



AGENDA

PLANS AND PROGRAMS COMMITTEE Meeting Notice

Date: Tuesday, November 3, 2015; 10:00 a.m.
Location: Committee Room 263, City Hall
Commissioners: Tang (Chair), Christensen (Vice Chair), Breed, Farrell, Yee and Wiener (Ex Officio)

Clerk: Steve Stamos

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1. Roll Call	
2. Citizens Advisory Committee Report – INFORMATION*	3
3. Approve the Minutes of the October 20, 2015 Meeting – ACTION*	9
4. Recommend Allocating \$273,868 in Prop K Funds and \$300,000 in Prop AA Funds, with Conditions, Subject to the Attached Fiscal Year Cash Flow Distribution Schedules – ACTION*	15

As summarized in Attachments 1 and 2, we have three requests totaling \$273,868 in Prop K sales tax funds and \$300,000 in Prop AA vehicle registration fee funds to present to the Plans and Programs Committee. The San Francisco Municipal Transportation Agency (SFMTA) has requested a total of \$435,000 in Prop K and Prop AA funds for design of signal upgrades at 19 intersections along the Gough Street corridor. SFMTA is also requesting \$38,868 in Prop K sales tax funds to match a California Department of Transportation Planning grant to develop and evaluate a neighborhood-based framework for engaging low-income and minority communities on transportation-related challenges. The San Francisco Planning Department is requesting \$100,000 in Neighborhood Transportation Improvement Program (NTIP) planning funds to develop recommendations for transportation demand management (TDM) measures to minimize the transportation impacts of current and future development in the Balboa Park area.

5. Overview of the San Francisco Long Range Transportation Planning Program – INFORMATION

The San Francisco Long Range Transportation Planning Program (LRTPP or Program) is a partnership of San Francisco's key planning and transportation agencies and the Mayor's Office, including the Transportation Authority, the San Francisco Municipal Transportation Agency (SFMTA), the San Francisco Planning Department, and the San Francisco Office of Economic and Workforce Development. The Program is a long range, comprehensive multiagency effort to define the desired and achievable transportation future for San Francisco. The effort will produce a roadmap to arrive at that future, including policies, planning, project development, and funding strategies. The key outputs for the program include a land use and vision document, a major update to the countywide transportation plan (the San Francisco Transportation Plan – SFTP) (following a minor/focused update that is underway), a long-term transit study, a freeway and street traffic management study, and an update to the Transportation Element of the San Francisco General Plan. The Transportation Authority is leading the consultant procurement and last week released a request for proposals for consultant services available on the Transportation

Authority's website, www.sfcta.org. Proposals are due on December 9. We anticipate bringing the contract to the Board for approval in January 2016 and starting the first major round of public outreach in spring 2016. At the November Plans and Programs Committee meeting, agency staff will provide an overview of the Program, its key deliverables and anticipated schedule.

6. Introduction of New Items – INFORMATION

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

7. Public Comment

8. Adjournment

* Additional materials

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DRAFT MINUTES

CITIZENS ADVISORY COMMITTEE

Wednesday, October 28, 2015

1. Committee Meeting Call to Order

The meeting was called to order by Chair Chris Waddling at 6:20 p.m. CAC members present were Myla Ablog, Brian Larkin, John Morrison, Jacqueline Sachs, Peter Sachs, and Wells Whitney. Transportation Authority staff members present were Tilly Chang, Erika Cheng, Amber Crabbe, Seon Joo Kim, Anna LaForte, Maria Lombardo and Chad Rathmann.

Chair Waddling called Item 11 before Item 2.

2. Chair's Report – INFORMATION

Chair Waddling reported that he had met with the Mayor's Office and the San Francisco Planning Department regarding the Railyard Alternatives and I-280 Boulevard Feasibility Study and that staff agreed to present to the CAC at its January or February 2016 meeting when new information was expected to be available.

There was no public comment.

Consent Calendar

3. **Approve the Minutes of the September 30, 2015 Meeting – ACTION**
4. **Adopt the Citizens Advisory Committee By-Laws – ACTION**
5. **Adopt a Motion of Support for Acceptance of the Audit Report for the Fiscal Year Ended June 30, 2015 – ACTION**
6. **Internal Accounting and Investment Report for the Three Months Ending September 30, 2015 – INFORMATION**
7. **Citizens Advisory Committee Appointment – INFORMATION**

Chair Waddling motioned to move Item 8 to the Consent Calendar since Myla Ablog no longer needed to abstain from voting on that item. The motion was passed without objection.

There was no public comment on the Consent Calendar.

Wells Whitney moved to approve the Consent Calendar, seconded by Peter Sachs.

The Consent Calendar was approved by the following vote:

Ayes: CAC Members Ablog, Larkin, Morrison, J. Sachs, P. Sachs, Waddling, and Whitney

Absent: CAC Members Larson, Lerma, and Tannen

End of Consent Calendar

8. Adopt a Motion of Support for Approval of a Resolution Authorizing the Executive

Director to Execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements, Cooperative Agreements and any Amendments Thereto Between the Transportation Authority and the California Department of Transportation for Receipt of Federal and State Funds, including an Agreement for the Bay Area Rapid Transit District Travel Smart Rewards Pilot Program, the South of Market Freeway Ramp Intersection Safety Improvement Study, and the Planning, Programming and Monitoring Program – ACTION

9. **Adopt a Motion of Support for the Allocation of \$273,868 in Prop K funds and \$300,000 in Prop AA funds, with Conditions, Subject to the Attached Fiscal Year Cash Flow Distribution Schedules – ACTION**

Chad Rathmann, Senior Transportation Planner, presented the item per the staff memorandum.

Myla Ablog asked if the Gough Street Signals Upgrade project would address increased pedestrian traffic as a result of the California Pacific Medical Center (CPMC) development. Ariel Espiritu Santo, Capital Project Manager at the San Francisco Municipal Transportation Agency (SFMTA), responded that impact fees from the CPMC development agreement were being used in the vicinity of the development to mitigate the impacts of the development, but were not being used specifically for the signals project.

John Morrison asked for the background on the decision to eliminate the 29-Sunset Muni route. Anna LaForte, Deputy Director for Policy and Programming, responded that the route had not been eliminated but that it had changed. She added that Transportation Authority staff would resend information on the new 29-Sunset alignment.

Wells Whitney asked if the Gough Street Signals Upgrade project was mainly a pedestrian safety project or if it would improve traffic flow as well. Mr. Rathmann responded that the request included pedestrian improvements and would upgrade the overall signals infrastructure at each intersection. Ms. Espiritu Santo added that the traffic signals at these locations were past their useful lives. Mr. Whitney asked if the project would improve traffic flow. Ms. LaForte responded that the project included larger and more visible vehicular signal indications and overhead mast-arms that would improve visibility.

Peter Sachs asked if pedestrian signals currently being installed at the northwest and northeast corners of Gough and Fell Streets were related to the Gough Street Signals Upgrade project. Ms. LaForte said the pedestrian signals were being upgraded through a separate project, and that the Prop K request would fund larger signal heads and mast-arms.

Jacqueline Sachs asked if any of the locations included in the Gough Street Signals Upgrade project would include exclusive pedestrian phases. Ms. Espiritu Santo responded that she would follow up with an answer.

Chair Waddling asked if any of the four Vision Zero high-injury corridors for cyclists that crossed Gough Street would have bicycle signals and signal activation at those intersections given that inductive loops do not always work for bicycles. Ms. Espiritu Santo responded that those improvements were not part of this scope, but that she would follow up and provide information on prioritization of these types of improvements. Chair Waddling noted his support for providing infrastructure for this improvement to allow for future implementation.

Ms. Sachs asked if the Gough Street Signals Upgrade project included upgrades to the signals at Gough and Sacramento Streets. Ms. Espiritu Santo responded that the referenced location was not included in the project.

Chair Waddling asked for SFMTA staff to provide additional details on the scope of the

Ensuring Transit Service Equity through Community Engagement project, including how community-based organizations would be selected and how SFMTA would be incorporate riders from diverse economic in addition to cultural backgrounds. Sandra Padilla, Project Manager at SFMTA, said that SFMTA had an equity policy which required the agency to perform an equity analysis and adopt findings every two years to inform SFMTA's budget process. Ms. Padilla noted that the subject project had two primary steps, with the first looking at data and Muni service indicators for identified communities, and the second focusing on outreach. She added that the project would focus on the Chinatown, Western Addition, Mission, Bayview, and Excelsior/Outer Mission areas, which were chosen based on household income, minority population, and high portion of auto ownership. Ms. Padilla stated that the analysis would look at key Muni lines serving these neighborhoods and examine data and indicators such as on-time performance and the ratio of trip length to key destinations by Muni versus vehicles. She stated that SFMTA would present the data and findings to these communities and seek feedback on what SFMTA should prioritize for improvements based on experience of the communities as opposed to Muni data. Ms. Padilla commented that the equity working group recommended adding a citywide accessibility lens as well. She noted that some of the outreach methods would include on-board vehicle engagement and intercepting riders at Muni stops to identify the key needs for each community and make recommendations.

There was no public comment.

John Morrison moved to approve the item, seconded by Brian Larkin.

The item was approved by the following vote:

Ayes: CAC Members Ablog, Larkin, Morrison, J. Sachs, P. Sachs, Waddling, and Whitney

Absent: CAC Members Larson, Lerma, and Tannen

10. State and Federal Legislative Update – INFORMATION

Amber Crabbe, Assistant Deputy Director for Policy and Programming, presented the item per the staff memorandum.

Wells Whitney asked if the Transportation Authority had representation in Sacramento, and if so, how he or she was briefed by staff. Ms. Crabbe replied that the Transportation Authority had a contract with a state legislative advocate and that staff worked with him on a weekly and sometimes daily basis to identify bills that relate to the Transportation Authority's legislative program and interests and advocated on the agency's behalf.

Peter Sachs asked how Assembly Bill (AB) 1287 would impact the enforcement of parking violations. Ms. Crabbe responded that forward facing cameras on Muni buses would record when cars were double parked in transit only lanes, but not for all parking violations.

During public comment, Ed Mason cautioned the CAC against AB 61 which related to the use of public transit stops by private shuttles. He said that rather than private shuttles, the city should investigate in a network of express buses. Anna LaForte, Deputy Director for Policy and Programming, stated that staff from the San Francisco Municipal Transportation Agency would present their community shuttle policy report at the December CAC meeting.

Chair Waddling convened a workshop of the CAC at 6:05 p.m. due to a lack of quorum and called Item 11.

11. Potential 2016 Transportation Revenue Measures Poll Results – INFORMATION

Tilly Chang, Executive Director, presented the item using a presentation that was given to the Transportation Authority Board the previous day and that was posted on the agency's website (www.sfcta.org). Ms. Chang paused her presentation at 6:20 p.m. when quorum was obtained and Chair Waddling called the meeting to order and resumed this item.

Peter Sachs asked if the wording of the question regarding improving the management of freeway lanes implied tolling. Ms. Chang confirmed it did, and that it also referred to HOV (high occupancy vehicle lanes) and other improvements that could improve person throughput on the freeways.

Chair Waddling asked if there was any way to tell how voters in other counties felt about a potential BART bond measure at a \$4 billion level. Ms. Chang said there was no way to infer that from the San Francisco poll, but she noted that that BART would be doing its next round of polling in early 2016.

Chair Waddling commented that the results from the southeast side of the city were interesting (showing strong support for the revenue measures) and asked if the data could differentiate between different neighborhoods in the sector, such as Potrero Hill and Visitacion Valley. Ms. Chang said the data could be divided into specific neighborhoods, but due to the sample size, it would rapidly lose statistical significance whereas the 5 "regions" shown in the presentation were designed to allow statistically significant analysis given the sample size. .

Peter Sachs asked which proposal would raise more money. Ms. Chang replied that the vehicle license fee would raise approximately \$70 million per year and the half-cent sales tax would raise approximately \$100 million per year.

Jacqueline Sachs asked when voters would be asked to reauthorize the Proposition K transportation sales tax. Ms. Chang responded that the current expenditure plan would end in 2033. She added that the Transportation Authority was delivering the plan's major commitments and the proposed new revenue measures could capture the city's new and emerging priorities.

During public comment, Ed Mason compared the mode share in a different poll to the results in the Transportation Authority's poll. Ms. Chang clarified that the Transportation Authority poll only included likely voters which were a different subset of San Francisco's overall population. Mr. Mason expressed concern over the many other revenue measures proposed for the ballot in 2016 to generate funding for street trees, schools, and senior facilities. He also noted the importance of being more explicit about what would be funded in an expenditure plan so voters aren't later surprised at what actually is funded.

12. Update on One Bay Area Grant Program Cycle 2 Proposal – INFORMATION

Seon Joo Kim, Senior Transportation Planner for Policy and Programming, presented the item per the staff memorandum.

Brian Larkin asked if the anti-displacement and affordable housing policies were required by the state. Amber Crabbe, Assistant Deputy Director for Policy and Programming, responded that they were not but were being discussed as part of the Plan Bay Area update.

Mr. Larkin asked if the Priority Development Areas for San Francisco stayed the same as Cycle 1 and if the western part of the city was included, especially along the Geary corridor in District 1. Ms. Crabbe responded that they stayed the same and did not include most of the Geary corridor in District 1.

Wells Whitney asked if the One Bay Area Grant funds were new funds that were distributed by the Metropolitan Transportation Commission (MTC). Ms. Crabbe clarified that the funds were

derived not from a new source but through continuation of the federal transportation bill, and while the source of the funds was federal, MTC had the discretion on distribution of the funds.

