16.00	\$0
23	Bike box	0	Sq Ft	\$16.00	\$0

Labor: \$4,533
 Mat'ls: \$1,133

Total: \$5,151
Added 10% Contingency = \$5,666
 Labor: 80%, Materials: 20%

Project Estimate by Date: Lombard Crooked Street Project (SFCTA)
 Tori Winters
 9/20/2019

New Signs			Unit	Sub Total
Quantity	Item	Cost (with Labor)		
0	Street Name Signs	300	\$	-
0	Street Cleaning Signs	300	\$	-
18	TANSAT	500	\$	9,000
0	Blue Zone Signs	300	\$	-
0	Bike Lane Signs	300	\$	-
0	Lane Assignments	300	\$	-
0	Bike 8" Signals R/Y/G	174.4	\$	-
32	Safe-Hit Posts	50	\$	1,600
0	Extinguishable NTOR	2730	\$	-
Total			\$	11,000

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

MAJOR LINE ITEM BUDGET - Lombard Crooked Street Paid Reservation System
[NTIP Planning, Capital]

DETAILED LABOR COST ESTIMATE - SFCTA CONSTRUCTION-OPERATIONS						
SFCTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	Total	
Deputy Director	156	\$ 118.27	2.50	\$ 296	\$ 46,125	
Principal Planner	202	\$ 71.42	2.50	\$ 179	\$ 36,067	
Transportation Planner	505	\$ 53.10	2.50	\$ 133	\$ 67,039	
Communications Director	101	\$ 79.53	2.50	\$ 199	\$ 20,081	
Senior Communications Manager	101	\$ 66.27	2.50	\$ 166	\$ 16,733	
Graphic Designer	52	\$ 40.88	2.50	\$ 102	\$ 5,314	
Contingency @ 15%	0	-	-	-	\$ 28,704	
Total	1,117				\$ 220,064	

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Lombard Crooked Street Paid Reservation System [NTIP Planning, Capital]
Grant Recipient:	San Francisco County Transportation Authority

SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$700,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$700,000	Total Prop AA Recommended:	\$0

SGA Project Number:	143-901LC1	Name:	Lombard Street Paid Reservation System [NTIP Planning] (EP-43)
Sponsor:	San Francisco County Transportation Authority	Expiration Date:	03/31/2020
Phase:	Planning/Conceptual Engineering	Fundshare:	31.49

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP K EP-143	\$127,400	\$0	\$0	\$0	\$0	\$127,400

Deliverables

1. This project shall provide monthly progress reports with a summary of public outreach and feedback received in addition to the requirements specified in the Standard Grant Agreement.
2. Upon completion of environmental clearance (anticipated fall 2019), provide evidence of approved environmental document.
3. Upon adoption of business rules (anticipated February 2020), provide electronic copy.

Notes

1. We anticipate additional reporting requirements will be established through the BOS ordinance authorizing the paid reservation system and designating the operating agency.

SGA Project Number:	143-901LC3	Name:	Authority Recommendations for Lombard Street Paid Reservation System [NTIP Capital]
Sponsor:	San Francisco County Transportation Authority	Expiration Date:	06/30/2021
Phase:	Construction	Fundshare:	31.49

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP K EP-143	\$39,383	\$433,217	\$0	\$0	\$0	\$472,600

Deliverables

1. Monthly progress reports shall be provided for this project. In addition to the requirements specified in the Standard Grant Agreement, progress reports shall summarize feedback received through public engagement, and following implementation of the reservation system, provide updates on its performance. Progress reports shall also provide 2-3 photos of work underway or completed and/or conditions in the neighborhood once the reservation system has been implemented.
2. In addition to reporting requirements established in the authorizing ordinance, staff shall provide updates to the CAC and Board on the paid reservation system at appropriate milestones and as requested by the Board.

Special Conditions

1. The recommended allocation includes a cost-neutral 5YPP amendment to the Transportation Demand Management (TDM)/ Parking Management category to reprogram \$200,000 in Mobility as a Service Pilot - Placeholder funds from FY2019/20 to FY2020/21, and to reprogram an equal amount in Demand & Pricing - Placeholder funds from FY2020/21 to FY2019/20. See attached 5YPP amendment for details.
2. Funds may not be incurred for the construction phase until evidence of environmental clearance is provided (See planning phase deliverable).
3. Implementation of the paid reservation system pilot may not begin until the BOS and then the SFMTA adopt an authorizing ordinance designating the SFCTA as the program administrator.

