



AGENDA

SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY Meeting Notice

Date: Tuesday, February 26, 2019; 10:00 a.m.

Location: Legislative Chamber, Room 250, City Hall

Commissioners: Peskin (Chair), Mandelman (Vice Chair), Brown, Fewer, Haney, Mar, Ronen, Safai, Stefani, Walton and Yee

Clerk: Alberto Quintanilla

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| <u>Consent Agenda</u> | |
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| Support: Assembly Bill 252 (Daly) and Senate Bill 127 (Wiener) | |
| 7. [Final Approval] Allocate \$11,115,000 and Appropriate \$500,000 in Prop K Sales Tax Funds, with Conditions, for Six Requests – ACTION* | 31 |
| Projects: (SFMTA) Breda LRV Overhauls (\$7,500,000), Breda LRV Heating, Ventilation & Air Conditioning Refurbishments (\$3,200,000), Safe Routes to Schools Program Administration (\$160,000) and Residential Transportation Demand Management Program (\$195,000); (PortSF) Downtown Ferry Terminal - Passenger Circulation Improvements (\$60,000); (SFCTA) Downtown Congestion Pricing Study (\$500,000) | |
| 8. [Final Approval] Adopt the Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning] – ACTION* | 43 |
| 9. [Final Approval] Adopt the Fiscal Year 2019/20 Transportation Fund for Clean Air Local Expenditure Criteria – ACTION* | 47 |
| 10. [Final Approval] Authorize the Executive Director to Execute All Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, | |

Board Meeting Agenda

Fund Transfer Agreements, Cooperative Agreements, and Any Amendments Thereto with the California Department of Transportation for Receipt of Federal and State Funds, Including Agreements for the Yerba Buena Island Westside Bridges Seismic Retrofit Project and the Yerba Buena Island Southgate Road Realignment Improvements Project – **ACTION***

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11. **[Final Approval]** Award a Two-Year Professional Services Contract, with an Option to Extend for Two Additional Two-Year Periods, to Wiltec, Inc. in an Amount Not to Exceed \$100,000 for Performance Monitoring and Analysis Services for the Congestion Management Program – **ACTION***

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End of Consent Agenda**Other Items**

12. Introduction of New Items – **INFORMATION**

During this segment of the meeting, Commissioners may make comments on items not specifically listed above, or introduce or request items for future consideration.

13. Public Comment

14. Adjournment

***Additional Materials**

Items considered for final approval by the Board shall be noticed as such with **[Final Approval]** preceding the item title.

The meeting proceedings can be viewed live or on demand after the meeting at www.sfgovtv.org. To know the exact cablecast times for weekend viewing, please call SFGovTV at (415) 554-4188 on Friday when the cablecast times have been determined.

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DRAFT MINUTES

SAN FRANCISCO COUNTY TRANSPORTATION AUTHORITY

Tuesday, February 12, 2019

1. Roll Call

Chair Peskin called the meeting to order at 10:04 a.m.

Present at Roll Call: Commissioners Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Stefani, Walton, and Yee (9)

Absent at Roll Call: Commissioners Brown (entered during Item 6) and Safai (entered during Item 6) (2)

Consent Agenda

- 2. **Approve the Minutes of the January 29, 2019 Meeting – ACTION**
- 3. **[Final Approval] Allocate \$3,526,007 in Prop K Sales Tax Funds, with Conditions, for Two Requests – ACTION**
- 4. **[Final Approval] Approve a Three-Year Professional Services Contracts, with an Option to Extend for Two Additional One-Year Periods, to Civic Edge Consulting and Convey, Inc. in a Combined Amount Not to Exceed \$300,000 for On-Call Communications, Media and Community Relations – ACTION**
- 5. **Adopt the 2018 Annual Report – ACTION**

There was no public comment.

Commissioner Yee moved to approve the Consent Agenda, seconded by Commissioner Walton.

The Consent Agenda was approved without objection by the following vote:

Ayes: Commissioners Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Stefani, Walton, and Yee (9)

Absent: Commissioners Brown and Safai (2)

End of Consent Agenda

6. **Approve the 2019 State and Federal Legislative Program – ACTION**

Amber Crabbe, Public Policy Manager, presented the item per the staff memorandum.

Commissioner Mandelman asked what issues the agency anticipates the CASA (Committee to House the Bay Area) Compact would bring over the next few months.

Ms. Crabbe answered that in broad term it covers funding, policies, and protections which address things like inclusionary zoning, regional-level revenue measures, and other policies, many

of which the City already has in place.

Chair Peskin cautioned staff to proceed carefully and to consult the Board for direction on this topic, which warrants thoughtful discussion. He noted that the compact was developed without a lot of local engagement.

Ms. Crabbe agreed with Chair Peskin's remarks and stated that staff is working closely with the Planning Department to analyze housing-related bills and would keep the Board informed and seek its guidance on related legislation.

There was no public comment.

Commissioner Yee moved to approve the item, seconded by Commissioner Safai.

The item was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Safai, Stefani, Walton, and Yee (11)

Absent: Commissioners (0)

7. **State and Federal Legislation Update – ACTION**

Mark Watts, State Legislative Advocate, presented the item.

Commissioner Yee commented on Assembly Bill 252 and Senate Bill 127 and thanked fellow Board members Mar, Haney, Safai, Mandelman, Brown, and Ronen for co-sponsoring a Board of Supervisors resolution supporting Senate Bill 127, pointing out that both bills were important in aligning with San Francisco efforts. He further commented on Senate Bill 59 regarding autonomous vehicles and the lack of language on Vision Zero. He said it was important to ask the author to include the language which is consistent with San Francisco's policy and he observed that Vision Zero seems to be gaining traction as a statewide movement. Commissioner Yee also commented on Senate Bill 50 regarding housing and the impact on local jurisdiction's ability to apply the state mandates while struggling to find funding for transportation infrastructure for the growing city population, and wanting to ensure that Senator Wiener understands that concern.

Chair Peskin addressed Mr. Watts to confirm that he had heard all the comments, and suggested that the Board work with Senator Allen and Senator Wiener's offices to address the comments made.

Commissioner Mar echoed Commissioner Yee's comments and thanked the agency for recommending support of Senate Bill 127, adding that that pedestrian safety is a personal and public interest of his. He asked Director Chang for her thoughts on Senate Bill 50.

Director Chang answered that the agency is relying on analysis from the Planning Department to help evaluate the impacts of the proposed changes on the city. She noted that the bill seems to try to address some of the concerns raised about last session's predecessor bill such as concerns about vulnerable communities at risk of displacement. Director Chang further commented that Senate Bill 50 was silent on transportation infrastructure funding or investment; however, during the process of passing 2017's Senate Bill 1, she noted that Senator Wiener successfully advocated for higher amounts of funding for transportation, particularly transit.

There was no public comment.

Commissioner Yee moved to approve the item, seconded by Commissioner Brown.

The item was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Safai, Stefani, Walton, and Yee (11)

Absent: Commissioners (0)

8. Allocate \$11,115,000 and Appropriate \$500,000 in Prop K Sales Tax Funds, with Conditions, for Six Requests – ACTION

Anna LaForte, Deputy Director for Policy and Programming; Julie Kirschbaum, Acting Director of Transit at the San Francisco Municipal Transportation Agency (SFMTA); and Colin Dentel-Post, Senior Transportation Planner, presented the item per the staff memorandum. With respect to the SFMTA's Breda LRV Overhauls request, Ms. LaForte described two additional conditions proposed by staff based on feedback staff had received from Board members during briefings. Ms. LaForte described the conditions as follows: 1) placing 25% or 50% of the Prop K funds budgeted for Contracts/Purchase Orders for the propulsion gate drivers, master controllers, and advance train control system overhauls on reserve to be released no sooner than September 1, 2019 and only after the SFMTA presents the following to the Board: work performed to date, updated procurement schedule, the proposed schedule for the remaining overhauls, and review of impacts of overhauls on vehicle performance and 2) placing \$624,500 budgeted for contingency on reserve pending demonstration that the funds are needed, presentation to the Board, and Board approval to release the funds.

Commissioner Yee commented that the additional grant conditions as drafted by staff appeared to take into consideration the uncertainty in the amount of funds that would be needed for overhauls of SFMTA's fleet of Breda light rail vehicles (LRVs), as well as the uncertainty in the timing of the replacement fleet. Responding to a question from Chair Peskin, Commissioner Yee said his preference regarding the portion of the Breda LRV Overhauls allocation that should be placed on reserve was 35%.

Commissioner Walton asked why the recommendation was to place part of the LRV overhaul allocation on reserve.

Ms. Kirschbaum answered that the SFMTA was still weighing the costs and benefits of the proposed accelerated replacement of the Bredas against the risk of an increased vehicle failure rate among the Breda LRVs as they approach their standard retirement date.

Chair Peskin commented that the Board needed a clearer assessment of the number of vehicles and systems that needed to be overhauled for SFMTA to maintain LRV service until the fleet could be replaced.

Commissioner Walton asked if unused funds could be applied elsewhere.

Ms. LaForte answered that unneeded funds would be returned to the same Prop K Expenditure Plan category (i.e. Muni vehicles) and would be available for other Muni vehicle projects, including the replacement of the Bredas.

Commissioner Mar asked about the timeline for overhauling and refurbishing the Breda LRVs, and which Muni routes would be served by the refurbished vehicles versus new vehicles.

Ms. Kirschbaum answered that SFMTA did not assign specific vehicles to specific routes. With regard to the overhaul schedule, she said some replacement parts for the Bredas were difficult to procure, but expected that the overhaul effort would be completed closer to 18 months than the

2.5 years described in the allocation request.

Commissioner Fewer asked if SFMTA'S Residential Transportation Demand Management (TDM) program was intended to encourage new residents to use public transportation.

Miriam Sorrell, Senior Planner at the SFMTA, answered that the pending request was not targeted specifically at new residents or public transportation; but rather, included new and existing residents and would encourage use of transit and other sustainable modes like cycling and walking. She added that the proposed scope included a literature review of past examples, anywhere in the world, to identify what strategies have proven effective in influencing people to change travel behavior.

Commissioner Fewer asked how the impact of a TDM program would be measured.

Ms. Sorrell answered that the project would include a pilot study and would measure both actions of participants as well as their perceptions about the quality of their experience.

Commissioner Fewer commented that in previous outreach efforts, the SFMTA's efforts to provide language access for non- and limited-English speakers had been weak. She asked for a commitment that a large, diverse pool of participants would be included in the pilot study, including seniors, disabled people, people with varying income levels, and new residents.

Ms. Sorrell confirmed that the pilot would be large enough to include a diverse study group, with diversity of language and location, as well as all the groups mentioned by Commissioner Fewer.

Commissioner Fewer commented that travelers also make decisions based on their stage of life, expressing concern that families often have complex transportation needs that make public transportation a difficult option, especially on weekdays. She advocated for a program that would encourage families to use public transit on the weekends when public transit may be a more viable option for families.

Commissioner Fewer asked if the Residential TDM request included a construction phase and if it was related to the Safe Routes to School program.

Ms. Sorrell clarified the current request was for did not encompass construction and that there is a separate Safe Routes to School Program that does include a traffic calming infrastructure improvement element.

Commissioner Fewer further commented that her constituents had asked for more traffic enforcement around schools. With regard to the additional grant conditions proposed for the Breda LRV Overhauls allocation, she said that 50 percent of the allocation should be placed on reserve, and thanked staff for drafting those financial assurances for inclusion in the item. Finally, Commissioner Fewer said she was concerned about how congestion pricing would affect the economically disadvantaged, expressed significant concerns about the implementation of such a policy, but expressed support for the Congestion Pricing Study.

Commissioner Mandelman asked if SFMTA should have anticipated that the Breda LRVs would not achieve their full expected useful life.

Ms. Kirschbaum answered that the vehicles had been in service for 20 of the 25 years of their expected useful lives. She said two contributing factors influenced SFMTA's current overhaul and replacement efforts. The first was that SFMTA's design specifications for the Bredas had been overly prescriptive, which resulted in unnecessarily complicated mechanisms and a high rate of breakdowns. The second factor was that the expected useful life of a vehicle was

premised on comprehensive mid-life overhauls that had not been performed.

Commissioner Mandelman asked if the agency had a different protocol in place for the new fleet acquisition.

Ms. Kirschbaum answered in the affirmative. She said the current vehicle procurement differs from that of the Bredas in three respects: use of performance specifications based on industry standards rather than detailed design specifications, a preventative maintenance program that meets or exceeds manufacturer recommendations, and programming funds for mid-life overhauls.

Commissioner Mandelman expressed support for the Congestion Pricing Study, noting that it is an important tool in the toolbox for policymakers to consider, but acknowledged that most San Franciscans have doubts about the policy despite high levels of concern about congestion. He said he was strongly interested in congestion solutions that addressed the concerns of San Franciscans, particularly regarding equity issues.

During public comment, Francisco DaCosta expressed concern that families were leaving San Francisco because of congestion. He lamented a lack of empirical data presented in support of the recommendations before the Transportation Authority, and lack of comment from operators, machinists, or other operations specialists.

Stuart Cohen, Director of Transform spoke in support of the Congestion Pricing Study, particularly its emphasis on equity in the proposed scope of work. He said Transform had developed a tool kit for developing policies to advance equity in opportunity, affordability, and health outcomes as part of a comprehensive congestion pricing program.

Commissioner Peskin asked for consensus among Board members on the portion of the Breda LRV Overhaul allocation that should be held in reserve (25, 35 or 50 percent) and directed staff to reflect the additional conditions for that allocation in the Board resolution.

Commissioner Safai indicated that he would be comfortable with about one-third of the total Breda LRV Overhauls allocation, rounded up to an even number.

Chair Peskin calculated a reserve of \$1.1 million based on based on Commissioner Safai's comment and asked for a motion.

Commissioner Safai moved to amend the item to hold in reserve \$1.1 million of the \$7.5 million request for the Breda LRV Overhauls project and the \$624,500 of contingency funds. Commissioner Walton seconded the motion.

The amendment to the item was approved by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Safai, Stefani, Walton, and Yee (11)

Absent: Commissioners (0)

The amended item was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Safai, Stefani, Walton, and Yee (11)

Absent: Commissioners (0)

9. Adopt the Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning]

– ACTION

Kimberley Leung, Program Manager at the San Francisco Municipal Transportation Agency (SFMTA), presented the item.

Commissioner Ronen thanked Ms. Leung for the report. She commented that the feedback she has received from her constituents on the protected bikeway is mixed, in part because of the short length of the pilot and the dramatic change between the regular bike lane and the pilot. She said she is looking forward to seeing the results of the evaluation. Commissioner Ronen also highlighted how little responsibility companies such as Uber and Lyft have taken on doing their part in terms of funding, geofencing, or taking other actions to improve safety along the Valencia corridor. She said she is supportive of a fully protected bikeway along the entire length of Valencia, but also that she wants the companies that are causing safety issues to do their fair share in funding and taking responsibility for their actions.

Commissioner Mandelman asked if the report gives up too early on whether additional enforcement can make a difference. He added that additional enforcement could discourage vehicles from driving into the bike lanes. Commissioner Mandelman said he has also received mixed feedback on the pilot and asked what SFMTA has seen in the first month of the pilot implementation.

Ms. Leung responded that while the pilot moved very quickly from design to implementation, they are hearing a lot of support from the cycling community. She said that the SFMTA has worked closely with schools and churches to address their concerns over the loading island. Further, Ms. Leung noted that the SFMTA has also heard concerns over parking loss and the loading zones, and as part of the evaluation will be collecting video data and public opinion surveys from all users to hear concerns.

Commissioner Mandelman said he had also heard concerns from businesses, saying they are losing business due to the parking loss. He asked if the SFMTA can explore options such as additional metering on the side streets to mitigate these concerns.

Ms. Leung said she would bring this back to the SFMTA's parking group so they can explore alternatives such as metering on side streets.

Commissioner Mandelman asked how the boarding islands are working, particularly around concerns of kids crossing the bikeway.

Ms. Leung said that the boarding islands seem to be operating well. She noted that the bikeway narrows when it reaches the island, encouraging cyclist to slow down. Ms. Leung said that the SFMTA is working to include additional signage and road markings to encourage cyclist to slow down. She added that parents from the schools are volunteering to help students cross the bikeway.

Commissioner Mandelman thanked Ms. Leung, the SFMTA, and Mayor Breed for expediting the pilot program but added that this effort leading to a report to the SFMTA Board in 2020 seemed slow and he encouraged the SFMTA to find ways to expedite the long-term project.

Ms. Leung commented that the agency was evaluating the pilot immediately and would continue evaluating throughout the year, as well as taking the time to analyze the three design alternatives brought before the public.

Commissioner Mandelman asked why it takes so long to analyze the alternatives and get the project moving forward.

Ms. Leung commented that there are a lot of projects that the agency is working on throughout the city that require coordination with sister agencies, whether it needs Fire Department inspections, or are being implemented by San Francisco Public Works crews, which slows down project implementation.

Commissioner Mandelman urged the SFMTA to expedite the project thanked Ms. Leung for her efforts.

Commissioner Haney thanked Ms. Leung for work on the project. He asked if the collision data mentioned in the report refers to reported collisions and how that data is collected. He said that if it's only reported collisions, that this will vastly underreport the total number of collisions. Commissioner Haney also expressed concerns over TNCs role and asked if they had been involved in the report, and if the SFMTA was evaluating the geofencing pilot mentioned by Commissioner Ronen. He also asked how the SFMTA is considering courier services as part of the analysis.

Ms. Leung answered that the collision data is from police records. She added that SFMTA meets with Uber and Lyft regularly and they are aware of the curbside management changes in the bikeway pilot area but the SFMTA cannot require TNCs to geofence and force pickups and drop-offs in designated zones. She said she would get back to Commissioner Haney on whether the SFMTA can use video data for enforcement purposes.

Chair Peskin pointed out that it might be helpful to hear the perspective of Transportation Authority staff on curbside management and asked Director Chang to speak on the matter.

Director Chang commented that as a result of the previous year's policy work on emerging mobility, some recommendations were presented for curbside management strategy, led by the SFMTA. She suggested inviting the SFMTA team working on curbside management to provide an update to the Board and she offered Transportation Authority staff to get more involved as needed.

Commissioner Fewer commented that senior and disabled groups were not mentioned in the outreach list and ask for clarification on that.

Ms. Leung answered that they initially met with 40 stakeholder groups, including ADA coordinators, and the ones that were mentioned were the key constituents. She said she couldn't recall if Senior and Disability Action was one of the groups but would check and back to Commissioner Fewer.

Commissioner Fewer commented that seniors and disabled are often left out of the conversations for these projects and that they're an important and visible part of the community. She continued to note that in order to meet Vision Zero goals, those with limited mobility should be brought to the table and heard.

Commissioner Ronen commented that despite increasing regulatory presence and enforcement on Valencia, it has not seemed to change behavior, suggesting that sustained and increased enforcement alone doesn't seem to be enough. She expressed eagerness to have the SFMTA discuss what we asking of TNC's, as a city, to address the impacts of TNCs from congestion to safety concerns.

Director Chang thanked Commissioner Ronen for bringing up this topic. She added that she recognized there needs to be a three-part agreement between the TNCs, the SFMTA, and the community to determine what is the sustainable solution. Director Chang offered

Transportation Authority staff to get involved and help craft potential solutions. She also suggested setting up a working group between Transportation Authority, SFMTA, and supervisorial offices to talk through a couple of similar situations in different parts of the city to figure out how the pilots or programs could work and the ask the city should make of TNCs in each of these situations.

Commissioner Ronen commented that it has been a long time and she has not seen much improvement. She also asked what SFMTA has been asking in return for all the curb management accommodations, pointing out that the City is losing revenue due to loss of parking meters, and how SFMTA would make up for the loss in revenue and hold TNCs accountable to resolve the issues they have been causing in the streets.

Chair Peskin commented that the state of California, through the California Public Utilities Commission, has prohibited local regulatory action and that a bill in the state legislature would be necessary to give municipalities power to regulate TNCs.

Commissioner Ronen agreed with Chair Peskin's comments, but also repeated her question statements about what we as a City are asking TNCs to do. She asked what is SFMTA asking of these companies as the City engages in these curb management conversations.

Joel Ramos, SFMTA, expressed that the SFMTA appreciates Commissioner Ronen's comments and that they as frustrated by the situation and are eager to make an official ask of the TNCs. He added that the SFMTA doesn't have an official ask yet and agrees with the need to present a coordinated position from San Francisco as cities have limited authority over TNCs.

Commissioner Ronen expressed that the City has more power than it realizes and that agencies need to demand together more from the TNCs. She stated that she would not support a curb management program in her district that doesn't include contributions from TNCs. Commissioner Ronen commented that the expensive bike lane was created because of the issues caused by the TNCs.

Mr. Ramos agreed with Commissioner Ronen's comments and pointed out that the curb management was in response to requests by the community, including TNCs. Mr. Ramos said that the SFMTA is looking forward to further discussions with Commissioner Ronen and other city partners.

During public comment, Francisco DaCosta commented that the City needs to focus on the California Public Utilities Commission, and send an official letter about the issue regarding public health and safety. He further commented on the history of taxi demise in the city and urged the Board to represent the people correctly.

Kristen Leckie, community organizer at the San Francisco Bike Coalition, expressed support for the Valencia bikeway plan. She also thanked Commissioners Mandelman and Ronen for their continued support on the corridor issues, pointing out that the four blocks of improved bikeway were calmer for cyclists and safer for students

Muriel McDonald, Director of Public Affairs at Skip, stated her support for the Valencia bikeway plan. She commented that safer infrastructure can increase ridership for those who chose alternative transportation modes, such as bicycling and scooters, particularly from her company's patrons.

Tim Greer said the new sections of protected bikeway are a great improvement over existing bike lanes, and that the needs of 2100 daily cyclists should take precedence over the loss of

some parking. He further stated that strong leadership was needed from the Board to implement Vision Zero goals and that San Francisco should be leading the way on sustainable transportation solutions.

Ivan Abeshaus commented on the sense of safety when riding through the new protected bikeway. He expressed the need for physical separation of the bike lanes from vehicle traffic and urged the Board to continue the project the entire length of Valencia.

Mr. JJ echoed the previous comments about the bikeway being safer and urged the Board to expand the project at least to 23rd Street.

Brian Surfis thanked the Transportation Authority for providing the initial funding for the study of the new bikeway on Valencia. He urged the Commissioners to continue the project through the rest of Valencia Street to make it safe for pedestrians and cyclists.

Commissioner Ronen moved to approve the item, seconded by Commissioner Mandelman.

The item was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Safai, Stefani, Walton, and Yee (11)

Absent: Commissioner(s) (0)

10. Adopt the Fiscal Year 2019/20 Transportation Fund for Clean Air Local Expenditure Criteria – ACTION

Mike Pickford, Senior Transportation Planner, presented the item per the staff memorandum

There was no public comment.

Commissioner Brown moved to approve the item, seconded by Commissioner Mandelman.

The item was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Safai, Stefani, Walton, and Yee (11)

Absent: Commissioner(s) (0)

11. Authorize the Executive Director to Execute Master Agreements, Program Supplemental Agreements, Cooperative Agreements, and Any Amendments Thereto with the California Department of Transportation for Receipt of Federal and State Funds for the Yerba Buena Island Westside Bridges Seismic Retrofit Project in the Amount of \$7 Million and the Yerba Buena Island Southgate Road Realignment Improvements Project in the Amount of \$30 Million – ACTION

Eric Cordoba, Deputy Director for Capital Projects, presented the item per the staff memorandum.

Chair Peskin asked for clarification of the orange highlighted road displayed on page 5 of the slide deck.

Mr. Cordoba answered that the orange highlight was the bicycle path coming off Southgate Road.

Chair Peskin verified with Director Chang that the language was modified to limit the scope of the delegation of authority to the specific grants mentioned and Director Chang confirmed that

it was.

There was no public comment.

Commissioner Haney moved to approve the item, seconded by Commissioner Mandelman.

The item was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Safai, Stefani, Walton, and Yee (11)

Absent: Commissioner(s) (0)

12. Award a Two-Year Professional Services Contract, with an Option to Extend for Two Additional Two-Year Periods, to Wiltec, Inc. in an Amount Not to Exceed \$100,000 for Performance Monitoring and Analysis Services for the Congestion Management Program – ACTION

Bhargava Sana, Senior Modeler, presented the item per the staff memorandum.

Chair Peskin asked for further information from Deputy Director for Finance and Administration Cynthia Fong.

Ms. Fong clarified that the contract was going to Wiltec with subcontractor University of Kentucky.

There was no public comment.

Commissioner Brown moved to approve the item, seconded by Commissioner Fewer.

The item was approved without objection by the following vote:

Ayes: Commissioners Brown, Fewer, Haney, Mar, Mandelman, Peskin, Ronen, Safai, Stefani, Walton, and Yee (11)

Absent: Commissioner(s) (0)

Other Items

13. Introduction of New Items – INFORMATION

Chair Peskin noted that later in the day in their capacity as Board of Supervisors, the Board would consider proposals for use of the Educational Revenue Augmentation Fund (ERAF), including setting aside \$5 million for small business construction impacts mitigation. He said that he and other members of the Board of Supervisors had long been struggling with how to keep small community businesses in tact during construction of large-scale infrastructure projects. He referenced two precedents for providing financial assistance to affected small businesses, one related to the Superbowl which displaced street vendors for about a month and another for Chinatown business that were suffering from extended construction work on the Central Subway project. Chair Peskin cited similar concerns raised at West Portal and on Van Ness Avenue and the need to get ahead of this issue for upcoming projects such as on the Geary Corridor. He expressed concerns that if the city doesn't ahead of this issue, it will be harder and harder to gain voter approval for another Prop A general obligation bond or to justify investing millions of dollars into bus rapid transit projects or subway extensions. To that end, Chair Peskin asked Transportation Authority staff to analyze and present policy recommendations, in coordination with the SFMTA and other sister agencies, as to the how the \$5 million in ERAF

funds proposed to be set aside for small business construction mitigation should be administered, defining eligibility criteria, and how small business impacts can be written into project oversight for compensation of lost profits due to construction activities.

Chair Peskin also said he was looking forward to recommendations from Transportation Authority staff on the oversight, governance and project delivery of the downtown rail extension. He also expressed concerns about the Governor's statement just made in a speech regarding High Speed Rail funds and focusing on the Central Valley segment for now and what impacts that may have on San Francisco, including on the downtown rail extension.

Commissioner Safai added that staff need to ensure there's an appropriate point of contact for the small businesses to interface with, particularly with the SFMTA, so that funds can be accessible and usable to them in a timely manner. He also expressed concern about the Governor's statement on High Speed Rail no longer being extended to San Francisco and how it would impact agency plans, considering that the highest selling point was mitigating road and flight traffic between San Francisco and Los Angeles with High Speed Rail.

14. Public Comment

There was no public comment.

15. Adjournment

The meeting was adjourned at 12:27 p.m.



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RESOLUTION APPROVING THE 2019 STATE AND FEDERAL LEGISLATIVE PROGRAM

WHEREAS, The Transportation Authority routinely monitors pending legislation that may affect the Transportation Authority and San Francisco's transportation program; and

WHEREAS, Each year the Transportation Authority adopts a set of legislative principles to guide its transportation policy and funding advocacy in the sessions of the State and Federal Legislatures; and

WHEREAS, The attached 2019 State and Federal Legislative Program reflects key principles gathered from common positions with other local sales tax transportation authorities, Congestion Management Agencies, and the Metropolitan Transportation Commission; the Transportation Authority's understanding of the most pressing issues facing the San Francisco Municipal Transportation Agency, regional transit providers serving the City of San Francisco, and other City agencies charged with delivering transportation projects; and are consistent with the advocacy approaches of the Mayor's Office; and

WHEREAS, At its January 23, 2019 meeting, the Citizens Advisory Committee was briefed on the proposed 2019 State and Federal Legislative Program and unanimously adopted a motion of support for its adoption; and

RESOLVED, That the Transportation Authority does hereby adopt the attached 2019 State and Federal Legislative Program; and be it further

RESOLVED, That the Executive Director is authorized to communicate this program to the appropriate parties.