During public comment, Ed Mason noted the Affordable Housing Bonus program introduced by the San Francisco Board of Supervisors and the ongoing discussion about the potential merger between Association of Bay Area Governments (ABAG) and MTC.

13. Introduction of New Business – INFORMATION

Chair Waddling asked if CAC could receive an update on the Mission Bay Loop, which was planned to help the T-Third light rail run more efficiently, but was on hold due to a court order. Anna LaForte, Deputy Director for Policy and Programming, responded that she would follow up.

Wells Whitney noted that what should be of interest to the Transportation Authority in the current discussion about regional governance between ABAG and MTC was the county transportation agency's relationship to the metropolitan planning organization. Ms. LaForte responded that the Transportation Authority and the San Francisco Planning Department were planning on actively participating in the regional committee that was being formed to discuss this issue.

Jacqueline Sachs shared a San Francisco Examiner article titled "Being Older in a Youthful San Francisco," which described how infrastructure improvements suited for the younger generation were posing difficulty for the aging population. Ms. Sachs also shared a San Francisco Chronicle article titled "\$60 million for Transportation in Latest Warriors Arena Plan" and expressed her concern about the arena's potential impact on transportation for hospital-related activities. She asked for an update on the Golden State Warriors project at a future CAC meeting. Ms. Sachs also shared her experience with the bus rapid transit system in Cleveland, Ohio.

During public comment, Ed Mason noted that from a recent presentation on the Golden State Warriors arena plan at a San Francisco Municipal Transportation Agency's (SFMTA's) meeting, the Plan did not reflect the potential Caltrain realignment proposed in the Railyard Alternatives and I-280 Boulevard Feasibility Study. Mr. Mason added that \$14 million was proposed to support the events generated by the arena for parking control officers and additional light rail vehicles. He said these funds were generated from the property taxes and should be going to the city's General Fund first to receive proper oversight of its use.

14. Public Comment

There was no public comment.

15. Adjournment

The meeting was adjourned at 7:40 p.m.



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DRAFT MINUTES

PLANS AND PROGRAMS COMMITTEE

Tuesday, October 20, 2015

1. Roll Call

Chair Tang called the meeting to order at 10:09 a.m. The following members were:

Present at Roll Call: Commissioners Christensen, Farrell, Tang and Yee (4)

Absent at Roll Call: Commissioner Breed (1)

2. Citizens Advisory Committee Report – INFORMATION

Chris Waddling, Chair of the Citizens Advisory Committee (CAC), reported that at its September 30 meeting, the CAC unanimously passed Item 7, the Prop K grouped allocation, and that the CAC had some general questions about the Y-Bike program. He said regarding the Geneva-Harney Bus Rapid Transit (BRT) request, the District 11 CAC representative questioned why service on the 29-bus line was cut when the BRT study showed an increased demand for service, and that the San Francisco Municipal Transportation Agency (SFMTA) said they would respond by the next CAC meeting. Mr. Waddling said the CAC had questions on Item 9 regarding the commuter shuttle program and what would happen when it ended in January, and that SFMTA would hopefully provide an update before the end of the year. He said that regarding Item 10, the CAC had questions regarding the types of trees selected for Van Ness Avenue but that they were assured the trees would be fully sized and would fit well with the BRT system. Lastly he said that the CAC raised concerns regarding the elimination of left-turns on Van Ness Avenue, which was proposed as similar to the 19th Avenue model where left turns were only permitted in a few locations, and that drivers would have to find alternative routes.

There was no public comment.

Consent Calendar

3. Approve the Minutes of the September 15, 2015 Meeting – ACTION

4. Recommend Adopting San Francisco's Project Priorities for the 2016 Regional Transportation Improvement Program – ACTION

5. Update on One Bay Area Grant Program Cycle 2 Proposal – INFORMATION

Tilly Chang, Executive Director, commented that after the meeting materials were distributed, the Metropolitan Transportation Commission provided a revised version of the One Bay Area Grant program formula fund and proposed distribution to the various counties. She noted that the San Francisco portion was slightly smaller in this version and that staff would investigate the basis for that change and would provide an update.

There was no public comment.

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

Ayes: Commissioners Christensen, Farrell, Tang and Yee (4)

Absent: Commissioner Breed (1)

End of Consent Calendar

6. **Recommend Appointment of One Member to the Geary Corridor Bus Rapid Transit Citizens Advisory Committee – ACTION**

Colin Dentel-Post, Transportation Planner, presented the item per the staff memorandum.

Paul Chan spoke to his interest and qualifications in being reappointed to the Geary Corridor Bus Rapid Transit (BRT) Citizens Advisory Committee (CAC).

There was no public comment.

Commissioner Yee moved to recommend reappointment of Paul Chan, seconded by Commissioner Christensen.

The motion to recommend reappointment of Paul Chan to the Geary BRT CAC was approved without objection by the following vote:

Ayes: Commissioners Christensen, Farrell, Tang and Yee (4)

Absent: Commissioner Breed (1)

7. **Recommend Allocating \$4,085,233 in Prop K funds, with Conditions, and Appropriating \$54,225 in Prop K funds, Subject to the Attached Fiscal Year Cash Flow Distribution Schedules – ACTION**

Chad Rathmann, Senior Transportation Planner, presented the item per the staff memorandum.

Commissioner Yee asked if the nine schools for the Youth Bicycle Safety Education Classes had been selected. Mr. Rathmann confirmed that they had been selected and were included in the Prop K allocation request form.

Chair Tang commented that the new bicycle wayfinding signs were a great idea given the clutter of the existing signs and would be a huge improvement. She said regarding the Youth Bicycle Safety Education classes, she was pleased that the city departments were working with the contractors to provide the committee with the metrics used, or at the least were working towards providing that in the future. She also commented that the Bayview Moves Van Share pilot seemed interesting and may be replicable elsewhere, and that she would like to see results once the pilot was over.

There was no public comment.

The item was approved without objection by the following vote:

Ayes: Commissioners Christensen, Farrell, Tang and Yee (4)

Absent: Commissioner Breed (1)

8. **Recommend Approving San Francisco's Advocacy Goals and Objectives and Project List for Plan Bay Area 2040 – ACTION**

Amber Crabbe, Assistant Deputy Director for Policy and Programming, presented the item per the staff memorandum.

Commissioner Yee asked if the M-Line project on 19th Avenue was included in this list.

Ms. Crabbe confirmed that it was included as a fully-funded capital project which meant that it could start construction by 2021.

There was no public comment.

The item was approved without objection by the following vote:

Ayes: Commissioners Christensen, Farrell, Tang and Yee (4)

Absent: Commissioner Breed (1)

9. Recommend Adopting the Transportation Demand Management Partnership Project Final Report Factsheets – ACTION

Ryan Greene-Roesel, Senior Transportation Planner, presented the item per the staff memorandum.

Chair Tang asked about the next steps for this work and whether some of the pilot projects would be made permanent. Ms. Greene-Roesel responded that several new initiatives had grown out of the study, such as a residential outreach pilot program being led by the San Francisco Municipal Transportation Agency and San Francisco Department of the Environment, which would be funded through the Transportation Fund for Clean Air program. She added that there was also work underway to develop a consistent set of requirements for new development.

During public comment, Francisco DaCosta stated the 3rd Street Light Rail was not connected to Balboa Station and that it ended in Visitacion Valley, which was a missed opportunity. He stated that the city's experts, the Mayor, and the Board of Supervisors were not working closely enough with neighborhoods to understand their transportation needs.

Commissioner Christensen asked about next steps for Transportation Demand Management (TDM) now that the TDM Partnership Project was wrapping up. Ms. Greene-Roesel responded that work was planned in several areas, including the new residential outreach program; a pilot program to shift behavior using travel incentives; and work to more systematically include TDM requirements in new development.

Commissioner Christensen asked how the study's findings would shape future programs, particularly the finding that several of the employer outreach projects did not result in significant travel behavior change. Ms. Greene-Roesel responded that future voluntary employer outreach programs should focus on employers with a motivated internal champion. She said that for employers with limited interest in transportation issues, programs should offer options for participating without significant time commitments. Commissioner Christensen responded that programs seemed to work well when they filled a gap in the transportation system. She said that some private shuttle services were serving transportation needs that were not being well served by public transportation.

Tilly Chang, Executive Director, responded that it was important that the public sector provide guidance to the private sector regarding desired outcomes for services. She reiterated that the TDM Partnership Project found that programs could be more successful when there was a dedicated liaison in the neighborhood, and stated that the city should pursue efficient ways to partner with groups of employers.

The item was approved without objection by the following vote:

Ayes: Commissioners Christensen, Farrell, Tang and Yee (4)

Absent: Commissioner Breed (1)

10. Major Capital Projects Update – Van Ness Avenue Bus Rapid Transit Project – INFORMATION

Bob Masys, Senior Engineer, presented the item per the staff memorandum.

Commissioner Christensen asked about coordination with other projects, particularly the Polk Street project, in order to minimize disruption. She also asked about public outreach to keep residents and business owners as well informed as possible.

Mr. Masys responded that the San Francisco Municipal Transportation Agency (SFMTA) and San Francisco Public Works were jointly managing both of the projects, and that they were closely coordinating schedules of work to minimize traffic impacts. He also noted that SFMTA made public communications a very important part of the program, and had assigned a full-time Public Information Officer who would build on the successes of outreach from the Central Subway project. Mr. Masys acknowledged that construction would not be the most pleasant period, but would be worth the end result.

Commissioner Farrell asked about any obstacles that could delay the start of construction beyond spring 2016, and what the project was doing to minimize the 3-year duration of construction. Mr. Masys noted two major milestones prior to the start of construction which were actively being pursued: obtaining final California Department of Transportation permits, and reaching agreement with the contractor on a Guaranteed Maximum Price and baseline schedule. He noted the extensive utility work as one reason for the 3-year duration, but stated that bundling this work meant only digging in the street once. He said that maintaining traffic flow and minimizing construction noise at night in residential zones were key constraints that would lengthen the overall duration of construction, but that it was important to be sensitive to the residents and businesses in each part of the corridor. Mr. Masys stated that the project had a lot of public support, and that he hoped for patience from the public as the project team would do its best to balance duration and disruption.

During public comment, Francisco DaCosta stated he had been involved in the Van Ness Bus Rapid Transit project for the past 10 years, and asked to check the technical capacity of the engineers working on it, as well as the amount of public meetings that would focus on work in specific areas. He cautioned that over ten private projects would be built along the corridor in the same timeframe, including the California Pacific Medical Center. He also questioned the effect of construction on traffic on neighboring streets and nearby transit lines.

11. Introduction of New Items – INFORMATION

There was no public comment.

12. Public Comment

During public comment, Francisco DaCosta stated that for the last 25 years he had been involved with transportation issues but that he had not been coming to these meetings lately because there were no timelines or goals. He said many projects were seeing large cost increases, such as the Central Subway which started at a cost of \$600 million and was now in the billions. He said there was too much congestion on the city's streets which was leading to health hazards such as mercury and lead particulates spewing into the air but was not being discussed at these meetings. Mr. DaCosta said the former Executive Director for the Transportation Authority, José Luis Moscovich, used to put a lot of effort into the projects and allowed debate, but that

there wasn't any meaningful debate and dialogue now. He said there were discussions about building 30,000 homes in areas that were prone to liquification and flooding which would not work. He said the city was not paying attention to its housing element or general management plan, and did not have a stellar transportation program.

13. Adjournment

The meeting was adjourned at 11:08 a.m.



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Memorandum

Date: 10.29.15 **RE:** Plans and Programs Committee
November 3, 2015

To: Plans and Programs Committee: Commissioners Tang (Chair), Christensen (Vice Chair), Breed, Farrell, Yee and Wiener (Ex Officio)

From: Anna LaForte – Deputy Director for Policy and Programming *all*

Through: Tilly Chang – Executive Director *TJC*

Subject: **ACTION** – Recommend Allocating \$273,868 in Prop K Funds and \$300,000 in Prop AA Funds, with Conditions, Subject to the Attached Fiscal Year Cash Flow Distribution Schedules

Summary

As summarized in Attachments 1 and 2, we have three requests totaling \$273,868 in Prop K sales tax funds and \$300,000 in Prop AA vehicle registration fee funds to present to the Plans and Programs Committee. The San Francisco Municipal Transportation Agency (SFMTA) has requested a total of \$435,000 in Prop K and Prop AA funds for design of signal upgrades at 19 intersections along the Gough Street corridor. SFMTA is also requesting \$38,868 in Prop K sales tax funds to match a California Department of Transportation Planning grant to develop and evaluate a neighborhood-based framework for engaging low-income and minority communities on transportation-related challenges. The San Francisco Planning Department is requesting \$100,000 in Neighborhood Transportation Improvement Program (NTIP) planning funds to develop recommendations for transportation demand management (TDM) measures to minimize the transportation impacts of current and future development in the Balboa Park area.

BACKGROUND

We have three requests totaling \$273,868 in Prop K sales tax funds and \$300,000 in Prop AA vehicle registration fee funds to present to the Plans and Programs Committee at the November 3 meeting, for potential Board approval on November 17. As shown in Attachment 1, the requests come from the following Prop K and Prop AA categories:

- Prop K Signals & Signs
- Prop K Transportation/ Land Use Coordination
- Prop AA Pedestrian Safety

Board adoption of a 5-Year Prioritization Program (5YPP) for Prop K and Prop AA programmatic categories is a prerequisite for allocation of funds from each of these categories.