Notes

1. We anticipate additional reporting requirements will be established through the BOS ordinance authorizing the paid reservation system and designating the operating agency.

E7-222

SGA Project Number:	144-901LC2	Name:	Lombard Crooked Street Paid Reservation System [NTIP Planning] (EP-44)
Sponsor:	San Francisco County Transportation Authority	Expiration Date:	03/31/2020
Phase:	Planning/Conceptual Engineering	Fundshare:	30.22

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total
PROP K EP-144	\$100,000	\$0	\$0	\$0	\$0	\$100,000

Deliverables

1. See Deliverable 1 for Lombard Crooked Street Paid Reservation System [NTIP Planning] (EP-43).
2. See Deliverable 2 for Lombard Crooked Street Paid Reservation System [NTIP Planning] (EP-43).
3. See Deliverable 3 for Lombard Crooked Street Paid Reservation System [NTIP Planning] (EP-43).

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	68.51%	No Prop AA
Actual Leveraging - This Project	64.36%	No Prop AA

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Lombard Crooked Street Paid Reservation System [NTIP Planning, Capital]
Grant Recipient:	San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$700,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

RH

CONTACT INFORMATION

	Project Manager	Grants Manager
Name:	Rachel Hiatt	Maria Lombardo
Title:	Principle Transportation Planner	Chief Deputy Director
Phone:	(415) 522-4809	(415) 522-4802
Email:	rachel.hiatt@sfcta.org	maria.lombardo@sfcta.org

**2019 Prop K 5-Year Project List (FY 2019/20 - FY 2023/24)
 Transportation Demand Management (TDM)/Parking Management Category (EP 43)
 Programming and Allocations to Date**

Pending October 22, 2019 Board

Agency	Project Name	Phase	Status	Fiscal Year					Total
				2019/20	2020/21	2021/22	2022/23	2023/24	
Carry Forward From 2014 5YPP									
SFMTA	Curb Management Strategy	PLAN/ CER	Programmed	\$200,000					\$200,000
SFMTA, Any Eligible	NTIP Placeholder	CON	Programmed	\$0					\$0
Citywide TDM									
SFMTA	SF Safe Routes to Schools Program Administration	CON	Pending	\$200,000					\$200,000
SFMTA	SF Safe Routes to Schools Program Administration	CON	Programmed		\$240,000				\$240,000
SFMTA	Employer TDM Program - Placeholder	PLAN/ CER	Programmed	\$240,000					\$240,000
SFMTA	Employer TDM Program - Placeholder	PLAN/ CER	Programmed		\$140,000				\$140,000
SFMTA	Employer TDM Program - Placeholder	PLAN/ CER	Programmed			\$156,000			\$156,000
SFMTA	Residential TDM Program - Placeholder	PLAN/ CER	Programmed		\$350,000				\$350,000
SFMTA	Residential TDM Program - Placeholder	PLAN/ CER	Programmed				\$350,000		\$350,000
SFMTA	Tourist TDM Program - Placeholder	PLAN/ CER	Programmed	\$0					\$0
SFMTA	Tourist TDM Program - Placeholder	PLAN/ CER	Programmed			\$130,000			\$130,000
SFMTA	Tourist TDM Program - Placeholder	PLAN/ CER	Programmed					\$65,000	\$65,000
SFE	Commuter Benefits Ordinance Update	PLAN/ CER	Programmed	\$100,610					\$100,610
SFCTA	Mobility as a Service Pilot - Placeholder	ANY	Programmed	\$0	\$200,000				\$200,000
SFCTA	Emerging Mobility Pilots - Placeholder	ANY	Programmed	\$70,000					\$70,000
SFCTA	TSP Evaluation Tool	PLAN/ CER	Programmed	\$80,000					\$80,000
SFCTA	TSP Evaluation Tool	PLAN/ CER	Programmed			\$80,000			\$80,000
SFCTA	TSP Evaluation Tool	PLAN/ CER	Programmed					\$40,000	\$40,000