Attachment:

1. 2019 State and Federal Legislative Program

Attachment 1
 San Francisco County Transportation Authority
 Draft 2019 State and Federal Legislative Program

STATE		
Area	Goal	Strategy
1. Funding	a. Protect transportation funding	<ul style="list-style-type: none"> • Advocate that funds dedicated to transportation not be eliminated or diverted to other purposes. • Educate public about transportation projects funded by state programs and the associated benefits.
	b. Enact new revenue and financing measures for transportation	<ul style="list-style-type: none"> • Support efforts at the state to raise additional dedicated transportation revenue to address ongoing funding shortfalls for both capital projects and operations. • Support efforts at the state to establish new transportation revenue mechanisms that local and regional entities can choose to implement to fund both capital projects and operations. This includes amendments to existing statutes that may make existing revenue options more feasible. • Support efforts at the state to broaden the sales tax base to include collection from out-of-state internet retailers. • Continue to monitor and, as appropriate, provide input into the next phase of the California Road Charge Pilot Program.
	c. Secure cap-and-trade revenues for transportation	<ul style="list-style-type: none"> • Maintain funding for current transportation and affordable housing programs and seek opportunities to direct additional cap-and-trade funds to them. • Advocate for the dedication of a significant portion of future cap-and-trade expenditure plans to transportation and to San Francisco’s investment priorities.
	d. Modify allocation formulas for state transportation funds	<ul style="list-style-type: none"> • Advocate for using factors that better tie transportation funding to the true demands placed on the system, such as daytime population or transit usage. • Advocate to broaden the state definition of disadvantaged communities (DACs) to better align with San Francisco’s communities of concern.

Attachment 1
 San Francisco County Transportation Authority
 Draft 2019 State and Federal Legislative Program

STATE		
Area	Goal	Strategy
	<p>e. Improve implementation of state grant programs (e.g. cap-and-trade, Active Transportation Program, Senate Bill 1 program)</p> <p>f. Lower the 2/3 supermajority voter approval requirement for transportation taxes</p>	<ul style="list-style-type: none"> • Advocate for grant application and allocation processes that are clear, streamlined, and flexible. • Advocate for a stronger role for regional and local governments in prioritizing local and regional projects for funding. • Support a constitutional amendment to lower the voter approval requirement for special taxes dedicated to local transportation projects from 66.67% to 55% or a simple majority.
2. Policy Initiatives	<p>a. Advance San Francisco's Vision Zero goals, improving safety for all users</p>	<ul style="list-style-type: none"> • Work with local partners to identify and secure state and federal funding for Vision Zero projects. • Support efforts to improve safety for all road users, including supporting bills that advance Complete Streets or provide municipalities the flexibility to reduce speed limits and educating stakeholders about automated speed enforcement. • Advocate for urban representation in the state's new Zero Fatalities Task Force and engage in the Task Force process to build support for innovative safety measures.
	<p>b. Support the Treasure Island Mobility Management Agency's (TIMMA) work for sustainable mobility on Treasure Island</p>	<ul style="list-style-type: none"> • Support funding for study, piloting, and implementation of innovative mobility management such as tolling infrastructure, transportation and housing affordability programs, bike and car share initiatives, and autonomous vehicles.

Attachment 1
 San Francisco County Transportation Authority
 Draft 2019 State and Federal Legislative Program

STATE		
Area	Goal	Strategy
	c. Improve effectiveness of managed lanes and other transportation demand management (TDM) strategies	<ul style="list-style-type: none"> • Support new legislation that promotes innovative TDM strategies authorizes area-wide congestion pricing pilot programs. • Seek state authorization for a toll and/or reservation system on the crooked portion of Lombard Street. • Advocate for measures to provide flexibility and local control over the operation of managed lanes and pricing programs with respect to access, toll and fee levels, expenditure plans, and enforcement. • Support MTC’s efforts to strengthen enforcement of High Occupancy Vehicle lanes.
	d. Advance the adoption and integration of emerging mobility innovations in a way that balances their benefits and impacts, and ensures safety, equity and accessibility	<ul style="list-style-type: none"> • Support legislation and regulation to ensure that shared mobility services (e.g. Transportation Network Companies, commuter shuttles, private transit, bike share, and scooters) balance their benefits and impacts, and ensure safety, equity, and accessibility. • Seek authorization for local regulation of certain aspects of emerging mobility, where appropriate (e.g. operational standards, local mitigation fees). • Advocate to require access to critical data for local and regional governments (e.g. open Application Programming Interfaces). • Participate in efforts to develop a policy framework for testing, deploying, and regulating autonomous and connected vehicles and consider pursuing pilot opportunities.
	e. Advance the adoption and integration of electric vehicles (EVs) in a manner consistent with other city priorities	<ul style="list-style-type: none"> • Support funding opportunities for EV infrastructure planning, promotion, and deployment. • Advocate for EV legislation to be equitable and consistent with San Francisco’s other mobility policies (e.g. transit-first, emerging mobility).

Attachment 1

San Francisco County Transportation Authority
 Draft 2019 State and Federal Legislative Program

STATE		
Area	Goal	Strategy
	f. Authorize parking and curb management policy reform	<ul style="list-style-type: none"> Support SFMTA's coordination with other public parking stakeholders on policy advocacy efforts, including accessible parking reform and curbside management strategies.
	g. Modernize Congestion Management Program (CMP) regulations	<ul style="list-style-type: none"> With other Congestion Management Agencies (CMAs), engage in efforts to modernize CMP regulations to support key policies and reinforce CMAs' role in state, regional, and local transportation planning and funding.
	h. Advance measures to increase production of affordable housing	<ul style="list-style-type: none"> Support efforts to revive the authority of local governments to use tax-increment financing for affordable housing and related improvements including transportation. Support efforts to establish new, dedicated state and regional funding for affordable housing. Support legislative efforts to incentivize and reduce barriers to the construction of new housing, in particular affordable and moderate rate housing, that are consistent with San Francisco's growth strategy.
3. High-Speed Rail (HSR)	Strengthen state commitment to a blended HSR and electrified Caltrain system from San Francisco to San Jose	<ul style="list-style-type: none"> Work with partner agencies to advocate that the HSR early investment projects are implemented in a manner consistent with the northern California Memorandum of Understanding to develop a blended system, including achieving level boarding at all shared Caltrain/High Speed Rail facilities. Advocate for full funding of the Caltrain Downtown Extension, and advance the Caltrain Modernization Program.

Attachment 1
 San Francisco County Transportation Authority
 Draft 2019 State and Federal Legislative Program

FEDERAL		
Area	Goal	Strategy
4. Transportation Funding	a. Sustain or increase federal transportation funding	<ul style="list-style-type: none"> • Ensure Congress appropriates funding consistent with the amounts authorized in the Fixing America’s Surface Transportation (FAST) Act. • Advocate for San Francisco priorities in any federal infrastructure bill and/or reauthorization of the federal surface transportation bill, anticipated in 2020. • • Retain a strong multi-modal focus for federal grant programs and ensure funding is spread equitably among rural and urban jurisdictions. • Advocate for increasing the federal gasoline tax, and for indexing it to inflation to help close the Highway Trust Fund funding deficit. • Support study and piloting of innovative approaches to transportation challenges such as road usage charges, technology demonstration, and alternative project delivery methods.
	b. Secure federal appropriations for San Francisco’s Core Capacity and New and Small Starts priorities	<ul style="list-style-type: none"> • Advocate that Congress approves annual Core Capacity appropriations consistent with the Full Funding Grant Agreement for the Caltrain Modernization project. • Seek entry of Geary Boulevard Bus Rapid Transit project into the Federal Transit Administration New Starts Program. • Work with local and regional partners to secure federal funding for San Francisco’s other New Starts, Small Starts and Core Capacity project priorities, including the BART Core Capacity Program, Better Market Street, and the Caltrain Downtown Extension.
5. Transportation Policy Initiatives	a. Preserve and expand pre-tax commuter benefits on par with parking benefits	<ul style="list-style-type: none"> • Defend the pre-tax commuter and employer benefit for transit and bicycling. • Advocate to expand pre-tax benefits for other non-single occupancy vehicle modes such as bikeshare and private transit services.

Attachment 1

San Francisco County Transportation Authority
 Draft 2019 State and Federal Legislative Program

FEDERAL	
Area	Strategy
b. Advance connected and autonomous vehicle regulations that advance safety and preserve local control	<ul style="list-style-type: none"> • Support efforts to regulate connected and autonomous vehicles that aim to accelerate safety, mobility, environmental, equity, and economic benefits while ensuring the availability of collected data to enable research and inform future policies. • Partner with state and local governments to advocate for regulations that preserve the ability of jurisdictions to appropriately oversee safe operation of vehicles on their own highways and local roads.
c. Advance regulatory actions in support of other city policy goals	<ul style="list-style-type: none"> • Support state agencies' advocacy efforts to preserve California's ability to set the state's own vehicle fuel efficiency standards, independent of federal standards. • Monitor other potential regulation activities (e.g. emerging mobility, mobile applications, privacy protection) that would impact San Francisco's range of transportation services.

PROJECT DELIVERY AND ADMINISTRATION (State and Federal)	
Area	Strategy
6. Project Delivery	<ul style="list-style-type: none"> • Advocate for additional opportunities to use alternative delivery methods to manage risk and increase local control for transportation infrastructure projects. • Advocate for retention and expansion of financing programs such as Transportation Infrastructure Finance and Innovation Act (TIFIA).

Attachment 1

San Francisco County Transportation Authority
 Draft 2019 State and Federal Legislative Program

PROJECT DELIVERY AND ADMINISTRATION (State and Federal)		
Area	Goal	Strategy
	b. Seek integrated state and federal environmental impact studies and streamlined permitting	<ul style="list-style-type: none"> • Support state legislation to sustain the delegation of National Environmental Policy Act (NEPA) activity to the California Department of Transportation (Caltrans). • Advocate for more efficient environmental processes (both CEQA and NEPA) to reduce administrative inefficiencies, expedite project delivery, and reduce costs. • Support efforts to increase the efficiency of Caltrans in reviewing and approving documents and permits.
7. General Administration	Ensure efficient and effective Transportation Authority operations	<ul style="list-style-type: none"> • Advocate for the streamlining of administrative requirements when multiple fund sources are used on a single project. • Oppose legislation and regulations adversely affecting our ability to efficiently and effectively contract for goods and services, conduct business, and limit or transfer the risk of liability and support legislation and regulations that positively affect our effectiveness.



Memorandum

Date: January 16, 2019
To: Transportation Authority Board
From: Maria Lombardo – Chief Deputy Director
Subject: 1/29/19 Board Meeting: Approval of 2019 State and Federal Legislative Program

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Approve the 2019 State and Federal Legislative Program.</p> <p>SUMMARY</p> <p>Every year the Transportation Authority adopts high level goals and strategies to guide legislative strategy and advocacy while still providing the necessary flexibility to respond to specific bills and policies over the course of the legislative sessions. The 2019 State and Federal Legislative Program (Attachment 1) was developed in coordination with local, regional, and statewide partners and focuses on advancing San Francisco’s priority projects, protecting existing transportation funds, authorizing new revenues, engaging in the regulation of new transportation technologies, expanding the use of pricing and other innovative project delivery and financing approaches, and advancing the City’s Vision Zero goals.</p>	<p><input type="checkbox"/> Fund Allocation</p> <p><input type="checkbox"/> Fund Programming</p> <p><input checked="" type="checkbox"/> Policy/Legislation</p> <p><input type="checkbox"/> Plan/Study</p> <p><input type="checkbox"/> Capital Project Oversight/Delivery</p> <p><input type="checkbox"/> Budget/Finance</p> <p><input type="checkbox"/> Contract/Agreement</p> <p><input type="checkbox"/> Other:</p> <hr/>
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DISCUSSION

Background.

The State and Federal Legislative Program, adopted annually by the Board, establishes a general framework to guide our legislative and funding advocacy efforts at the state and federal levels. Transportation Authority staff and legislative advocacy consultant in Sacramento will use this program to plan strategy and communicate positions to the City’s legislative delegations in Sacramento and Washington D.C., and other transportation agencies and advocates.

The proposed 2019 State and Federal Legislative Program reflects key principles, gathered from our common positions with the Mayor’s Office, City agencies, transit operators serving San Francisco, other local transportation sales tax authorities around the state, and the Metropolitan Transportation Commission (MTC), as well as our understanding of the most pressing issues facing the city, the region, and our partner agencies. It is presented in the form of principles rather than specific bills or legislative initiatives, in order to allow staff the necessary flexibility to respond to legislative proposals and policy concerns that may arise over the course of the session. Throughout the year we will be reporting on the status of bills that are of significance to the Transportation Authority and developing recommendations for positions as appropriate.

2018 Legislative Outcomes.

In 2018, several bills directly related to San Francisco's transportation systems passed into law. Assemblymember Ting's Assembly Bill (AB) 1184 authorized the City and County of San Francisco to levy a local tax on fares charged by transportation network companies (TNCs) on trips originating in San Francisco. Chair Peskin collaborated with Assemblymember Ting on this bill, working closely with TNC companies Uber and Lyft to ensure their support. AB 2865, which Assemblymember Chiu sponsored on our behalf, gave the Transportation Authority the option of asking the Santa Clara Valley Transportation Authority to operate managed lanes on US-101 and I-280 north of the divide in San Francisco, with a mandate that revenues be spent according to a Board-approved expenditure plan. We are still evaluating managed lanes in San Francisco, but this bill provides greater flexibility and local control if the Board decides to move forward with the project.

While the San Francisco Municipal Transportation Agency (SFMTA) was unable to secure passage of its bill to authorize the use of automated speed enforcement to advance Vision Zero goals, the state did establish a new Zero Fatalities Task Force to look more comprehensively at traffic safety strategies. Some of the more controversial pieces of legislation in 2018 pertained to emerging mobility services, including TNCs, autonomous vehicles, and scooters, and we anticipate this to continue in the next session. Outside of the legislative process, Bay Area voters approved Regional Measure 3 in June, securing new regional bridge toll revenues for transportation, and Proposition 6 failed in November, preserving billions per year in state transportation funds.

Congress and the Administration did not focus on transportation in 2018. Still, we had some successes with the Central Subway project securing the last tranche of its \$942 million in federal New Starts funds and the Caltrain Modernization project received its annual apportionment from the Core Capacity program. Congressional committees deliberated autonomous vehicle regulations, which will continue in 2019, and the Administration announced its intent to freeze fuel economy targets and revoke California's waiver that allows the state to set its own fuel standards. Finally, in a surprise decision, the Supreme Court confirmed the ability of states to collect sales taxes from out-of-state retailers, which could increase revenue forecasts for state and local sales tax programs, including Prop K.

2019 State and Federal Legislative Program.

Our 2019 State and Federal Legislative Program (Attachment 1) continues many of the themes from the previous year, emphasizing advancing San Francisco's priority projects and programs, protecting existing transportation funds, supporting allocation of state cap and trade revenues for transportation, improving the implementation of state grant programs, engaging in the regulation of new transportation technologies, supporting the city's Vision Zero goals, and expanding the use of pricing and other innovative project delivery and financing approaches.

The State Legislature has indicated its intent to focus its energy this year on addressing the housing crisis. We expect to see renewals of 2018's efforts to increase revenues, streamline environmental review and permitting processes for housing, enact by-right zoning near transit, and establish new redevelopment-like tools to help accelerate the production of moderate and affordable housing. At the regional level, recommendations coming out of the Committee to House the Bay Area (CASA) include the formation of a new Regional Housing Enterprise and an ambitious menu of new regional revenue measures for housing, both requiring state authorization. MTC and the Association of Bay

Agenda Item 5

Area Governments have authorized its chair to sign the CASA Compact . We will work with the San Francisco Planning Department as well as other local and regional partners to identify how proposed policies will impact San Francisco and will support efforts to advance the city's housing goals.

We do not anticipate a significant new state transportation revenue measure in 2019. We will work with other sales tax counties to engage with the Legislature as it establishes distribution policies for the anticipated increase in sales tax revenue from out of state sellers, and advocate for a fair share returning to San Francisco through Prop K and other transit and local streets and roads programs. We will also continue to work with the SFMTA and the City and County of San Francisco on Vision Zero goals, in particular, supporting San Francisco's engagement in the new state Zero Fatalities Task Force. We expect that the rise of emerging mobility services will continue to produce legislation, and we will advocate for policies that balance their benefits and impacts; ensure safety, equity, and accessibility; ensure local access to data; and authorize local regulation where appropriate. Finally, we will support a renewal of Senator Wiener's and Assemblymember Bloom's effort to establish a congestion pricing pilot program and will seek authorization for implementing a reservation and/or tolling program on the crooked portion of Lombard Street to manage demand.

At the federal level, our efforts will focus on ensuring that Congress appropriates funding consistent with the amounts authorized in the Fixing America's Surface Transportation (FAST) Act, including the outstanding commitments to the Caltrain Modernization project. Since the FAST Act expires in 2020, as discussions pick up around the next federal transportation bill, we will advocate for San Francisco's priorities, including federal appropriations for San Francisco's current and future transit capital priorities such as Caltrain Modernization, Better Market Street and the Caltrain Downtown Extension, and seek entry of the Geary Bus Rapid Transit project into the pipeline for the New Starts program. We will also carefully monitor federal rulemaking for autonomous and connected vehicles to ensure state and local governments maintain the ability to oversee safe operation of vehicles on their own highways and local roads and to ensure our access to collected data to enable research and inform future policies.

FINANCIAL IMPACT

The recommended action would not have an impact on the adopted Fiscal Year 2018/19 budget.

CAC POSITION

The CAC will consider this item at its January 23, 2019 meeting.

SUPPLEMENTAL MATERIALS

Attachment 1 – 2019 State and Federal Legislative Program



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RESOLUTION ADOPTING A SUPPORT POSITION ON ASSEMBLY BILL (AB) 252 (Daly)
AND SENATE BILL (SB) 127 (WIENER)

WHEREAS, The Transportation Authority approves a set of legislative principles to guide transportation policy advocacy in the sessions of the Federal and State Legislatures; and

WHEREAS, With the assistance of the Transportation Authority's legislative advocate in Sacramento, staff has reviewed pending legislation for the current Legislative Session and analyzed it for consistency with the Transportation Authority's adopted legislative principles and for impacts on transportation funding and program implementation in San Francisco and recommended adopting a support position on AB 252 (Daly) and SB 127 (Wiener); and

WHEREAS, At its February 12, 2019 meeting, the Board reviewed and discussed AB 252 (Daly) and SB 127 (Wiener); now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts a support position on AB 252 (Daly) and SB 127 (Wiener); and be it further

RESOLVED, That the Executive Director is directed to communicate this position to all relevant parties.

Attachment: Table 1

State Legislation – February 2019

To view documents associated with the bill, click the bill number link.

On January 3, 2019, the State Legislature reconvened for the 2018/19 session. This is the first year of the two-year legislative cycle; therefore, no bills were carried over or continued. At the Board meeting, we will provide a verbal update on new bills introduced so far this session.

Staff is recommending two new support positions on Assembly Bill (AB) 252 (Daly), and Senate Bill (SB) 127 (Wiener) as shown in **Table 1**, which also includes five new bills and one new constitutional amendment to watch. The Board does not need to take an action on legislation recommended to watch.

Table 1. Recommendations for New Positions

Recommended Position	Bill # Author	Title and Description
Watch	AB 11 Chiu D	<p>Community Redevelopment Law of 2019.</p> <p>Redevelopment agencies were dissolved as of February 1, 2012. This bill would allow cities and counties to create new redevelopment agencies to fund affordable housing and infrastructure projects. The bill requires public hearings prior to the formation of a redevelopment agency, and the state’s Strategic Growth Council must also approve the formation, which requires a finding that the redevelopment agency 1) would not result in state fiscal impacts that exceed a TBD limit and 2) would promote the state’s greenhouse gas reduction goals. The bill would also require that at least 30% of the taxes allocated to the redevelopment agency be used for the purpose of increasing, improving, and preserving low- and moderate-income affordable housing.</p>
Watch	AB 40 Ting D	<p>Zero-emission vehicles: comprehensive strategy.</p> <p>This legislation would require the California Air Resources Board to develop a comprehensive strategy by January 1, 2021 to ensure that all new vehicles are zero-emission by 2040. The prior legislative session saw many bills intended to promote the sale and use of zero-emission vehicles that targeted different individual market segments. We support the state seeking to advance a comprehensive strategy to advance zero-emission vehicles rather than address the issue piecemeal. We also would like to ensure that any strategy is carefully balanced with other transportation priorities, such as reducing vehicle miles traveled and ensuring high occupancy vehicle lanes continue to provide benefits to their users. We will coordinate with SF Environment and consider recommending a position once additional detail is available.</p>

Watch	AB 47 Daly D	<p>Driver records: points: distracted driving.</p> <p>Current law prohibits the use of cell phones while driving a motor vehicle, unless the phone is used in hands-free mode. Violations of this law are not currently counted as points against a driver's record. This bill would abolish the exemption, effective January 1, 2021. We will agendize this bill for discussion at a future Vision Zero Committee meeting.</p>
Support	AB 252 Daly D	<p>Department of Transportation: environmental review process: federal program.</p> <p>California participates in a voluntary program where the state assumes authority over National Environmental Policy Act (NEPA) decision-making in the delivery of surface transportation projects, a role typically assumed by the US Department of Transportation. This bill would remove the sunset provision on California's program. Agencies around the state have found that California's program has helped to speed up the process for completing projects. The bill is sponsored by the Self Help Counties Coalition, of which the Transportation Authority is a member agency.</p>
Watch	ACA 1 Aguiar-Curry D	<p>Local government financing: affordable housing and public infrastructure: voter approval.</p> <p>The California constitution requires that the imposition of a special, or dedicated, tax by local governments be approved by a 2/3 majority of voters. This constitutional amendment would lower the voter-approval threshold on local taxes to 55% if the revenues would be used to fund the construction, rehabilitation, or replacement of public infrastructure or affordable housing. This could help local jurisdictions advance measures to address critical safety, mobility, and housing shortfalls, similar to the lower voter threshold that currently applies to school infrastructure bonds.</p>
Watch	SB 50 Wiener D	<p>Planning and zoning: housing development: equitable communities incentive</p> <p>This bill would require local jurisdictions to allow 45 or 55 feet tall apartment buildings within a half-mile of rail transit stations, within a quarter-mile of high-frequency bus stops, or within job-rich neighborhoods. The bill would provide exceptions to this program for economically vulnerable communities, which may obtain a five-year delay to the zoning changes, and to protect buildings that currently house renters.</p>

Watch	SB 59 Allen D	<p>Automated vehicle technology: Statewide policy</p> <p>This bill would establish a set of policies for state agencies relating to autonomous vehicle technologies, to ensure that these technologies support the state's efforts to reduce greenhouse gas emissions, encourage efficient land use, and other goals. It would also establish an interagency working group of state agencies, convened by the Governor's Office of Planning and Research in coordination with the California Air Resources Board. We will work with the SFMTA/Transportation Authority's Emerging Mobility Steering Committee to analyze the proposed policies and will monitor the bill as additional detail becomes available. Along with the SFMTA, we are closely tracking autonomous vehicle policies at both the state and federal levels to ensure that our local controls are not superseded.</p>
Support	SB 127 Wiener D	<p>Transportation funding: active transportation: complete streets.</p> <p>This bill would establish a Division of Active Transportation within the Department of Transportation (Caltrans), and require that an undersecretary of the Transportation Agency be assigned to guide the department's progress toward meeting the active transportation program goals and objectives. It would require that the California Transportation Commission adopt performance measures that include the conditions of bicycle and pedestrian facilities; accessibility and safety for pedestrians, bicyclists, and transit users; and vehicle miles traveled on the state highway system. The bill would also require that Caltrans include new, or improve existing, bicycle and pedestrian facilities on State Highway Operation and Protection Program-funded capital improvement projects on state highways. The Board of Supervisors unanimously adopted a resolution of support for this bill on January 29.</p>

RESOLUTION ALLOCATING \$11,115,000 AND APPROPRIATING \$500,000 IN PROP K SALES TAX FUNDS, WITH CONDITIONS, FOR SIX REQUESTS

WHEREAS, The Transportation Authority received six requests totaling \$11,615,000 in Prop K local transportation sales tax funds, as summarized in Attachments 1 and 2 and detailed in the enclosed allocation request forms; and

WHEREAS, The requests seek funds from the following Prop K Expenditure Plan categories: Ferry, Vehicles–Muni and Transportation Demand Management/ Parking Management; and

WHEREAS, As required by the voter-approved Expenditure Plans, the Transportation Authority Board has adopted a Prop K 5-Year Prioritization Program (5YPP) for each of the aforementioned Expenditure Plan programmatic categories; and

WHEREAS, Four of the requests are consistent with the 2019 Prop K Strategic Plan and the relevant 5YPP; and

WHEREAS, After reviewing the requests, Transportation Authority staff recommended allocating a total of \$11,115,000 in Prop K sales tax funds for five requests, with conditions, and appropriating \$500,000 in Prop K Funds for one request, as described in Attachment 3 and detailed in the enclosed allocation request forms, which include staff recommendations for Prop K allocation and appropriation amounts, required deliverables, timely use of funds requirements, special conditions, and Fiscal Year Cash Flow Distribution Schedules; and

WHEREAS, There are sufficient funds in the Capital Expenditures line item of the Transportation Authority's approved Fiscal Year 2018/19 budget to cover the proposed actions; and

WHEREAS, The Citizens Advisory Committee considered the item and unanimously adopted a motion of support for the staff recommendation at its January 23, 2019 meeting; and



WHEREAS, At its February 12, 2019 meeting, out of a desire to ensure that Prop K funds are invested wisely and not used to overhaul vehicles that will be replaced shortly thereafter, the Board amended the staff recommendation to add the following conditions to the San Francisco Municipal Transportation Agency's (SFMTA's) Breda LRV Overhauls allocation:

- (1) By the March 12, 2019 Transportation Authority Board meeting, the SFMTA will provide the overhaul schedule and list of the systems to be overhauled by vehicle number. The SFMTA will provide updated information to Transportation Authority staff on a quarterly basis through the quarterly progress reports; and
- (2) \$1.1 million of the \$7.5 million allocation is to be placed on reserve to be released no sooner than September 1, 2019, and only after the SFMTA presents the following to the Board: work performed to date, updated procurement schedule (e.g. as set by the contract notice to proceed), the proposed schedule for the remaining overhauls, and impact of overhauls on vehicle performance as provided in the quarterly progress reports; and
- (3) \$624,500 in Prop K funds budgeted for Contingency are placed on reserve pending demonstration that the funds are needed. Release of some of all of the funds requires presentation by the SFMTA to the Board for approval; now, therefore, be it

RESOLVED, That the Transportation Authority hereby allocates \$11,115,000 in Prop K sales tax funds for five requests, with conditions, and appropriates \$500,000 in Prop K funds for one request, as summarized in Attachment 3 and detailed in the enclosed allocation request forms; and be it further

RESOLVED, That the Transportation Authority finds the allocation and appropriation of these funds to be in conformance with the priorities, policies, funding levels, and prioritization methodologies established in the Prop K Expenditure Plan and Strategic Plan, as well as the relevant

5YPPs; and be it further

RESOLVED, That the Transportation Authority hereby authorizes the actual expenditure (cash reimbursement) of funds for these activities to take place subject to the Fiscal Year Cash Flow Distribution Schedules detailed in the enclosed allocation request forms; and be it further

RESOLVED, That the Capital Expenditures line item for subsequent fiscal year annual budgets shall reflect the maximum reimbursement schedule amounts adopted and the Transportation Authority does not guarantee reimbursement levels higher than those adopted; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the Executive Director shall impose such terms and conditions as are necessary for the project sponsors to comply with applicable law and adopted Transportation Authority policies and execute Standard Grant Agreements to that effect; and be it further

RESOLVED, That as a condition of this authorization for expenditure, the project sponsors shall provide the Transportation Authority with any other information it may request regarding the use of the funds hereby authorized; and be it further

RESOLVED, That the Capital Improvement Program of the Congestion Management Program, the Prop K Strategic Plan and the relevant 5YPPs are hereby amended, as appropriate.