DISCUSSION

The purpose of this memorandum is to present three Prop K (\$273,868) and Prop AA (\$300,000)

requests to the Plans and Programs Committee, and to seek a recommendation to allocate the funds as requested. Attachment 1 summarizes the 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 provides a brief description of each project. A detailed scope, schedule, budget and funding plan for each project is included in the attached Allocation Request Forms.

Staff Recommendation: Attachment 3 summarizes the staff recommendations for the requests. Transportation Authority and project sponsor staff will attend the committee meeting to provide a brief presentation on the specific requests and to respond to any questions that the committee may have.

ALTERNATIVES

1. Recommend allocating 273,868 in Prop K funds and \$300,000 in Prop AA funds, with conditions, subject to the attached Fiscal Year Cash Flow Distribution Schedules, as requested.
2. Recommend allocating 273,868 in Prop K funds and \$300,000 in Prop AA funds, with conditions, subject to the attached Fiscal Year Cash Flow Distribution Schedules, as requested, with modifications.
3. Defer action, pending additional information or further staff analysis.

CAC POSITION

The CAC was briefed on this item at its October 28, 2015 meeting and unanimously adopted a motion of support for the staff recommendation.

FINANCIAL IMPACTS

This action would allocate \$273,868 in Fiscal Year (FY) 2015/16 Prop K sales tax funds, with conditions, and \$300,000 in FY 2015/16 Prop AA funds for a total of three requests. The allocations would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the enclosed Allocation Request Forms.

Attachment 4, Prop K/Prop AA Allocation Summaries - FY 2015/16, shows the total approved FY 2015/16 allocations to date for both programs, with associated annual cash flow commitments as well as the recommended allocations and cash flows that are the subject of this memorandum.

Sufficient funds are included in the adopted FY 2015/16 budget to accommodate the recommended actions. Furthermore, sufficient funds will be included in future fiscal year budgets to cover the recommended cash flow distribution for those respective fiscal years.

RECOMMENDATION

Recommend allocating \$273,868 in Prop K funds and \$300,000 in Prop AA funds, with conditions, subject to the attached Fiscal Year Cash Flow Distribution Schedules.

Attachments (5):

1. Summary of Applications Received
2. Project Descriptions
3. Staff Recommendations
4. Prop K 2015/16 Fiscal Year Cash Flow Distribution – Summary
5. Prop K/AA Allocation Request Forms (3)

Source	EP Line No./Category ¹	Project Sponsor ²	Project Name	Current Prop K Request	Current Prop AA Request	Total Cost for Requested Phase(s)	Prop K Leveraging			District
							Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴	Phase(s) Requested	
Prop K, Prop AA	33, Ped	SFMTA	Gough Corridor Signal Upgrade	\$135,000	\$ 300,000	\$ 435,000	41%	69%	Design	2, 5
Prop K	44	Planning Department	Balboa Area TDM Study [NTIP Planning]	\$100,000		\$ 137,230	40%	27%	Planning	7
Prop K	44	SFMTA	Ensuring Transit Service Equity through Community Engagement	\$38,868		\$ 338,868	40%	89%	Planning	Citywide
			TOTAL	\$ 273,868	\$ 300,000	\$ 911,098	41%	70%		

Footnotes

¹ "EP Line No./Category" is either the Prop K Expenditure Plan line number referenced in the 2014 Prop K Strategic Plan or the Prop AA Expenditure Plan category referenced in the 2012 Prop AA Strategic Plan, including: Street Repair and Reconstruction (Street), Pedestrian Safety (Ped), and Transit Reliability and Mobility Improvements (Transit).

² Acronyms: 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 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	Prop AA Funds Requested	Project Description
33, Ped	SFMTA	Gough Corridor Signal Upgrade	\$ 135,000	\$ 300,000	Requested funds will be used to design signal upgrades at 19 intersections along the Gough Street corridor. Of the proposed locations, 15 are on the Vision Zero high-injury network and 5 are on a Vision Zero pedestrian high-injury corridor. Signal upgrades will include larger traffic signals and mast arms at all locations, pedestrian countdown signals at 10 intersections, and audible pedestrian signals at 3 intersections. The SFMTA has coordinated the project with San Francisco Public Works' Gough Street paving project, which will install subsurface signal conduit and new curb ramps as part of the intersection upgrades. The SFMTA expects the signal upgrades will be open for use by February 2018.
44	Planning Department	Balboa Area TDM Study [NTIP Planning]	\$ 100,000	\$ -	Funds will be used to engage the community, the supervisor's offices, and other relevant stakeholders to recommend transportation demand management (TDM) measures to minimize transportation impacts of potential future development at the Balboa Reservoir, current and future activity at the City College Ocean Campus, and adjacent activities in the Ingleside, Westwood Park, and Sunnyside neighborhoods. The Planning Department will lead the project in coordination with the SFMTA and Mayor's Office of Economic and Workforce Development. Building on recent public participation and analyses, the project will review existing conditions, evaluate future travel demand scenarios, conduct outreach, and produce a framework to guide the TDM program for the project area. The Planning Department anticipates completing a final report by July 2016 with key findings, proposed TDM measures (i.e., a toolkit specific to study area), and an implementation and funding strategy.

Attachment 2: Brief Project Descriptions ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Requested	Prop AA Funds Requested	Project Description
44	SFMTA	Ensuring Transit Service Equity through Community Engagement	\$ 38,868	\$ -	Prop K funds will provide the local matching funds to a \$300,000 Caltrans Planning grant to develop a neighborhood-based framework for engaging low-income and minority communities on transit service issues and equity. SFMTA will form partnerships with key community-based organizations (CBOs), develop targeted community engagement methods in collaboration with CBOs, and provide analysis of the effectiveness of the engagement methods. SFMTA will use the process and outcomes to identify transportation-related challenges impacting selected neighborhoods, and to develop strategies to help address transportation-related social service and environmental justice issues. SFMTA anticipates completing the final report by summer 2017.
TOTAL			\$ 273,868	\$ 300,000	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations ¹

EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Prop AA Funds Recommended	Recommendation
33, Ped	SFMTA	Gough Corridor Signal Upgrade	\$ 135,000	\$ 300,000	
44	Planning Department	Balboa Area TDM Study [NTIP Planning]	\$ 100,000	\$ -	
44	SFMTA	Ensuring Transit Service Equity through Community Engagement	\$ 38,868	\$ -	
TOTAL			\$ 273,868	\$ 300,000	

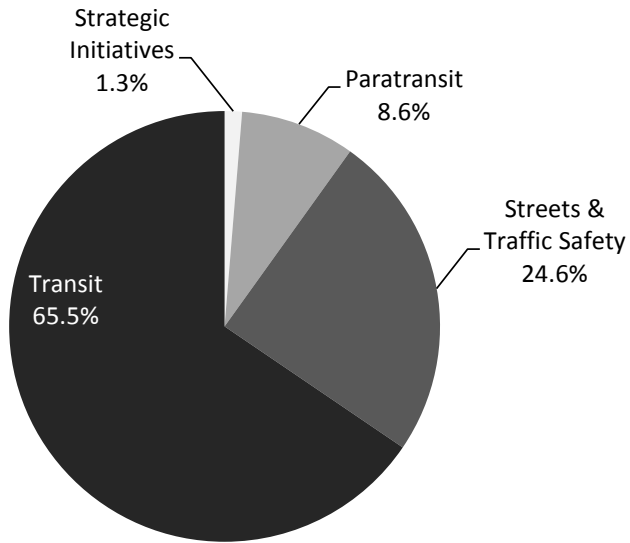
¹ See Attachment 1 for footnotes.

**Attachment 4.
Prop K/ Prop AA Allocation Summaries - FY 2015/16**

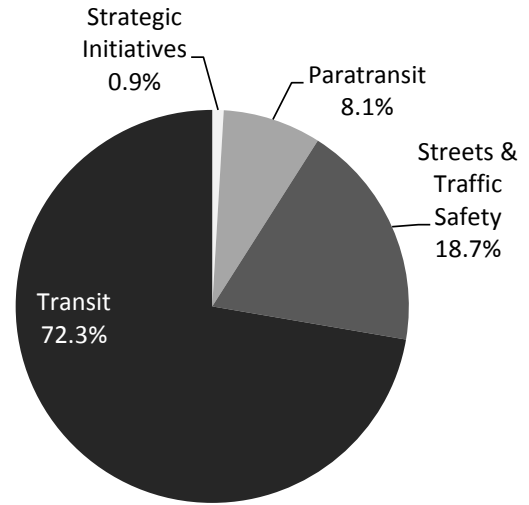
PROP K SALES TAX						
	CASH FLOW					
	Total	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	2019/20
Prior Allocations	\$ 127,837,772	\$ 95,536,100	\$ 31,070,078	\$ 1,182,166	\$ 49,428	\$ -
Current Request(s)	\$ 273,868	\$ 177,330	\$ 80,656	\$ 15,882	\$ -	\$ -
New Total Allocations	\$ 128,111,640	\$ 95,713,430	\$ 31,150,734	\$ 1,198,048	\$ 49,428	\$ -

The above table shows maximum annual cash flow for all FY 2015/16 allocations approved to date, along with the current recommended

Investment Commitments, per Prop K Expenditure Plan



Prop K Investments To Date

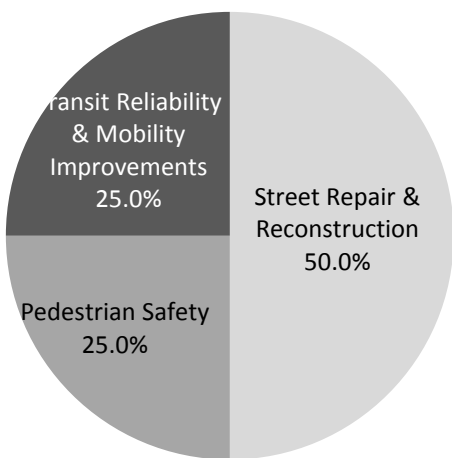


PROP AA VEHICLE REGISTRATION FEE

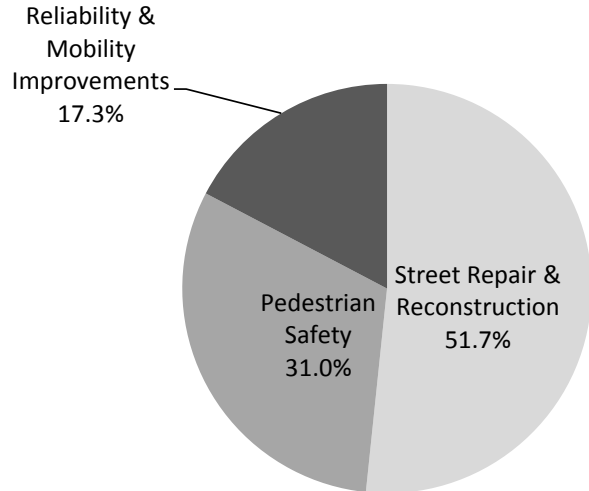
	Total	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
Prior Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
Current Request(s)	\$ 300,000	\$ 150,000	\$ 150,000	\$ -	\$ -
New Total Allocations	\$ 300,000	\$ 150,000	\$ 150,000	\$ -	\$ -

The above table shows total cash flow for all FY 2015/16 allocations approved to date, along with the current recommended allocation(s).

Investment Commitments, per Prop AA Expenditure Plan



Prop AA Investments To Date



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

FY of Allocation Action:
 Project Name:
 Implementing Agency:

EXPENDITURE PLAN INFORMATION

Prop K EP Project/Program:

Prop K EP Line Number (Primary): Current Prop K Request: \$

Prop K Other EP Line Numbers:

Prop AA Category:

Current Prop AA Request: \$

Supervisorial District(s):

SCOPE

Sufficient scope detail should be provided to allow Authority staff to evaluate the reasonableness of the proposed budget and schedule. If there are prior allocations for the same project, provide an update on progress. Describe any outreach activities included in the scope. Long scopes may be provided in a separate Word file. Maps.

If a project is not already name Project sponsors shall provide a brief explanation of how the project was prioritized for funding, highlighting: 1) project benefits, 2) level of public input into the prioritization process, and 3) whether the project is included in any adopted plans, including Prop K/Prop AA 5-Year Prioritization Program (5YPPs). Justify any inconsistencies with the adopted Prop K/Prop AA Strategic Plans and/or relevant 5YPPs.

Indicate whether work is to be performed by outside consultants and/or by force account.

See the attached pages for scope details.

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

Scope

The SFMTA is requesting \$300,000 in Proposition AA funds and \$135,000 in Prop K EP 33 funds for the design phase of full signal upgrades and Pedestrian Countdown Signals (PCS) installations on the Gough Street corridor. The total design budget would be \$435,000. A total of 19 intersections overall will be upgraded.

The signal upgrade will include new Pedestrian Countdown Signals (PCS) at 10 intersections along the Gough Street corridor. The 10 locations include Broadway, California, Eddy, Fulton, Grove, Jackson, Pacific, Page, Post, and Washington Streets. These would be funded by Prop AA funds.

Nine other intersections that already have PCS will also be upgraded to add larger more visible vehicular signal indications and overhead mast-arms: Bush, Fell, Geary, Golden Gate, McAllister, Oak, Pine, Sutter, and Turk. These would be funded by Prop K funds.

The full project scope, in addition to the new conduits and pullboxes, includes installation of:

- New wiring
- New Pedestrian Countdown Signals (PCS)
- New Accessible Pedestrian Signals (APS) pushbuttons (at Bush, Pine, and Sutter)
- New larger vehicular signal heads
- New poles and mast-arm signals
- New signal controller at Gough and Grove
- Repair of any curb ramps damaged by construction

Coordination:

SFMTA has coordinated with the Gough Street paving project (2066J) so that needed signal conduits would be installed as part of paving project. This allows for the above grade changes like poles, mast-arms, controller and PCS upgrades to be implemented without excavating within the roadway. The paving project is currently under construction and is expected to be completed early 2016.