Programming and Allocations to Date

Pending October 22, 2019 Board

Agency	Project Name	Phase	Status	Fiscal Year				Total
				2019/20	2020/21	2021/22	2022/23	
Demand and Pricing Management								
SFCTA, SEMFTA	Demand & Pricing - Placeholder	ANY	Programmed	\$0				\$0
SFCTA	Lombard Crooked Street Paid Reservation System [NTIP Capital]	PLAN/ CER CON	Pending	\$600,000				\$600,000
Modal Plans								
SFCTA	ConnectSF Modal Study Follow On	PLAN/ CER	Programmed			\$300,000		\$300,000
Communities of Concern Access								
TBD	NTIP Placeholder	PS&E, CON	Programmed	\$500,000				\$500,000
				Total Programmed in 2019 5YPP				
				\$1,990,610	\$930,000	\$666,000	\$350,000	\$105,000
				Total Allocated and Pending				
				\$800,000	\$0	\$0	\$0	\$0
				Total Unallocated				
				\$1,190,610	\$930,000	\$666,000	\$350,000	\$105,000
				Total Programmed in 2019 Strategic Plan				
				\$1,990,610	\$930,000	\$666,000	\$350,000	\$105,000
				Deobligated Funds				
				\$0	\$0	\$0	\$0	\$0
				Cumulative Remaining Programming Capacity				
				\$0	\$0	\$0	\$0	\$0

Pending Allocation/Appropriation
Board Approved Allocation/Appropriation

FOOTNOTES:

- ¹ 5YPP Amendment to accommodate \$600,000 for Lombard Crooked Street Paid Reservation System [NTIP Capital] (Resolution 20-0XX, xx/xx/2019):
- NTIP Placeholder: Reduced Carry Forward from 2014 5YPP from \$240,000 to \$0 in FY19/20.
- Tourist TDM Program - Placeholder: Reduced placeholder by \$130,000 to \$0 in FY19/20. SFMTA staff has concurred with this amendment, provided TA staff agrees to support a Mobility as a Service Pilot - Placeholder: Reprogrammed \$200,000 in FY19/20 funds to FY20/21.
- Demand & Pricing - Placeholder: Reprogrammed \$200,000 in FY20/21 funds to FY19/20 and reduced from \$200,000 to \$0.
- Emerging Mobility Pilots - Placeholder: Reduced placeholder by \$30,000 from \$100,000 to \$70,000 in FY19/20.
- Lombard Street Paid Reservation System Implementation [NTIP Capital]: Added project with \$600,000 in FY19/20.

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San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Octavia Boulevard Circulation and Accessibility Study Update [NTIP Planning]
Grant Recipient:	San Francisco County Transportation Authority

EXPENDITURE PLAN INFORMATION

Prop K EP categories:	Transportation/Land Use Coordination
Current Prop K Request:	\$100,000
Supervisory District(s):	District 05

REQUEST

Brief Project Description

At the request of District 5 Supervisor Vallie Brown, the Transportation Authority, in partnership with SFMTA, will evaluate the accessibility, safety, and circulation of Octavia Boulevard leading to the Central Freeway. Currently, during peak hours there is significant traffic congestion on Octavia and streets leading to/from the Boulevard that causes queuing and conflicts in the area. This Study will evaluate the existing conditions and travel patterns in the project area, and recommend strategies and solutions to improve Octavia Boulevard and Central Freeway circulation and accessibility.

Detailed Scope, Project Benefits and Community Outreach

See attached.