Attachments:

1. Summary of Applications Received
2. Brief Project Descriptions
3. Staff Recommendations
4. Prop K Allocation Summaries – FY 2018/19

Enclosure:

Prop K/Prop AA Allocation Request Forms (6)

Attachment 1: Summary of Applications Received

Source	EP Line No./Category ¹	Project Sponsor ²	Project Name	Current Prop K Request	Total Cost for Requested Phase(s)	Leveraging		Phase(s) Requested	District(s)
						Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴		
Prop K	9	PortSF	Downtown Ferry Terminal - Passenger Circulation Improvements	\$ 60,000	\$ 60,000	95%	0%	Design	3
Prop K	17M	SFMTA	Breda LRV Overhauls	\$ 7,500,000	\$ 7,500,000	84%	0%	Construction	Citywide
Prop K	17M	SFMTA	Breda LRV Heating, Ventilation & Air Conditioning Refurbishments	\$ 3,200,000	\$ 3,200,000	84%	0%	Construction	Citywide
Prop K	43	SFMTA	Safe Routes to Schools Program Administration	\$ 160,000	\$ 160,000	54%	0%	Construction	Citywide
Prop K	43	SFMTA	Residential Transportation Demand Management Program	\$ 195,000	\$ 195,000	54%	0%	Planning	Citywide
Prop K	43	SFCTA	Downtown Congestion Pricing Study	\$ 500,000	\$ 1,800,000	54%	72%	Planning	Citywide
TOTAL				\$ 11,615,000	\$ 12,915,000	79%	10%		

Footnotes

¹ "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2019 Prop K Strategic Plan or the Prop AA Expenditure Plan category referenced in the 2017 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit).

² Acronyms: PortSF (Port of San Francisco), SFCTA (San Francisco County Transportation Authority, and SFMTA (San Francisco Municipal Transportation Agency)

³ "Expected Leveraging By EP Line" is calculated by dividing the total non-Prop K funds expected to be available for a given Prop K Expenditure Plan line item (e.g. Pedestrian Circulation and Safety) by the total expected funding for that Prop K Expenditure Plan line item over the 30-year Expenditure Plan period. For example, expected leveraging of 90% indicates that on average non-Prop K funds should cover 90% of the total costs for all projects in that category, and Prop K should cover only 10%.

⁴ "Actual Leveraging by Project Phase" is calculated by dividing the total non-Prop K or non-Prop AA funds in the funding plan by the total cost for the requested phase or phases. If the percentage in the "Actual Leveraging" column is lower than in the "Expected Leveraging" column, the request (indicated by yellow highlighting) is leveraging fewer non-Prop K dollars than assumed in the Expenditure Plan. A project that is well leveraged overall may have lower-than-expected leveraging for an individual or partial phase.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
9	PortSF	Downtown Ferry Terminal - Passenger Circulation Improvements	\$60,000	Requested funds are for the design phase of a protected pedestrian walkway between The Embarcadero Promenade and the Ferry Pier Plaza at the south end of the Ferry Building. Currently, ferry passengers accessing Golden Gate Ferry and public spaces on the pier share the access to the pier with about 250 vehicles daily. Improvements would provide a separated walkway, lighting, and seating to improve the safety, comfort and quality of the passenger experience. Project should be open for use in early 2020.
17M	SFMTA	Breda LRV Overhauls	\$7,500,000	Overhaul critical systems in up to 149 Breda light rail vehicles (LRVs) in SFMTA's transit fleet to improve reliability and performance, and enable the vehicles to meet their useful lives. Overhauls will include substantial work to four of the systems that have been identified as leading to common issues that result in out-of-service vehicles: propulsion system gate driver boards, master controllers, advanced train control systems, and headlight systems. Overhauls will be completed by December 2021.
17M	SFMTA	Breda LRV Heating, Ventilation & Air Conditioning Refurbishments	\$3,200,000	Refurbish and replace heating, ventilation, and air conditioning (HVAC) units on about 71 the Breda LRV fleet to improve reliability and passenger comfort, and reduce required maintenance, energy consumption, and environmental impact from outmoded refrigerant, per standards set by the Environmental Protection Agency. Refurbishments will be completed by December 2021.
43	SFMTA	Safe Routes to Schools Program Administration	\$160,000	Administration of the SF Safe Routes to School program for an 8 month period from February 2019 to September 2019 as the program transitions from the Department of Public Health to SFMTA in July 2019. This request will fund SFMTA staff time during the transition period as it designs the program and creates a new program coordinator position, with a new hire expected by April 2019. Under the new structure, funded with \$2.8 million in federal One Bay Area Grant funds programmed by the Transportation Authority, the SFMTA will oversee and coordinate San Francisco's school transportation programs and allow for an increased focus on the core goals of school transportation: safety and mode shift.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Project Description
43	SFMTA	Residential Transportation Demand Management Program	\$195,000	Develop an implementation plan for a San Francisco resident-based travel demand management program to reduce single occupant vehicle use and increase travel by transit, biking, and walking. This request represents the development phase of a multi-year program, focused on best practices, market research, and developing, implementing, and evaluating pilot strategies. This early work is expected to be completed by October 2020. In future years, the SFMTA will request implementation phase funding to broaden the reach of successful strategies.
43	SFCTA	Downtown Congestion Pricing Study	\$500,000	In December 2018, the Transportation Authority Board directed staff to study congestion pricing alternatives for San Francisco, including alternative packages of congestion charges, discounts, subsidies, incentives, and multi modal transportation improvements. Funds will be used to develop scenarios based on community input, recent changes in the city's land use and transportation, and finding from the 2010 Mobility, Access, and Pricing Study (MAPS). The Study will evaluate each scenario based on the goals and objectives of the program, including examining how well each one would reduce congestion and vehicle miles-traveled and their associated safety, health, and environmental effects. It will also consider how each proposal can be designed to benefit low-income travelers and communities of concern. The Study is expected to be completed by June 2020.
TOTAL			\$11,615,000	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendations
9	PortSF	Downtown Ferry Terminal - Passenger Circulation Improvements	\$ 60,000	
17M	SFMTA	Breda LRV Overhauls	\$ 7,500,000	<p>5-Year Prioritization Program (5YPP) amendment: Recommendation is contingent upon a concurrent Vehicles-Muni 5YPP amendment to reprogram \$7,500,000 from Replace 30 30-foot Hybrid Diesel Motor Coaches to the subject project. SFMTA is deferring that procurement pending results of an upcoming pilot project to test a small fleet of battery-powered electric buses, which will inform the type of propulsion technology SFMTA will utilize for its next generation of buses.</p> <p>Special Condition: SFMTA is exploring whether it can accelerate replacement of its Breda light rail vehicles (LRVs) prior to the end of their 25-year FTA approved useful lives. Should this accelerated replacement occur, SFMTA plans to redistribute the overhaul equipment among remaining Bredas for use until the equipment reaches the end of its useful life or until all of the Bredas have been retired. Upon such redistribution of the overhaul equipment, SFMTA shall provide confirmation to the Transportation Authority, in a manner to be determined but as mutually agreed to between the Transportation Authority and SFMTA (agreed to prior to the redistribution) that the equipment has been redistributed and will reach its useful life.</p> <p>Added per 2/12/19 Board action: 1) By the March 12, 2019 Board meeting, SFMTA will provide the overhaul schedule and systems to be overhauled by vehicle number, with subsequent quarterly updates to Transportation Authority staff; 2) \$1.1 million in Prop K funds to be placed on reserve, pending a presentation to the Transportation Authority Board of the updated project schedule and a review of the impact of the overhauls on vehicle performance; and 3) \$624,500 in Prop K Contingency funds to be placed on reserve pending demonstration that the funds are needed and Transportation Authority Board approval.</p> <p>Special Condition (approved through 2019 5YPP for the Vehicles-Muni category): SFMTA may not issue notice to proceed on accelerated procurement of the replacement LRVs prior to allocation of additional Prop K funds (up to \$62.7 million) for the LRV replacement project. As a prerequisite to the Prop K allocation, SFMTA shall present to the SFMTA Board and Transportation Authority Board and CAC the proposed schedule, cost and funding plan, including any associated financing costs, along with an updated cost benefit analysis of early retirement of the LRVs, and confirmation that all funds are committed to the project.</p>

Attachment 3: Staff Recommendations ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendations
17M	SFMTA	Breda LRV Heating, Ventilation & Air Conditioning Refurbishments	\$ 3,200,000	5YPP amendment: Recommendation is contingent upon a concurrent Vehicles-Muni 5YPP amendment to reprogram \$3,200,000 from Replace 30 30-foot Hybrid Diesel Motor Coaches to the subject project. See above Breda LRV Overhauls for details. Special Conditions: See above special conditions for the Breda LRV Overhauls.
43	SFMTA	Safe Routes to Schools Program Administration	\$ 160,000	Deliverable: By June 2019, SFMTA staff will provide an update to and seek feedback from the Transportation Authority Board and CAC on the San Francisco Safe Routes to School program, including how the program is being designed to reach all SFUSD schools, advance mode-shift, and implement the school area engineering program.
43	SFMTA	Residential Transportation Demand Management Program	\$ 195,000	Special Condition: SFMTA may not incur expenses for Phase 2: Test Pilot Strategies until Transportation Authority staff releases the funds (\$103,000) pending receipt of a viable implementation and evaluation plan.
43	SFCTA	Downtown Congestion Pricing Study	\$ 500,000	Deliverables: At key milestones throughout the Study, Transportation Authority staff will give presentations to the Board and CAC on the results of public opinion research, proposed goals and objectives, and the proposed metrics and methodology to evaluate the potential congestion pricing alternatives.
TOTAL			\$11,615,000	

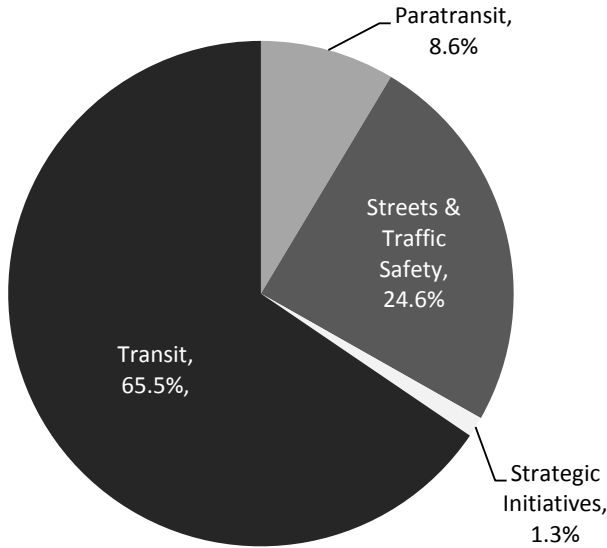
¹ See Attachment 1 for footnotes.

**Attachment 4.
Prop K Allocation Summary - FY 2018/19**

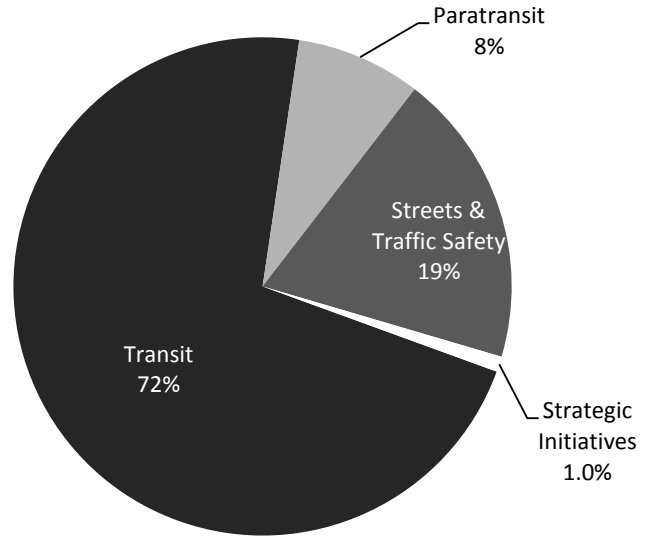
PROP K SALES TAX							
	Total	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Prior Allocations	\$ 80,094,319	\$ 39,475,214	\$ 19,042,999	\$17,088,931	\$3,918,112	\$569,063	\$ -
Current Request(s)	\$ 11,615,000	\$ 703,000	\$ 8,622,000	\$ 2,290,000	\$ -	\$ -	\$ -
New Total Allocations	\$ 91,709,319	\$ 40,178,214	\$ 27,664,999	\$ 19,378,931	\$ 3,918,112	\$ 569,063	\$ -

The above table shows maximum annual cash flow for all FY 2018/19 allocations and appropriations approved to date, along with the current recommended allocation(s).

**Investment Commitments,
per Prop K Expenditure Plan**



Prop K Investments To Date





Memorandum

Date: January 16, 2019
To: Transportation Authority Board
From: Anna LaForte – Deputy Director for Policy and Programming
Subject: 2/12/2019 Board Meeting: Allocate \$11,115,000 and Appropriate \$500,000 in Prop K Sales Tax Funds, with Conditions, for Six Requests

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> ● Allocate \$11,055,000 in Prop K funds to the San Francisco Municipal Transportation Authority (SFMTA) for four requests: <ol style="list-style-type: none"> 1. Breda LRV Overhauls (\$7,500,000) 2. Breda LRV Heating, Ventilation & Air Conditioning Refurbishments (\$3,200,000) 3. Safe Routes to Schools Program Administration (\$160,000) 4. Residential Transportation Demand Management Program (\$195,000) ● Allocate \$60,000 in Prop K funds to the Port of San Francisco (PortSF) for one request: <ol style="list-style-type: none"> 5. Downtown Ferry Terminal - Passenger Circulation Improvements (\$60,000) ● Appropriate \$500,000 in Prop K funds for one request: <ol style="list-style-type: none"> 6. Downtown Congestion Pricing Study (\$500,000) <p>SUMMARY</p> <p>We are presenting six requests totaling \$11,615,000 in Prop K funds to the Board for approval. Attachment 1 lists the requests, including requested phase(s) and supervisorial district(s) for each project. Attachment 2 provides a brief description of each project. Attachment 3 contains the staff recommendations.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Fund Allocation <input checked="" type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input type="checkbox"/> Contracts <input type="checkbox"/> Other: <hr/>
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DISCUSSION

Attachment 1 summarizes the subject allocation requests, including information on proposed leveraging (i.e. stretching Prop K sales tax dollars further by matching them with other fund sources) compared with the leveraging assumptions in the Prop K Expenditure Plan. Attachment 2 includes a brief description of each project. Attachment 3 summarizes the staff recommendations for the requests, highlighting special conditions and other items of interest. An Allocation Request Form for each project is enclosed, with more detailed information on scope, schedule, budget and funding.

FINANCIAL IMPACT

The recommended action would allocate \$11,115,000 and appropriate \$500,000 in Prop K funds. The allocations and appropriation would be subject to the Fiscal Year Cash Flow Distribution

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Schedules contained in the enclosed Allocation Request Forms.

Attachment 4 shows the approved Fiscal Year (FY) 2018/19 allocations and appropriations to date, with associated annual cash flow commitments as well as the recommended allocations, appropriation and cash flow amounts that are the subject of this memorandum.

Sufficient funds are included in the adopted FY 2018/19 budget to accommodate the recommended actions. Furthermore, sufficient funds will be included in future budgets to cover the recommended cash flow distribution for those respective fiscal years.

CAC POSITION

The CAC will be briefed on this item at its January 23, 2019 meeting.

SUPPLEMENTAL MATERIALS

Attachment 1 – Summary of Applications Received

Attachment 2 – Project Descriptions

Attachment 3 – Staff Recommendations

Attachment 4 – Prop K Allocation Summaries – FY 2018/19

Enclosure – Prop K/AA Allocation Request Forms (6)



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RESOLUTION ADOPTING THE VALENCIA STREET BIKEWAY IMPLEMENTATION PLAN FINAL REPORT [NTIP PLANNING]

WHEREAS, In response to safety concerns and advocacy from neighborhood and bicycle groups, Former Commissioner Jeff Sheehy recommended the Valencia Street Bikeway Implementation Plan for Prop K sales tax funds from the Transportation Authority's Neighborhood Transportation Improvement Program (NTIP); and

WHEREAS, The goal of the plan was to develop recommendations to improve safety for all users by providing a traffic-separated bikeway, improve curb management including commercial and passenger parking and loading, and reduce the number of conflicts between those who walk, bike, and drive along Valencia Street between Market and Mission streets; and

WHEREAS, The San Francisco Municipal Transportation Agency (SFMTA) conducted data analysis and significant stakeholder outreach, including door-to-door outreach to merchants, stakeholder meetings with community and advocacy groups, meetings with schools and fire department, public workshops, and attending neighborhood events; and

WHEREAS, The findings of this analysis are described in Chapters 2 and 3 of the enclosed report, and include three proposed bikeway design alternatives to upgrade the existing bike lanes along the corridor; and

WHEREAS, In November 2018 at the direction of Mayor Breed, the SFMTA developed a near-term pilot parking protected bikeway proposal for Valencia between Market and 15th streets; and

WHEREAS, At its December 4, 2018 meeting, the SFMTA Board unanimously approved the pilot parking-protected bikeway proposal; and

WHEREAS, Outreach and community engagement efforts will continue through 2019 to determine the preferred long-term bikeway design alternative and curb management proposal for the



entire corridor between Market and Mission streets; and

WHEREAS, At its January 23, 2019 meeting, the Citizens Advisory Committee was briefed on the Final Report and adopted a motion of support for its adoption; now, therefore, be it

RESOLVED, That the Transportation Authority hereby adopts the enclosed Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning]; and be it further

RESOLVED, That the Executive Director is hereby authorized to prepare the document for final publication and to distribute the document to all relevant agencies and interested parties.

Enclosure:

1. Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning]



Memorandum

Date: January 16, 2019
To: Citizens Advisory Committee
From: Anna LaForte – Deputy Director for Policy and Programming
Subject: 02/12/2019 Board Meeting: Adopt the Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning]

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <p>Adopt the Valencia Street Bikeway Implementation Plan Final Report [NTIP Planning].</p> <p>SUMMARY</p> <p>In October 2017, the Transportation Authority allocated \$145,000 in Prop K sales tax funds to the San Francisco Municipal Transportation Agency (SFMTA) for the Valencia Street Bikeway Implementation Plan, including \$50,000 in District 8 Neighborhood Transportation Improvement Program (NTIP) planning funds as recommended by former Commissioner Jeff Sheehy. He requested the work in response to safety concerns and advocacy from neighborhood and bicycle groups. The study conducted data analysis and significant stakeholder outreach, and developed near-term and long-term recommendations for upgrading the existing bike lanes and improving safety along Valencia Street between Market and Mission streets. In September 2018, Mayor Breed directed the SFMTA to expedite implementation of Vision Zero safety projects starting with Valencia Street. The project's draft final report is attached to this memorandum and describes key findings, the near-term bikeway pilot project currently under implementation, and the next steps for advancing the long-term improvements.</p>	<p><input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input checked="" type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Procurement <input type="checkbox"/> Other:</p> <hr/>
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DISCUSSION

Background.

The NTIP is intended to strengthen project pipelines and advance the delivery of community-supported neighborhood-scale projects, especially in Communities of Concern and other underserved neighborhoods and areas with at-risk populations (e.g. seniors, children, and/or people with disabilities).

Valencia Street is a vibrant commercial and residential corridor, and a major north-south bicycle route for San Francisco. Competing needs between cyclists, pedestrians, passenger pick-ups and drop-offs, commercial loading, and parking have created safety concerns for all travelers along the corridor.

The SFMTA's goals for this NTIP study were to develop recommendations to improve safety for all

Agenda Item 8

users by providing a traffic-separated bikeway, improve curb management including commercial and passenger parking and loading, and reduce the number of conflicts between those who walk, bike, and drive along the corridor.

As part of the study, the SFMTA collected traffic pattern data and information about the corridor. This included video data collection, analyzing bike and pedestrian interactions, crash data analysis, color curb inventory, parking and loading occupancy and turnover analysis, as well as increased enforcement. The findings of this analysis are described in Chapter 2 of the report (see enclosure).

Stakeholder Engagement.

Chapter 3 of the draft final report describes the stakeholder engagement process, which included door-to-door outreach to merchants, stakeholder meetings with community and advocacy groups, meetings with schools and fire department, public workshops, and attending neighborhood events. Representatives from District 8 and District 9 offices participated in the stakeholder meetings and have provided feedback to the project team throughout the process. The study resulted in three proposed bikeway design alternatives to upgrade the existing bike lanes.

Near-term Improvements.

Chapter 4 of the draft final report describes near-term improvements installed early in the study phase to reduce double-parking and stopping in the bike lane. Following these near-term efforts, in September 2018 Mayor Breed directed the SFMTA to accelerate implementation of safety improvements on Valencia Street. As described in Chapter 4, SFMTA staff developed a pilot parking protected bikeway proposal for Valencia between Market and 15th streets, which was approved by the SFMTA Board in December 2018 and is now being implemented. This pilot implements one of the design alternatives to convert the existing Class II bike lane into a Class IV parking-protected lane. The project also includes changes to roadway striping, parking and loading changes, and other pedestrian safety improvements. The pilot project will last 18 months and includes a full evaluation to determine its effectiveness and inform the long-term improvements.

Long-term Improvements.

Outreach and community engagement efforts will continue through 2019 to determine the preferred long-term bikeway design alternative(s) and curb management proposal for the entire corridor between Market and Mission streets. Chapter 5 of the report describes the schedule and funding plan for implementation of the long-term improvements, which was incorporated in SFMTA's 5-year Capital Improvement Plan.

FINANCIAL IMPACT

The recommended action does not impact the adopted Fiscal Year 2018/19 budget.

CAC POSITION

The CAC will be briefed on this item at its January 23, 2019 meeting.

SUPPLEMENTAL MATERIALS

Enclosure – Valencia Street Bikeway Implementation Plan Draft Report

RESOLUTION ADOPTING THE LOCAL EXPENDITURE CRITERIA FOR EVALUATION OF FUNDING APPLICATIONS FOR THE FISCAL YEAR 2019/20 TRANSPORTATION FUND FOR CLEAN AIR PROGRAM

WHEREAS, The Transportation Fund for Clean Air (TFCA) Program is funded by a \$4 vehicle registration fee collected by the California Department of Motor Vehicles in the nine-county Bay Area and forty percent of the revenues collected are available to each county on a return-to-source basis to implement strategies to improve air quality by reducing motor vehicle emissions; and

WHEREAS, The Transportation Authority is the designated Program Manager for San Francisco for the (TFCA) Program; and

WHEREAS, The passage of Assembly Bill 434 required that the designated Program Manager annually adopt criteria establishing a set of priorities for expenditure of funds for certain types of projects; and

WHEREAS, Drawing on over two decades of experience as the Program Manager for TFCA, incorporating feedback on TFCA-funded projects from the Board and Citizens Advisory Committee over the past year, and after consulting with the agency's technical working group, Transportation Authority staff developed the attached draft Fiscal Year 2019/20 TFCA Local Expenditure Criteria; and

WHEREAS, At its January 23, 2019 meeting, the Citizens Advisory Committee was briefed on the staff recommendation and unanimously adopted a motion of support for its adoption; now, therefore, be it

RESOLVED, That the Transportation Authority adopts the attached Fiscal Year 2019/20 TFCA Local Expenditure Criteria; and be it further

RESOLVED, That the Executive Director is hereby authorized to communicate this



information to all relevant agencies and interested parties.

Attachments (2):

1. FY 2019/20 TFCA Local Expenditure Criteria
2. County Program Manager Fund Expenditure Plan Guidance – FY Ending 2020

Attachment 1
Fiscal Year 2019/20 Transportation Fund for Clean Air (TFCA)
DRAFT LOCAL EXPENDITURE CRITERIA

The following are the Fiscal Year 2019/20 Local Expenditure Criteria for San Francisco's TFCA County Program Manager Funds.

ELIGIBILITY SCREENING

In order for projects to be considered for funding, they must meet the eligibility requirements established by the Air District's TFCA County Program Manager Fund Policies for Fiscal Year 2019/20. Consistent with the policies, a key factor in determining eligibility is a project's cost effectiveness (CE) ratio. The TFCA CE ratio is designed to measure the cost effectiveness of a project in reducing motor vehicle air pollutant emissions and to encourage projects that contribute funding from non-TFCA sources. TFCA funds budgeted for the project are divided by the project's estimated emissions reduction. The estimated reduction is the weighted sum of reactive organic gases (ROG), oxides of nitrogen (NOx), and particulate matter (PM) emissions that will be reduced over the effective life of the project, as defined by the Air District's guidelines.

TFCA CE is calculated by inputting information provided by the applicant into the Air District's CE worksheets. Transportation Authority staff will be available to assist project sponsors with these calculations and will work with Air District staff and the project sponsors as needed to verify reasonableness of input variables. The worksheets also calculate reductions in carbon dioxide (CO₂) emissions, which are not included in the Air District's official CE calculations, but which the Transportation Authority considers in its project prioritization process.

Consistent with the Air District's Guidelines, in order to be eligible for Fiscal Year 2019/20 TFCA funds, a project must meet the CE ratio for emissions (i.e., ROG, NOx, and PM) reductions as specified in the guidelines for each project type. Projects that do not meet the appropriate CE threshold cannot be considered for funding.

PROJECT PRIORITIZATION

Candidate projects that meet the cost effectiveness thresholds will be prioritized for funding based on the two-step process described below:

Step 1 - TFCA funds are programmed to eligible projects, as prioritized using the Transportation Authority Board-adopted Local Priorities (see next page).

Step 2 – If there are TFCA funds left unprogrammed after Step 1, the Transportation Authority will work with project sponsors to develop additional TFCA candidate projects. This may include refinement of projects that were submitted for Step 1, but were not deemed eligible, as well as new projects. This approach is in response to an Air District policy that does not allow County Program Managers to rollover any unprogrammed funds to the next year's funding cycle. If Fiscal Year 2019/20 funds are not programmed within 6 months of the Air District's approval of San Francisco's funding allocation, expected in June 2019, funds can be redirected (potentially to non-San Francisco projects) at the Air

District's discretion. New candidate projects must meet all TFCA eligibility requirements and will be prioritized based on the Transportation Authority Board's adopted Local Priorities.

Local Priorities

The Transportation Authority's Local Priorities for prioritizing TFCA funds include the following factors:

1. Project Type – In order of priority:

- 1) Zero emissions non-vehicle projects including, but not limited to, bicycle and pedestrian facility improvements, transit priority projects, traffic calming projects, and transportation demand management projects;
- 2) Shuttle services that reduce vehicle miles traveled (VMT);
- 3) Alternative fuel vehicles and alternative fuel infrastructure; and
- 4) Any other eligible project.