Conduit Costs

Design Budget	\$69,261.27	(Prop K, prior request)
Construction	<u>\$402,000</u>	(Contract 2066J, not funded by Prop K or Prop AA),
Total	\$499,905	

Implementation:

SFMTA Sustainable Streets Division will manage the scope of the detailed design. SFPW's Infrastructure Design and Construction (IDC) will manage the issuance and administration of the contract for construction by competitively bid contract.

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

<u>Task</u>	<u>Force Account Work Performed By</u>
• Design	SFMTA Sustainable Streets Division
• Electrical Design	SFPW-IDC
• Construction	SFPW- Bureau of Construction Management

Project Benefits:

Gough Street is on the Vision Zero High Injury Network on its busiest stretch between Market and California streets. Five intersections are also on the Vision Zero High Injury Corridor for pedestrians: Gough/Turk, Gough/Geary, Gough/Sutter, Gough/Bush, Gough/Pine.

Pedestrian Countdown Signals have been effective in reducing the number of pedestrians remaining in the crosswalk at the beginning of the conflicting vehicle green light thereby reducing the potential for vehicle-pedestrian conflicts, The countdown feature of the PCS is helpful to pedestrians to discern as to whether there is enough time left in a signal cycle to cross the intersection completely.

Currently, pedestrians have to rely on vehicular signals to cross the street. New PCS will guide pedestrians and give them information for crossing the street safely. The countdown portion of the signal indication, along with the yellow and all-red interval, will be designed to accommodate a pedestrian walking at a standard walking speed of 3.5 feet per second to completely cross the street from curb to curb. APS features will be installed on all the corners to help the visually impaired receive the pedestrian indications.

At 3 intersections on Gough Street APS features will be installed on all the corners to help the visually impaired receive the pedestrian indications.

Larger signal heads and mast-arm signals will also be added to improve the visibility of the signals, especially the wider nature of Gough Street and the presence of trucks and other large vehicles on the corridor. Gough has 3 southbound lanes for most of its length. Mast-arms will help ensure that drivers have full visibility of the signals.

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

Table 1: Locations and Improvements

I/S ID#	Intersections	Add PCS?	Add APS?	Upgrade Signals, add Mast-arms	VZ HIN? ¹	VZ HIC – Peds ²	DESIGN PHASE Fund Source
1	Page & Gough	Yes		Yes	Yes		Prop AA
2	Oak & Gough	No		Yes	Yes		Prop K
3	Fell & Gough	No		Yes	Yes		Prop K
4	Grove & Gough	Yes		Yes	Yes		Prop AA
5	Fulton & Gough	Yes		Yes	Yes		Prop AA
6	McAllister & Gough	No		Yes	Yes		Prop K
7	Golden Gate & Gough	No		Yes	Yes		Prop K
8	Turk & Gough	No		Yes	Yes	Yes	Prop AA
9	Eddy & Gough	Yes		Yes	Yes		Prop AA
10	Geary & Gough	No		Yes	Yes	Yes	Prop K
11	Post & Gough	Yes		Yes	Yes		Prop AA
12	Sutter & Gough	No	Yes	Yes	Yes	Yes	Prop K
13	Bush & Gough	No	Yes	Yes	Yes	Yes	Prop K
14	Pine & Gough	No	Yes	Yes	Yes	Yes	Prop K
15	California & Gough	Yes		Yes	Yes		Prop AA
16	Washington & Gough	Yes		Yes			Prop AA
17	Jackson & Gough	Yes		Yes			Prop AA
18	Pacific & Gough	Yes		Yes			Prop AA
19	Broadway & Gough	Yes		Yes			Prop AA

¹ These locations are on the Vision Zero High-Injury Network

² These locations are on a Vision Zero Pedestrian High-Injury Corridor

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

FY 2015/16

Project Name: Gough Corridor Signal Upgrade

Implementing Agency: San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Type : Categorically Exempt

Status: Not yet started

PROJECT DELIVERY MILESTONES

Enter dates for ALL project phases, not just for the current request. Use July 1 as the start of the fiscal year. Use 1, 2, 3, 4 to denote quarters and XXXX/XX for the fiscal year (e.g. 2010/11). Additional schedule detail may be provided in the text box below.

	Start Date		End Date	
	Quarter	Fiscal Year	Quarter	Fiscal Year
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
R/W Activities/Acquisition				
Design Engineering (PS&E)	2	FY 2015/16	2	FY 2016/17
Prepare Bid Documents				
Advertise Construction	2	FY 2016/17		
Start Construction (e.g., Award Contract)	3	FY 2016/17		
Procurement (e.g. rolling stock)				
Project Completion (i.e., Open for Use)			3	FY 2017/18
Project Closeout (i.e., final expenses incurred)			1	FY 2018/19

SCHEDULE COORDINATION/NOTES

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

<u>Phase</u>	<u>Start Date</u>	<u>End Date</u>
Design	November 2015	October 2016
Advertise for Construction	December 2016	
Construction Begins	March 2017	
Open for Use		February 2018

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

FY 2015/16

Project Name: Gough Corridor Signal Upgrade

Implementing Agency: San Francisco Municipal Transportation Agency

COST SUMMARY BY PHASE - CURRENT REQUEST

Allocations will generally be for one phase only. Multi-phase allocations will be considered on a case-by-case basis.

Enter the total cost for the phase or partial (but useful segment) phase (e.g. Islais Creek Phase 1 construction) covered by the CURRENT funding request.

	Yes/No	Cost for Current Request/Phase		
		Total Cost	Current Request	Prop AA - Current Request
Planning/Conceptual Engineering				
Environmental Studies (PA&ED)				
Design Engineering (PS&E)	Yes	\$435,000	\$135,000	\$300,000
R/W Activities/Acquisition				
Construction				
Procurement (e.g. rolling stock)				
		\$435,000	\$135,000	\$300,000

COST SUMMARY BY PHASE - ENTIRE PROJECT

Show total cost for ALL project phases based on best available information. **Source of cost estimate** (e.g. 35% design, vendor quote) is intended to help gauge the quality of the cost estimate, which should improve in reliability the farther along a project is in its development.

	Total Cost	Source of Cost Estimate
Planning/Conceptual Engineering		
Environmental Studies (PA&ED)		
Design Engineering (PS&E)	\$ 435,000	SFMTA estimate based on similar projects
R/W Activities/Acquisition		
Construction	\$ 2,915,000	SFMTA estimate based on similar projects
Procurement (e.g. rolling stock)		
Total:	\$ 3,350,000	

% Complete of Design: 10 as of 9/22/15

Expected Useful Life: 30 Years

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

MAJOR LINE ITEM BUDGET

1. Provide a major line item budget, with subtotals by task and phase. More detail is required the farther along the project is in the development phase. Planning studies should provide task-level budget information.
2. Requests for project development should include preliminary estimates for later phases such as construction.
3. Support costs and contingencies should be called out in each phase, as appropriate. Provide both dollar amounts and % (e.g. % of construction) for support costs and contingencies.
4. For work to be performed by agency staff rather than consultants, provide base rate, overhead multiplier, and fully burdened rates by position with FTE (full-time equivalent) ratio. A sample format is provided below.
5. For construction costs, please include budget details. A sample format is provided below. Please note if work will be performed through a contract.
6. For any contract work, please provide the LBE/SBE/DBE goals as applicable to the contract.

Gough Corridor Signal Upgrade

Labor Detail Reference	Description	Cost	% of Contract Cost	Performed by
Intersections that require an upgrade to add PCS - to be funded by Prop AA - 10 locations				
AA-1	Design and Coordination	\$50,298		SFMTA
AA-2	Detailed Electrical Design	\$90,559		SFMTA
AA-3	Detail Review	\$130,574		PW
AA-4	Design Contingency	\$27,143		PW/SFMTA Possible subsidewalk basements, major utility conflicts
AA-5	City Attorney Review	\$1,000		CAO
	Design Phase Total	\$299,574		
	Prop AA Request Round	\$300,000		Average per intersection \$30,000
Intersections that already have PCS, but require a signal visibility or other infrastructure upgrade - to be funded by Prop K - 9 locations				
K-1	Design and Coordination	\$23,357		SFMTA
K-2	Detailed Electrical Design	\$41,554		SFMTA
K-3	Detail Review	\$56,207		DPW
K-4	Design Contingency	\$12,112		PW/SFMTA Possible subsidewalk basements, major utility conflicts
K-5	City Attorney Review	\$1,000		CAO
	Design Phase Total	\$134,230		
	Prop K Request Round	\$135,000		Average per intersection \$15,000
TOTAL DESIGN PHASE REQUEST		\$435,000	24%	

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

CONSTRUCTION PHASE		Cost-Estimate	% of Contract Cost	Performed by
1	Contract Cost	\$ 1,805,000		Contractor
2	Contingency	\$ 270,750	15%	N/A
3	Controllers/APS	\$ 113,000	6.3%	Purchase Order
4	Elec. Service	\$ 80,000	4%	PG&E, DTIS, SFMTA
5	Ct Prep & SFPW Eng Support	\$ 18,050	1%	SFPW (Infrastructure Design and Construction)
6	Construction Engineer/Inspection	\$ 216,600	12%	SFPW (Infrastructure Design and Construction)
8a	Public Affairs	\$ 31,588	12%	SFPW (Infrastructure Design and Construction)
8b	Material Testing	\$ 63,175	12%	SFPW (Infrastructure Design and Construction)
8c	Wage Check	\$ 36,100	12%	SFPW (Infrastructure Design and Construction)
9	Curb Ramp Construction Inspection	\$ 27,075	1.5%	SFPW (Streets & Highways)
10	Construction Support	\$ 252,700	14%	SFMTA Eng & Shops
	Construction Phase Subtotal	\$ 2,914,038		
	Rounded to	\$ 2,915,000		
TOTAL COST OF ALL PHASES		\$3,350,000		

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

FY 2015/16

Project Name: Gough Corridor Signal Upgrade

FUNDING PLAN - FOR CURRENT PROP K REQUEST

Prop K Funds Requested: \$135,000

5-Year Prioritization Program Amount: \$463,000 (enter if appropriate)

FUNDING PLAN - FOR CURRENT PROP AA REQUEST

Prop AA Funds Requested: \$300,000

5-Year Prioritization Program Amount: \$337,000 (enter if appropriate)

If the amount requested is inconsistent (e.g., greater than) with the Prop K/Prop AA Strategic Plan amount and/or the 5-Year Prioritization Program (5YPP), provide a justification in the space below including a detailed explanation of which other project or projects will be deleted, deferred, etc. to accommodate the current request and maintain consistency with the 5YPP and/or Strategic Plan annual programming levels.

Enter the funding plan for the phase or phases for which Prop K/Prop AA funds are currently being requested. Totals should match those shown on the Cost worksheet.

Fund Source	Planned	Programmed	Allocated	Total
Prop K		\$135,000		\$135,000
Prop AA		\$300,000		\$300,000
				\$0
				\$0
				\$0
				\$0
Total:	\$0	\$435,000	\$0	\$435,000

Actual Prop K Leveraging - This Phase: 68.97%

Expected Prop K Leveraging per Expenditure Plan: 41.47%

\$435,000
Total from Cost worksheet

Is Prop K/Prop AA providing **local match funds** for a state or federal grant? No

Fund Source	\$ Amount	Required Local Match	
		%	\$

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

FUNDING PLAN - FOR ENTIRE PROJECT (ALL PHASES)				
Enter the funding plan for all phases (environmental studies through construction) of the project. This section may be left blank if the current request covers all project phases. Totals should match those shown on the Cost worksheet.				
Fund Source	Planned	Programmed	Allocated	Total
Prop K	\$100,000	\$2,913,000		\$3,013,000
Prop AA		\$337,000		\$337,000
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:	\$100,000	\$3,250,000	\$0	\$ 3,350,000

Actual Prop K Leveraging - Entire Project:

10.06%
41.47%
NA

Expected Prop K Leveraging per Expenditure Plan:

Actual Prop AA Leveraging - Entire Project:

Total from Cost worksheet
\$ 3,350,000

FISCAL YEAR CASH FLOW DISTRIBUTION FOR CURRENT PROP K REQUEST
Use the table below to enter the proposed cash flow distribution schedule (e.g. the maximum Prop K/Prop AA funds that are guaranteed to be available for reimbursement each fiscal year) for the current request. If the schedule is more aggressive than the Prop K/Prop AA Strategic Plan and/or 5YPP, please explain in the text box below how cash flow for other projects and programs will be slowed down to accommodate the current request without exceeding annual cash flow assumptions made in the Strategic Plan.

Prop K Funds Requested:

\$135,000

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2015/16	\$67,500	50.00%	\$67,500
FY 2016/17	\$67,500	50.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
Total:	\$135,000		

Prop AA Funds Requested:

\$300,000

Sponsor Request - Proposed Prop AA Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2015/16	\$150,000	50.00%	\$150,000
FY 2016/17	\$150,000	50.00%	\$0
		0.00%	\$0
Total:	\$300,000		

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

AUTHORITY RECOMMENDATION

This section is to be completed by Authority Staff.