Project Location

Study area - Octavia Boulevard from Fell Street to Duboce Avenue and from Gough Street to Webster Street

Project Phase(s)

Planning/Conceptual Engineering

5YPP/STRATEGIC PLAN INFORMATION

Type of Project in the Prop K 5YPP/Prop AA Strategic Plan?	Project Drawn from Placeholder
Is requested amount greater than the amount programmed in the relevant 5YPP or Strategic Plan?	Less than or Equal to Programmed Amount
Prop K 5YPP Amount:	\$1,100,000

Octavia Boulevard Circulation and Accessibility Study Update (NTIP Planning) Scope of Work

Task 1. Project Management

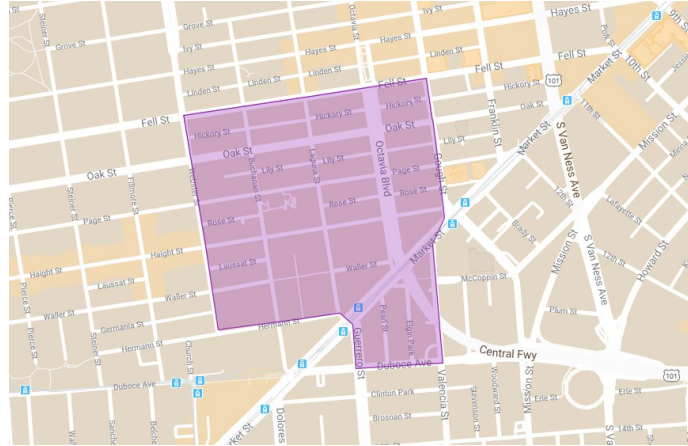
Roles and Responsibility:

Lead: SFCTA

Task 2. Study Need and Purpose (November 2019 - February 2019)

Existing Conditions and Travel

Patterns (Octavia): The Study will evaluate the accessibility, safety, and circulation of the Octavia Boulevard, Market Street and Central Freeway. Currently, during AM and PM peak hours there is significant traffic congestion on Octavia Boulevard and streets leading to/from the Boulevard that causes queuing and conflicts in the area. The Study will update travel conditions and compare these to the Transportation Authority's prior assessment of circulation (Central Freeway and Octavia Boulevard Circulation Study, 2012). This analysis will include an evaluation of the overall travel demand pattern on Octavia Boulevard with a view to identifying short (local area), medium (crosstown/inter-district, e.g., Oak and Stanyan Street) and long-distance (regional) trip markets.



- Inventory of related projects. The Study team will document related planned or on-going transportation projects in the Study area and will document their proposed impact on accessibility and circulation of the Octavia Boulevard.
- Summary of existing transportation issues. The Study team will determine existing transportation issues such as queuing location, overall traffic congestion, existing safety issues (e.g., TNC pickup and drop-off conflict points) major pedestrian and bicycle conflict points, and transit service accessibility on Haight Street. The summary will also include transit riders, pedestrian and bicycle accessibility issues to and from Octavia Boulevard and Haight Street.
- Travel demand analysis methodology. The Study team will identify SF-Champ, other data collection methods and/or data sources to perform travel demand analysis to specify different trip markets accessing Octavia Boulevard and overall mode share of different travelers.

Deliverables:

- Upon completion of Task 2, SFCTA shall provide Existing Condition Report
 - SFMTA to provide Inventory of Related Projects memo
 - SFMTA to provide existing data, review and comments on proposed methodology

Roles and Responsibility:**Lead: SFCTA****Support: Technical consultant and SFMTA****Task 3. Confirm Goals and Objectives (January 2020 - March 2020)**

This task will establish the goal and objectives of the Study, that are to be consistent with prior studies such as the Transportation Authority's 2012 Octavia Circulation Study and Planning Department's 2008 Market/Octavia Plan. The Study goals and objectives could include (but are not limited to) improve safety for all road users, support and expand bicycle and pedestrian use, promote carpooling and transit use, support transit service and enhance the accessibility of all modes of transportation.

Deliverables:

- Upon completion of Task 3, SFCTA shall provide Study Goals and Objective Memo

Roles and Responsibility:**Lead: SFCTA****Review: SFMTA and Technical consultant****Task 4. Strategies and Solutions Development (February 2020 - May 2020)**

Through this task, the Study team will develop strategies and solutions for Octavia Boulevard and Central Freeway accessibility. This task will propose two categories of innovative, cost-effective, near-term and medium-term improvement concepts:

- Local Area. Local area improvements could include measures to address local circulation issues, major conflict areas and/or a new generation of Octavia Enhancement Project concepts.
- Crosstown / Regional. Crosstown / regional improvements would address demand and traffic bottlenecks upstream from Oak and Octavia (e.g., at Oak and Stanyan). These could include (but are not limited to) "metering" feeder corridors, or the dynamic carpool lane concept.