2. Cost Effectiveness of Emissions Reduced– Priority will be given to projects that achieve high CE (i.e. a low cost per ton of emissions reduced) compared to other applicant projects. The Air District's CE worksheet predicts the amount of reductions each project will achieve in ROG, NO_x, PM, and CO₂ emissions. However, the Air District's calculation only includes the reductions in ROG, NO_x, and PM per TFCA dollar spent on the project. The Transportation Authority will also give priority to projects that achieve high CE for CO₂ emission reductions based on data available from the Air District's CE worksheets. The reduction of transportation-related CO₂ emissions is consistent with the City and County of San Francisco's 2013 *Climate Action Strategy*.

3. Project Readiness – Priority will be given to projects that are ready to proceed and have a realistic implementation schedule, budget, and funding package. Projects that cannot realistically commence in calendar year 2020 or earlier (e.g. to order or accept delivery of vehicles or equipment, begin delivery of service, award a construction contract, start the first TFCA-funded phase of the project) and be completed within a two-year period will have lower priority. Project sponsors may be advised to resubmit these projects for a future TFCA programming cycle.

4. Community Support (*new*)– Priority will be given to projects with demonstrated community support (e.g. recommended in a community-based transportation plan, outreach conducted to identify locations and/or interested neighborhoods, or a letter of recommendation provided by the district Supervisor).

5. Benefits Communities of Concern (*new*) – Priority will be given to projects that directly benefit Communities of Concern, whether the project is directly located in a Community of Concern (see map) or can demonstrate benefits to disadvantaged populations.

6. Investment from Non-Public Project Sponsors or Partners (*new*) – Non-public entities may apply for and directly receive TFCA grants for alternative-fuel vehicle and infrastructure projects and may partner with public agency applicants for any other project type. For projects where a non-public entity is the applicant or partner, priority will be given to projects that include an investment from the non-public entity that is commensurate with the TFCA funds requested.

7. Project Delivery Track Record – Projects that are ranked high in accordance with the above local expenditure criteria may be lowered in priority or restricted from receiving TFCA funds if either of the following conditions applies or has applied during the previous two fiscal years:

- **Monitoring and Reporting** – Project sponsor has failed to fulfill monitoring and reporting requirements for any previously funded TFCA project.
- **Implementation of Prior Project(s)** – Project sponsor has a signed Funding Agreement for a

TFCA project that has not shown sufficient progress; the project sponsor has not implemented the project by the project completion date without formally receiving a time extension from the Transportation Authority; or the project sponsor has violated the terms of the funding agreement.

8. Program Diversity – Promotion of innovative TFCA projects in San Francisco has resulted in increased visibility for the program and offered a good testing ground for new approaches to reducing motor vehicle emissions. Using the project type criteria established above, the Transportation Authority will continue to develop an annual program that contains a diversity of project types and approaches and serves multiple constituencies. The Transportation Authority believes that this diversity contributes significantly to public acceptance of and support for the TFCA program.



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

County Program Manager Fund Expenditure Plan Guidance For **Fiscal Year Ending 2020**

Transportation Fund for Clean Air



Bay Area Air Quality Management District
375 Beale Street, Suite 600, San Francisco, CA 94105

December 5, 2018

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Transportation Fund for Clean Air (TFCA)

Vehicle emissions represent the largest contributor to unhealthy levels of ozone (summertime "smog") and particulate matter and on-road motor vehicles, including cars, trucks, and buses, constitute the most significant sources of air pollution in the Bay Area.

To protect public health, the California State Legislature enacted the California Clean Air Act in 1988. Pursuant to this law, the Bay Area Air Quality Management District (Air District) has adopted the [2017 Clean Air Plan \(CAP\)](#), which describes how the region will work toward compliance with State and Federal ambient air quality standards and make progress on climate protection. To reduce emissions from motor vehicles, the 2017 CAP includes transportation control measures (TCMs) and mobile source measures (MSMs). A TCM is defined as "any strategy to reduce vehicle trips, vehicle use, vehicle miles traveled, vehicle idling, or traffic congestion for the purpose of reducing motor vehicle emissions." MSMs encourage the retirement of older, more polluting vehicles and the introduction of newer, less polluting motor vehicle technologies.

In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within the Bay Area to fund projects of TCMs and MSMs. The Air District allocates this revenue through its Transportation Fund for Clean Air (TFCA) program to fund eligible projects and programs. The statutory authority and requirements of the TFCA program are set forth in California Health and Safety Code (HSC) Sections 44241 and 44242.

TFCA-funded projects have many benefits, for example:

- √ Reducing air pollution, including air toxics such as benzene and diesel particulates
- √ Conserving energy and helping to reduce greenhouse gas emissions
- √ Improving water quality by decreasing contaminated runoff from roadways
- √ Improving transportation options
- √ Reducing traffic congestion

Forty percent (40%) of these TFCA funds are pass-through funds to the designated county program manager in each of the nine counties within the Air District's jurisdiction based on the county's proportionate share of fee-paid vehicle registration ("County Program Manager Fund"). The remaining sixty percent (60%) of these funds are awarded by the Air District to eligible projects and programs implemented directly by the Air District and to a grant program known as the Regional Fund.

This document provides guidance on the expenditure of the TFCA County Program Manager Fund.

Updates from Fiscal Year Ending (FYE) 2019 to FYE 2020

Air District staff brings updates to the TFCA County Program Manager Fund Policies for Board approval annually. Based on feedback and comments received during the public comment period, the following updates have been made:

- Removed the requirement that alternative fuel infrastructure projects, e.g. electric vehicle charging stations, must be available to and accessible by the public;
- Increased the cost-effectiveness limit for projects that install charging stations at multi-dwelling units, transit stations, and park and ride lots;
- Created a new pilot trip reduction project category to fund emerging mobility projects to reduce single occupancy commute-hour vehicle trips; and
- Provided flexibility for replacing heavy-duty vehicles and buses with alternative fuel light-duty vehicles.

Bay Area County Program Manager Liaisons

County	Contact	Email
Alameda	Jacki Taylor	jtaylor@alamedactc.org
Contra Costa	Peter Engel	pengel@ccta.net
Marin	Scott McDonald	SMcDonald@tam.ca.gov
Napa	Diana Meehan	dmeehan@nvta.ca.gov
Santa Clara	Bill Hough	Bill.Hough@vta.org
San Francisco	Mike Pickford	mike.pickford@sfcta.org
San Mateo	John Hoang	jhoang@smcgov.org
Solano	Triana Crighton	tcrighton@sta.ca.gov
Sonoma	Dana Turrey	dana.turrey@scta.ca.gov

TFCA County Program Manager Fund

Roles and Responsibilities

County Program Managers are required to do the following:

1. Administer funding in accordance with applicable legislation, including HSC Sections 44233, 44241, and 44242, and with Air District Board-Adopted TFCA County Program Manager Fund Policies for FYE 2020 (found in Appendix D).
2. Hold one or more public meetings each year
 - a. to adopt criteria for the expenditure of the funds if those criteria have been modified in any way from the previous year (criteria must include the Air District Board-Approved TFCA County Program Manager Fund Policies)¹, and
 - b. to review the expenditure of revenues received.
3. Prepare and submit Expenditure Plan Applications, Project Information Forms, Cost-Effectiveness Worksheets, Funding Status Reports, Interim Project Reports, and Final Reports to the Air District.
4. Provide funds to only projects that comply with the Air District Board-Approved Policies and/or that have received Air District Board of Director's approval for award.
5. Encumber and expend funds within two years of the receipt of funds, unless an application for funds states that the project will take a longer period of time to implement and an extension is approved by the Air District or the County Program Manager, or unless the time is subsequently extended if the recipient requests an extension and the County Program Manager finds that significant progress has been made on the project.
6. Limit administrative costs in handling of TFCA funds to no more than 6.25 percent of the funds received.
7. Allocate (i.e., program) all new TFCA funds within six months of the date of the Air District Board of Director's approval of the Expenditure Plan.
8. Provide information to the Air District and to auditors on the expenditures of TFCA funds.

Air District is required to do the following:

1. Hold a public hearing to
 - a. Adopt cost-effectiveness criteria that projects and programs are required to meet. Criteria shall maximize emission reductions and public health benefits; and
 - b. Allocate County Program Managers' share of DMV fee revenues.
2. Provide guidance, offer technical support, and hold workshops on program requirements, including cost-effectiveness.
3. Review Expenditure Plan Applications, Cost-Effectiveness Worksheets, Project Information Forms, Funding Status Reports, Interim Project Reports, and Final Reports.
4. Re-distribute unallocated TFCA funds from the County Program Manager Fund.
5. Limit TFCA administrative costs to a maximum of 6.25 percent of the County Program Manager funds.

¹ California Senate Bill 491. *Transportation: omnibus bill*. Retrieved from <https://leginfo.legislature.ca.gov/>. Approved by Governor on October 2, 2015.

6. Conduct audits of TFCA programs and projects.
7. Hold a public hearing in the case of any misappropriation of revenue.

Eligible TFCA Project Types

TFCA legislation requires that projects meet eligibility requirements, as described in the California HSC Section 44241. The following is a complete list of mobile source and transportation control project types authorized under the California HSC Section 44241(b):

1. The implementation of ridesharing programs;
2. The purchase or lease of clean fuel buses for school districts and transit operators;
3. The provision of local feeder bus or shuttle service to rail and ferry stations and to airports;
4. Implementation and maintenance of local arterial traffic management, including, but not limited to, signal timing, transit signal preemption, bus stop relocation and "smart streets";
5. Implementation of rail-bus integration and regional transit information systems;
6. Implementation of demonstration projects in telecommuting and in congestion pricing of highways, bridges, and public transit;
7. Implementation of vehicle-based projects to reduce mobile source emissions, including, but not limited to, engine repowers, engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations;
8. Implementation of a smoking vehicles program;
9. Implementation of an automobile buy-back scrappage program operated by a governmental agency;
10. Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program; and
11. The design and construction by local public agencies of physical improvements that support development projects and that achieve motor vehicle emission reductions. The projects and the physical improvements shall be identified in an approved area-specific plan, redevelopment plan, general plan, or other similar plan.

TFCA funds may not be used for:

- *Planning activities that are not directly related to the implementation of a specific project; or*
- *The purchase of personal computing equipment for an individual's home use.*

Attributes of Cost-Effective Projects

- √ Project uses the best available technology or cleanest vehicle (e.g., achieves significant petroleum reduction, utilizes vehicles that have 2010 or newer engines, is not a Family Emission Limit (FEL) engine, and/or have zero tailpipe emissions).
- √ Project is placed into service within one year and/or significantly in advance of regulatory changes (e.g., lower engine emission standards).
- √ Project requests relatively low amounts of TFCA funds (grantee provides significant matching funds).
- √ The following are additional attributes of cost-effective projects for specific project categories:

- For vehicle trip reduction projects (e.g., bike facilities, shuttle/feeder bus service, ridesharing):
 - Project serves relatively large percentage of riders/participants who otherwise would have driven alone over a long distance.
 - Project provides “first and last mile” connection between employers and transit.
 - Service operates on a route (service and non-service miles) that is relatively short in distance.
- For vehicle-based projects:
 - Vehicle has high operational use, annual mileage, and/or fuel consumption (e.g., taxis, transit fleets, utility vehicles).
- For arterial management and smart growth projects:
 - Pre- and post-project counts demonstrate high usage and potential to shift mode or travel behavior that reduces emissions.
 - Project demonstrates a strong potential to reduce motor vehicle trips by significantly improving mobility via walking, bicycling, and improving transit.
 - Project is located along high-volume transit corridors and/or is near major activity centers such as schools, transit centers, civic or retail centers.
 - Project is associated with a multi-modal transit center, supports high-density mixed-use development or communities.

Attributes of Projects that Meet the “Readiness” Policy

The intent of TFCA is to fund projects that achieve surplus emission reductions within two years. Beginning in FYE 2017, the Air District and the County Program Managers were directed to enforce the two-year time limit for bicycle projects (i.e., any projects under Policy #30), the County Program Managers should cancel any projects that are not completed within the two-year time limit, and the Air District will not consider any extension requests for bicycle projects that have already been granted a two-year extension from the County Program Manager.² For all other project categories, County Program Managers may grant a two-year extension, for a total of four years to implement projects.

The following is a list of activities that should be completed prior to awarding TFCA funds to ensure the successful completion of projects:

- Planning (e.g., design)
- Jurisdictional approval (e.g., permits)
- Legislative approvals (e.g., CPUC)
- Environmental review/approvals (e.g., EIR, negative declaration)

² Per direction provided by the Air District’s Mobile Source Committee members on October 22, 2015.

Program Schedule

Program Schedule for the FYE 2020 Cycle (*County Program Manager deadlines are italicized*)

Date	Activity
December 5, 2018	Expenditure Plan Application Guidance issued by Air District
January 11, 2019	Expenditure Plan Application funding estimates issued by Air District
<i>March 3, 2019</i>	<p><i>Deadline for County Program Manager to email and postmark Expenditure Plan Application, which includes:</i></p> <ul style="list-style-type: none"> • Summary Information Form, signed and dated by County Program Manager's Executive Director • Summary Information Addendum Form (if applicable)
April 25, 2019 (tentative)	Proposed Expenditure Plan funding allocations reviewed by Air District's Mobile Source Committee
May 1, 2019 (tentative)	Expenditure Plan funding allocations considered for approval by Air District's Board of Directors
May 13, 2019 (tentative)	Air District provides Funding Agreements for funding allocations to County Program Managers for signature
<i>May 31, 2019</i>	<p><i>Deadline for County Program Manager to email or postmark reports for projects from FYE 2019 and prior years:</i></p> <ul style="list-style-type: none"> • Funding Status Report – Include all open projects and projects closed since July 1. • Final Report – For projects closed July 1-December 31 (and optionally those closing later), submit both a Final Report Form and a final Cost-Effectiveness Worksheet
<i>August 1, 2019 (tentative)</i>	<p><i>Within three months of Air District Board approval, deadline for County Program Manager to email request for Board approval of any projects that do not conform to TFCA policies:</i></p> <ul style="list-style-type: none"> • Project Information Form (sample can be found in Appendix G) • Cost-Effectiveness Worksheet (instructions can be found in Appendix H)
October 31, 2019	<p><i>Deadline for County Program Manager to email or postmark reports for projects from FYE 2019 and prior years:</i></p> <ul style="list-style-type: none"> • Interim Project Report – Submit this form for every open project. • Funding Status Report – Include all open projects and projects closed since January 1. • Final Report – For projects closed January 1-June 30 (and optionally those closing later), submit both a Final Report Form and a final Cost-Effectiveness Worksheet.
<i>November 1, 2019 (tentative)</i>	<p><i>Within six months of Air District Board approval, deadline for County Program Manager to email reports for each new FYE 2020 project:</i></p> <ul style="list-style-type: none"> • Project Information Form (sample can be found in Appendix G) • Cost-Effectiveness Worksheet (instructions can be found in Appendix H)

May 31, 2020	<p><i>Deadline for County Program Manager to email or postmark reports for projects from FYE 2020 and prior years:</i></p> <ul style="list-style-type: none"> • Funding Status Report – Include all open projects and projects closed since July 1. • Final Report – For projects closed July 1-December 31 (and optionally those closing later), submit both a Final Report Form and a final Cost-effectiveness Worksheet
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Note: Items due on dates that fall on weekends or on State/Federal holidays are due on the next following business day.

Expenditure Plan Application Process

The Air District will provide County Program Managers the Summary Information Form and Summary Information - Addendum Form (i.e., the Expenditure Plan application materials). These forms must be completed by the County Program Manager and returned to the Air District as indicated below. See Appendix B for examples of these forms.

Expenditure Plans must be submitted both electronically via email to lhui@baaqmd.gov and as a hard copy by mail or by delivery service to:

Chengfeng Wang, Strategic Incentives Division
 Bay Area Air Quality Management District
 375 Beale Street, Suite 600
 San Francisco, CA 94105

Materials sent to the Air District via fax will not be accepted.

Programming of Funds

County Program Managers must allocate (i.e., program) TFCA funds within *six months* of Air District Board approval of a County Program Manager's Expenditure Plan and submit electronic copies of: 1) the Cost-effectiveness Worksheet and 2) the Project Information Form for each new project. Any unallocated funds must be returned to the Air District for programming.

Policy #3 provides a mechanism for consideration of projects that are authorized in the TFCA legislation and meet the cost-effectiveness requirement for that project type, but are in some way inconsistent with the current-year TFCA County Program Manager Fund Policies. To request that such a project be considered for approval by the Air District, County Program Managers must submit a Cost-Effectiveness Worksheet, Project Information Form, and supporting documentation to the Air District for review no later than *three months* after Air District Board's approval of the Expenditure Plan. (See the Program Schedule section for further details.)

Reporting Forms

The following Air District-approved forms will be emailed to the County Program Managers or posted on either the Air District's website at www.baaqmd.gov/tfca4pm or another online platform.

- **Cost-Effectiveness Worksheet (due within 6 months of Air District Board approval of Expenditure Plan, and for FYE 2019 and prior year projects, with the Final Report; see Appendix H)**

The purpose of the Cost-Effectiveness Worksheet is to calculate estimated (pre-project) and realized (post-project) emissions reduced for each project and to compare the emissions reductions to the TFCA

funds invested. County Program Managers must submit a worksheet for each new project and must ensure that the TFCA cost-effectiveness is equal to or less than the Board-approved TFCA cost-effectiveness limit, **as specified in Policy #2**. County Program Managers must submit a Cost-effectiveness Worksheet in Microsoft Excel format for each project to the Air District pre- and post-project.

Instructions for completing the worksheets are found in Appendix H. If you do not use the Air District's default guidelines to determine a project's cost-effectiveness, then you **must provide documentation and information to support alternative values and assumptions** to the Air District for review, evaluation, and approval.

- Pre-project cost-effectiveness worksheets must be submitted in a Microsoft Excel spreadsheet with the filename structure listed below.
 - [Last two digits of FYE][abbreviated county code][sequential project number]_CE-Submitted-[Project Name].xlsx
 - Example: 20SC12_CE-Submitted-SanJoseZeroEmissionShuttle.xlsx
- **Project Information Form (due within 6 months of Air District Board approval of Expenditure Plan; see Appendix G)**

The primary purpose of the Project Information Form is to provide a description of each project funded and other applicable (including technical) information that is not captured in the cost-effectiveness worksheet. A copy of this form and instructions for completing it are found in Appendix G. Project Information Forms must be submitted for each new project funded, and a revised Project Information Form must be submitted whenever changes are approved by the County Program Manager that affect the information stated on this form.

 - Information Forms must be submitted in a Microsoft Word document with the filename structure listed below.
 - [Last two digits of FYE][abbreviated county code][sequential project number]_ProjInfo-[Project Name].docx
 - Example: 20SC12_ProjInfo-SanJoseZeroEmissionShuttle.docx
- **Biannual Funding Status Report Form (due October 31 and May 31; see Appendix C)**

This form is used to provide an update on all open and recently closed projects (closed since January 1 for the October 31 report and closed since July 1 for the May 31 report) and report any changes in status for all projects, including cancelled, completed under budget, received supplemental funding, or received a time extension during the previous six months. A sample form is provided in Appendix C.
- **Final Report Form (due October 31 and May 31)**

A Final Report Form is due at the conclusion of every project. The Final Report Forms are specific to each type of project. Final Report Forms are due to the Air District semi-annually as follows:

 - ***Due October 31: Projects that closed Jan 1–Jun 30 (and optionally those closing later)***
 - ***Due May 31: Projects that closed Jul 1–Dec 31 (and optionally those closing later)***
- **Annual Interim Project Report Form (due October 31)**

For each active/open project, an Interim Project Report Form is due annually on October 31. This report provides status information on project progress and fund usage. County Program Managers may also choose to require additional reports of Grantees.

Additional Information

Workshops, Support, and Assistance

Air District staff is available to assist with TFCA project cost-effectiveness analysis, workshops for Grantees, and outreach for TFCA projects. County Program Managers are urged to consult with Air District staff when evaluating complex projects (such as bike share, vehicle, and vehicle infrastructure projects requiring the evaluation of emission reductions beyond those required by regulations) or when using cost-effectiveness assumptions other than those provided by the Air District in this Guidance. Consulting with the Air District prior to awarding funds minimizes the risk of both funding projects that are not eligible for TFCA funds and awarding more funding to a project than it is eligible for. Please contact us and let us know how we can assist you.

Air District Contact

Please direct questions to: Linda Hui, Staff Specialist, (415) 749-4796, lhui@baaqmd.gov

Appendix A: Guidelines for Eligible TFCA Reimbursable Costs

The TFCA-enabling legislation allows vehicle registration fees collected for the program to be used for project implementation costs, as well as administrative project costs. This appendix provides guidance on differentiating and reporting these costs. The Air District will use the definitions and interpretations discussed below in the financial accounting of the TFCA program. The Air District conducts audits on TFCA-funded projects to ensure that the funds have been spent in accordance with the program guidelines and policies.

Project Implementation Costs

Project implementation costs are charges associated with implementing a TFCA-funded project including:

- Documented hourly labor charges (salaries, wages, and benefits) directly and solely related to implementation of the TFCA project;
- Capital equipment and installation costs;
- Shuttle driver labor and equipment maintenance costs;
- Contractor labor charges related to the TFCA project;
- Travel, training, and associated personnel costs that are directly related to the implementation of the TFCA-funded project (e.g., the cost of training mechanics to service TFCA-funded natural gas clean air vehicles); and
- Indirect costs associated with implementing the project, including reasonable overhead costs incurred to provide a physical place of work (e.g., rent, utilities, office supplies), general support services (e.g., payroll, reproduction), and managerial oversight.

Administrative Project Costs

Administrative project costs are costs associated with the administration of a TFCA project, and do not include project capital or operating costs, as discussed above. Administrative project costs that are reimbursable to a Grantee are limited to a maximum of 6.25% of the total TFCA funds received.

Administrative project costs are limited to the following activities that have documented hourly labor and overhead costs (salaries, wages, and benefits). Hourly labor charges must be expressed on the basis of hours worked on the TFCA project.

- Costs associated with administering the TFCA Funding Agreement (e.g., responding to requests for information from Air District and processing amendments). Note that costs incurred in preparation of a TFCA application or costs incurred prior to the execution of the Funding Agreement are not eligible for reimbursement;
- Accounting for TFCA funds;
- Fulfilling all monitoring, reporting, and record-keeping requirements specified in the TFCA Funding Agreement, including the preparation of reports, invoices, and final reports; and
- Documented indirect administrative costs associated with administering the project, including reasonable overhead costs of utilities, office supplies, reproduction and managerial oversight.

Project implementation and administrative project costs that are approved by the County Program Manager shall be described in a Funding Agreement. The Grantee may seek reimbursement for project implementation and administrative project costs by providing proper documentation with project invoices. Documentation for these costs will show how these costs were calculated, for example, by listing the date when the hours were worked, employees' job titles, employees' hourly pay rates, tasks being charged, and total charges. Documentation of hourly charges may be provided with time sheets or any other generally accepted accounting method to allocate and document staff time.

Appendix B: Sample Expenditure Plan Application

SUMMARY INFORMATION

County Program Manager Agency Name: _____

Address: _____

PART A: NEW TFCA FUNDS

1. Estimated FYE 2020 DMV revenues (based on projected CY2018 revenues): Line 1: _____
2. Difference between prior-year estimate and actual revenue: Line 2: _____
- a. Actual FYE 2018 DMV revenues (based on CY2017): _____
- b. Estimated FYE 2018 DMV revenues: _____
- ('a' minus 'b' equals Line 2.)*
3. Estimated New Allocation for projects and administration (*Sum of Lines 1 and 2*): **Line 3:** _____

PART B: INTEREST FOR REPROGRAMMING AND TFCA FUNDS AVAILABLE FOR REPROGRAMMING

4. Total available for programming/reprogramming to other projects. **Line 4:** _____
- a. Amount available from previously funded projects: _____
- b. Interest income earned on TFCA funds in CY 2018 _____
- ('a' plus 'b' equals Line 4.)*

PART C: TOTAL AVAILABLE TFCA FUNDS

- 5. Total Available TFCA Funds (Sum of Lines 3 and 4) Line 5:** _____
- a. Estimated TFCA funds budgeted for administration:¹ _____
- (Note: This amount may not exceed 6.25% of Line 3.)*
- b. Estimated Total TFCA funds available for projects: _____
- (Line 5 minus Line 5.a.)*

I certify that, to the best of my knowledge, the information contained in this application is complete and accurate.

Executive Director Signature: _____

Date: _____

SUMMARY INFORMATION - ADDENDUM

Complete if there are TFCA Funds available for reprogramming.

Project #	Project Sponsor/ Grantee	Project Name	\$ TFCA Funds Allocated	\$ TFCA Funds Expended	\$ TFCA Funds Available	Code*

TOTAL TFCA FUNDS AVAILABLE FOR REPROGRAMMING \$ _____

(Enter this amount in Part B, Line 4.a. of Summary Information form)

* Enter UB (for projects that were completed under budget) and CP (for cancelled project).

Appendix C: Sample Funding Status Report Form

County Program Manager: _____ Date: _____

Report Period: May 31st Oct. 31st

CP Canceled Project¹ Update by CMA
 UB Cmpl Under Budget From Air District Database
 Column A Funds received should be listed as a negative; a balance from
 closure under budget listed as a positive
 Column B 100% = All components/reports completed, approved and \$ paid out
 90% = All components completed; \$ paid out; awaiting Final Report

TFCA Project #	Project Title	Project Sponsor	Current TFCA Funds Awarded	Current TFCA Funds Awarded per CMA Update	A				B			Final Rpt Due to CMA per Agrmt per CMA Update	Date of First Check	Comments	
					Funds from CP/UB	TFCA\$ Reprim to Project# or FY	TFCA\$ Paid Out To Date	TFCA\$ Paid Out per CMA Update	% Cmpl per CMA Update	Project Completion Date	Project Completion Date per CMA Update				Final Rpt Due to CMA per Agrmt

_____ (print name), certify that the information provided is complete and correct; and that if any extensions have been approved, that significant progress has been made on the project(s) for which the funds were granted, pursuant to HSC 44242(d).

_____ (signature)
County Program Manager Liaison

¹ Cancelled projects include projects cancelled by the project sponsor, the county program manager, and the Air District. Provide explanation for the cancellation (e.g., ineligible) under the *Comments* Field.

Appendix D: Board-Adopted Policies for FYE 2020

Adopted November 7, 2018

The following Policies apply to the Bay Area Air Quality Management District's (Air District) Transportation Fund for Clean Air (TFCA) County Program Manager Fund for fiscal year ending (FYE) 2020.

BASIC ELIGIBILITY

1. **Reduction of Emissions:** Only projects that result in the reduction of motor vehicle emissions within the Air District's jurisdiction are eligible.

Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and these Air District Board of Directors adopted TFCA County Program Manager Fund Policies.

Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, ordinances, contracts, and other legally binding obligations at the time of the execution of a grant agreement between the County Program Manager and the grantee. Projects must also achieve surplus emission reductions at the time of an amendment to a grant agreement if the amendment modifies the project scope or extends the project completion deadline.

2. **TFCA Cost-Effectiveness:** Projects must not exceed the maximum cost-effectiveness (C-E) limit specified in Table 1. Cost-effectiveness (\$/weighted ton) is the ratio of TFCA funds awarded to the sum of surplus emissions reduced, during a project's operational period, of reactive organic gases (ROG), nitrogen oxides (NOx), and weighted PM10 (particulate matter 10 microns in diameter and smaller). All TFCA-generated funds (e.g., reprogrammed TFCA funds) that are awarded or applied to a project must be included in the evaluation. For projects that involve more than one independent component (e.g., more than one vehicle purchased, more than one shuttle route), each component must achieve this cost-effectiveness requirement.