Last Updated: Resolution No. Res. Date:

Project Name:

Implementing Agency:

Funding Recommended:	Amount		Phase:
	Prop K Allocation	\$135,000	Design Engineering (PS&E)
Prop AA Allocation	\$300,000	Design Engineering (PS&E)	
Total:	\$435,000		

Notes (e.g., justification for multi-phase recommendations, notes for multi-EP line item or multi-sponsor recommendations):

Cash Flow Distribution Schedule by Fiscal Year (for entire allocation/appropriation)

Source	Fiscal Year	Maximum Reimbursement	% Reimbursable	Balance
Prop K EP 33	FY 2015/16	\$67,500	16.00%	\$367,500
Prop K EP 33	FY 2016/17	\$67,500	16.00%	\$300,000
Prop AA - Ped	FY 2015/16	\$150,000	34.00%	\$150,000
Prop AA - Ped	FY 2016/17	\$150,000	34.00%	\$0
			0.00%	\$0
Total:		\$435,000	100%	

Cash Flow Distribution Schedule by Fiscal Year & Phase (for entire allocation/appropriation)

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Prop K EP 33	FY 2015/16	Design Engineering (PS&E)	\$67,500	16%	\$367,500
Prop K EP 33	FY 2016/17	Design Engineering (PS&E)	\$67,500	31%	\$300,000
Prop AA - Ped	FY 2015/16	Design Engineering (PS&E)	\$150,000	66%	\$150,000
Prop AA - Ped	FY 2016/17	Design Engineering (PS&E)	\$150,000	100%	\$0
				100%	\$0
Total:			\$435,000		

Prop K/Prop AA Fund Expiration Date: Eligible expenses must be incurred prior to this date.

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

AUTHORITY RECOMMENDATION

This section is to be completed by Authority Staff.

Last Updated: Resolution No. Res. Date:

Project Name:

Implementing Agency:

	Action	Amount	Fiscal Year	Phase
Future Commitment to:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Trigger: <input type="text"/>			

Deliverables:

1.
2.
3.

Special Conditions:

1.
2.

Notes:

1.

Supervisory District(s):

Prop K proportion of expenditures - this phase:	31.03%
Prop AA proportion of expenditures - this phase:	NA

Sub-project detail? If yes, see next page(s) for sub-project detail.

SFCTA Project Reviewer:

Project # from SGA:

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

AUTHORITY RECOMMENDATION

This section is to be completed by Authority Staff.

Last Updated: Resolution No. Res. Date:

Project Name:

Implementing Agency:

SUB-PROJECT DETAIL

Sub-Project # from SGA: Name:
Supervisorial District(s):

Cash Flow Distribution Schedule by Fiscal Year & Phase (for entire allocation/appropriation)

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Prop K EP 33	FY 2015/16	Design Engineering (PS&E)	\$67,500	50%	\$67,500
Prop K EP 33	FY 2016/17	Design Engineering (PS&E)	\$67,500	0%	\$0
				100%	\$0
				100%	\$0
				100%	\$0
Total:			\$135,000		

Sub-Project # from SGA: Name:
Supervisorial District(s):

Cash Flow Distribution Schedule by Fiscal Year & Phase (for entire allocation/appropriation)

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Prop AA - Ped	FY 2015/16	Design Engineering (PS&E)	\$150,000	50%	\$150,000
Prop AA - Ped	FY 2016/17	Design Engineering (PS&E)	\$150,000	-100%	\$0
				0%	\$0
				100%	\$0
				100%	\$0
				100%	\$0
Total:			\$300,000		

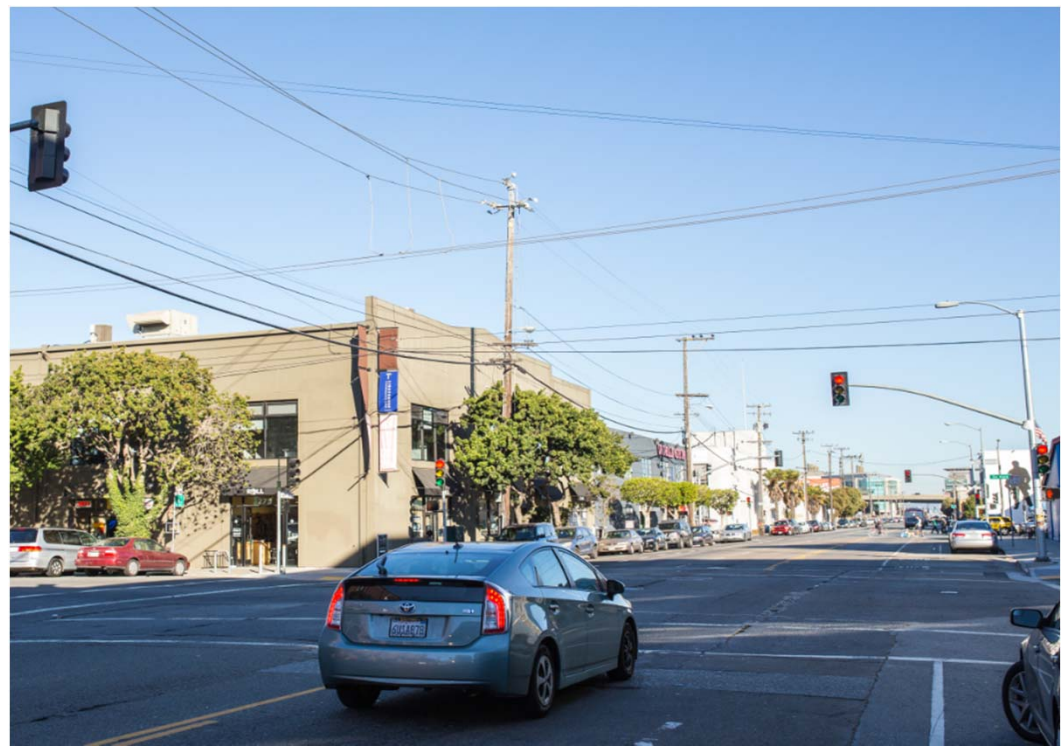
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MAPS AND DRAWINGS

Gough Corridor Signal Upgrade



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



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

FY of Allocation Action:	2015/16	Current Prop K Request:	\$ 135,000
			Current Prop AA Request:

Project Name: Gough Corridor Signal Upgrade

Implementing Agency: San Francisco Municipal Transportation Agency

Project Manager

Grants Section Contact

Name (typed): Manito Velasco

Joel Goldberg

Title: Engineer

Mgr, Grants Procurement & Management

Phone: 415.701.4447

415.701.4499

Fax: _____

Email: manito.velasco@sfmta.com

joel.goldberg@sfmta.com

Address: 1 SVN, 7th Fl, SF, CA 94103

1 SVN, 7th Fl, SF, CA 94103

Signature: _____

Date: 09/25/15

09/25/15

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

FY of Allocation Action:

2015/16

Project Name:

Balboa Area TDM Study [NTIP Planning]

Implementing Agency:

Planning Department

EXPENDITURE PLAN INFORMATION

Prop K EP Project/Program:

b. Transportation/Land Use Coordination

Prop K EP Line Number (Primary):

44

Current Prop K Request:

\$ 100,000

Prop K Other EP Line Numbers:

Prop AA Category:

Current Prop AA Request:

\$ -

Supervisorial District(s):

7

SCOPE

Sufficient scope detail should be provided to allow Authority staff to evaluate the reasonableness of the proposed budget and schedule. If there are prior allocations for the same project, provide an update on progress. Describe any outreach activities included in the scope. Long scopes may be provided in a separate Word file. Maps.

If a project is not already name Project sponsors shall provide a brief explanation of how the project was prioritized for funding, highlighting: 1) project benefits, 2) level of public input into the prioritization process, and 3) whether the project is included in any adopted plans, including Prop K/Prop AA 5-Year Prioritization Program (5YPPs). Justify any inconsistencies with the adopted Prop K/Prop AA Strategic Plans and/or relevant 5YPPs.

Indicate whether work is to be performed by outside consultants and/or by force account.

Scope of work begins on next page.

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

INTRODUCTION

The area comprising Balboa Public Site (aka Balboa Reservoir) and City College (CCSF) Ocean Campus lies at a crossroads of transportation infrastructure, serves as a major education destination, and is poised for change. A number of transit improvements in the Balboa Park plan area are steadily improving transit access, MTA operations and pedestrian safety around Balboa Park station. In addition, upcoming streetscape improvements will make the public realm on Ocean Avenue more pedestrian friendly and attractive. Yet there remains a need to better understand and *manage* transportation demand.

Building on recent public participation and analyses, the San Francisco Planning Department's (Planning's) Balboa Area Transportation Demand Management (TDM) project will analyze the neighborhood's existing and future transportation demand, recommend TDM measures, and an implementation guide.

This District 7 Neighborhood Transportation Improvement Program (NTIP) planning study was developed in response to input from Supervisor Yee's office. Project deliverables and recommendations will respond to Supervisor and community concerns. The Transportation Authority's NTIP was developed to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community supported neighborhood-scale projects.

PURPOSE

The Balboa area TDM Project will identify measures to minimize the transportation demand impacts of current and future development on the Balboa Public Site (see map in allocation request form), CCSF development, and neighborhood activity. The project will focus on:

- current and future CCSF activity;
- potential future Balboa Public Site activity; and
- other local trips, including those of the neighborhoods surrounding the Balboa Public Site

The project will support the goals of pedestrian safety and access to transit, affordable housing, and CCSF student enrollment.

The project will serve as a tool to aid in short-term and long-range transportation planning, and to support coordination between different jurisdictions in the Balboa area. Recommendations may be incorporated into future CEQA analysis of the Balboa Public Site, campus plans, or any related proposals required per land use law. Recommendations will be well-defined and ready for implementation if incorporated into the future development agreement for the Balboa Public Site, CCSF's master plan, a public agency work plan or an MOU between these entities. This project will not constitute an implementable "TDM Plan" for the Balboa site or for CCSF unless the plan is negotiated into an agreement(s) with a future developer (of the Balboa Public Site) and/or CCSF. However, the TDM Framework and Recommendations should be crafted for ease of

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

implementation. At a minimum the framework would serve as the foundation and guide for future plans (CCSF TDM Plan) or agreements (Balboa Public Site Development Agreement) within the study. The document should streamline future TDM policy and planning in the area, and ensure that the goals, performance and monitoring of various TDM and transit planning efforts in the study area are aligned.

ROLES AND DESCRIPTION OF SERVICES

Planning will provide:

- (1) Overall Project Management and coordination
- (2) Liaison to Balboa Reservoir/Public Site outreach process

San Francisco Municipal Transportation Agency (SFMTA) will provide:

- (1) A framework to guide TDM policies, measures and implementation in the project area
- (2) Draft toolkit of TDM measures which the City of San Francisco, CCSF or a future developer of the Balboa Public Site should implement in the area, including the Ingleside, Westwood Park and Sunnyside neighborhoods
- (3) Outline of City approach to monitoring and reporting of TDM commitments

Contractor will deliver:

- (1) Existing conditions data collection and analysis, including trip generation, mode split for CCSF, and neighborhoods and uses nearby Balboa site.
- (2) Meeting facilitation and public engagement
- (3) Review of TDM framework, and additions to or input on framework with specific considerations to the project area
- (4) Review of SF TDM toolkit, and additions to or input on TDM measures for short and long terms in the project area
- (5) A proposed implementation plan, including roles, estimated costs of implementation and monitoring/reporting, opportunities, and outline of other resources needed

SCOPE OF SERVICES

1. PROJECT SCOPING

Planning requires that the scope of work for the TDM plan be reviewed and approved by SFMTA TDM Manager prior to commencement of any work by the transportation consultant for the project.

- 1.1. Consultant's project manager will meet and consult with City Team (Planning, SFMTA, and Office of Economic and Workforce Development (OEWD) to review, discuss and modify this draft scope of work prior to final approval. The discussions will focus on items such as:

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Proposition K Sales Tax Program Allocation Request Form**

- a. Data collection (existing counts, identify if there is need for new counts, locations, time periods, etc.)
 - b. Assumptions (study area, land use types, cumulative growth, etc.)
 - c. Methodology (Trip generation methodology and appropriate sources, travel forecasts, etc.)
 - d. Proposed TDM Project relationship to the Balboa Public Site project, City College of San Francisco's Ocean Campus plans, Balboa Park Station Area Plan and neighborhood streetscape improvement plans, including the analysis of cumulative transportation conditions
 - e. Timeline
 - f. Roles and responsibilities
 - g. Role of public engagement and appropriate points for input/informing public
- 1.2. Finalize the service agreement to clearly define scope of services, deliverables, schedule, fees and payments, exclusions, liabilities, responsibilities, and insurance requirements.

Deliverables:

1.1 Scope of services, budget and schedule

2. PROJECT MANAGEMENT

Contractor will work closely with City Team project manager to coordinate the overall project plan and outreach strategy. Project management tasks include, at a minimum:

- a. Prepare and execute the Project
- b. Plan, organize and manage the day-to-day activities of the project, and coordinate technical tasks and the production of deliverables meeting the scope, schedule, cost and quality objectives
- c. Develop agendas for meetings with City Team, and distribute in advance of meetings
- d. Day-to-day communication with City Team project manager as necessary
- e. Monthly financial management of the project including review of progress to expenditures, budget, schedule, and scope, review and processing of sub-consultant charges, preparation of invoices and progress reports
- f. Public engagement plan – the consultant shall prepare and the City Team shall approve a public engagement plan for the project, with special consideration of existing Balboa Park Area Plan CAC, Balboa Reservoir CAC, ongoing neighborhood meetings, and City College projects and master planning. The engagement plan shall consider appropriate purpose for engaging public (inform, gather feedback, etc.) and appropriate strategies for engaging public (workshop, emails, website, etc.)