This task will also develop planning level cost estimates for proposed strategies and solutions.

Deliverables:

- Upon completion of Task 4, SFCTA shall provide Local Area and Crosstown/Regional Concept Plan
- Upon completion of Task 4, SFCTA shall provide Local Area and Crosstown/Regional Concept Memo
 - SFMTA to provide comments, and review strategies and solutions development methodology, plan and memo

Roles and Responsibility:**Lead: SFCTA****Support: SFMTA and Technical consultant****Task 5. Study Outreach (January 2020 - March 2021)**

The Study outreach team will consult, and seek input from the area residents, businesses, advocates and partner agencies throughout the study and will include input from Market and Octavia CAC. Along with the Market and Octavia CAC, the Study team will seek input from SFCTA CAC and Board.

Deliverables:

- **Study Outreach Plan: Prior to conducting public outreach, SFCTA shall provide Study Outreach Plan (March 2020)**
- **Upon completion of Task 5, SFCTA shall provide Study Outreach Report (March 2021)**
 - **SFMTA to attend outreach meetings and Market and Octavia CAC meetings**
 - **SFMTA to review and contribute to the meeting materials**

Roles and Responsibility:

Lead: SFCTA

Support: SFMTA (Market and Octavia CAC) and Communication Consultant

Task 6. Alternative Improvements Analysis (May 2020 - August 2020)

This analysis will determine how well the alternatives perform against Study goals and objectives (task 2). The Study team will also analyze the alternatives to determine how well they meet performance objectives in the study goal areas.

Transportation Analysis - This task will include collecting or gathering existing counts at the critical intersections and developing analysis to understand how different improvement concepts will affect transportation circulation and accessibility.

Public Input - Gauge public support and priorities for potential solutions through Task 5.

Deliverables:

- **Upon completion of Task 6, SFCTA shall provide Alternative Improvement Concept Plans**
 - **SFMTA to provide Transportation Analysis Memo**
 - **SFMTA to review and provide comments to the Alternative Improvement Analysis**
- **Upon completion of Task 6, SFCTA shall provide Alternative Analysis Memo**

Roles and Responsibility:

Lead: Technical Consultant

Support and Review: SFCTA and SFMTA

Task 7. Study Findings and Recommendations (July 2020 - November 2020)

Through this task, the Study team will develop recommended improvement concepts including projects, programs, and policies. This task will also prioritize recommended near- and medium-term improvement concepts for Octavia Boulevard for design and implementation. The prioritized projects will be implemented with approximately \$7 million from the Market and Octavia special funds.

Deliverables:

- Upon completion of Task 7, SFCTA shall provide Study Findings and Recommendation Memo
 - SFMTA to provide inputs and guidance on prioritizing recommended projects for Market and Octavia Special Funds

Roles and Responsibility:

Lead: Technical Consultant

Support and Review: SFCTA and SFMTA

Task 8. Cost estimates, Funding and Implementation Strategy (November 2020 - January 2021)

The Study team will develop a cost estimate memo of the recommended improvement concepts that will detail further design, construction and/or program development costs. The Market and Octavia CAC will use this cost estimate information to prioritize recommended projects and programs. The Study team will also develop funding and implementation plan for the recommended projects and programs. The funding strategy will detail funding sources and identify lead agencies to pursue it. The implementation strategy will identify the lead agencies for implementing the recommended projects and/or programs.

Deliverables:

- Upon completion of Task 8, SFCTA shall provide Cost Estimates memo
 - SFMTA to provide unit costs for the cost estimate memo
- Upon completion of Task 8, SFCTA shall provide Funding and Implementation memo

Roles and Responsibility:

Lead: Technical Consultant - Cost Estimate Memo

SFCTA - Funding and Implementation Plan

Support and Review: SFMTA and SFCTA

Task 9. Final Report (January 2021 - March 2021)

The Study team will summarize previous deliverables in a final report, including an executive summary. In addition, the Study team will develop a final slide presentation for purposes of community outreach and the approval process. The report will be presented to the Transportation Authority board for adoption.