County Program Manager administrative costs are excluded from the calculation of a project's TFCA cost-effectiveness.

Table 1: Maximum Cost-Effectiveness

Policy No.	Project Category	Maximum C-E (\$/weighted ton)
22	Alternative Fuel Light-Duty Vehicles	250,000
23	Reserved	Reserved
24	Alternative Fuel Heavy-Duty Vehicles and Buses	250,000
25	On-Road Goods Movement Truck and Bus Replacements	90,000
26	Alternative Fuel Infrastructure	250,000 500,000*
27	Ridesharing Projects - Existing	150,000
28.a.-h.	Shuttle/Feeder Bus Service – Existing	200,000; 250,000 for services in CARE Areas or PDAs
29.a.	Shuttle/Feeder Bus Service - Pilot	Year 1 - 250,000 Year 2 - see Policy #28.a.-h.
	Shuttle/Feeder Bus Service – Pilot in CARE Areas or PDAs	Years 1 & 2 - 500,000 Year 3 - see Policy #28.a.-h.

29.b.	Pilot Trip Reduction	250,000
30	Bicycle Projects	250,000
31	Bike Share	500,000
32	Arterial Management	175,000
33	Smart Growth/Traffic Calming	175,000

*This higher C-E limit is for projects that install electric vehicle charging stations at multi-dwelling units, transit stations, and park-and-ride lot facilities.

3. **Eligible Projects and Case-by-Case Approval:** Eligible projects are those that conform to the provisions of the HSC section 44241, Air District Board-adopted policies, and Air District guidance. On a case-by-case basis, County Program Managers must receive approval by the Air District for projects that are authorized by the HSC section 44241 and achieve Board-adopted TFCA cost-effectiveness but do not fully meet other Board-adopted Policies.
4. **Consistent with Existing Plans and Programs:** All projects must comply with the Transportation Control and Mobile Source Control Measures included in the Air District's most recently approved strategies for achieving and maintaining State and national ozone standards, those plans and programs established pursuant to HSC sections 40233, 40717, and 40919; and, when specified, other adopted federal, State, regional, and local plans and programs.
5. **Eligible Recipients:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing with the Air District (Policies #8-10).
 - a. **Public agencies** are eligible to apply for all project categories.
 - b. **Non-public entities** are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle and infrastructure projects, and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).
6. **Readiness:** Projects must commence by the end of calendar year 2020. For purposes of this policy, "commence" means a tangible preparatory action taken in connection with the project's operation or implementation, for which the grantee can provide documentation of the commencement date and action performed. "Commence" includes, but is not limited to, the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle/feeder bus and ridesharing service, or the delivery of the award letter for a construction contract.
7. **Maximum Two Years Operating Costs for Service-Based Projects:** Unless otherwise specified in policies #22 through #33, TFCA County Program Manager Funds may be used to support up to two years of operating costs for service-based projects (e.g., ridesharing, shuttle and feeder bus service). Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

APPLICANT IN GOOD STANDING

8. **Independent Air District Audit Findings and Determinations:** Grantees who have failed either the fiscal audit or the performance audit for a prior TFCA-funded project awarded by either County Program Managers or the Air District are excluded from receiving an award of any TFCA funds for three (3) years from the date of the Air District's final audit determination in accordance with HSC section 44242 or for a duration determined by the Air District Air Pollution Control Officer (APCO). Existing TFCA funds already awarded to the project sponsor will not be released until all audit recommendations and remedies have been satisfactorily implemented. A failed fiscal audit means a final audit report that includes an uncorrected audit finding that confirms an ineligible expenditure of TFCA funds. A failed performance

audit means that the program or project was not implemented in accordance with the applicable Funding Agreement or grant agreement.

A failed fiscal or performance audit of the County Program Manager or its grantee may subject the County Program Manager to a reduction of future revenue in an amount equal to the amount which was inappropriately expended pursuant to the provisions of HSC section 44242(c)(3).

9. **Authorization for County Program Manager to Proceed:** Only a fully executed Funding Agreement (i.e., signed by both the Air District and the County Program Manager) constitutes the Air District's award of County Program Manager Funds. County Program Managers may incur costs (i.e., contractually obligate itself to allocate County Program Manager Funds) only after the Funding Agreement with the Air District has been executed.
10. **Maintain Appropriate Insurance:** Both the County Program Manager and each grantee must obtain and maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific projects, with required coverage amounts provided in Air District guidance and final amounts specified in the respective grant agreements.

INELIGIBLE PROJECTS

11. **Duplication:** Projects that have previously received TFCA Regional or County Program Manager funds and do not propose to achieve additional emission reductions are not eligible.
12. **Planning Activities:** The costs of preparing or conducting feasibility studies are not eligible. Planning activities are not eligible unless they are directly related to the implementation of a project or program that result in emission reductions.
13. **Reserved.**
14. **Cost of Developing Proposals:** The costs to prepare grant applications are not eligible.

USE OF TFCA FUNDS

15. **Combined Funds:** TFCA County Program Manager Funds may not be combined with TFCA Regional Funds to fund a County Program Manager Fund project. Projects that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from other funding sources that claim emissions reduction credits. However, County Program Manager-funded projects may be combined with funds that do not require emissions reductions for funding eligibility.
16. **Administrative Costs:** The County Program Manager may not expend more than 6.25 percent of its County Program Manager Funds for its administrative costs. The County Program Manager's costs to prepare and execute its Funding Agreement with the Air District are eligible administrative costs. Interest earned on County Program Manager Funds shall not be included in the calculation of the administrative costs. To be eligible for reimbursement, administrative costs must be clearly identified in the expenditure plan application and in the Funding Agreement, and must be reported to the Air District.
17. **Expend Funds within Two Years:** County Program Manager Funds must be expended within two (2) years of receipt of the first transfer of funds from the Air District to the County Program Manager in the applicable fiscal year, unless a County Program Manager has made the determination based on an application for funding that the eligible project will take longer than two years to implement. Additionally, a County Program Manager may, if it finds that significant progress has been made on a project, approve no more than two one-year schedule extensions for a project. Any subsequent schedule extensions for projects can only be given on a case-by-case basis, if the Air District finds that significant progress has been made on a project, and the Funding Agreement is amended to reflect the revised schedule.

18. **Unallocated Funds:** Pursuant to HSC 44241(f), any County Program Manager Funds that are not allocated to a project within six months of the Air District Board of Directors approval of the County Program Manager's Expenditure Plan may be allocated to eligible projects by the Air District. The Air District shall make reasonable effort to award these funds to eligible projects in the Air District within the same county from which the funds originated.

19. Reserved.

20. Reserved.

21. Reserved.

ELIGIBLE PROJECT CATEGORIES

22. Alternative Fuel Light-Duty Vehicles:

These projects are intended to accelerate the deployment of qualifying alternative fuel vehicles that operate within the Air District's jurisdiction. All of the following conditions must be met for a project to be eligible for TFCA funds:

- a. Vehicles must be new (model year 2019 or newer), and have a gross vehicle weight rating (GVWR) of 14,000 lbs. or lighter.
- b. Vehicles must be:
 - i. hybrid-electric, electric, or fuel cell vehicles that are approved by the California Air Resources Board (CARB) for on-road use
 - ii. neighborhood electric vehicles (NEV) as defined in the California Vehicle Code.
- c. Vehicles must be maintained and operated within the Air District's jurisdiction.
- d. The amount of TFCA funds awarded may not exceed 90% of the project's cost after all other grants and applicable manufacturer and local/state/federal rebates and discounts are applied.

Vehicles that are solely powered by gasoline, diesel, or natural gas, and retrofit projects are not eligible.

Grantees may request authorization of up to 100% of the TFCA Funds awarded for each vehicle to be used to pay for costs directly related to the purchase and installation of alternative fueling infrastructure and/or equipment used to power the new vehicle.

23. **Reserved.**

24. Alternative Fuel Heavy-Duty Vehicles and Buses:

These projects are intended to accelerate the deployment of qualifying alternative fuel vehicles that operate within the Air District's jurisdiction. If replacing heavy-duty vehicles and buses with light-duty vehicles, light-duty vehicles must meet Policy #22. All of the following conditions must be met for a project to be eligible for TFCA Funds:

- a. Vehicles must be new (model year 2019 or newer), and either have a GVWR greater than 14,000 lbs or are classified as urban buses.
- b. Vehicles must be hybrid-electric, electric, or hydrogen fuel cell vehicles approved by the CARB.
- c. Vehicles must be maintained and operated within the Air District's jurisdiction.

- d. The amount of TFCA funds awarded may not exceed 90% of the project's cost after all other grants and applicable manufacturer and local/state/federal rebates and discounts are applied.

Vehicles that are solely powered by gasoline, diesel, or natural gas and retrofit projects are not eligible.

Grantees may request authorization of up to 100% of the TFCA Funds awarded for each vehicle to be used to pay for costs directly related to the purchase and installation of alternative fueling infrastructure and/or equipment used to power the new vehicle.

Projects that seek to replace a vehicle in the same weight-class as the proposed new vehicle, may qualify for additional TFCA funding. Costs related to the scrapping and/or dismantling of the existing vehicle are not eligible for reimbursement with TFCA funds.

25. **On-Road Goods Movement Truck and Bus Replacements:** The project will replace Class 6, Class 7, and Class 8 diesel-powered trucks and buses that have a gross vehicle weight rating (GVWR) of 19,501 lbs. or greater (per vehicle weight classification definition used by Federal Highway Administration (FHWA) with new or used trucks and buses that have an engine certified to the 2010 CARB emissions standards or cleaner. Eligible vehicles are those that are used for goods movement as defined by CARB. The existing truck(s) or bus(es) to be replaced must be registered with the California Department of Motor Vehicles (DMV) to an address within the Air District's jurisdiction, and must be scrapped after replacement.

26. **Alternative Fuel Infrastructure:**

Eligibility: Eligible refueling infrastructure projects include new dispensing and charging facilities, or additional equipment or upgrades and improvements that expand access to existing alternative fuel fueling/charging sites (i.e., electric vehicle, hydrogen). This includes upgrading or modifying private fueling/charging sites or stations to allow public and/or shared fleet access. TFCA funds may be used to cover the cost of equipment and installation. TFCA funds may also be used to upgrade infrastructure projects previously funded with TFCA funds as long as the equipment was maintained and has exceeded the duration of its useful life after being placed into service.

Equipment and infrastructure must be designed, installed, and maintained as required by the existing recognized codes and standards and as approved by the local/state authority.

TFCA funds may not be used to pay for fuel, electricity, operation, and maintenance costs. Projects that include installation of charging stations at multi-dwelling units, transit stations, and park-and-ride lot facilities qualify for funding at a higher cost-effectiveness limit (see Policy #2).

27. **Existing Ridesharing Services:** The project will provide carpool, vanpool, or other rideshare services. Projects that provide a direct or indirect financial transit or rideshare subsidy are also eligible under this category. Projects that provide a direct or indirect financial transit or rideshare subsidy *exclusively* to employees of the grantee are not eligible.

28. **Existing Shuttle/Feeder Bus Service:**

These projects are intended to reduce single-occupancy vehicle trips by providing short-distance connections. All of the following conditions must be met for a project to be eligible for TFCA funds:

- a. The service must provide direct connections between a mass transit hub (e.g., a rail or Bus Rapid Transit (BRT) station, ferry or bus terminal, or airport) and a distinct commercial or employment location.
- b. The service's schedule, which is not limited to commute hours, must be coordinated to have a timely connection with corresponding mass transit service.

- c. The service must be available for use by all members of the public.
- d. TFCA funds may be used to fund only shuttle services to locations that are under-served and lack other comparable service. For the purposes of this policy, “comparable service” means that there exists, either currently or within the last three years, a direct, timed, and publicly accessible service that brings passengers to within one-third (1/3) mile of the proposed commercial or employment location from a mass transit hub. A proposed service will not be deemed “comparable” to an existing service if the passengers’ proposed travel time will be at least 15 minutes shorter and at least 33% shorter than the existing service’s travel time to the proposed destination.
- e. Reserved.
- f. Grantees must be either: 1) a public transit agency or transit district that directly operates the shuttle/feeder bus service; or (2) a city, county, or any other public agency.
- g. Applicants must submit a letter of concurrence from all transit districts or transit agencies that provide service in the area of the proposed route, certifying that the service does not conflict with existing service.
- h. Each route must meet the cost-effectiveness requirement in Policy #2. Projects that would operate in Highly Impacted Communities or Episodic Areas as defined in the Air District Community Air Risk Evaluation (CARE) Program, or in Priority Development Areas (PDAs), may qualify for funding at a higher cost-effectiveness limit (see Policy #2).

29. Pilot Projects:

a. Pilot Shuttle/Feeder Bus Service Projects:

These projects are new shuttle/feeder bus service routes that are at least 70% unique and where no other service was provided within the past three years. In addition to meeting the conditions listed in Policy #28.a.-h. for shuttle/feeder bus service, project applicants must also comply with the following application criteria and agree to comply with the project implementation requirements:

- i. Provide data and other evidence demonstrating the public’s need for the service, including a demand assessment survey and letters of support from potential users. Project applicants must agree to conduct a passenger survey for each year of operation.
- ii. Provide written documentation of plans for financing the service in the future;
- iii. Provide a letter from the local transit agency denying service to the project’s proposed service area, which includes the basis for denial of service to the proposed areas. The applicant must demonstrate that the project applicant has attempted to coordinate service with the local service provider and has provided the results of the demand assessment survey to the local transit agency. The applicant must provide the transit service provider’s evaluation of the need for the shuttle service to the proposed area.
- iv. Pilot projects located in Highly Impacted Communities as defined in the Air District CARE Program and/or a Planned or Potential PDA may receive a maximum of three years of TFCA Funds under the Pilot designation. For these projects, the project applicants understand and must agree that such projects will be evaluated every year, and continued funding will be contingent upon the projects meeting the following requirements:

1. During the first year and by the end of the second year of operation, projects must not exceed a cost-effectiveness of \$500,000/ton, and
 2. By the end of the third year of operation, projects must meet all of the requirements, including cost-effectiveness limit, of Policy #28.a.-h. (existing shuttles).
- v. Projects located outside of CARE areas and PDAs may receive a maximum of two years of TFCA Funds under this designation. For these projects, the project applicants understand and must agree that such projects will be evaluated every year, and continued funding will be contingent upon the projects meeting the following requirements:
1. By the end of the first year of operation, projects shall meet a cost-effectiveness of \$250,000/ton, and
 2. By the end of the second year of operation, projects shall meet all of the requirements, including cost-effectiveness limit, of Policy #28.a.-h. (existing shuttles).

b. Pilot Trip Reduction:

The project will reduce single-occupancy commute-hour vehicle trips by encouraging mode-shift to other forms of shared transportation. Pilot projects are defined as projects that serve an area where no similar service was available within the past three years, or will result in significantly expanded service to an existing area. Funding is designed to provide the necessary initial capital to a public agency for the start-up of a pilot project so that by the end of the third year of the trip reduction project's operation, the project will be financially self-sustaining or require minimal public funds, such as grants, to maintain its operation:

- i. Applicants must demonstrate the project will reduce single-occupancy commute-hour vehicle trips and result in a reduction in emissions of criteria pollutants;
- ii. The proposed service must be available for use by all members of the public;
- iii. Applicants must provide a written plan documenting steps that would be taken to ensure that the project will be financially self-sustaining or require minimal public funds to maintain its operation by the end of the third year;
- iv. If the local transit provider is not a partner, the applicant must demonstrate that they have attempted to have the service provided by the local transit agency. The transit provider must have been given the first right of refusal and determined that the proposed project does not conflict with existing service;
- v. Applicants must provide data and any other evidence demonstrating the public's need for the service, including a demand assessment survey and letters of support from potential users;
- vi. Pilot trip reduction projects that propose to provide ridesharing service projects must comply with all applicable requirements in policy #27.

30. Bicycle Projects:

New bicycle facility projects or upgrades to an existing bicycle facility that are included in an adopted countywide bicycle plan, Congestion Management Program (CMP), countywide transportation plan (CTP), city plan, or the Metropolitan Transportation Commission's (MTC) Regional Bicycle Plan are eligible to receive TFCA funds. Projects that are included in an adopted city general plan or area-specific plan must specify that the purpose of the bicycle facility is to reduce motor vehicle emissions or traffic congestion.

Eligible projects are limited to the following types of bicycle facilities for public use that result in motor vehicle emission reductions:

- a. Class I Bikeway (bike path), new or upgrade improvement from Class II or Class III bikeway;
- b. New Class II Bikeway (bike lane);
- c. New Class III Bikeway (bike route);
- d. Class IV Bikeway (separated bikeway), new or upgrade improvement from Class II or Class III bikeway;
- e. Bicycle racks, including bicycle racks on transit buses, trains, shuttle vehicles, and ferry vessels;
- f. Electronic bicycle lockers;
- g. Capital costs for attended bicycle storage facilities; and
- h. Purchase of two-wheeled or three-wheeled vehicles (self-propelled or electric), plus mounted equipment required for the intended service and helmets.

All bicycle facility projects must, where applicable, be consistent with design standards published in the California Highway Design Manual, or conform to the provisions of the Protected Bikeway Act of 2014.

31. **Bike Share:**

Projects that make bicycles available to individuals for shared use for completing first- and last-mile trips in conjunction with regional transit and stand-alone short distance trips are eligible for TFCA funds, subject to all of the following conditions:

- a. Projects must either increase the fleet size of existing service areas or expand existing service areas to include new Bay Area communities.
- b. Projects must have a completed and approved environmental plan and a suitability study demonstrating the viability of bicycle sharing.
- c. Projects must have shared membership and/or be interoperable with the Bay Area Bike Share (BABS) project when they are placed into service, in order to streamline transit for end users by reducing the number of separate operators that would comprise bike trips. Projects that meet one or more of the following conditions are exempt from this requirement:
 - i. Projects that do not require membership or any fees for use, or
 - ii. Projects that were provided funding under MTC's Bike Share Capital Program to start a new or expand an existing bike share program; or.
 - iii. Projects that attempted to coordinate with, but were refused by, the current BABS operator to have shared membership or be interoperable with BABS. Applicants must provide documentation showing proof of refusal.

Projects may be awarded FYE 2020 TFCA funds to pay for up to five years of operations.

32. **Arterial Management:**

Arterial management grant applications must identify a specific arterial segment and define what improvement(s) will be made to affect traffic flow on the identified arterial segment. Projects that provide routine maintenance (e.g., responding to citizen complaints about malfunctioning signal equipment) are not eligible to receive TFCA funds. Incident management projects on arterials are eligible to receive TFCA funds. Transit improvement projects include, but are not limited to, bus rapid transit and

transit priority projects. Signal timing projects are eligible to receive TFCA funds. Each arterial segment must meet the cost-effectiveness requirement in Policy #2.

33. Smart Growth/Traffic Calming:

Physical improvements that support development projects and/or calm traffic, resulting in motor vehicle emission reductions, are eligible for TFCA funds, subject to the following conditions:

- a. The development project and the physical improvements must be identified in an approved area-specific plan, redevelopment plan, general plan, bicycle plan, pedestrian plan, traffic-calming plan, or other similar plan.
- b. The project must implement one or more transportation control measures (TCMs) in the most recently adopted Air District plan for State and national ambient air quality standards. Pedestrian projects are eligible to receive TFCA funds.
- c. The project must have a completed and approved environmental plan. If a project is exempt from preparing an environmental plan as determined by the public agency or lead agency, then that project has met this requirement.

Traffic calming projects are limited to physical improvements that reduce vehicular speed by designing and improving safety conditions for pedestrians, bicyclists or transit riders in residential retail, and employment areas.

Appendix E: Glossary of Terms

The following is a glossary of terms found in the TFCA County Program Policies:

Community Air Risk Evaluation (CARE) Areas – Areas identified where air pollution contributes most to health impacts and where populations are most vulnerable to air pollution.

Environmental plan - A completed and approved plan to mitigate environmental impacts as required by the result of the review process of all applicable local, state, and federal environmental reviews (e.g., CEQA, NEPA). For the purpose of the County Program Manager Fund, projects requiring a completed and approved environmental plan must complete all required environmental review processes. Any project that is exempt from preparing an environmental plan, as determined by an environmental review process, has met the requirement of having a completed and approved environmental plan.

Final audit determination - The determination by the Air District of a County Program Manager or grantee's TFCA program or project, following completion of all procedural steps set forth in HSC section 44242(a) – (c).

Funding Agreement - The agreement executed by and between the Air District and the County Program Manager for the allocation of TFCA County Program Manager Funds for the respective fiscal year.

Grant Agreement - The agreement executed by and between the County Program Manager and a grantee.

Grantee - Recipient of an award of TFCA Funds from the County Program Manager to carry out a TFCA project and who executes a grant agreement with the County Program Manager to implement that project. A grantee is also known as a project sponsor.

Implementation Period – Status starts once Grant Agreement has been executed and project is being implemented. Status ends once Operational Period starts, i.e. once a service project starts its operation, a vehicle/equipment/facility project is purchased, installed, constructed, and placed into public service.

Operational Period – This status starts once a project has completed installation/construction/procurement and has placed equipment/vehicles/facilities into public service and ends once years effectiveness has been met. For service projects, the operational period starts when the project starts providing service and ends once project has met its years effectiveness.

Priority Development Areas (PDAs) – Areas within existing communities that local city or county governments have identified and approved for future growth. These areas typically are accessible by one of more transit services, and are often located near established job centers, shipping districts, and other services.

Project Useful Life (see Years Effectiveness)

TFCA funds - Grantee's allocation of funds, or grant, pursuant to an executed grant agreement awarded pursuant to the County Program Manager Fund Funding Agreement.

TFCA-generated funds - The Transportation Fund for Clean Air (TFCA) program funds generated by the \$4 surcharge on motor vehicle registration fees that are allocated through the Regional Fund and the County Program Manager Fund.

Weighted PM10 - Weighted particulate matter less than 10 microns in diameter (PM10) is calculated by multiplying the tailpipe PM emissions by a factor of 20, which is consistent with CARB methodology for estimating PM10 emissions for the Carl Moyer Program.

Years Effectiveness - Equivalent to the administrative period of the grant and used in calculating a project's Cost Effectiveness. This is different than how long the project will physically last.

Appendix F: Insurance Guidelines

This appendix provides guidance on the insurance coverage and documentation typically required for TFCA County Program Manager Fund projects. Note that the Air District reserves the right to specify different types or levels of insurance in the Funding Agreement.

The typical Funding Agreement requires that each Grantee provide documentation showing that they meet the following requirements for each of their projects. The County Program Manager is not required to meet these requirements itself, unless it is acting as a Grantee.

1. Liability Insurance:

Corporations and Public Entities - a limit of not less than \$1,000,000 per occurrence. Such insurance shall be of the type usual and customary to the business of the Grantee, and to the operation of the vehicles, engines or equipment operated by the Project Sponsor.

Single Vehicle Owners - a limit of not less than \$750,000 per occurrence. Such insurance shall be of the type usual and customary to the business of the Grantee, and to the operation of the vehicles, engines or equipment operated by the Grantee.

2. Property Insurance:

New Equipment Purchases - an amount of not less than the insurable value of Grantee's vehicles, engines or equipment funded under this Agreement, and covering all risks of loss, damage or destruction of such vehicles, engines or equipment.

Retrofit Projects - 2003 model year vehicles or engines or newer in an amount of not less than the insurable value of Grantee's vehicles, engines or equipment funded under this Agreement, and covering all risks of loss, damage or destruction of such vehicles, engines or equipment.

3. Workers Compensation Insurance:

Construction projects – including but not limited to bike/pedestrian paths, bike lanes, smart growth and vehicle infrastructure, as required by California law and employers' insurance with a limit not less than \$1 million.

4. Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII. The Air District may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.

The following table lists the type of insurance coverage generally required for each project type. The requirements may differ in specific cases. County Program Managers should contact the Air District liaison with questions, especially about unusual projects.

Project Category	Liability	Property	Workers Compensation
Vehicle purchase and lease	X	X	
Engine retrofits	X	X	
Operation of shuttle services	X		X
Operation of vanpools	X		
Construction of bike/pedestrian path or overpass	X		X
Construction of bike lanes	X		X
Construction of cycle tracks/separated bikeways	X		X
Construction of smart growth/traffic calming projects	X		X
Construction of vehicle fueling/charging infrastructure	X	X	X
Arterial management/signal timing	X		X
Purchase and installation of bicycle lockers and racks	X	X	X
Transit marketing programs	X		
Ridesharing projects	X		X
Bike Share projects	X	X	X
Transit pass subsidy or commute incentives	X		
Guaranteed Ride Home Program	X		

Appendix G: Sample Project Information Form

A. Project Number: 20XX01

Use consecutive numbers for projects funded, with year, county code, and number, e.g., 20MAR01, 20MAR02 for Marin County. Zero (e.g., 20MAR00) is reserved for County Program Manager TFCA funds allocated for administration costs.

B. Project Title: _____

Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").

C. TFCA County Program Manager Funds Allocated: \$ _____

D. TFCA Regional Funds Awarded (if applicable): \$ _____

E. Total TFCA Funds Allocated (sum of C and D): \$ _____

F. Total Project Cost: \$ _____

G. Project Description:

Grantee will use TFCA funds to _____. Include information sufficient to evaluate the eligibility and cost-effectiveness of the project. Examples of the information needed include but are not limited to: what will be accomplished by whom, how many pieces of equipment are involved, how frequently it is used, the location, the length of roadway segments, the size of target population, etc. Background information should be brief. For shuttle/feeder bus projects, indicate the hours of operation, frequency of service, and rail station and employment areas served.

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet

Reference the appropriate Final Report form that will be completed and submitted after project completion. See www.baaqmd.gov/tfca4pm for a listing of the following reporting forms:

- *Trip Reduction*
- *Clean Air Vehicles*
- *Bicycle Projects*
- *Arterial Management Projects*
- *Repower and Retrofit*

I. Attach a completed Cost-Effectiveness Worksheet and any other information used to evaluate the proposed project. *For example, for vehicle projects, include the California Air Resources Board Executive Orders for all engines and diesel emission control systems. Note, Cost-Effectiveness Worksheets are not needed for TFCA County Program Managers' own administrative costs.*

J. Comments (if any):

Add any relevant clarifying information in this section.

Appendix H: Instructions for Cost-Effectiveness Worksheets

Cost-Effectiveness Worksheets are used to calculate project emission reductions and TFCA cost-effectiveness (TFCA \$/ton of emission reductions). County Program Managers must submit Cost-Effectiveness Worksheets for each new project and each project receiving additional TFCA funds, along with Project Information Forms, no later than six months after Air District Board approval of the County Program Manager's Expenditure Plan. County Program Managers must also submit Worksheets with Final Report Forms as follows:

- **For projects that provide a service** (e.g., ridesharing, shuttle, bike share projects), post-project evaluations should be completed using the Cost-Effectiveness Worksheet version from the **year service was available to the public**. (This version may be the same as the one used in the pre-project evaluation).
- **For all other projects**, post-project evaluations should be completed using the version of the Cost-Effectiveness Worksheet for the year the purchased, installed, or constructed project became available for use by the public.

The Air District provides Microsoft Excel worksheets for download on their Box account (link is provided via email to the County Program Managers). Worksheets must be completed for all project types with the exception of TFCA County Program Manager administrative costs.