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Proposition K Sales Tax Program Allocation Request Form**

- g. Conduct at least four coordination meetings with CCSF Master planners , consultants or representatives
- h. Conduct quality reviews of interim deliverables, and ensure final deliverables are quality reviewed by the Principal in charge and Project Manager
- i. Other project management duties identified by the consultant team

Deliverables:

2.1 Public engagement plan

3. NEEDS ASSESSMENT

Conduct an unbiased transportation demand management needs assessment for existing conditions and potential future land use scenarios. Assumptions for the future scenario should include City College plans and be coordinated with City Team, as described below.

Assessment should incorporate traffic data, transit routes and service, bike routes, parking counts, carshare amenities, and demand analyses from recent studies by SFMTA, SFCTA and the SFPUC. Additional data needs should be addressed in scope Task 1.

3.1. Existing Conditions

- 3.1.1. Review existing parking conditions and practices in area, including CCSF owned and leased parking facilities, metered and unmetered on-street parking, off-street publicly (or available to students/faculty) accessible parking, and residential on-street parking in adjacent neighborhoods. Review related EIRs and mitigation measures, including the Phelan Loop, Avalon and Mercy Housing developments, CCSF Master Plan, and Balboa Park Area Plan. Quantify or estimate parking supply in the project area. Assess existing TDM policy and programs, and institutional challenges and opportunities to implementing TDM in the area. *Include findings in existing conditions memo.*
- 3.1.2. Describe status of near-term or planned SFMTA service improvements and any available information related to planned changes in BART, CCSF or nearby transportation services. *Include findings in existing conditions memo.*
- 3.1.3. Refine draft transportation questionnaire for CCSF affiliates and neighborhood commuters. With City staff, conduct intercept survey (two locations for three days each) and online survey of transportation usage, needs and pricing inquiries. Summarize survey findings in existing conditions memo. *Deliverable: web-based and paper questionnaire and survey findings report*
- 3.1.4. Estimate VMT to/from neighborhood destinations based on average trip length to help benchmark the performance of recommendations made in Task 5. Clearly

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

identify the various trip markets in the project area. *Include findings in existing conditions memo.*

- 3.1.5. OPTIONAL TASK: Should additional data be required and identified in Task 1 by supporting agencies, conduct relevant automobile and/or transit observations, including, but not limited to, transit delay, ridership, automobile delay, parking supply and demand, pedestrian or public realm studies, or door entry counts (assume 10 locations for budgeting purposes). *Deliverable: raw data, as determined in Task 1*
- 3.1.6. Complete a draft and final Existing Conditions Memo, with all compiled existing or gathered data including:
- A base map and text for the project area
 - A description of existing uses and vehicular access to the project area
 - A description of existing parking and loading activities, including hours of operation, supply and hourly utilization.
 - Intersection level of service (LOS) conditions during the weekday p.m. peak hour at project intersections determined in Task 1, including, but not limited to, the 12 intersections in Exhibit B
 - A qualitative assessment of pedestrian and bicyclist conditions (conflicts, safety and operational issues), based on observations and existing studies.
 - Quantitative assessment of on- and off-street parking supply and utilization within the project area during the weekday midday and late evening periods.
 - Estimation of VMT currently generated by existing land uses, to form baseline for future projects and recommendations.
 - Quantitative assessment of carshare supply within ¼ mile of the project area.

Deliverables:

3.1.1 Web and print survey and findings

3.1.2 Draft and Final Existing conditions memo

3.2. Travel Demand/VMT Calculations for Future Conditions

- 3.2.1. Determine potential future transportation demand scenarios for the Balboa Public Site, including to-be-determined short term and long-term horizons, in coordination with the Planning Department. Short-term scenario should be based on the Planning Department's development pipeline. Long-term scenarios should include the development pipeline and up to two (2) land use program alternatives for the Balboa Public site.
- 3.2.2. Determine future travel demand scenarios for City College's Ocean Campus, including short and long-term time horizons and enrollment projections, in coordination with CCSF and City staff.

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Document assumptions, methodology and results in a draft and final Travel Demand/ Future VMT Memo. For task 3.2:

- Estimate net-new trips by mode of travel and net-new VMT.
- Estimate person trips and VMT generated using SF guidelines
- Compile and estimate LOS for future scenarios at key intersections (see Exhibit B)
- Future scenarios should be “cumulative,” including all development within the project area as well as planned sustainable mode transportation network improvements.
- Estimate parking demand based on available data and projections from City of San Francisco and CCSF master planning process (including enrollment, faculty/staff changes, square footage of educational and other public facilities)

Deliverables:

3.2 Draft and Final Travel Demand/Future VMT Memo

4. Public Engagement

Building on past public participation, engage stakeholders, CACs and neighbors at appropriate times throughout the Project, using appropriate methods.

The City Team will build on past outreach efforts to neighborhood stakeholders. Past outreach efforts have gathered input from the Balboa Park Station Area CAC, the Balboa Reservoir CAC, the Excelsior Collaborative, OMI Collaborative, Westwood Park association, and Sunnyside Neighborhood Association and Ocean Avenue Association. The Balboa Park CAC unanimously endorsed the proposal for this TDM Project and will continue to stay involved throughout its execution.

The City team will work closely with Commissioners Yee and Avalos to identify additional opportunities and communities for outreach, and to catalog known issues in the planning effort areas. Potential stakeholder groups include neighborhood associations within the project area, Communities United for Health and Justice, PODER, CCSF student and faculty groups, the SF Bike Coalition, and other community organizations as identified/requested

4.1. Facilitate Any Engagement Meetings and Presentations – budget should include at least six engagement meetings, including at least one public meeting, Balboa Park Station Area CAC or Balboa Reservoir CAC meeting focused on transportation. Meetings may include, but are not limited to, CAC, City-sponsored workshops, guest speaker engagements, and/or ongoing neighborhood organization meetings. Meetings meant to inform the public or neighborhood groups may take place early in the project, before Task 3. Public engagement meetings are distinct from the CCSF meetings identified in Task 5.3.

4.2. For any public meetings/workshops: Presentation, agenda, minutes

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Proposition K Sales Tax Program Allocation Request Form**

Deliverables:

4.1 Meeting facilitation

4.2 Presentation, agenda, minutes

5. Recommendations

The City Team will provide a framework of principles and objectives to guide the TDM program for the project area. The City Team will also provide a draft toolkit of TDM measures that may be appropriate for consideration for residential, commercial, retail, campus/institutional uses based on current practice, negotiations, and research best practices.

- 5.1. Review City Team (a) TDM framework and (b) draft toolkit of TDM strategies, propose any additions and considerations to both the framework and toolkit, in particular out of consideration for the project area and implementation by multiple agencies and entities.

Based on this review, propose specific TDM measures appropriate to address VMT impacts in the project area. Define the proposed measures, including identifying where they would be implemented, what trip markets would be served/addressed, level of deployment, cost, potential funding sources, rate of impact, timeline, and appropriate implementing agency or entity (by future developer of Balboa Reservoir public site, by CCSF, by City, or other). Inter-agency tools or agreements should also be considered and recommended in this task.

Recommendations should be justified based on VMT impact, auto trip generation, maintaining mobility, and promoting access to CCSF; while increasing non-auto mode share and other criteria as appropriate and determined by City staff and the consultant. Monitoring recommendations should use City of SF TDM monitoring approach and tailor, if necessary, to the project area and implementing entities.

- 5.2. Identify transportation gaps for future study or future concept design, such as last mile improvements, capital improvements or circulation considerations which, given expected demand, would increase access and mobility on or near the project area.
- 5.3. Within the project area and/or at Balboa Park Station (see attached map), identify land uses or public amenities to complement CCSF and future residential neighborhood which would have highest impact on reducing vehicle miles traveled. Include qualitative justification of why recommended land uses would be effective at reducing VMT or otherwise needed in the neighborhood.
- 5.4. Consultant should develop solutions related to CCSF in coordination with CCSF master planning consultants and CCSF enrollment projections, under the guidance of City Team. This should include at least four (4) coordination meetings with CCSF, its representative or consultants. The final meeting should present findings to CCSF administration and master planners.

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- 5.5. Document findings in a draft and final proposed TDM measures memo. Memo should also include how this planning effort may be used as a model for new developments and institutional master planning. The City team will coordinate with the consultant, CCSF and OEWD to identify lessons and replicable elements of the project.

Deliverables:

5.1 TDM Proposal, including

(a) Revised Framework of principles and objectives and

(b) Proposed TDM measures specific to project area, with implementation matrix

5.2 Identified transportation gaps, last mile or capital improvements for future study to increase access or mobility

5.3 Recommended land uses or public amenities recommended for reducing trips or VMT

5.4 Meeting agendas, minutes and materials

5.5 Draft and Final Proposed TDM Proposal memo

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

FY 2015/16

Project Name: Balboa Area TDM Study [NTIP Planning]

Implementing Agency: Planning Department

ENVIRONMENTAL CLEARANCE

Type : n/a

Status: Not yet started

PROJECT DELIVERY MILESTONES

Enter dates for ALL project phases, not just for the current request. Use July 1 as the start of the fiscal year. Use 1, 2, 3, 4 to denote quarters and XXXX/XX for the fiscal year (e.g. 2010/11). Additional schedule detail may be provided in the text box below.

	Start Date		End Date	
	Quarter	Fiscal Year	Quarter	Fiscal Year
Planning/Conceptual Engineering	2	FY 2015/16	1	FY 2016/17
Environmental Studies (PA&ED)				
R/W Activities/Acquisition				
Design Engineering (PS&E)				
Prepare Bid Documents				
Advertise Construction				
Start Construction (e.g., Award Contract)				
Procurement (e.g. rolling stock)				
Project Completion (i.e., Open for Use)				
Project Closeout (i.e., final expenses incurred)				

SCHEDULE COORDINATION/NOTES

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

- Task 1 - Consultant scope of services, budget schedule - December 4, 2015
- Task 2 - Public Engagement Plan - by January 15, 2016
- Task 3 - Needs Assessment - January 2016- April 2016
- Task 4 - Public Engagement - February 2016 - May 2016, as determined in scope. External deadline for future meeting: Final RFP document for Balboa Reservoir Site in February 2016; Student/faculty survey in April 2016
- Task 5- Recommendations - May 2016 - July 2016

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

FY 2015/16

Project Name: Balboa Area TDM Study [NTIP Planning]

Implementing Agency: Planning Department

COST SUMMARY BY PHASE - CURRENT REQUEST

Allocations will generally be for one phase only. Multi-phase allocations will be considered on a case-by-case basis.

Enter the total cost for the phase or partial (but useful segment) phase (e.g. Islais Creek Phase 1 construction) covered by the CURRENT funding request.

	Yes/No	Cost for Current Request/Phase		
		Total Cost	Prop K - Current Request	Prop AA - Current Request
Planning/Conceptual Engineering	Yes	\$137,230	\$100,000	
Environmental Studies (PA&ED)				
Design Engineering (PS&E)				
R/W Activities/Acquisition				
Construction				
Procurement (e.g. rolling stock)				
		\$137,230	\$100,000	\$0

COST SUMMARY BY PHASE - ENTIRE PROJECT

Show total cost for ALL project phases based on best available information. **Source of cost estimate** (e.g. 35% design, vendor quote) is intended to help gauge the quality of the cost estimate, which should improve in reliability the farther along a project is in its development.

	Total Cost	Source of Cost Estimate
Planning/Conceptual Engineering	\$ 137,230	Staff estimate including consultant costs
Environmental Studies (PA&ED)		
Design Engineering (PS&E)		
R/W Activities/Acquisition		
Construction		
Procurement (e.g. rolling stock)		
Total:	\$ 137,230	

% Complete of Design: as of

Expected Useful Life: Years

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MAJOR LINE ITEM BUDGET

1. Provide a major line item budget, with subtotals by task and phase. More detail is required the farther along the project is in the development phase. Planning studies should provide task-level budget information.
2. Requests for project development should include preliminary estimates for later phases such as construction.
3. Support costs and contingencies should be called out in each phase, as appropriate. Provide both dollar amounts and % (e.g. % of construction) for support costs and contingencies.
4. For work to be performed by agency staff rather than consultants, provide base rate, overhead multiplier, and fully burdened rates by position with FTE (full-time equivalent) ratio. A sample format is provided below.
5. For construction costs, please include budget details. A sample format is provided below. Please note if work will be performed through a contract.
6. For any contract work, please provide the LBE/SBE/DBE goals as applicable to the contract.

Consultant Contract

Task	Cost
1. Project Kickoff, Scoping	\$ 3,100
2. Project Management/Public Engagement Planning	\$ 17,400
3. Needs Assessment	\$ 25,900
4. Public Engagement	\$ 21,400
5. Recommendations	\$ 17,200
Contingency	\$ 10,000
Materials	\$ 4,000
Total	\$ 99,000

Planning Department Labor

Position	Class	Hourly Rate*	Hours	FTE	Cost
Planner II	5278	\$ 108.15	50	0.024	\$ 5,407
Planner III	5291	\$ 128.41	102	0.049	\$ 13,098
Planner IV	5293	\$ 152.12	25	0.012	\$ 3,803
*Mandatory Fringe Benefits + Indirect = 2.45 Total Overhead Rate			Total	177	\$ 22,309

San Francisco Municipal Transportation Agency Labor

Position	Class	Hourly Rate*	Hours	FTE	Cost
Manager IV	9174	\$ 152.56	100	0.048	\$ 15,256
*Mandatory Fringe Benefits + Indirect = 2.26 Total Overhead Rate			Total	100	\$ 15,256

City Attorney

Fees	2 Hours	\$250/hour	\$ 1,000.00
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TOTAL \$ 137,565

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

FY 2015/16

Project Name: Balboa Area TDM Study [NTIP Planning]

FUNDING PLAN - FOR CURRENT PROP K REQUEST

Prop K Funds Requested: \$100,000

5-Year Prioritization Program Amount: \$100,000 (enter if appropriate)

If the amount requested is inconsistent (e.g., greater than) with the Prop K/Prop AA Strategic Plan amount and/or the 5-Year Prioritization Program (5YPP), provide a justification in the space below including a detailed explanation of which other project or projects will be deleted, deferred, etc. to accommodate the current request and maintain consistency with the 5YPP and/or Strategic Plan annual programming levels.