Deliverables:

- Upon completion of Task 9, SFCTA shall provide Final Report and Slide Set
 - SFMTA to review and provide comments on Final Report and Slide Set

Roles and Responsibility:

Lead: Technical Consultant

Support and Review: SFCTA and SFMTA

San Francisco County Transportation Authority Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Octavia Boulevard Circulation and Accessibility Study Update [NTIP Planning]
Grant Recipient:	San Francisco County Transportation Authority

ENVIRONMENTAL CLEARANCE

Environmental Type:	Categorically Exempt
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PROJECT DELIVERY MILESTONES

Phase	Start		End	
	Quarter	Calendar Year	Quarter	Calendar Year
Planning/Conceptual Engineering	Oct-Nov-Dec	2019	Jan-Feb-Mar	2021
Environmental Studies (PA&ED)				
Right of Way				
Design Engineering (PS&E)				
Advertise Construction				
Start Construction (e.g. Award Contract)				
Operations				
Open for Use				
Project Completion (means last eligible expenditure)				

SCHEDULE DETAILS

Task 1. Project Management - November 2019 - March 2021
 Task 2. Study Need and Purpose - November 2019 - February 2019
 Task 3. Confirm Goals and Objectives - January 2020 - March 2020
 Task 4. Strategies and Solutions Development - February 2020 - May 2020
 Task 5. Study Outreach - January 2020 - March 2021
 Task 6. Alternative Improvements Analysis - May 2020 - August 2020
 Task 7. Study Findings and Recommendations - July 2020 - November 2020
 Task 8. Cost estimates, Funding and Implementation Strategy - November 2020 - January 2021
 Task 9. Final Report - January 2021 - March 2021

San Francisco County Transportation Authority

Prop K/Prop AA Allocation Request Form

FY of Allocation Action:	FY2019/20
Project Name:	Octavia Boulevard Circulation and Accessibility Study Update [NTIP Planning]
Grant Recipient:	San Francisco County Transportation Authority

FUNDING PLAN - FOR CURRENT REQUEST

Fund Source	Planned	Programmed	Allocated	Project Total
PROP K: Transportation/Land Use Coordination	\$0	\$100,000	\$0	\$100,000
CENTRAL FREEWAY PARCEL REVENUES	\$0	\$0	\$200,000	\$200,000
Phases in Current Request Total:	\$0	\$100,000	\$200,000	\$300,000

COST SUMMARY

Phase	Total Cost	Prop K - Current Request	Source of Cost Estimate
Planning/Conceptual Engineering	\$300,000	\$100,000	Based on cost of prior planning studies
Environmental Studies (PA&ED)	\$0	\$0	
Right of Way	\$0	\$0	
Design Engineering (PS&E)	\$0	\$0	
Construction	\$0	\$0	
Operations	\$0	\$0	
Total:	\$300,000	\$100,000	

% Complete of Design:	0.0%
As of Date:	N/A
Expected Useful Life:	N/A

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MAJOR LINE ITEM BUDGET

BUDGET SUMMARY

Agency	Task 1 - Project Management	Task 2 - Study Need and Purpose	Task 3 - Confirm Study Goals and Objectives	Task 4 - Strategies and Solutions Development	Task 5 - Study Outreach	Task 6 - Alternative Improvements Analysis	Task 7 - Study Findings and Recommendations	Task 8 - Cost estimates, Funding and Implementation Strategy	Task 9 - Final Report	Total
SFMTA	\$7,850	\$4,190	\$1,255	\$4,190	\$6,700	\$10,055	\$8,491	\$6,285	\$1,260	\$50,276
SFCTA	\$18,235	\$32,760	\$3,624	\$24,780	\$34,275	\$16,175	\$12,060	\$6,025	\$7,700	\$155,634
Consultant	\$14,230	\$7,590	\$1,540	\$3,785	\$7,590	\$27,400	\$18,200	\$4,555	\$9,200	\$94,090
Total	\$40,315	\$44,540	\$6,419	\$32,755	\$48,565	\$53,630	\$38,751	\$16,865	\$18,160	\$300,000

DETAILED LABOR COST ESTIMATE - BY AGENCY

SFMTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Associate Engineer	276	\$98.92	2.79	\$182.16	0.14	\$50,276
Total	276				0.14	\$50,276