Project Type	Worksheet Name
Ridesharing, Shuttles, Bicycle, Bike Share, Smart Growth, and Traffic Calming Projects	Trip Reduction FYE 2020
Arterial Management: Signal Timing	Arterial Management FYE 2020
Transit Bus Signal Priority (also for Transit Rail Vehicles)	Trip Reduction FYE 2020
Alternative-Fuel Light-Duty and Light Heavy-Duty Vehicles or Infrastructure	LD & LHD Vehicle FYE 2020
Alternative-Fuel Low-Mileage Utility Trucks – Idling Service	Heavy-Duty Vehicle FYE 2020
Alternative-Fuel Heavy-Duty Vehicles, Buses, or Infrastructure	Heavy-Duty Vehicle FYE 2020
Electric Vehicle Charging Stations	EV Infrastructure FYE 2020

Make entries in the yellow-shaded areas only in the worksheets. Begin each new filename with the application number (e.g., 20MAR04) as described below. Each worksheet contains separate tabs for: Instructions (no user input), General Information, Calculations, Notes and Assumptions, and Emission Factors (no user input).

County Program Managers must provide all relevant assumptions used to determine the project's cost-effectiveness in the Notes & Assumptions tab. If a County Program Manager seeks to use different default values or methodologies, it is advisable that they consult with the Air District before project approval, in order to avoid the risk of funding projects that are not eligible for TFCA funds.

The Air District encourages County Program Managers to assign the shortest duration possible for the # Years of Effectiveness value for a project to meet the cost-effectiveness requirement. This practice will help to minimize both the Grantee and County Program Manager's administrative burdens.

Instructions Specific to Each Project Type

Ridesharing and Shuttle Projects

Two key components in calculating cost-effectiveness is the number of vehicle trips eliminated per day and the trip length. **The number of vehicle trips eliminated is the number of trips by**

participants that would have driven as a single occupant vehicle if not for the service; it is not the same as the total number of riders or participants. A frequently used proxy is the percentage of survey respondents who report that they would have driven alone if not for the service provided. For calculating the length of trip, only use the length of the vehicle trip avoided by only the riders that otherwise would have driven alone.

In addition, **each shuttle route must meet the cost-effectiveness criteria** (Policy #2). If a project consists of more than one route, one worksheet should be submitted with all routes listed, **and** a separate worksheet must be prepared showing the cost-effectiveness of each route (i.e., as determined by that route's ridership, funding allocation, etc.).

Annually funded service projects with a one-year project useful life and that do propose surplus emissions reduction may continue receiving funds.

Note that MTC's regional rideshare program (i.e., 511.org) provides funding to counties. This funding may also contain some TFCA funding, which, if used in combination with this TFCA funding, may violate Policy 11. Duplication.

Transit Signal Priority

For the length of trip, a good survey practice is to determine the length of automobile trip avoided by just those riders that otherwise would have driven, rather than by all riders.

Arterial Management Projects

Please note that each segment must meet the cost-effectiveness requirement (Policy #2). If there are multiple segments being considered for funding, one worksheet should be submitted with all segments listed, **and** a separate worksheet should be submitted showing the cost-effectiveness for each segment.

For a signal timing project to qualify for four (4) years of effectiveness, the signals must be retimed after two (2) years.

Smart Growth and Traffic Calming

Projects must reduce vehicle trips by increasing pedestrian/bicycle travel and transit use. Projects that only involve slowing automobile traffic briefly (e.g., via speed bumps) tend to not be cost-effective, as the acceleration following deceleration increases emissions.

Vehicle and Fueling Infrastructure Projects

The investment in each individual vehicle must be shown to be cost-effective (Policy #2). The worksheet calculates the cost-effectiveness of each vehicle separately, so only one worksheet is required when more than one vehicle is being considered for funding.

TFCA Policies require that all projects including those subject to emission reduction regulations, contracts, or other legally binding obligations achieve **surplus** emission reductions—that is, reductions that go beyond what is required. **Therefore, vehicles with engines certified as Family Emission Limit (FEL) engines are not eligible for funding because the engine is certified for participation in an averaging, banking, and trading program in which emission benefits are already claimed by the manufacturer.**

Because TFCA funds may only be used to fund early-compliance emissions reductions, and because of the various fleet rule requirements, calculating cost-effectiveness for vehicle grant projects can be complex, and it is recommended that it be done only by someone familiar with all applicable

regulations and certifications. Additionally, electric vehicle infrastructure generally does not qualify for more than \$3,000 per single-port Level 2 (6.6KW) charging station, \$4,000 per dual-port Level 2 charging station, and \$18,000 per DC fast charging station; County Program Managers should consult with the Air District on such projects, as the evaluation methodologies are evolving. Also, any questions should be raised to Air District staff well before project approval deadlines in order to assure project eligibility. Below is general guidance for charging type based on the duration the vehicle is parked at that specific location:

Category	Typical Venues	Available Charging Time	Charging Method (Primary/Secondary)
Opportunity and Destination	• Shopping Centers	0.5 – 2 hours	Level 2/DC Fast
	• Airport (short term parking)	< 1 hour	Level 2/DC Fast
	• Other	< 1 hour	Level 2/DC Fast
	• Cultural and Sports Centers	2 – 5 hours	Level 2/Level 1
	• Parking Garages	2 – 10 hours	Level 2/Level 1
	• Hotels/Recreation Sites	4 – 72 hours	Level 2/Level 1
	• Airports (long term parking)	8 – 72+ hours	Level 1/Level 2
Corridor/Pathway	• Interstate Highways	< 0.5 hours	DC Fast/
	• Commuting/Recreation Roads	< 0.5 hours	DC Fast/Level 2
Emergency	• Fixed	< 0.1 hours	DC Fast
	• Mobile	< 1 hour	Level 2/DC Fast

For more information, please refer to the [Bay Area EV Readiness Plan](#).

The cost-effectiveness of fueling infrastructure is based on the vehicles that will use the funded facility. For these projects, County Program Managers must exercise care that emission reductions from the associated vehicles are only credited towards a TFCA infrastructure project, and are not double counted in any other Air District grant program, either at the present time or for future vehicles that will use the facility during its years effectiveness.

The total mileage a vehicle can travel may be limited by regulation, and the product of Years of Effectiveness and Average Annual Miles cannot exceed that mileage (e.g., some cities limit the lifetime miles a taxicab can travel).

Heavy-duty vehicle and infrastructure projects: The California Air Resources Board (CARB) Carl Moyer Program Guidelines document is the source for the formulas and factors used in the Heavy-Duty Vehicle worksheet. The full documentation is available Note that there are some differences between the TFCA and Moyer programs; consult Air District staff with any questions. At a minimum, a funded vehicle must have an engine complying with the model year 2010 and later emission standards. Vehicles that are funded by the TFCA shall not be co-funded with other funding sources that claim emissions credits. At this time, vehicles that are funded by the CARB (e.g., Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project [HVIP]), Carl Moyer, or other Air District grant programs are not eligible for additional funding from TFCA.

Documentation and Recordkeeping: Beginning in FYE 2012, Project files must be maintained by County Program Managers and Grantees for a minimum of *five years* following completion of the Project Years Effectiveness, versus three years as before. Project files must contain all related documentation including copies of CARB executive orders, quotes, mileage logs, fuel usage (if cost-effectiveness is based on fuel use), photographs of engines and frames that were required to be scrapped, and financial records, in order to document the funding of eligible and cost-effective projects.

Guidance on inputs for the worksheets are as follows:

Instructions Tab

Provides instructions applicable to the relevant project type(s).

General Information Tab

Project Number, which has three parts:

1st – fiscal year in which project will be funded (e.g., 20 for FYE 2020).

2nd – County Program Manager; use the following abbreviations:

ALA – Alameda	CC – Contra Costa	MAR – Marin
NAP – Napa	SF – San Francisco	SM – San Mateo
SC – Santa Clara	SOL – Solano	SON – Sonoma

3rd – two-digit number identifying project; 00 is reserved for County Program Manager administrative costs.

Example: 20MAR04 = fiscal year ending **2020**, **Marin**, Project **#04**.

Project Title: *Short and descriptive* title of project, matching that on the Project Information Form.

Project Type Code: Insert **one and only one** of the following codes for the corresponding project type. If a project has multiple parts, use the code for the main component. Note that not all listed project types may be allowed in the current funding cycle.

Code	Project Type	Code	Project Type
0	Administrative costs	6c	Shuttle services – NG powered
1a	NG buses (transit or shuttle buses)	6d	Shuttle services – EV powered
1b	EV buses	6e	Shuttle services – Fuel cell powered
1c	Hybrid buses	6f	Shuttle services – Hybrid vehicle
1d	Fuel cell buses	6g	Shuttle services – Other fuel type
1e	Buses – Alternative fuel	6h	Shuttle services w/TFCA purchased retrofit
2a	NG school buses	6i	Shuttle services – fleet uses various fuel types
2b	EV school buses	7a	Class 1 bicycle paths
2c	Hybrid school buses	7b	Class 2 bicycle lanes
2d	Fuel cell school buses	7c	Class 3 bicycle routes, bicycle boulevards
2e	School buses – Alternative fuel	7d	Bicycle lockers and cages
3a	Other heavy-duty – NG (street sweepers, garbage trucks)	7e	Bicycle racks
3b	Other heavy-duty – EV	7f	Bicycle racks on buses
3c	Other heavy-duty – Hybrid	7g	Attended bicycle parking (“bike station”)
3d	Other heavy-duty – Fuel cell	7h	Other type of bicycle project (e.g., bicycle loop detectors)
3e	Other heavy-duty - Alternative fuel (High Mileage)	7i	Bike share
3f	Other heavy-duty - Alternative fuel (Low Mileage)	7j	Class 4 cycle tracks or separated bikeways
4a	Light-duty vehicles – NG	8a	Signal timing (Regular projects to speed traffic)
4b	Light-duty vehicles – EV	8b	Arterial Management – transit vehicle priority
4c	Light-duty vehicles – Hybrid	8c	Bus Stop Relocation
4d	Light-duty vehicles – Fuel cell	8d	Traffic roundabout

Code	Project Type	Code	Project Type
4e	Light-duty vehicles – Other clean fuel	9a	Smart growth – traffic calming
5a	Implement TROs (pre-1996 projects only)	9b	Smart growth – pedestrian improvements
5b	Regional Rideshare Program	9c	Smart growth – other types
5c	Incentive programs (for any alternative mode)	10a	Rail-bus integration
5d	Guaranteed Ride Home programs	10b	Transit information / marketing
5e	Ridesharing – Vanpools (if cash incentive only, use 5c)	11a	Telecommuting demonstration
5f	Ridesharing – School carpool match	11b	Congestion pricing demonstration
5g	Other ridesharing / trip reduction projects	11c	Other demonstration project
5h	Trip reduction bicycle projects (e.g., police on bikes)	12a	Natural gas infrastructure
6a	Shuttle services – diesel powered	12b	Electric vehicle infrastructure
6b	Shuttle services – gasoline powered	12c	Alternative fuel infrastructure

County:	Use the same abbreviations as used in Project Number.
Worksheet Calculated by:	Name of person completing the worksheet.
Date of Submission:	Date submitted to the County Program Manager.
Project Sponsor Organization:	Organization responsible for the project.
Contact Name:	Name of individual responsible for implementing the project. Include all contact information requested (email, phone, address).
Project Start Date:	Date work begins on a project. Note: Project must meet Readiness Policy (Policy #6).
Project Completion Date:	Date the project was completed.
Final Report to CMA:	Date the Final Report was received by the County Program Manager. Note: County Program Managers must expend funds within two years of receipt, unless an application states that the project will take a longer period of time and is approved by the County Program Manager or the Air District.

Calculations Tab

Because the worksheets have many interrelated formulas and references, users must not add or delete rows or columns, or change any formulas, without consulting with the Air District. Several cells have input choices or information built in, as pull-down menus or comments in Excel. Pull-down menus are accessed by clicking on the cell. Comments are indicated by a small triangle in the upper right corner of a cell, and are made visible by resting the cursor over the cell.

Cost-Effectiveness Inputs

# Years Effectiveness:	Equivalent to the administrative period of the grant. See inputs table below. The best practice is to use shortest value possible.
Total Project Cost:	Total cost of project including TFCA funding, sponsor funding, and funds contributed by other entities. Only include goods and services of which TFCA funding is an integral part.

TFCA Cost: TFCA 40% County Program Manager Funds and the 60% Regional Funds (if any), listed separately.

Emission Reduction Calculations

Instructions and default values for each project type are provided in the table below. Default values for years of effectiveness are provided for the various project types. There are no defaults for Smart Growth projects, due to the wide variability in these projects.

Notes & Assumptions Tab

Provide an explanation of all assumptions used. If you choose to use assumptions or values different from those default values provided in the Air District's guidelines, submit documentation and an explanation about your inputs and assumptions to request approval from the Air District prior to awarding funds to the project.

Emission Factors Tab

This tab contains references for the Calculations tab. **No changes shall be made to this tab.**

Additional Information for Heavy-duty Vehicle Projects

CARB has adopted a number of standards and fleet rules that limit funding opportunities for on-road heavy-duty vehicles. See the below list of CARB rules that affect on-road heavy-duty fleets, followed by a reference sample CARB Executive Order. For assistance in determining whether a potential project is affected, contact Air District staff or consult Carl Moyer Implementation Charts at:

<http://www.arb.ca.gov/msprog/moyer/guidelines/supplemental-docs.htm>

Summary of On-Road Heavy-Duty Fleet Rules

Vehicle Type	Subject to CARB Fleet Rule?
Urban buses	Fleet Rule for Transit Agencies
Transit Fleet Vehicles	Fleet Rule for Transit Agencies
Solid Waste Collection Vehicles, excluding transfer trucks	Solid Waste Collection Vehicle Regulation
Municipal Vehicles and Utility Vehicles	Fleet Rule for Public Agencies and Utilities
Port and Drayage Trucks	Port Truck Regulation
All other On-road heavy-duty vehicles	On-road Rule

Summary of Maximum Cost-Effectiveness & Years Effectiveness by Project Category

Policy No.	Project Category	Maximum C-E (\$/weighted ton)	Years Effectiveness
22	Alternative Fuel Light-Duty Vehicles	250,000	3 years recommended, 4 years max
23	Reserved	Reserved	Reserved
24	Alternative Fuel Heavy-Duty Vehicles and Buses	250,000	3 years recommended, 4 years max
25	On-Road Goods Movement Truck and Bus Replacements	90,000	3 years recommended, 4 years max
26	Alternative Fuel Infrastructure	250,000 500,000*	3 years recommended, 4 years max
27	Ridesharing Projects – Existing	150,000	2 years max
28.a.-h.	Shuttle/Feeder Bus Service – Existing	200,000; 250,000 for services in CARE Areas or PDAs	2 years max
29.a.	Shuttle/Feeder Bus Service – Pilot	Year 1 - 250,000 Year 2 - see Policy #28.a.-h.	2 years max
	Shuttle/Feeder Bus Service – Pilot in CARE Areas or PDAs	Years 1 & 2 - 500,000 Year 3 - see Policy #28.a.-h.	2 years max
29.b.	Pilot Trip Reduction	250,000	2 years max
30	Bicycle Projects	250,000	From 3 to 10 years
31	Bike Share	500,000	5 years max
32	Arterial Management	175,000	2 or 4 years
33	Smart Growth/Traffic Calming	175,000	10 years max

*This higher C-E limit is for projects that install charging stations at multi-dwelling units, transit stations, and park and ride lot facilities.

Emission Reduction Inputs

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
<p>Trip Reduction Project Type = 5a-h, 8b, 9a-c 11a, or 11b Worksheet = Trip Reduction FYE 2020 Note: For ridesharing, the default maximum number of vehicle trips reduced per day is 1% of target population.</p>	<p style="text-align: center;"><u>Ridesharing</u></p> <ul style="list-style-type: none"> • # Years Effectiveness • # Trips/Day (1-way) eliminated [% of target population (# employees)] • Days/Yr • Trip Length (1-way) • # New Trips/Day (1-way) to access transit • Days/Yr • Trip Length (1-way) 	<ul style="list-style-type: none"> • Enter in Cost Effectiveness Inputs, up to 2 years • Enter in Step 1-Column A, 1% of target population • Enter in Step 1-Column B, 240 days (max.) • Step 1-Column C, Default = 16 miles (1-way commute distance from MTC's Commute Profile) • Step 2-Column A, Default = 50% of # Trips/Day Eliminated (Step 1-Column A) • Enter in Step 2-Column B, same # as Step 1-Column B • Enter in Step 2-Column C, Default = 3 miles
	<p style="text-align: center;"><u>School-Based Ridesharing</u></p> <ul style="list-style-type: none"> • # Years Effectiveness • # Trips/Day (1-way) eliminated [% of target population (total # students)] • Days/Yr • Trip Length (1-way) 	<ul style="list-style-type: none"> • Enter in Cost Effectiveness Inputs, up to 2 yrs • Step 1-Column A, No Default • Enter in Step 1-Column B, 180 days (max.) • Step 1-Column C, 1-3 miles
	<p style="text-align: center;"><u>Transit Incentive Campaigns</u></p> <ul style="list-style-type: none"> • # Years Effectiveness • # Trips/Day (1-way) eliminated [% of target population]. Use survey data if available. • Days/Yr • Trip Length (1-way), based on routes accessed • # New Trips/Day (1-way) to access transit • Days/Yr (new trips) • Trip Length (1-way) for new trips 	<ul style="list-style-type: none"> • Enter in Cost Effectiveness Inputs, up to 2 yrs • Step 1-Column A, No default • Enter in Step 1-Column B, 90 days (max.) if # Trips/Day based on % of target population. If # Trips/Day based on participants, 240 days (max). • Step 1-Column C, No Default • Step 2-Column A, 50% of # Trips/Day Eliminated (Step 1-Column A) • Enter in Step 2-Column B - same as # days used in Step 1 • Step 2-Column C, Default = 3 miles
	<p style="text-align: center;"><u>Guaranteed Ride Home Programs</u></p>	

<ul style="list-style-type: none"> # Years Effectiveness # Trips/Day (1-way) eliminated Days/Yr Trip Length (1-way) 	<ul style="list-style-type: none"> Enter in Cost Effectiveness Inputs, up to 2 years Enter in Step 1-Column A, 0.2% of target population. Enter in Step 1-Column B, 240 days (Max.) Step 1-Column C, Default = 16 miles
<ul style="list-style-type: none"> # Years Effectiveness # Trips/Day (1-way) eliminated Days/Yr Trip Length (1-way) 	<p style="text-align: center;"><u>Transit Vehicle Signal Prioritization</u></p> <ul style="list-style-type: none"> Enter in Cost Effectiveness Inputs, 2 yrs Step 1-Column A, No Default Enter in Step 1-Column B, 240 days (max) Step 1-Column C, No Default Step 2-Column A, 50% of # Trips/Day Eliminated (Step 1-Column A) Step 2-Column B, same as Step 1-Column B Enter in Step 2-Column C, 3 miles
	<p style="text-align: center;">Smart Growth / Traffic Calming</p> <ul style="list-style-type: none"> Cost Effectiveness Inputs, 10 years max No other default assumptions for “smart growth” or traffic calming projects are available. Provide detailed explanations of any assumptions and calculations in the Notes and Assumptions tab.

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
<p>Bicycle Projects Project Type = 7a-j</p> <p>Worksheet = Trip Reduction FYE 2020</p> <p>Methodology to estimate number of trips reduced for bike paths, lanes, & routes based on:</p> <ul style="list-style-type: none"> - the type of facility (Class 1, 2, or 3) - the length of the project segment - the traffic volume (ADT) on the facility. <p>For Class 1 projects, use the ADT on the most appropriate parallel road.</p>	<p style="text-align: center;"><u>Bicycle Projects (Paths, Lanes, Routes)</u></p> <ul style="list-style-type: none"> # Years Effectiveness Class 1 bike path (or bike bridge) Class 2 bike lane Class 3 bike route Class 4 cycle tracks or separated bikeways # Trips/Day (1-way) eliminated (depends on length of project segment and ADT on project segment) 	<ul style="list-style-type: none"> Enter in Cost Effectiveness Inputs: Not to exceed 10 years for Class 1 projects (trails/paths) Not to exceed 7 years for Class 2, Class 3 and Class 4 projects Enter in Step 1-Column A:

<p>For gap closure projects (where project will close a gap between two existing segments of bikeway), use the length for the total facility.</p> <p>Note: the maximum number of vehicle trips reduced per day is 240. The Air District generally assumes that no bike project will reduce more than 240 vehicle trips per day.</p> <p>The Air District normally uses an average trip length of 3 miles (one-way) for bicycle projects.</p>	<p>Class 1 & Class 2 & Class 4 ADT ≤ 12,000 vehicles per day</p> <p>Class 1 & Class 2 & Class 4 ADT > 12,000 and ≤ 24,000</p> <p>Class 1 & Class 2 & Class 4 ADT > 24,000 and ≤ 30,000 Maximum is 30,000.</p> <p>Class 3 bike route or bicycle boulevard</p> <p>Upgraded Class 1 & Upgraded Class 4</p> <ul style="list-style-type: none"> • Days/Yr • Trip Length (1-way) 	<p>Length ≤ 1 mile = 0.4% ADT</p> <p>Length > 1 and ≤ 2 miles = 0.6% ADT</p> <p>Length > 2 miles = 0.8% ADT</p> <p>Length ≤ 1 mile = 0.3% ADT</p> <p>Length > 1 and ≤ 2 miles = 0.45% ADT</p> <p>Length > 2 miles = 0.6% ADT</p> <p>Length ≤ 1 mile = 0.25% ADT</p> <p>Length > 1 and ≤ 2 miles = 0.35% ADT</p> <p>Length > 2 miles = 0.45% ADT</p> <p>Route ≤ 1 mile = 0.1% ADT</p> <p>Route > 1 and ≤ 2 miles = 0.15% ADT</p> <p>Route > 2 miles = 0.25% ADT</p> <p>Use 10% of the appropriate formula above</p> <ul style="list-style-type: none"> • Enter in Step 1-Column B, 240 days • Enter in Step 1-Column C, 3 miles. (Not same as segment length.)
	<p><u>Bicycle Lockers & Racks</u></p> <ul style="list-style-type: none"> • # Years Effectiveness • # Trips/Day (1-way) eliminated • Days/Yr • Trip Length (1-way) 	<ul style="list-style-type: none"> • Enter in Cost Effectiveness Inputs, 3 yrs • Enter in Step 1-Column A: Capacity of lockers x 2 trip/day Capacity of cages x 0.75 trips per day Capacity of racks x 0.5 trips per day • Enter in Step 1-Column B, 240 days • Enter in Step 1-Column C, 3 miles
	<p><u>Bike Share</u></p> <ul style="list-style-type: none"> • # Years Effectiveness 	<ul style="list-style-type: none"> • Enter in Cost Effectiveness Inputs, max. 5 yrs

	<ul style="list-style-type: none"> # Trips/Day (1-way) eliminated <p style="text-align: center;">Weekdays</p> <ul style="list-style-type: none"> Days/Yr Trip Length (1-way) <p style="text-align: center;">Weekends</p> <ul style="list-style-type: none"> Days/Yr Trip Length (1-way) 	<ul style="list-style-type: none"> Enter in Step 1-Column A: Number of bikes * 1.48 trips per day * 12% (actual vehicle trips replaced based on Shaheen research dated June 2015) Enter in Step 1-Column B, 260 days Enter in Step 1-Column C, 16 miles Enter in Step 1-Column B, 105 days Enter in Step 1-Column C, 3 miles
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Project Type/Worksheet Name	Input Data Needed	Default Assumptions
Shuttles / Rail-Bus Integration / Transit Info Project Type =6a-i, 10a, or 10b Worksheet = Trip Reduction FYE 2020	<p style="text-align: center;"><u>Shuttle/Feeder Bus, Rail-Bus Integration, and Transit Information Systems</u></p> <ul style="list-style-type: none"> # Years Effectiveness # Trips/Day (1-way) eliminated trips. Trips only from riders who previously would have driven. Days/Yr eliminated trips Trip Length (1-way) eliminated trips. Average trip length that will be eliminated due to shuttle passengers taking train/ferry in conjunction with the shuttle. 	<ul style="list-style-type: none"> Cost Effectiveness Inputs, up to 2 years Step 1-Column A, For on-going service, use survey results For new service, use 50% of daily seating capacity of vehicle * 67% (% single-occupancy vehicles (SOV) from MTC Commuter Profile) 1-Column B, Enter number of operating days. Default =240 days/yr. Enter in Step 1-Column C, a survey-based distance, or, if no survey, 16 miles for shuttles and 35 miles for vanpools

<p><i>Step 2 calculates emissions from new trips generated.</i></p> <p><i>When possible, emissions from shuttle vehicles should be based on the vehicle engine Executive Order. County Program Manager should consult with Air District staff for guidance.</i></p> <p><i>For vans and shuttle vehicles 14,000 lbs. and lighter, use Step 3A.</i></p>	<ul style="list-style-type: none"> • # Trips/Day (1-way) new trips to access transit • Days/Yr new trips • Trip Length (1-way) new trips. Average trip length of shuttle passengers that drive from home to the BART/Caltrain station. 	<ul style="list-style-type: none"> • Step 2-Column A, Use survey data or, if none, a default is 50% of # Trips/Day Eliminated (Step 1-Column A) • Enter in Step 2-Column B, same # as in Step 1-Column B. • Enter in Step 2-Column C, a survey-based distance, or, if no survey, default is 3 miles for home-to-rail trips.
<p><i>For vans and shuttle vehicles 14,000 lbs. and lighter, use Step 3A.</i></p>	<ul style="list-style-type: none"> • # Vehicles, Model Year: Number of vehicles with same model year • Emission Std.: Emission Standard from list provided. • Vehicle GVW: Weight Class from list provided. • ROG, NO_x, Exhaust PM₁₀, and Total PM₁₀ Factors: enter factor from appropriate table provided on Emission Factors tab—CARB Table 2 for vehicles model year 2004 and after, or CARB Table 7 for model years 1995-2003. • CO₂ Factor: enter factor from CO₂ Table for Light- and Light Heavy-Duty Shuttles, on Emission Factors tab. • Total annual VMT = [length of shuttle/van trip (one-way)] X [# one-way trips per day] X [# days of service per year]. For all vehicles listed in Step 3A. • ROG, NO_x, Exhaust PM₁₀, Other PM₁₀ and CO₂ Factors: enter factor from Emissions for Buses Table provided on Emission Factors tab. 	<ul style="list-style-type: none"> • Step 3A - Column A, no default. • 3A - Column B, no default. • 3A Column C, no default. • 3A Column D through G, no default • 3A Column H, no default. • 3A Column I, no default.
<p><i>For buses, use Step 3B.</i></p> <p><i>If a vehicle does not match the factors provided, County Program Manager should consult with Air District staff.</i></p>	<ul style="list-style-type: none"> • Step 3B: Columns D through H, no default. Note that Step 3B uses Other PM₁₀, not Total PM₁₀. 	<ul style="list-style-type: none"> • Step 3B: Columns D through H, no default. Note that Step 3B uses Other PM₁₀, not Total PM₁₀.

	<ul style="list-style-type: none"> Total annual VMT = [length of shuttle/van trip (one-way)] X [# one-way trips per day] X [# days of service per year]. For all vehicles listed in Step 3B. 	<ul style="list-style-type: none"> 3B Column I, no default.
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Project Type/Worksheet Name	Input Data Needed	Default Assumptions
<p>Arterial Management Project Type = 8a Worksheet = Arterial Management FYE 2020</p>	<p><u>Arterial Management (Signal Timing)</u></p> <ul style="list-style-type: none"> # Years Effectiveness Name of Arterial Segment Length (miles) Days/Yr. Time Period Traffic Volume Traffic Speed without the Project Travel Speed with Project 	<ul style="list-style-type: none"> Enter in Cost Effectiveness Inputs: For signal timing/synchronization, 2 yrs or, with retiming required at 2 yrs, 4 yrs. Each project should include either 2- or 4-year segments, not both. Column A: Name of the arterial and the direction of travel. Enter under Column B the length of arterial over which speeds will be increased. Enter under Column C the number of days per year over which the project would affect traffic. Default is 240 days. Enter under Column D the time period over which the traffic volumes and speed will change (e.g., 4-7 PM). Include all the hours in a period that will benefit, not just the peak hour. Enter under Column E the traffic volume before the project for the corresponding Time Period and direction of travel that will make the stated speed change. Enter under Column F the average traffic speed along the length of the arterial before implementation of the project. Enter under Column G the average estimated traffic speed along the length of the arterial after implementation of the project. <i>Note: Maximum increase in speed is 25%.</i>

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
<ul style="list-style-type: none"> Alternative Fuel Heavy-Duty Vehicles and Infrastructure 	<ul style="list-style-type: none"> Cost Effectiveness Inputs, # Years Effectiveness. Use separate workbook and 	<ul style="list-style-type: none"> 3 years is recommended - Not to exceed 4 years.