The Prop K 5-Year Prioritization Program (5YPP) amount is the entire amount of Prop K funds available for allocation in Fiscal Year 2015/16 for the subject project in the Transportation/Land Use Coordination 5YPP.

Enter the funding plan for the phase or phases for which Prop K/Prop AA funds are currently being requested. Totals should match those shown on the Cost worksheet.

Fund Source	Planned	Programmed	Allocated	Total
Prop K		\$100,000		\$100,000
Priority Development Area Planning			\$37,230	\$37,230
				\$0
Total:	\$100,000	\$37,230	\$37,230	\$137,230

Actual Prop K Leveraging - This Phase: 27.13%

Expected Prop K Leveraging per Expenditure Plan 40.48%

\$137,230

Total from Cost worksheet

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

Is Prop K/Prop AA providing **local match funds** for a state or federal grant? No

Fund Source	\$ Amount	Required Local Match	
		%	\$

FUNDING PLAN - FOR ENTIRE PROJECT (ALL PHASES)				
Enter the funding plan for all phases (environmental studies through construction) of the project. This section may be left blank if the current request covers all project phases. Totals should match those shown on the Cost worksheet.				
Fund Source	Planned	Programmed	Allocated	Total
				\$0
				\$0
				\$0
Total:		\$0	\$0	\$ -

Actual Prop K Leveraging - Entire Project: #DIV/0! \$ 137,230

Expected Prop K Leveraging per Expenditure Plan: 40.48% Total from Cost worksheet

FISCAL YEAR CASH FLOW DISTRIBUTION FOR CURRENT PROP K REQUEST
Use the table below to enter the proposed cash flow distribution schedule (e.g. the maximum Prop K/Prop AA funds that are guaranteed to be available for reimbursement each fiscal year) for the current request. If the schedule is more aggressive than the Prop K/Prop AA Strategic Plan and/or 5YPP, please explain in the text box below how cash flow for other projects and programs will be slowed down to accommodate the current request without exceeding annual cash flow assumptions made in the Strategic Plan.

Prop K Funds Requested: \$100,000

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2015/16	\$100,000	100.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
Total:	\$100,000		

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AUTHORITY RECOMMENDATION

This section is to be completed by Authority Staff.

Last Updated: Resolution No. Res. Date:

Project Name:

Implementing Agency:

	Amount	Phase:
Funding Recommended: Prop K Allocation	\$100,000	Planning/Conceptual Engineering
Total:	\$100,000	

Notes (e.g., justification for multi-phase recommendations, notes for multi-EP line item or multi-sponsor recommendations):

Cash Flow Distribution Schedule by Fiscal Year (for entire allocation/appropriation)

Source	Fiscal Year	Maximum Reimbursement	% Reimbursable	Balance
Prop K EP 44	FY 2015/16	\$100,000	100.00%	\$0
			0.00%	\$0
			0.00%	\$0
			0.00%	\$0
			0.00%	\$0
Total:		\$100,000	100%	

Cash Flow Distribution Schedule by Fiscal Year & Phase (for entire allocation/appropriation)

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Prop K EP 44	FY 2015/16	Planning/Conceptual Engineering	\$100,000	100%	\$0
				100%	\$0
				100%	\$0
				100%	\$0
				100%	\$0
Total:			\$100,000		

Prop K/Prop AA Fund Expiration Date: Eligible expenses must be incurred prior to this date.

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

AUTHORITY RECOMMENDATION

This section is to be completed by Authority Staff.

Last Updated: Resolution No. Res. Date:

Project Name:

Implementing Agency:

	Action	Amount	Fiscal Year	Phase
Future Commitment to:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Trigger:	<input type="text"/>		

Deliverables:

1.
2.
3.

Special Conditions:

1.
2.

Notes:

1.
2.

Supervisory District(s):

Prop K proportion of expenditures - this phase:

Sub-project detail? If yes, see next page(s) for sub-project detail.

SFCTA Project Reviewer:

Project # from SGA:

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

MAPS AND DRAWINGS

BALBOA AREA TRANSPORTATION DEMAND MANAGEMENT PROJECT
PROJECT AREA



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

FY of Allocation Action:

2015/16

Current Prop K Request:

\$ 100,000

Current Prop AA Request:

\$ -

Project Name:

Balboa Area TDM Study [NTIP Planning]

Implementing Agency:

Planning Department

Project Manager

Grants Section Contact

Name (typed): Jeremy Shaw

Sheila Nickolopoulos

Title: Planner/Urban Designer

Sr Administrative Analyst

Phone: 415.575.9135

415.558.6409

Email: jeremy.shaw@sfgov.org

sheila.nickolopoulos@sfgov.org

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

FY of Allocation Action:

2015/16

Project Name:

Ensuring Transit Service Equity through Community Engagement

Implementing Agency:

San Francisco Municipal Transportation Agency

EXPENDITURE PLAN INFORMATION

Prop K EP Project/Program:

b. Transportation/Land Use Coordination

Prop K EP Line Number (Primary):

44

Current Prop K Request:

\$ 38,868

Prop K Other EP Line Numbers:

Prop AA Category:

Current Prop AA Request:

\$ -

Supervisorial District(s):

citywide

SCOPE

Sufficient scope detail should be provided to allow Authority staff to evaluate the reasonableness of the proposed budget and schedule. If there are prior allocations for the same project, provide an update on progress. Describe any outreach activities included in the scope. Long scopes may be provided in a separate Word file. Maps.

If a project is not already name Project sponsors shall provide a brief explanation of how the project was prioritized for funding, highlighting: 1) project benefits, 2) level of public input into the prioritization process, and 3) whether the project is included in any adopted plans, including Prop K/Prop AA 5-Year Prioritization Program (5YPPs). Justify any inconsistencies with the adopted Prop K/Prop AA Strategic Plans and/or relevant 5YPPs.

Indicate whether work is to be performed by outside consultants and/or by force account.

Please see attached scope document.

San Francisco County Transportation Authority
Proposition K Transportation Sales Tax Allocation Request Form
Ensuring Transit Service Equity through Community Engagement

The San Francisco Municipal Transportation Agency (SFMTA) is requesting \$38,868 in Proposition K funding for the Ensuring Transit Service Equity through Community Engagement planning project. This funding will provide the 11.47% required local match (\$38,868) to SFMTA's Fiscal Year 2015/16 Caltrans Planning grant award (\$300,000).

Background

San Francisco's Muni transit system (Muni) provides critical transit service to low-income and minority communities. However, while more than half of Muni customers are low-income (51%) and minority (58%), it has historically been difficult to engage riders of these large demographic groups in the Muni transit planning process. To address this gap in participation, the Ensuring Transit Service Equity through Community Engagement project, as proposed by SFMTA, which manages Muni, will deliver an important neighborhood-based framework to engage low-income and minority communities on transit service issues and equity. The project would provide tremendous insight on the public engagement process for SFMTA and help Muni serve as a more equitable system.

The SFMTA is continually working to improve the planning process for ensuring transportation equity in San Francisco. Improving the process for Muni is particularly important because it provides service to a disproportionate number of minority and low-income customers. While 31% of San Francisco residents are low-income, 51% of Muni customers report living in low-income households. Further, although 52% of residents in San Francisco are minorities, 58% of Muni customers self-identify as a minority. In 2014, in an effort to improve transit service and ensure that existing and future service changes are equitable, the SFMTA initiated the Muni Forward program¹ and established the Muni Service Equity Policy. The SFMTA also began efforts to develop a Muni Service Equity Strategy in support of the policy. But while these steps move toward improving equity in San Francisco, the SFMTA currently does not have the right tools and methods to engage low-income and minority communities in its equity improvement efforts. As these and other projects move forward, there is an urgent need to better understand the needs of low-income and minority communities.

SFMTA's data-based tools examine Muni service performance in great detail. However, they are not necessarily appropriate for assessing the needs and concerns of low-income and minority communities, which are often difficult to quantify and qualify by using standard methods. For example, SFMTA's systems rely on the analysis of Census data, but because the Census collects data only for home-to-work trips, SFMTA cannot use it to assess non-work trips and their related transportation challenges, which are common trips in low-income and minority neighborhoods. In addition to non-work trips, SFMTA lacks an understanding of specific night-time and early-morning work trips, as well as the overall travel experience for individuals who do not speak English as their first language. Moreover, SFMTA has found that its traditional outreach methods, which include

¹ More information at www.muniforward.com

San Francisco County Transportation Authority
Proposition K Transportation Sales Tax Allocation Request Form
Ensuring Transit Service Equity through Community Engagement

such tools as public open houses and public hearings, are often ineffective ways of reaching individuals in low-income and minority neighborhoods due to many residents' limited time availability, abnormal work schedules, child and health care-related demands, and general distrust of the public process.

Scope

The Ensuring Transit Service Equity through Community Engagement project would fill this void of information by developing new partnerships and methodologies to increase the public participation of low-income and minority communities. More specifically, the project will identify neighborhoods with the greatest needs, form partnerships with key community-based organizations (CBOs), develop targeted methods in collaboration with CBOs, and provide analysis of the effectiveness of engagement methods and the input that various communities have on transit service.

The Ensuring Transit Service Equity through Community Engagement would use a neighborhood-based approach to engage low-income and minority communities and gather input on Muni service performance. In addition, the project would use the engagement process to gauge community feedback on potential improvements and identify the major Muni transit-related challenges that impact selected neighborhoods.

SFMTA therefore wants to launch a targeted community engagement effort to enrich our analysis of neighborhood-based transit performance, understand the priority service performance issues that affect specific communities, and gauge whether or not transit performance improvement efforts that are conducted as part of the Equity Strategy improve the transit experience of low-income and minority customers. This neighborhood-based engagement project represents a unique and groundbreaking effort that could serve as a model for other transportation agencies in California. By working toward transportation quality improvements for communities in need, the community engagement effort will work to allow all San Francisco neighborhoods to enhance mobility and accessibility in target communities while serving to preserve multimodal transportation. As a result, this effort will promote the reduction of transportation-related greenhouse gases, the sustainability of multi-modal transportation in neighborhoods, and the improvement of quality of health. Additionally, with the planning, surveying, and research that its community engagement efforts will involve, SFMTA will identify strategies to optimize its transit infrastructure, evaluate the accessibility and connectivity of its multimodal transportation network, and help address transportation-related social service and environmental justice issues.

The project tasks are shown in detail in the attached table.

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

FY 2015/16

Project Name: Ensuring Transit Service Equity through Community Engagement

Implementing Agency: San Francisco Municipal Transportation Agency

ENVIRONMENTAL CLEARANCE

Type : TBD

Status: Not yet started

PROJECT DELIVERY MILESTONES

Enter dates for ALL project phases, not just for the current request. Use July 1 as the start of the fiscal year. Use 1, 2, 3, 4 to denote quarters and XXXX/XX for the fiscal year (e.g. 2010/11). Additional schedule detail may be provided in the text box below.

	Start Date		End Date	
	Quarter	Fiscal Year	Quarter	Fiscal Year
Planning/Conceptual Engineering	2	FY 2015/16	4	FY 2017/18
Environmental Studies (PA&ED)				
R/W Activities/Acquisition				
Design Engineering (PS&E)				
Prepare Bid Documents				
Advertise Construction				
Start Construction (e.g., Award Contract)				
Procurement (e.g. rolling stock)				
Project Completion (i.e., Open for Use)				
Project Closeout (i.e., final expenses incurred)				

SCHEDULE COORDINATION/NOTES

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

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

FY 2015/16

Project Name: Ensuring Transit Service Equity through Community Engagement

Implementing Agency: San Francisco Municipal Transportation Agency

COST SUMMARY BY PHASE - CURRENT REQUEST

Allocations will generally be for one phase only. Multi-phase allocations will be considered on a case-by-case basis.

Enter the total cost for the phase or partial (but useful segment) phase (e.g. Islais Creek Phase 1 construction) covered by the CURRENT funding request.

	Yes/No	Cost for Current Request/Phase		
		Total Cost	Prop K - Current Request	Prop AA - Current Request
Planning/Conceptual Engineering	Yes	\$338,868	\$38,868	
Environmental Studies (PA&ED)				
Design Engineering (PS&E)				
R/W Activities/Acquisition				
Construction				
Procurement (e.g. rolling stock)				
		\$338,868	\$38,868	\$0

COST SUMMARY BY PHASE - ENTIRE PROJECT

Show total cost for ALL project phases based on best available information. **Source of cost estimate** (e.g. 35% design, vendor quote) is intended to help gauge the quality of the cost estimate, which should improve in reliability the farther along a project is in its development.