SFCTA	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Deputy Director	92	\$102.47	2.50	\$254.39	0.05	\$23,404
Transportation Planner	364	\$53.10	2.50	\$132.87	0.18	\$48,365
Senior Modeler	209	\$71.93	2.50	\$179.97	0.10	\$37,614
Senior Planner	43	\$61.58	2.50	\$154.09	0.02	\$6,626
Communication Director	133	\$79.53	2.50	\$198.99	0.07	\$26,466
Intern	188	\$28.00	2.50	\$70.00	0.09	\$13,160
Total	1029				0.51	\$155,634

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SFCTA RECOMMENDATION

Resolution Number:		Resolution Date:	
Total Prop K Requested:	\$100,000	Total Prop AA Requested:	\$0
Total Prop K Recommended:	\$100,000	Total Prop AA Recommended:	\$0

SGA Project Number:		Name:	Octavia Boulevard Circulation and Accessibility Study Update [NTIP Planning]
Sponsor:	San Francisco Municipal Transportation Agency	Expiration Date:	09/30/2021
Phase:	Planning/Conceptual Engineering	Fundshare:	33.33

Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-144	\$0	\$36,000	\$14,276	\$0	\$0	\$50,276

Deliverables

1. Quarterly progress reports, which will be shared with the District Supervisor, shall contain a percent complete by task and the deliverables as they are completed per the schedule in addition to the requirements in the Standard Grant Agreement (SGA).
2. Task 2: Upon completion, SFMTA shall provide Inventory of Related Projects memo to inform the Existing Conditions Report
3. Task 6: Upon completion, SFMTA shall provide Transportation Analysis Memo to inform the Alternative Improvement Concept Plans.
4. Task 8: SFMTA shall provide unit costs to inform the Cost Estimate Memo

Special Conditions

1. The Transportation Authority will only reimburse SFMTA up to the approved overhead multiplier rate for the fiscal year that SFMTA incurs charges.

SGA Project Number:		Name:	Octavia Boulevard Circulation and Accessibility Study Update [NTIP Planning]
Sponsor:	San Francisco County Transportation Authority	Expiration Date:	09/30/2021
Phase:	Planning/Conceptual Engineering	Fundshare:	33.33

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Cash Flow Distribution Schedule by Fiscal Year

Fund Source	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	Total
PROP K EP-144	\$0	\$49,724	\$0	\$0	\$0	\$49,724

Deliverables

1. Quarterly progress reports (QPRs) shall contain a percent complete by task, percent complete of the overall project, a summary of outreach activities performed the quarter prior, and a list of outreach activities planned for the quarter ahead.
2. Upon completion of Task 2, provide the Existing Conditions Report
3. Upon completion of Task 3, provide Study Goals and Objectives Memo
4. Upon completion of Task 4, provide Local Area and Crosstown/Regional Concept Plan and Memo.
5. Study Outreach Plan: Prior to conducting public outreach, provide Study Outreach Plan (Anticipated March 2020)
6. Upon completion of Task 5 (Anticipated March 2021), provide Study Outreach Report.
7. Upon completion of Task 6, provide Alternative Improvement Concept Plan and Alternative Analysis Memo
8. Upon completion of Task 7, provide Study Findings and Recommendation Memo
9. Upon completion of Task 8, provide Cost Estimates memo and Funding and Implementation memo.
10. Prior to Board adoption (anticipated March 2021), staff will present a draft final report, including key findings, recommendations, next steps, implementation, and funding strategy to the Citizens Advisory Committee and Board. Upon project completion the Board will accept or approve the final report.

Notes

1. Quarterly progress reports will be shared with the District Supervisor for this NTIP project.

Metric	Prop K	Prop AA
Actual Leveraging - Current Request	66.67%	No Prop AA
Actual Leveraging - This Project	66.67%	No Prop AA

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EXPENDITURE PLAN INFORMATION

Current Prop K Request:	\$100,000
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1) The requested sales tax and/or vehicle registration fee revenues will be used to supplement and under no circumstance replace existing local revenues used for transportation purposes.

Initials of sponsor staff member verifying the above statement

CONTACT INFORMATION

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