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
<ul style="list-style-type: none"> ○ Project Types = 1a, 1b, 1c, 1d, 1e, 2a, 2b, 2c, 2d, 2e, 3a, 3b, 3c, 3d, 3e, 3f, 12a, 12b, 12c ○ Worksheets = Heavy-Duty Vehicle FYE 2020 for Vehicles and EV Infrastructure FYE 2020 for Infrastructure 	<p>Project # for each set of vehicles with different # Years Effectiveness or with different fuel types.</p> <ul style="list-style-type: none"> ○ Column B, Unit #: A unique identifier. List each vehicle on a separate row. ● Columns C through E, Baseline Emission Rate: NO_x, ROG, PM factors: See Moyer Table D-2a/b or D-6, based on your vehicle type, weight, and engine model year. ● Column F, Annual Fuel Use: Base on average fuel use over 2 years, and document with 2 years of records. ● Column G, Fuel Consumption Factor: Moyer Table D-24 ● Column H, Conversion Factor (g/mi to g/bhp-hr): Input a value only if Baseline Emission Rates (Columns C – E) are in g/mi and Fuel Basis is being used. Notice: enter data in this column or Column J, not both. Use Moyer Table D-28. ● Column I, Annual VMT: Base on average VMT over 2 years, and document with 2 years of mileage records. ● Column J, Conversion Factor (g/bhp-hr to g/mi): Input a value only if Baseline Emission Rates (Columns C – E) are in g/bhp-hr. Notice: enter data in this column or Column H, not both. Use Moyer Table D-28. ● Column K, Percent operation in Air District: Only the operation within the Air District's jurisdiction can be counted. 	<ul style="list-style-type: none"> ○ Column B: No default ● Columns C through E: For FYE 2019 alt-fuel heavy-duty vehicle projects, including urban buses, the baseline default is the Model Year 2010 emission standards. ● Column F: No default. ● Column G: Most on-road engines are below 750 horsepower, thus the default value is 18.5. ● Column H: No default. ● Column I: No default. ● Column J: No default. ● Column K: No default.

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
	<ul style="list-style-type: none"> Columns L through N, New Emission Rate: NO_x, ROG, and PM: Use Executive Order values. Note: FEL engines are not eligible for TFCA funding. <p>CARB certifies engines and provides the engine manufacturers with an Executive Order (EO) for each certified engine family. An example of an EO is shown at the end of this attachment. The EO includes general information about the certified engine such as engine family, displacement, horsepower rating(s), intended service class, and emission control systems. It also shows the applicable certification emission standards as well as the average emission levels measured during the actual certification test procedure. For the purpose of the TFCA Program, the certification emission standards are used to calculate emission reductions. The certification emission standards are shown in the row titled “(DIRECT) STD” under the respective “FTP” column headings for each pollutant. For instance, the Cummins 8.3 liter natural gas engine illustrated in the sample was certified to a combined oxides of nitrogen plus non-methane hydrocarbon (NOx+NMHC) emission standard of 1.8 g/bhp-hr, a carbon monoxide (CO) emission standard of 15.5 g/bhp-hr, and a particulate matter (PM) emission standard of 0.03 g/bhp-hr.</p> <p>In the case where an EO shows emission values in the rows labeled “AVERAGE STD” and/or “FEL”, the engine is certified for participation in an averaging, banking,</p>	<ul style="list-style-type: none"> Columns L through N: For FYE 2018 heavy-duty vehicle projects, including urban buses, the new vehicle must be certified to <i>exceed</i> the Model Year 2010 standard of 0.2 g/bhp-hr of NO_x and 0.01 g/bhp-hr of PM, which are the default values. Some exceptions apply.


Project Type/Worksheet Name	Input Data Needed	Default Assumptions
	<p>and trading (AB&T) program. AB&T engines (i.e., all FEL-certified engines) are not eligible to participate in the TFCA Program for new vehicle purchase projects since emission benefits from an engine certified to an FEL level are not surplus emissions.</p>	
	<ul style="list-style-type: none"> Column O, Replacement Vehicle Cost: Must be supported by a quote for the new alt-fuel vehicle that exceeds standards. 	<ul style="list-style-type: none"> Column O: No Default.
	<ul style="list-style-type: none"> Column P, Must be supported by a quote for a new equivalent model vehicle that meets standards (for FYE 2020, the Model Year 2010 Standards). 	<ul style="list-style-type: none"> Column P: No Default.
	<ul style="list-style-type: none"> Column Q, Fuel Savings. 	<ul style="list-style-type: none"> Column Q: Default value is 0%. For new hybrid vehicles, on a case-by-case basis, the Air District may approve another value, based on documented fuel savings relative to a non-hybrid vehicle.
	<ul style="list-style-type: none"> Column R, Fuel Consumption Factor: Use Moyer Table D-24. 	<ul style="list-style-type: none"> Column R: Most on-road engines are below 750 horsepower.
	<ul style="list-style-type: none"> Column S, Conversion Factor (g/mi to g/bhp-hr): Enter a value only if New Emission Rates (Columns L – N) are in g/mi and Fuel Basis is being used. Notice: enter data in this column or Column T, not both. Use Moyer Table D-28. 	<ul style="list-style-type: none"> Column S: No default.
	<ul style="list-style-type: none"> Column T, Conversion Factor (g/bhp-hr to g/mi): Enter a value only if New Baseline Emission Rates (Columns L – N) are in g/bhp-hr. Notice: enter data in this column or Column S, not both. Use Moyer Table D-28. 	<ul style="list-style-type: none"> Column T: No default.
	<ul style="list-style-type: none"> Column Y, # Years Effectiveness: Same as in Cost Effectiveness Inputs. 	<ul style="list-style-type: none"> Column Y: 3 years is recommended - 4 yrs max.
	<ul style="list-style-type: none"> Columns AB – AG, Emission Reductions. 	<ul style="list-style-type: none"> Columns AB – AG. Calculated automatically. Enter zero (0) if a reduction cannot be claimed.

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
	<p>All reductions must be surplus to any regulatory, contractual, or other legally binding requirement.</p> <p>Note that if ROG values are not available for both the baseline and the proposed engine, ensure value is zero (0) for ROG, as no ROG emission reductions can be claimed.</p>	
	<ul style="list-style-type: none"> Column AM, TFCA Funding Amount: Amount of total TFCA funding. The column total must equal Total TFCA Cost from Cost-Effectiveness Inputs at top of worksheet. 	<ul style="list-style-type: none">
	<ul style="list-style-type: none"> Column AP, Actual Weighted CE w/o CRF--Miles Basis (\$/ton). Cost-effectiveness based on emissions including weighted PM. Must meet Policy Requirements. 	<ul style="list-style-type: none"> Column AP: Calculated automatically.
	<ul style="list-style-type: none"> Column AQ, Actual Weighted Contract CE w/o CRF--Fuel Basis (\$/ton). Cost-effectiveness based on emissions including weighted PM. Must meet Policy Requirements. <p>Emissions and cost-effectiveness calculations can only be based on fuel usage for the following vehicles:</p> <ul style="list-style-type: none"> Utility vehicles in idling service Street sweepers Solid waste collection vehicles. <p>All other vehicles must use mileage basis. If using fuel-based calculations, usage must be based on two years of historical fuel usage documentation (e.g., fuel logs or purchase receipts).</p>	<ul style="list-style-type: none"> Column AQ: Calculated automatically.
	<ul style="list-style-type: none"> Column AS, Baseline CO₂ Factor Based on Mileage: Enter value from CO₂ Emission Factors Table for your fuel and vehicle type 	<ul style="list-style-type: none"> Column AS: No default.

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
	(e.g., Medium Heavy Duty Diesel is 1527 g/mi).	
	<ul style="list-style-type: none"> Column AT, Proposed Engine CO₂ Factor Based on Mileage: Enter value from CO₂ Emission Factors Table for your fuel and vehicle type (e.g., Medium Heavy Duty CNG 1098 g/mi). 	<ul style="list-style-type: none"> Column AT: No default.
	<ul style="list-style-type: none"> Column AV, Baseline CO₂ Factor Based on Fuel Use: Enter value from CO₂ Emission Factors Table for your fuel type (e.g., Diesel is 10079 g/mi). 	<ul style="list-style-type: none"> Column AV: 10079 g/mi.
	<ul style="list-style-type: none"> Column AW, Proposed Engine CO₂ Factor Based on Fuel Use: Enter value from CO₂ Emission Factors Table for your fuel type (e.g., CNG is 7244 g/mi). 	<ul style="list-style-type: none"> Column AW: No default.

Project Type/Worksheet Name	Input Data Needed	Default Assumptions
Alternative Fuel Vehicles and Infrastructure: Light-Duty and Light Heavy-Duty Project Types = 4a, 4b, 4c, 4d, 4e, 12a, 12b, 12c, including projects that replace heavy-duty vehicles and buses with alternative fuel light-duty vehicles Worksheet = LD & LHD Vehicle FYE 2020	<ul style="list-style-type: none"> # Years Effectiveness Unit # / ID Current Standard and New Vehicle Standard Cost-Effectiveness 	<ul style="list-style-type: none"> 3 years is recommended - 4 years max. List each vehicle separately. Enter in Columns E and F the standard that a vehicle is certified to, as shown on the CARB Executive Order. Column U, automatically calculated. Each vehicle must meet the Policy requirements for cost-effectiveness.

Sample CARB Executive Order for Heavy-Duty On-Road Engines

 AIR RESOURCES BOARD	CUMMINS INC.	EXECUTIVE ORDER A-021-0571-1 New On-Road Heavy-Duty Engines Page 1 of 2 Pages
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Pursuant to the authority vested in the Air Resources Board by Health and Safety Code Division 26, Part 5, Chapter 2, and pursuant to the authority vested in the undersigned by Health and Safety Code Sections 39515 and 39516 and Executive Order G-02-003;

IT IS ORDERED AND RESOLVED: The engine and emission control systems produced by the manufacturer are certified as described below for use in on-road motor vehicles with a manufacturer's GVWR over 14,000 pounds. Production engines shall be in all material respects the same as those for which certification is granted.

MODEL YEAR	ENGINE FAMILY	ENGINE SIZES (L)	FUEL TYPE ¹	STANDARDS & TEST PROCEDURE	INTENDED SERVICE CLASS ²	ECS & SPECIAL FEATURES ³	DIAGNOSTIC ⁶
2012	CCEXH0729XAD	11.9	Diesel	Diesel	UB	DDI, TC, CAC, ECM, EGR, OC, SCR-U, PTOX	EMD
PRIMARY ENGINE'S IDLE EMISSIONS CONTROL		ADDITIONAL IDLE EMISSIONS CONTROL⁵					
Exempt		N/A					
ENGINE (L)	ENGINE MODELS / CODES (rated power, in hp)						
11.9	ISX11.9 385 / 3865;FR20350 (379), ISX12 385 / 3865;FR20350 (379)						
<small> * =not applicable, GVWR=gross vehicle weight rating; 13 CCR xyz=Title 13, California Code of Regulations, Section xyz; 40 CFR 86.abc=Title 40, Code of Federal Regulations, Section 86.abc; L=liter, hp=horsepower, kw=kilowatt, hr=hour; 1 CNG/LNG=compressed/liquefied natural gas; LPG=liquefied petroleum gas; E85=85% ethanol fuel; MF=multi fuel a.k.a. BF=bi fuel; DF=dual fuel; FF=flexible fuel; 2 L/M/H HDD=light/medium/heavy heavy-duty diesel; UB=urban bus; HDO=heavy duty Otto; 3 ECS=emission control system; TWC/OC=three-way/oxidizing catalyst; NAC=NOx adsorption catalyst; SCR-U / SCR-N=selective catalytic reduction - urea / - ammonia; WU (prefix)=warm-up catalyst; DPF=diesel particulate filter; PTOX=periodic trap oxidizer; HO2S/O2S=heated/oxygen sensor; HAPS/AFS=heated/air-fuel-ratio sensor (a.k.a., universal or linear oxygen sensor); TBI=throttle body fuel injection; SP/MP=sequential/multi port fuel injection; DI=direct gasoline injection; G/CARB=gaseous carburetor; ID/IDI=indirect/direct diesel injection; TC/SC=turbo/super charger; CAC=charge air cooler; EGR / EGR-C=exhaust gas recirculation / cooled EGR; PAIR/AIR=pulse/secondary air injection; SPL=smoke puff limiter; ECM/PCM=engine/powertrain control module; EM=engine modification; 2 (prefix)=parallel; (2) (suffix)=in series; AMOX=ammonia oxidation catalyst 5 ESS=engine shutdown system (per 13 CCR 1956.8(a)(6)(A)(1); 30g=30 g/hr NOx (per 13 CCR 1956.8(a)(6)(C)); APS=internal combustion auxiliary power system; ALT=alternative method (per 13 CCR 1956.8(a)(6)(D)); Exempt=exempted per 13 CCR 1956.8(a)(6)(B) or for CNG/LNG fuel systems; N/A=not applicable (e.g., Otto engines and vehicles); 6 EMD=engine manufacturer diagnostic system (13 CCR 1971); OBD=on-board diagnostic system (13 CCR 1971.1). </small>							

Following are: 1) the FTP exhaust emission standards, or family emission limit(s) as applicable, under 13 CCR 1956.8; 2) the EURO and NTE limits under the applicable California exhaust emission standards and test procedures for heavy-duty diesel engines and vehicles (Test Procedures); and 3) the corresponding certification levels, for this engine family. "Diesel" CO, EURO and NTE certification compliance may have been demonstrated by the manufacturer as provided under the applicable Test Procedures in lieu of testing. (For flexible- and dual-fueled engines, the CERT values in brackets [] are those when tested on conventional test fuel. For multi-fueled engines, the STD and CERT values for default operation permitted in 13 CCR 1956.8 are in parentheses.)

in g/bhp-hr	NMHC		NOx		NMHC+NOx		CO		PM		HCHO	
	FTP	EURO	FTP	EURO	FTP	EURO	FTP	EURO	FTP	EURO	FTP	EURO
STD	0.14	0.14	0.20	0.20	*	*	15.5	15.5	0.01	0.01	*	*
FEL	*	*	*	*	*	*	*	*	*	*	*	*
CERT	0.04	0.01	0.12	0.09	*	*	1.1	0.00	0.004	0.002	*	*
NTE	0.21		0.30		*		19.4		0.02		*	

* g/bhp-hr=grams per brake horsepower-hour; FTP=Federal Test Procedure; EURO=Euro III European Steady-State Cycle, including RMCSET=ram mode cycle supplemental emissions testing; NTE=Not-to-Exceed; STD=standard or emission test cap; FEL=family emission limit; CERT=certification level; NMHC/HC=non-methane/hydrocarbon; NOx=oxides of nitrogen; CO=carbon monoxide; PM=particulate matter; HCHO=formaldehyde. (Rev.: 2007-02-28)

BE IT FURTHER RESOLVED: Certification to the FEL(s) listed above, as applicable, is subject to the following terms, limitations and conditions. The FEL(s) is the emission level declared by the manufacturer and serves in lieu of an emission standard for certification purposes in any averaging, banking, or trading (ABT) programs. It will be used for determining compliance of any engine in this family and compliance with such ABT programs.

BE IT FURTHER RESOLVED: For the listed engine models the manufacturer has submitted the materials to demonstrate certification compliance with 13 CCR 1965 (emission control labels), 13 CCR 1971 (engine manufacturer diagnostic) and 13 CCR 2035 et seq. (emission control warranty).

Engines certified under this Executive Order must conform to all applicable California emission regulations.

The Bureau of Automotive Repair will be notified by copy of this Executive Order.

This Executive Order hereby supersedes Executive Order A-021-057 dated December 7, 2011.

Executed at El Monte, California on this 17 day of April 2012.


Annette Hebert, Chief
Mobile Source Operations Division



Memorandum

Date: January 16, 2019
To: Transportation Authority Board
From: Anna LaForte – Deputy Director for Policy and Programming
Subject: 02/12/19 Board Meeting: Adoption of the Fiscal Year 2019/20 Transportation Fund for Clean Air Local Expenditure Criteria

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> • Adopt the Fiscal Year (FY) 2019/20 Transportation Fund for Clean Air (TFCA) Local Expenditure Criteria <p>SUMMARY</p> <p>The TFCA program is funded by a \$4 vehicle registration fee collected by the California Department of Motor Vehicles in the nine-county Bay Area. The Bay Area Air Quality Management District (Air District) makes 40 percent of the TFCA program revenues available to each county on a return-to-source basis to implement strategies to improve air quality by reducing motor vehicle emissions, in accordance with the Air District’s Clean Air Plan.</p> <p>As the County Program Manager for San Francisco, the Transportation Authority is required annually to adopt Local Expenditure Criteria to guide how projects will be prioritized for San Francisco’s share of TFCA funds. Reflecting discussions at CAC and Board meetings over the past year, we are proposing three new criteria to add to our time-tested criteria from prior years (see Attachment 1). The new criteria would give higher priority to projects that benefit communities of concern, to projects that demonstrate community support, and, for projects with non-public entity applicants or partners, to projects that include commensurate non-public investments. We are not proposing changes to existing criteria, which include ranking priority by project type, cost effectiveness of emissions reduced, project readiness, sponsor’s project delivery track record, and program diversity. Following Board approval of the criteria, we will issue the FY 2019/20 call for projects for approximately \$720,000.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input checked="" type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: <hr/>
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DISCUSSION

Background. In 1991, the California Legislature authorized the Air District to impose a \$4 vehicle registration surcharge to provide grant funding to projects that address on-road motor vehicle emissions, helping the Bay Area meet state and federal air quality standards and greenhouse gas emission reduction goals. The Air District awards sixty percent of the TFCA funds through the TFCA Regional Fund, a suite of competitive grant programs for projects that reduce emissions from on-road motor vehicles. The Air District holds calls for projects for each of the project categories available

(i.e. bikeways, electric vehicle charging stations, zero-emission and partial-zero-emission vehicles, and shuttle and ridesharing projects).

The Air District transfers the remaining forty percent of the TFCA funds to designated County Program Managers, such as the Transportation Authority, in each of the nine Bay Area counties to be awarded to TFCA-eligible projects. Each year the Air District adopts the County Program Manager Fund Expenditure Plan Guidance, which includes the list of eligible projects and defines policies for the expenditure of the County Program Manager Fund. The latest guidance document (Attachment 3) includes policy changes that we have advocated for, such as increasing the cost-effectiveness eligibility limit for electric vehicle charging stations in multi-dwelling unit buildings, transit stations, and park-and-ride facilities to incentivize these projects and allowing the replacement of heavy-duty vehicles with light-duty vehicles, where such vehicles would be more appropriate.

As in past years, any public agency may be a project sponsor for a TFCA-funded project. Private entities may sponsor vehicle projects such as alternative-fuel vehicles and infrastructure projects, or partner with public agencies for all other project types.

Local Expenditure Criteria. Our experience with previous application cycles shows that the projected TFCA revenues generally are sufficient to fund most, if not all, of the projects that satisfy TFCA eligibility requirements established by the Air District, including a requirement that each project must achieve a cost effectiveness ratio as established in the adopted TFCA County Program Manager Fund Guidance. Thus, while some counties have established a complex point system for rating potential TFCA projects across multiple local jurisdictions and project sponsors, our assessment is that over time San Francisco has been better served by not assigning a point system to evaluate applications.

Our proposed FY 2019/20 Local Expenditure Criteria, detailed in Attachment 1, include the following three new criteria (#4-6, in Attachment 1):

- **Community Support** – Priority will be given to projects with demonstrated community support (e.g. recommended in a community-based transportation plan, outreach conducted to identify locations and/or interested neighborhoods, or a letter of recommendation provided by the district Supervisor).
- **Benefits Communities of Concern** – Priority will be given to projects that directly benefit Communities of Concern, whether the project is directly located in a Community of Concern (see map) or can demonstrate benefits to disadvantaged populations.
- **Investment from Non-Public Project Sponsors or Partners** – Non-public entities may apply for and directly receive TFCA grants for alternative-fuel vehicle and infrastructure projects and may partner with public agency applicants for any other project type. For projects where a non-public entity is the applicant or partner, priority will be given to projects that include an investment from the non-public entity that is commensurate with the TFCA funds requested.

We have reviewed the proposed changes with the Transportation Authority's Technical Working Group, composed of representatives from local and regional transportation agencies, which was supportive of the staff proposal.

Upon application, projects first undergo an eligibility screening. As in prior years, only projects that meet all of the Air District's TFCA eligibility requirements will be prioritized for funding using the Transportation Authority's Local Expenditure Criteria.

We continue to work with the Air District and other County Program Managers to improve the TFCA

Agenda Item 9

program's effectiveness at achieving air quality benefits, decrease its administrative burden, and allow the County Program Manager's more flexibility to address each county's unique air quality challenges and preferred methods of mitigating mobile source emissions.

Next Steps. Following Board approval of the Local Expenditure Criteria, we will release the TFCA call for projects, anticipated by March 1, 2019. After reviewing and evaluating project applications, we will present a recommended TFCA FY2019/20 program of projects to the CAC in May and the Board in June 2019 for approval. Attachment 2 details the proposed schedule for the FY 2019/20 TFCA call for projects.

FINANCIAL IMPACT

There are no impacts to the Transportation Authority's adopted FY 2018/19 budget associated with the recommended action. Approval of the Local Expenditure Criteria will allow the Transportation Authority to program approximately \$720,000 in local TFCA funds to eligible San Francisco projects and to receive about \$50,000 for ongoing administration of the TFCA program. These funds will be incorporated into the FY 2019/20 budget and subsequent year budgets to reflect anticipated TFCA project cash reimbursement needs.

CAC POSITION

The CAC will consider this item at its January 23, 2019 meeting.

SUPPLEMENTAL MATERIALS

Attachment 1 – Draft FY 2019/20 TFCA Local Expenditure Criteria

Attachment 2 – Proposed Schedule for TFCA FY 2019/20 Call for Projects

Enclosure – County Program Manager Fund Expenditure Plan Guidance for Fiscal Year Ending 2020

Attachment 2
 San Francisco County Transportation Authority
 Fiscal Year 2019/20 Transportation Fund for Clean Air

Draft Schedule for Fiscal Year 2019/20 TFCA Call for Projects*

Thursday, January 17, 2019	Technical Working Group – DISCUSSION Local Expenditure Criteria
Wednesday, January 23, 2019	Citizens Advisory Committee Meeting – ACTION Local Expenditure Criteria
Tuesday, February 12, 2019	Transportation Authority Board Meeting – PRELIMINARY ACTION Local Expenditure Criteria
Tuesday, February 26, 2019	Transportation Authority Board Meeting – FINAL ACTION Local Expenditure Criteria
By Friday, March 1, 2019	Transportation Authority Issues TFCA Call for Projects
Friday, April 19, 2019, 5pm	TFCA Applications Due to the Transportation Authority
Wednesday, May 22, 2019	Citizens Advisory Committee Meeting – ACTION TFCA staff recommendations
Tuesday, June 11, 2019	Transportation Authority Board Meeting - PRELIMINARY ACTION TFCA staff recommendations
Tuesday, June 25, 2019	Transportation Authority Board Meeting – FINAL ACTION TFCA staff recommendations
Sept 2019 (estimated)	Funds expected to be available to project sponsors

* Meeting dates are subject to change. Please check the Transportation Authority's website for the most up-to-date schedule (www.sfcta.org/agendas).

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE MASTER AGREEMENTS, PROGRAM SUPPLEMENTAL AGREEMENTS, COOPERATIVE AGREEMENTS AND ANY AMENDMENTS THERETO WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR RECEIPT OF FEDERAL AND STATE FUNDS FOR THE YERBA BUENA ISLAND WESTSIDE BRIDGES SEISMIC RETROFIT PROJECT IN THE AMOUNT OF \$7 MILLION AND THE YERBA BUENA ISLAND SOUTHGATE ROAD REALIGNMENT IMPROVEMENTS PROJECT IN THE AMOUNT OF \$30 MILLION

WHEREAS, The Transportation Authority is a recipient of federal and state funds administered by the California Department of Transportation (Caltrans); and

WHEREAS, Guidelines established by Caltrans require that certain funding agreements be signed by the project sponsor and returned to Caltrans within 90 days or Caltrans may disencumber and/or de-obligate funds, and the guidelines also require a Board resolution identifying the person(s) authorized to execute these funding agreements and the title of the grant; and

WHEREAS, In 2019 staff anticipate receiving federal and state funds from Caltrans for the Yerba Buena Island (YBI) Westside Bridges Seismic Retrofit Project and YBI Southgate Road Realignment Improvements Project, both of which are included in the agency's adopted work program for Fiscal Year 2018/19; and

WHEREAS, The YBI Westside Bridges Seismic Retrofit Project will reconstruct or seismic retrofit eight existing bridge structures and will be challenging to implement given its unique location along the western edge of YBI along steep terrain on the hillside overlooking the San Francisco Bay; and

WHEREAS, In March 2018, through Resolution 18-42, the Board approved the Construction



Manager/General Contractor (CM/GC) Project Delivery Method for this project; and

WHEREAS, In November 2018, Caltrans awarded an additional \$7 million in federal Highway Bridge Program funds for the project, and

WHEREAS, These funds will be used for the project's CM/GC preconstruction services contract and related expenditures, and a program supplemental agreement with Caltrans needs to be executed prior to seeking reimbursement of grant funds; and

WHEREAS, The YBI Southgate Road Realignment Improvements Project will increase the length of the on-ramp and off-ramp on a new alignment to allow the YBI Westbound Ramps Project to function as designed; and

WHEREAS, The Transportation Authority submitted a federal Highway Bridge Program funding application request to Caltrans in October 2017; and

WHEREAS, Caltrans has approved programming approximately \$30 million of federal and state Prop 1B funds in the Federal Transportation Improvement Program for federal Fiscal Year 2018/19 for the YBI project, and staff anticipate that grant funds will be authorized in spring 2019; and

WHEREAS, Procurements for each project and mid-year budget amendments, where applicable, will be brought to the Transportation Authority Board for approval as part of separate actions, and

WHEREAS, This authorization would facilitate compliance with Caltrans' funding agreement deadlines and enable the Transportation Authority to seek reimbursement of federal and/or state grant funds administered by Caltrans for the YBI Westside Bridges Seismic Retrofit Project and the YBI Southgate Road Realignment Improvements Project; now, therefore, be it

RESOLVED, That the Transportation Authority hereby authorizes the Executive Director to execute master agreements, program supplemental agreements, cooperative agreements and any

amendments thereto with Caltrans for receipt of federal and state funds for the Yerba Buena Island Westside Bridges Seismic Retrofit Project in the amount of \$7 million and the Yerba Buena Island Southgate Road Realignment Improvements Project in the amount of \$30 million.



Memorandum

Date: February 4, 2019
To: Transportation Authority Board
From: Cynthia Fong – Deputy Director for Finance and Administration
Subject: 02/12/19 Board Meeting: Authorize the Executive Director to Execute Master Agreements, Program Supplemental Agreements, Cooperative Agreements, and Any Amendments Thereto with the California Department of Transportation for Receipt of Federal and State Funds for the Yerba Buena Island Westside Bridges Seismic Retrofit Project in the Amount of \$7 Million and the Yerba Buena Island Southgate Road Realignment Improvements Project in the Amount of \$30 Million

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> • Authorize the Executive Director to execute master agreements, program supplemental agreements, cooperative agreements, and any amendments thereto with the California Department of Transportation (Caltrans) for receipt of federal and state funds for the following projects: <ul style="list-style-type: none"> ○ Yerba Buena Island (YBI) Westside Bridges Seismic Retrofit Project in the amount of \$7 million ○ YBI Southgate Road Realignment Improvements Project in the amount of \$30 million <p>SUMMARY</p> <p>We are seeking authorization for the Executive Director to execute funding agreements between the Transportation Authority and Caltrans for receipt of federal and state funds for several grants that we anticipate receiving this year for the YBI Westside Bridges Seismic Retrofit Project and YBI Southgate Road Realignment Improvements Project. Guidelines established by Caltrans require that certain funding agreements be signed by the project sponsor and returned to Caltrans within 90 days. Caltrans may disencumber and/or de-obligate funds if the deadline is not met. Caltrans also requires a Board resolution identifying the person(s) authorized to execute these funding agreements and the title of the grant. The Board has previously adopted similar resolutions with the last one being Resolution 16-22 in November 2015.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: _____
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DISCUSSION

Background.

We are working jointly with the Treasure Island Development Authority and the Office of Economic and Workforce Development on the development of the I-80/YBI Interchange Improvement Project.

Agenda Item 10

The scope of the project includes two major components: 1) the I-80/YBI Ramps Improvement Project Phase 1, which includes constructing new westbound on- and off-ramps (on the east side of YBI) to the new Eastern Span of the San Francisco-Oakland Bay Bridge and the YBI Southgate Road Realignment Improvements Phase 2, which includes increasing the length of the on-ramp and off-ramp on a new alignment to allow the westbound ramps to function as designed; and 2) the YBI Westside Bridges Seismic Retrofit Project on the west side of the island. We are in the process of completing Phase 1 (I-80/YBI Ramps Improvement Project) and are now implementing Phase 2 (YBI Southgate Road Realignment Improvements Project).

Discussion.

Brief descriptions of the two YBI projects for which we are recommending approval of the subject resolution are provided below along with information on the relevant federal and state grants. Both projects are included in the agency's adopted work program for Fiscal Year 2018/19.

YBI Westside Bridges Seismic Retrofit Project: The project will reconstruct or seismically retrofit eight existing bridge structures and will be challenging to implement, given its unique location along the western edge of YBI along steep terrain on the hillside overlooking the San Francisco Bay. In addition to the challenging location, the project presents numerous complex structural (bridge/retaining wall foundations) and geotechnical challenges (unstable soils), as well as difficult construction access (very steep terrain) and environmental constraints (construction adjacent to and above the San Francisco Bay).

In March 2018, through Resolution 18-42, the Board approved the Construction Manager/General Contractor (CM/GC) Project Delivery Method for this project. In October 2018, through Resolution 19-17, the Board awarded a professional services contract to Golden State Bridge/Obayashi Joint Venture for CM/GC preconstruction services and a contract amendment to WMH Corporation, subject to Caltrans' approval of additional federal Highway Bridge Program funds. Caltrans awarded an additional \$7 million in federal Highway Bridge Program funds for the project on November 29, 2018. These funds will be used for the project's CM/GC preconstruction services contract and related expenditures. We need to execute a program supplemental agreement with Caltrans prior to seeking reimbursement of grant funds and have until March 27 to do so to avoid losing the funds. Construction of the project is scheduled to begin in spring/summer 2020 and be completed by the end of 2021.

YBI Southgate Road Realignment Improvements Project: This project will increase the length of the on- and off-ramp on a new alignment to allow the YBI Westbound Ramps Project to function as designed. Southgate Road as realigned would effectively function as an extension of the on- and off-ramps for the YBI Westbound Ramps Project and would separate traffic heading down westbound and eastbound I-80, thereby eliminating queue spillback onto I-80 and the LOS F intersection. The extended ramps would provide direct access from Hillcrest Road to the westbound on-ramp and would ensure all truck turning movements are accommodated. In addition, the eastbound off-ramp is being reconstructed. We submitted a federal Highway Bridge Program funding application request to Caltrans in October 2017. Caltrans has approved programming of approximately \$30 million of federal and state Prop 1B funds in the Federal Transportation Improvement Program for federal Fiscal Year 2018/19 for the YBI project. We anticipate grant funds will be authorized in spring 2019.

FINANCIAL IMPACT

Approval of the recommended action would facilitate compliance with Caltrans funding agreement deadlines and enable the Transportation Authority to seek reimbursement of federal and/or state grant funds administered by Caltrans for the YBI Westside Bridges Seismic Retrofit Project and the YBI Southgate Road Realignment Improvements Project. We will bring procurements for each project and mid-year budget amendments, where applicable, to the Board for approval as part of future agenda items.

CAC POSITION

At its January 23, 2019 meeting the CAC unanimously adopted a motion of support for Transportation Authority staff recommendation for a blanket authorization to execute all agreements with Caltrans for receipt of federal and state funds, including the YBI Westside Bridges Seismic Retrofit Project and YBI Southgate Road Realignment Improvements Project. Subsequently, we revised the recommended action to provide the needed authorization for the two subject projects.

SUPPLEMENTAL MATERIALS

None

RESOLUTION AWARDING A TWO-YEAR PROFESSIONAL SERVICES CONTRACT, WITH AN OPTION TO EXTEND FOR TWO ADDITIONAL TWO-YEAR PERIODS, TO WILTEC, INC. IN AN AMOUNT NOT TO EXCEED \$100,000 FOR PERFORMANCE MONITORING AND ANALYSIS SERVICES FOR THE CONGESTION MANAGEMENT PROGRAM, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE CONTRACT PAYMENT TERMS AND NON-MATERIAL CONTRACT TERMS AND CONDITIONS

WHEREAS, As the Congestion Management Agency for San Francisco, the Transportation Authority prepares the Congestion Management Program (CMP) for San Francisco every two years in accordance with state law to monitor congestion on the CMP roadway network and adopt plans for mitigating traffic congestion that falls below certain thresholds; and

WHEREAS, Although not specifically required by the state CMP legislation, the Transportation Authority also monitors transit speeds and transit reliability and collects data related to pedestrians and bicycles as measures of multi-modal system performance; and

WHEREAS, Consultant services are needed to assist with vehicle level of service data collection, processing, and analysis; traffic counts; transit speed and volume monitoring; transit coverage; and associated data collection, processing and analysis; and

WHEREAS, On November 2, 2018, the Transportation Authority issued a Request for Proposals (RFP) seeking consultant services to provide performance monitoring and analysis services for the CMP; and

WHEREAS, The Transportation Authority received two proposals in response to the RFP by the due date of December 3, 2018; and

WHEREAS, A selection panel comprised of San Francisco Municipal Transportation Agency



and Transportation Authority staff reviewed the proposals based on the evaluation criteria and interviewed two firms on December 12, 2018; and

WHEREAS, Based on the results of the competitive selection process, the selection panel recommended award of the contract to the highest-ranked firm, the University of Kentucky Research Foundation, which included Wiltec, Inc. as its sole sub-contractor; and

WHEREAS, At its January 23, 2019 meeting, the Citizens Advisory Committee considered the subject request and unanimously adopted a motion of support for the staff recommendation; and

WHEREAS, Following the Citizens Advisory Committee's approval, contract negotiations with the University of Kentucky Research Foundation regarding changes to the structure of the proposed team resulted in Wiltec, Inc. performing the majority of the requested services and therefore being recommended for contract award with the University of Kentucky Research Foundation as its sole sub-contractor; and

WHEREAS, The contract will be funded by federal Surface Transportation Program funds matched by Prop K sales tax, and the adopted Fiscal Year 2018/19 includes this year's activities; and

WHEREAS, Sufficient funds will be included in future fiscal year budgets to cover the remaining cost of the contract; now, therefore, be it

RESOLVED, That the Transportation Authority hereby awards a two-year professional services contract, with an option to extend for two additional two-year periods, to Wiltec, Inc. in an amount not to exceed \$100,000 for performance monitoring and analysis services for the CMP; and be it further

RESOLVED, That the Executive Director is hereby authorized to negotiate contract payment terms and non-material contract terms and conditions; and be it further

RESOLVED, That for the purposes of this resolution, "non-material" shall mean contract terms and conditions other than provisions related to the overall contract amount, terms of payment,



and general scope of services; and be it further

RESOLVED, That notwithstanding the foregoing and any rule or policy of the Transportation Authority to the contrary, the Executive Director is expressly authorized to execute agreements and amendments to agreements that do not cause the total agreement value, as approved herein, to be exceeded and that do not expand the general scope of services.

Attachment:

1. Scope of Services

Attachment 1

Scope of Services

The Transportation Authority seeks vehicle Level of Service (LOS) and transit speed monitoring services to support the 2019 Congestion Management Program (CMP), which will collect traffic speed and transit speeds and report corresponding performance measures, including segment vehicle LOS, for the designated CMP roadway network, as well as assemble and collect multimodal counts at designated locations. Specific tasks include: 1) work program and project management, 2) LOS monitoring and data analysis, 3) traffic counts, 4) transit speed monitoring, 5) transit volume monitoring, 6) transit coverage, 7) preparation of the draft speed and LOS monitoring report and 8) preparation of the final report. The tasks are detailed below:

TASK 1 – Work Program and Project Management

The Contractor will work with Transportation Authority staff to prepare a Work Program for the scope of services described herein. The Work Program will be a detailed plan of the study procedures and process. The Contractor will clearly describe the firm’s approach and schedule for completing the Work Program, which will build on the Transportation Authority’s experience from previous LOS monitoring cycles. The Transportation Authority and the Contractor will mutually agree upon the Work Program.

The 2019 project schedule is shown in the table below.

Schedule

Kick-off meeting	February 2019
2019 Monitoring and Data Analysis	April-May 2019
2019 Draft Report	October 2019
2019 Final Report	November 2019

Deliverables:

1. *Work Program*
2. *Detailed Schedule*

TASK 2 – LOS Monitoring & Data Analysis

The Contractor will assemble private commercial traffic speed data (INRIX) for spring 2019 to generate speed, LOS, and travel time data at the CMP segment level. For purposes of this data assembly effort, the AM peak period is from 7:00 a.m. to 9:00 a.m. and the PM peak period is from 4:30 p.m. to 6:30 p.m. Data shall be screened to avoid Mondays and Fridays, holidays, school district breaks, inclement weather, major events such as sporting events or festivals, and any other special incidents. The Contractor will also ensure the results for each segment are based on a sufficient sample size as necessary for accuracy.

The Contractor will conduct floating car runs to collect data for LOS monitoring during the weekday AM and PM peak periods where INRIX data is not provided or is deemed unreliable by both the Contractor and the Transportation Authority for the arterial and freeway segments listed in Appendix 5 of the 2017 CMP (link provided in Section III). The Contractor will identify segments requiring data collection through floating car runs through a review of INRIX data and provide a complete list to the Transportation Authority before conducting data collection runs. For purposes of this data collection effort, the AM peak period is from 7:00 a.m. to 9:00 a.m. and the PM peak period is from 4:30 p.m. to 6:30 p.m. The Transportation Authority reserves the right to substitute any of the

Attachment 1

Scope of Services

proposed segments with other roadway segments. Data collection shall avoid Mondays and Fridays, holidays, school district breaks, inclement weather, major events such as sporting events or festivals, and any other special incidents. The Contractor will submit progress reports to the Transportation Authority that will include a list of the data collected, the data yet to be collected, data processing steps completed and remaining, data that had to be discarded, any monitoring problems/issues, and an updated schedule.

The Contractor shall clean and process the private commercial traffic speed data (INRIX) and the floating car run data for the same timeframe (spring 2019) to generate speed, LOS, and travel time data at the CMP segment level. Again, data shall be screened to avoid Mondays and Fridays, holidays, school district breaks, inclement weather, major events such as sporting events or festivals, and any other special incidents. The Contractor will also ensure the results for each segment are based on a sufficient sample size as necessary for accuracy. The Contractor will calculate LOS based on both the Highway Capacity Manual (HCM)-1985 (all CMP segments) and HCM-2000 (interrupted flow urban street segments only) methodologies for the existing network segmentation. This information, as well as the raw data, will be submitted to the Transportation Authority in a spreadsheet compatible with the Transportation Authority's transportation analysis database. The Contractor will report speed, LOS, and travel time data at the CMP segment level.

The Contractor will submit progress reports to the Transportation Authority that will include a list of the data collected, the data yet to be collected, data processing steps completed and remaining, data that had to be discarded, any monitoring problems/issues, and an updated schedule. A geo-database (compatible with ArcGIS Desktop 10.0) will be submitted to the Transportation Authority (in addition to the spreadsheets) and will include applicable attributes. The Contractor will provide Python scripts used for processing the INRIX data to produce the final cleaned data set.

Deliverables:

- 1. LOS data collection progress reports*
- 2. Speed and LOS spreadsheets*
- 3. Geo-database of speed and LOS data*
- 4. Python scripts for processing INRIX data*

TASK 3 – Traffic Counts

The Contractor will collect traffic volume and/or turning movement data on segments or at intersections to be specified by the Transportation Authority. The Contractor shall clean and process the data to generate the required outputs. The Contractor will also assemble counts from the Caltrans Performance Measurement System (PeMS) and Caltrans Count Census for key locations, and will clean and process the data to generate the required outputs.

For count locations specified by the Transportation Authority as 48 half-hour machine count locations, counter placement shall be positioned within the boundaries specified by the Transportation Authority unless otherwise approved by the Transportation Authority's project manager. Digital photographs shall be taken at each count location clearly showing the number of lanes, median type, and hose location. The location and orientation of each photo shall be noted within the filename of each photo. The count locations shall be accurately recorded in latitude and longitude decimal degrees to at least five decimal places. Such locations shall be established using Global Positioning System (GPS) technology. Latitude and longitude coordinates shall be based on the Universal Transverse

Attachment 1

Scope of Services

Mercator (UTM) coordinate system. All machine counts will be provided in a spreadsheet format compatible with the Transportation Authority's "Count Dracula" count database.

For count locations specified by the Transportation Authority as 48 half-hour turning movement counts, digital photographs shall be taken at each count intersection. The location and orientation of each photo shall be noted within the filename of each photo. At each intersection approach, the number of lanes and usage of each (left, right or thru) at the stop line shall be recorded. If a manual count is used, a camcorder shall be set on a tripod beside the technician to record the same traffic for the entire counting duration. The Contractor is not required to conduct video review except in instances where a quality review suggests the reported data to be incomplete or incorrect in some way; however video files will serve as a ground truth for future data analysis or in the case that data must be verified. Bicycles, counted in the same manner as other roadway vehicles but reported separately, and the number of pedestrian crossings at each approach of intersection shall be a part of the intersection Turning Movement Count data collection. All turning movement counts will be provided in a spreadsheet format compatible with the Transportation Authority's "Count Dracula" count database.

The Contractor will review the traffic count data provided by any subcontractors to ensure its reasonableness. If issues are encountered, these will be raised with the Transportation Authority for direction on how to proceed. Traffic count data will be provided in a format agreed upon by the Contractor and the Transportation Authority, and will include traffic volumes, turning movements (where specified as a turning movement count), digital photographs and count location description information.

For count locations specified by the Transportation Authority from PeMS and the Caltrans Count Census, the Contractor will develop scripts to collect and summarize average counts for typical weekdays, Saturdays and Sundays at a half-hour resolution. The Contractor will also investigate PeMS back-end database to identify the integration of Caltrans Count Census data into PeMS, if any, based on the available census stations in the City and County of San Francisco. The Contractor will identify and use the most appropriate channel to access and analyze the Caltrans Count Census data (i.e., via PeMS backend/PeMS clearing house/Caltrans Traffic Census Program webpage). For count locations specified by the Transportation Authority from PeMS and the Caltrans Count Census, the Contractor will develop scripts to collect and summarize average counts for typical weekdays, Saturdays and Sundays at a half-hour or other user-defined data resolution.

The Contractor will submit progress reports to the Transportation Authority that will include a list of the data collected, the data yet to be collected, data processing steps completed and remaining, data that had to be discarded, any monitoring problems/issues, and an updated schedule.

Deliverables:

- 1. Traffic count data collection progress reports*
- 2. Spreadsheets with machine counts at half-hour resolution*
- 3. Spreadsheets with turning movement counts at half-hour resolution*
- 4. Spreadsheets with PeMS/Caltrans Count Census counts at half-hour resolution*
- 5. Technical memorandum outlining the methodology for PeMS/Caltrans Count Census Data Processing*
- 6. Python scripts to collect and process PeMS and Caltrans Count Census data*

Attachment 1

Scope of Services

TASK 4 – Transit Speed Monitoring

The Transportation Authority will provide the Contractor with a set of raw transit (Automatic Vehicle Location (AVL)/Automatic Passenger Count (APC)) data for the same AM and PM peak periods as the LOS monitoring performed in a prior contract in order to provide for direct transit-to-auto comparisons. The Transportation Authority will provide the data in a single submittal. The Contractor will utilize Geographic Information System (GIS) and database processing tools developed in the prior contract to clean the data and summarize transit performance. The Contractor will provide transit speeds, segment travel time and travel time variability, and transit-to-auto speed ratios by CMP network segment for all segments on which surface transit is operated.

Deliverables:

1. *Spreadsheets and geo-database with transit speeds, transit-to-auto speed ratios, and reliability (variability)*
2. *Technical memorandum outlining methodologies and assumptions used to create transit database processing tool and outputs*
3. *Python scripts to process AVL and APC for generating transit speeds, segment travel time and travel time variability, and transit-to-auto speed ratios by CMP network segment for all segments on which surface transit is operated*

TASK 5 – Transit Volume Monitoring

The Transportation Authority will provide the Contractor with a set of raw APC data and station flow data for all 24-hours for all major transit operators serving San Francisco, which the Contractor will analyze in order to calculate transit boardings, alightings and loads by time-of-day. The Transportation Authority will provide the data in a single submittal. The Contractor will provide average boardings, alightings, loads at key cordons at a 30-minute resolution for typical weekdays, Saturday and Sunday. Note that balancing or adjusting the alightings and boardings are not a part of this task. If the Contractor identifies this to be a major issue, it will be brought to the Transportation Authority's attention, with recommendations on plausible methods to reconcile the observed discrepancies.

Deliverables:

1. *Spreadsheets with average boardings, alightings, loads at key cordons at a 30-minute resolution for typical weekdays, Saturday and Sunday*
2. *Technical memorandum outlining methodologies and assumptions used to create transit database processing tool and outputs*

TASK 6 – Transit Coverage

The Contractor will research transit coverage performance measures and recommend a preferred measure or small set of performance measures that can be tracked over time using existing data sources, such as stop density, geographic coverage by population, employment density, etc. The Contractor will document the inputs and processing steps required to compute the recommended performance measure after confirming the measure with Transportation Authority staff.

Deliverables:

1. *Spreadsheets and transit coverage performance measures*
2. *Technical memorandum outlining transit coverage performance measure methodology and assumptions*
3. *Python script(s) for producing transit coverage metric(s)*

TASK 7 – Draft 2019 Speed, Volume, and LOS Monitoring Report

Attachment 1

Scope of Services

The Contractor will produce a draft report that includes:

- Information on construction or other temporary conditions that appear to impact any of the monitored segments;
- Tabulations comparing LOS measurements (using both HCM-1985 and HCM-2000 criteria to facilitate comparisons), transit speeds, and transit-to-auto speed ratios for each segment to those obtained in previous years;
- Tabulations showing traffic volume data collected in 2019, compared to previous counts at similar locations, if available (to be provided by the Transportation Authority);
- GIS maps illustrating the monitored network and observed LOS conditions (using both HCM-1985 and HCM-2000 criteria to facilitate comparisons), traffic volumes, and transit speeds;
- Identification of segments with LOS F and whether they a) may need follow-up monitoring or deficiency planning, or b) are exempt from deficiency planning requirements. The Transportation Authority may be required to conduct deficiency planning if a non-exempt segment is found to be at LOS F for the past two monitoring cycles. Monitored segments with LOS F that are not exempt may require additional data collection equivalent to two floating car runs to verify the LOS F finding.
- A general summary/analysis of citywide speed, volume, and LOS, with trends for the same, including the percentages of the network where speeds have increased, decreased, or remained the same and an identification of segments that are contributing significantly to overall trends; and
- A set of citywide metrics such as an average citywide freeway speed, an average citywide arterial speed, and an average transit speed based on the CMP segments monitored in this cycle.

Deliverable:

1. *Spring 2019 Speed and LOS Monitoring Draft Report (digital format)*

TASK 8 – 2019 Final Report

Following one round of review of the draft report and consultation with the Transportation Authority, the Contractor will provide a final report containing revisions and clarifications as necessary. The final report will also include a digital copy of all tabulations, spreadsheets, databases, and GIS files.

Deliverables:

1. *Final Report (five hard copies and one digital copy)*
2. *Final Monitoring Results Spreadsheets/ Database/ GIS (digital format)*



Memorandum

Date: February 1, 2019
To: Transportation Authority Board
From: Joe Castiglione – Deputy Director for Technology, Data & Analysis
Subject: 02/12/19 Board Meeting: Award a Two-Year Professional Services Contract, with an Option to Extend for Two Additional Two-Year Periods, to Wiltec, Inc. in an Amount Not to Exceed \$100,000 for Performance Monitoring and Analysis Services for the Congestion Management Program.

<p>RECOMMENDATION <input type="checkbox"/> Information <input checked="" type="checkbox"/> Action</p> <ul style="list-style-type: none"> • Award a two-year professional services contract, with an option to extend for two additional two-year periods, to Wiltec, Inc. in an amount not to exceed \$100,000 for performance monitoring and analysis services • Authorize the Executive Director to negotiate contract payment terms and non-material terms and conditions <p>SUMMARY</p> <p>We are seeking consultant services to provide performance monitoring and analysis services for the Congestion Management Program (CMP). As the Congestion Management Agency (CMA) for San Francisco and in accordance with the state CMP legislation, we monitor the CMP roadway network for level of service (LOS) on a biennial basis. Although not specifically required by the CMP legislation, we also monitor transit speeds and transit reliability and collect data related to pedestrians and bicycles as a measure of multi-modal system performance. We issued a Request for Proposals (RFP) in November. By the proposal due date, we received two proposals. Following interviews with both firms, the multi-agency selection panel recommend award of the contract to the highest-ranking team of Wiltec, Inc. and the University of Kentucky Research Foundation.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fund Allocation <input type="checkbox"/> Fund Programming <input type="checkbox"/> Policy/Legislation <input type="checkbox"/> Plan/Study <input type="checkbox"/> Capital Project Oversight/Delivery <input type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Contract/Agreement <input type="checkbox"/> Other: <hr/>
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DISCUSSION

Background.

Every two years, the Transportation Authority prepares the CMP for San Francisco. This program is conducted in accordance with state law to monitor congestion and adopt plans for mitigating traffic congestion that falls below certain thresholds. The purpose of 2019 CMP is to:

- Define San Francisco’s performance measures for congestion management;

- Report congestion monitoring data for San Francisco county to the public and the Metropolitan Transportation Commission (MTC);
- Describe and synthesize San Francisco's congestion management research, strategies and efforts (infrastructure/capital investment, land-use and Travel Demand Management policies); and
- Outline the congestion management work program for Fiscal Years 2019/20 and 2020/21.

We are seeking consultant services to assist with monitoring vehicle LOS on close to 250 directional roadway segments in San Francisco, during AM and PM peak hours. The LOS measure is primarily derived from private commercial traffic speed data (INRIX) made available to the Transportation Authority at no cost by MTC. At locations where INRIX data does not provide adequate coverage, the consultant will conduct floating car runs.

Although not specifically required by the CMP legislation, we also monitor transit speeds, transit reliability, and auto-transit speed ratios on CMP segments using Automated Passenger Counter data. In addition, we collect multi-modal traffic counts at several key intersections to monitor multi-modal system performance. Consultant services are needed to help with data collection, processing, and analysis. The scope of services is included as Attachment 1.

In coordination with the 2017 CMP, we developed a website (congestion.sfcta.org) for visualization and exploration of all historic congestion metrics. The data collected for 2019 CMP will also be used to update this website. Iteris, Inc. held the previous contract and provided vehicle LOS and transit speed monitoring services as part of the 2013, 2015, and 2017 CMP update efforts.

Procurement Process.

We issued a RFP for performance monitoring and analysis services for the CMP on November 2, 2018. We hosted a pre-proposal conference at our offices on November 13, which provided opportunities for small businesses and larger firms to meet and form partnerships. Five firms attended the conference. We took steps to encourage participation from small and disadvantaged business enterprises, including advertising in six local newspapers: the San Francisco Chronicle, San Francisco Examiner, the Small Business Exchange, Nichi Bei, the Western Edition and the San Francisco Bayview. We also distributed the RFP and questions and answers to certified small, disadvantaged, and local businesses; Bay Area and cultural chambers of commerce; and small business councils.

By the due date of December 3, 2018, we received two proposals in response to the RFP. A selection panel comprised of Transportation Authority and San Francisco Municipal Transportation Agency staff evaluated the proposals based on qualifications and other criteria identified in the RFP, including the proposer's understanding of project objectives, technical and management approach, and capabilities and experience. The panel interviewed both firms on December 12. Based on the competitive process defined in the RFP, the panel recommends that the Board award the contract to the highest-ranked team of Wiltec, Inc. and the University of Kentucky Research Foundation. The Wiltec, Inc. and the University of Kentucky Research Foundation team distinguished itself based on having a better understanding of project objectives and challenges; specifically, around the multi-modal aspect of San Francisco's CMP. In addition, the Wiltec, Inc. and the University of Kentucky Research Foundation team demonstrated stronger capabilities and experience in delivering data processing and analysis scripts that are essential to make this effort more efficient for future CMP updates.

Agenda Item 11

Following the selection panel's recommendations, contract negotiations with the University of Kentucky Research Foundation regarding changes to the structure of the proposed team resulted in Wiltec, Inc. performing the majority of the requested services. Therefore, we are recommending contract award to Wiltec, Inc. with the University of Kentucky Research Foundation as its sole sub-contractor.

We will use federal funds to cover a portion of this contract and have adhered to federal procurement regulations. We established a Disadvantaged Business Enterprise (DBE) goal of 16% for this contract, accepting certifications by the California Unified Certification Program. Proposals from both teams exceeded the DBE goal. As originally proposed, the University of Kentucky and Wiltec team included 42% DBE participation from Wiltec as an African-American-owned firm. However, with Wiltec, Inc. now recommended as the prime contractor, the DBE participation has increased to 51% for the team.

FINANCIAL IMPACT

This contract will be funded by federal Surface Transportation Program funds matched by Prop K sales tax. The adopted Fiscal Year 2018/19 budget includes this year's activities and sufficient funds will be included in future budgets to cover the remaining cost of the contract.

CAC POSITION

At its January 23, 2019 meeting the CAC unanimously adopted a motion of support for the selection panel's recommendation for award of the contract to the University of Kentucky Research Foundation. As noted above, subsequently, contract negotiations with the University of Kentucky Research Foundation regarding changes to the structure of the proposed team resulted in Wiltec, Inc. performing the majority of the requested services and being recommended for contract award.

SUPPLEMENTAL MATERIALS

Attachment 1 – Scope of Services