	Total Cost	Source of Cost Estimate
Planning/Conceptual Engineering	\$ 338,868	SFMTA Staff
Environmental Studies (PA&ED)		
Design Engineering (PS&E)		
R/W Activities/Acquisition		
Construction		
Procurement (e.g. rolling stock)		
Total:	\$ 338,868	

% Complete of Design: as of

Expected Useful Life: Years

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

MAJOR LINE ITEM BUDGET	
1. Provide a major line item budget, with subtotals by task and phase. More detail is required the farther along the project is in the development phase. Planning studies should provide task-level budget information.	
2. Requests for project development should include preliminary estimates for later phases such as construction.	
3. Support costs and contingencies should be called out in each phase, as appropriate. Provide both dollar amounts and % (e.g. % of construction) for support costs and contingencies.	
4. For work to be performed by agency staff rather than consultants, provide base rate, overhead multiplier, and fully burdened rates by position with FTE (full-time equivalent) ratio. A sample format is provided below.	
5. For construction costs, please include budget details. A sample format is provided below. Please note if work will be performed through a contract.	
6. For any contract work, please provide the LBE/SBE/DBE goals as applicable to the contract.	

Task	Totals	% of Project
1. Project Initiation	\$ 35,016	10.3%
2. Community Identification and Outreach	\$ 54,219	16.0%
3. Analyze Neighborhoods and Engagement Tools	\$ 38,405	11.3%
4. Neighborhood Engagement	\$ 105,049	31.0%
5. Evaluation of Findings	\$ 100,531	29.7%
6. Fiscal Management	\$ 5,648	1.7%
TOTAL	\$ 338,868	100.0%

MFB = Mandatory Fringe Benefits, FTE = Full Time Equivalent

Position	Unburdened Salary	MFB	Overhead = 0.901 * (Salary + MFB)	Burdened Salary	FTE Ratio	Hours	Cost
FY16 Transit Planner IV (5290)	\$ 129,182	\$ 69,498	\$ 179,011	\$ 377,691	0.065	136	\$ 8,459
FY17 Transit Planner IV (5290)	\$ 133,058	\$ 71,583	\$ 184,381	\$ 389,022	0.086	180	\$ 11,505
FY18 Transit Planner IV (5290)	\$ 137,050	\$ 73,730	\$ 189,913	\$ 400,693	0.101	211	\$ 13,873
FY16 Project Manager 3 (5506)	\$ 180,861	\$ 92,133	\$ 245,968	\$ 518,962	0.047	97	\$ 8,459
FY17 Project Manager 3 (5506)	\$ 186,287	\$ 94,897	\$ 253,347	\$ 534,531	0.062	128	\$ 11,505
FY18 Project Manager 3 (5506)	\$ 191,875	\$ 97,744	\$ 260,947	\$ 550,566	0.072	150	\$ 13,873
FY16 Transit Planner 3 (5289)	\$ 108,942	\$ 60,633	\$ 152,787	\$ 322,362	0.078	162	\$ 8,459
FY17 Transit Planner 3 (5289)	\$ 112,211	\$ 62,452	\$ 157,371	\$ 332,033	0.103	213	\$ 11,505
FY18 Transit Planner 3 (5289)	\$ 115,577	\$ 64,325	\$ 162,092	\$ 341,994	0.120	250	\$ 13,873
FY16 Jr. Admin Analyst (1820)	\$ 68,352	\$ 43,181	\$ 100,491	\$ 212,024	0.062	129	\$ 4,230
FY17 Jr. Admin Analyst (1820)	\$ 70,402	\$ 44,477	\$ 103,506	\$ 218,385	0.082	170	\$ 5,752
FY18 Jr. Admin Analyst (1820)	\$ 72,514	\$ 45,811	\$ 106,611	\$ 224,936	0.096	199	\$ 6,937
FY16 Muni Operators (9163)	\$ 63,413	\$ 44,519	\$ 97,247	\$ 205,180	0.133	277	\$ 8,459
FY17 Muni Operators	\$ 65,316	\$ 45,855	\$ 100,165	\$ 211,335	0.176	366	\$ 11,505
FY18 Muni Operators	\$ 67,275	\$ 47,230	\$ 103,170	\$ 217,675	0.206	429	\$ 13,873
Subtotal SFMTA Labor					1.489	3,098	\$ 152,266

Consultants (Time and Materials)	186,102
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City Attorney Fees = 2 hours @ \$250/hr	500
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TOTAL	\$ 338,868
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Total Prop K Request:	\$ 38,868
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**San Francisco County Transportation Authority
Prop K/Prop AA Allocation Request Form**

FY 2015/16

Project Name: Ensuring Transit Service Equity through Community Engagement

FUNDING PLAN - FOR CURRENT PROP K REQUEST

Prop K Funds Requested: \$38,868

5-Year Prioritization Program Amount: \$150,000 (enter if appropriate)

FUNDING PLAN - FOR CURRENT PROP AA REQUEST

Prop AA Funds Requested: \$0

5-Year Prioritization Program Amount: (enter if appropriate)

If the amount requested is inconsistent (e.g., greater than) with the Prop K/Prop AA Strategic Plan amount and/or the 5-Year Prioritization Program (5YPP), provide a justification in the space below including a detailed explanation of which other project or projects will be deleted, deferred, etc. to accommodate the current request and maintain consistency with the 5YPP and/or Strategic Plan annual programming levels.

The 5-Year Prioritization Program (5YPP) amount is the amount of Prop K funds available for allocation in Fiscal Year 2015/16 for the Planning Grant Match (e.g. Caltrans Planning Grants) in the Transportation/Land Use Coordination 5YPP.

Enter the funding plan for the phase or phases for which Prop K/Prop AA funds are currently being requested. Totals should match those shown on the Cost worksheet.

Fund Source	Planned	Programmed	Allocated	Total
Prop K Sales Tax		\$38,868		\$38,868
Caltrans Planning Grant			\$300,000	\$300,000
				\$0
				\$0
				\$0
Total:	\$38,868	\$300,000	\$300,000	\$338,868

Actual Prop K Leveraging - This Phase: 88.53%

Expected Prop K Leveraging per Expenditure Plan: 40.48%

\$338,868
Total from Cost worksheet

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

Is Prop K/Prop AA providing **local match funds** for a state or federal grant? Yes - Prop K

Fund Source	\$ Amount	Required Local Match	
		%	\$
Caltrans Planning	\$300,000	11.47%	\$38,868.00

FUNDING PLAN - FOR ENTIRE PROJECT (ALL PHASES)

Enter the funding plan for all phases (environmental studies through construction) of the project. This section may be left blank if the current request covers all project phases. Totals should match those shown on the Cost worksheet.

Fund Source	Planned	Programmed	Allocated	Total
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:		\$0	\$0	\$ -

Actual Prop K Leveraging - Entire Project:

Expected Prop K Leveraging per Expenditure Plan:

Actual Prop AA Leveraging - Entire Project:

Total from Cost worksheet

FISCAL YEAR CASH FLOW DISTRIBUTION FOR CURRENT PROP K REQUEST

Use the table below to enter the proposed cash flow distribution schedule (e.g. the maximum Prop K/Prop AA funds that are guaranteed to be available for reimbursement each fiscal year) for the current request. If the schedule is more aggressive than the Prop K/Prop AA Strategic Plan and/or 5YPP, please explain in the text box below how cash flow for other projects and programs will be slowed down to accommodate the current request without exceeding annual cash flow assumptions made in the Strategic Plan.

Prop K Funds Requested: \$38,868

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2015/16	\$9,830	25.00%	\$29,038
FY 2016/17	\$13,156	34.00%	\$15,882
FY 2017/18	\$15,882	41.00%	\$0
		0.00%	\$0
		0.00%	\$0
Total:	\$38,868		

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

AUTHORITY RECOMMENDATION

This section is to be completed by Authority Staff.

Last Updated: Resolution No. Res. Date:

Project Name:

Implementing Agency:

Funding Recommended:	Amount		Phase:
	Prop K Allocation	\$38,868	Planning/Conceptual Engineering
Total:	\$38,868		

Notes (e.g., justification for multi-phase recommendations, notes for multi-EP line item or multi-sponsor recommendations):

Cash Flow Distribution Schedule by Fiscal Year (for entire allocation/appropriation)

Source	Fiscal Year	Maximum Reimbursement	% Reimbursable	Balance
Prop K EP 44	FY 2015/16	\$9,830	25.00%	\$29,038
Prop K EP 44	FY 2016/17	\$13,156	34.00%	\$15,882
Prop K EP 44	FY 2017/18	\$15,882	41.00%	\$0
			0.00%	\$0
			0.00%	\$0
Total:		\$38,868	100%	

Cash Flow Distribution Schedule by Fiscal Year & Phase (for entire allocation/appropriation)

Source	Fiscal Year	Phase	Maximum Reimbursement	Cumulative % Reimbursable	Balance
Same as above				0%	\$38,868
				0%	\$38,868
				0%	\$38,868
				0%	\$38,868
				0%	\$38,868
Total:			\$0		

Prop K/Prop AA Fund Expiration Date: Eligible expenses must be incurred prior to this date.

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

AUTHORITY RECOMMENDATION

This section is to be completed by Authority Staff.

Last Updated: 10.15.15 Resolution No. Res. Date:

Project Name: Ensuring Transit Service Equity through Community Engagement

Implementing Agency: San Francisco Municipal Transportation Agency

	Action	Amount	Fiscal Year	Phase
Future Commitment to:				
	Trigger:			

Deliverables:

- Quarterly progress reports shall provide a percent complete by task, percent complete for the overall project scope, and a listing of completed deliverables, in addition to the requirements described in the Standard Grant Agreement.
- With the quarterly progress report submitted following the completion of each deliverable required under the Caltrans Planning grant, provide copies of each deliverable.
-
-

Special Conditions:

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

Notes:

-
-

Supervisory District(s): citywide

Prop K proportion of expenditures - this phase:	11.47%
Prop AA proportion of expenditures - this phase:	NA

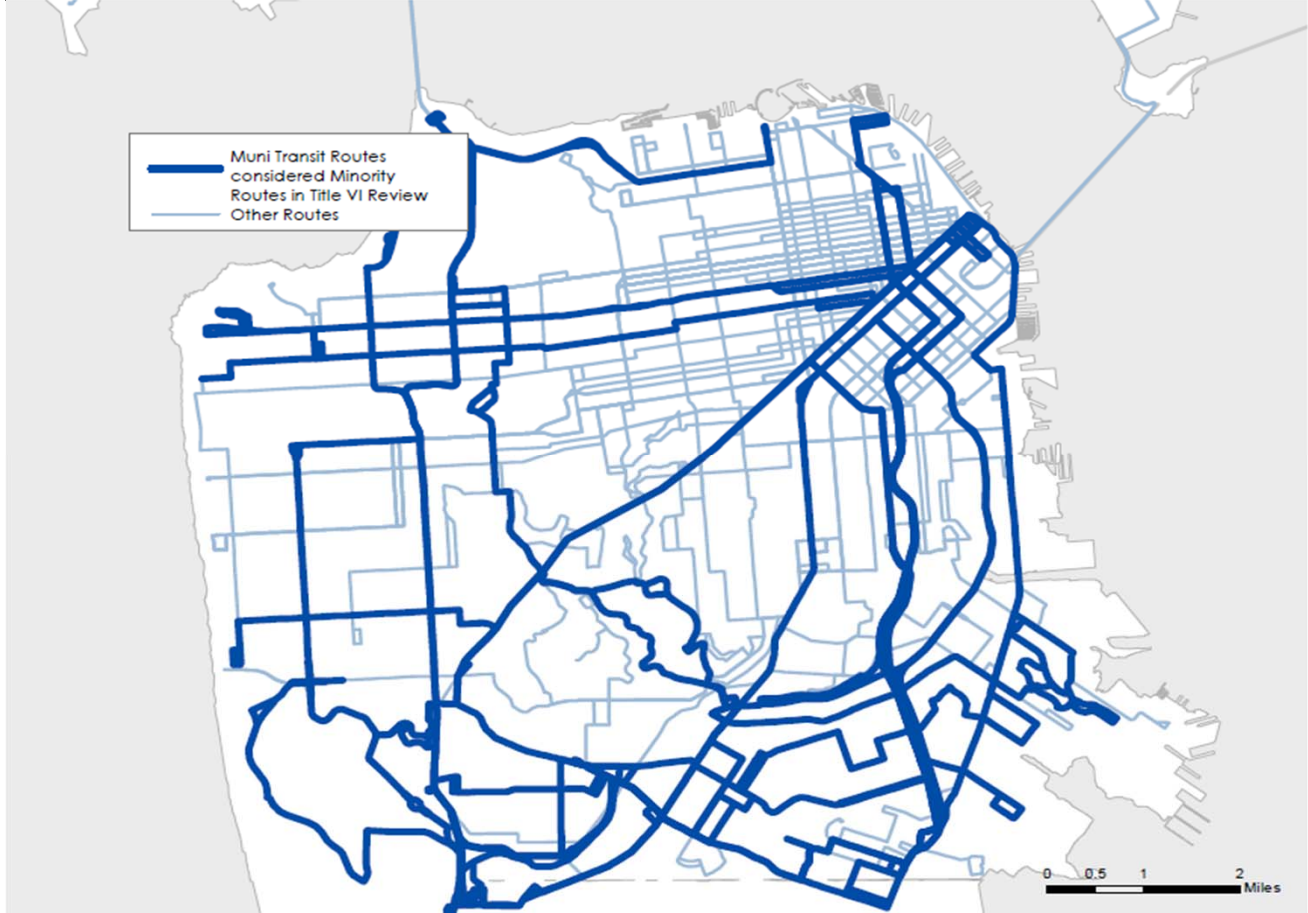
Sub-project detail? No If yes, see next page(s) for sub-project detail.

SFCTA Project Reviewer: P&PD

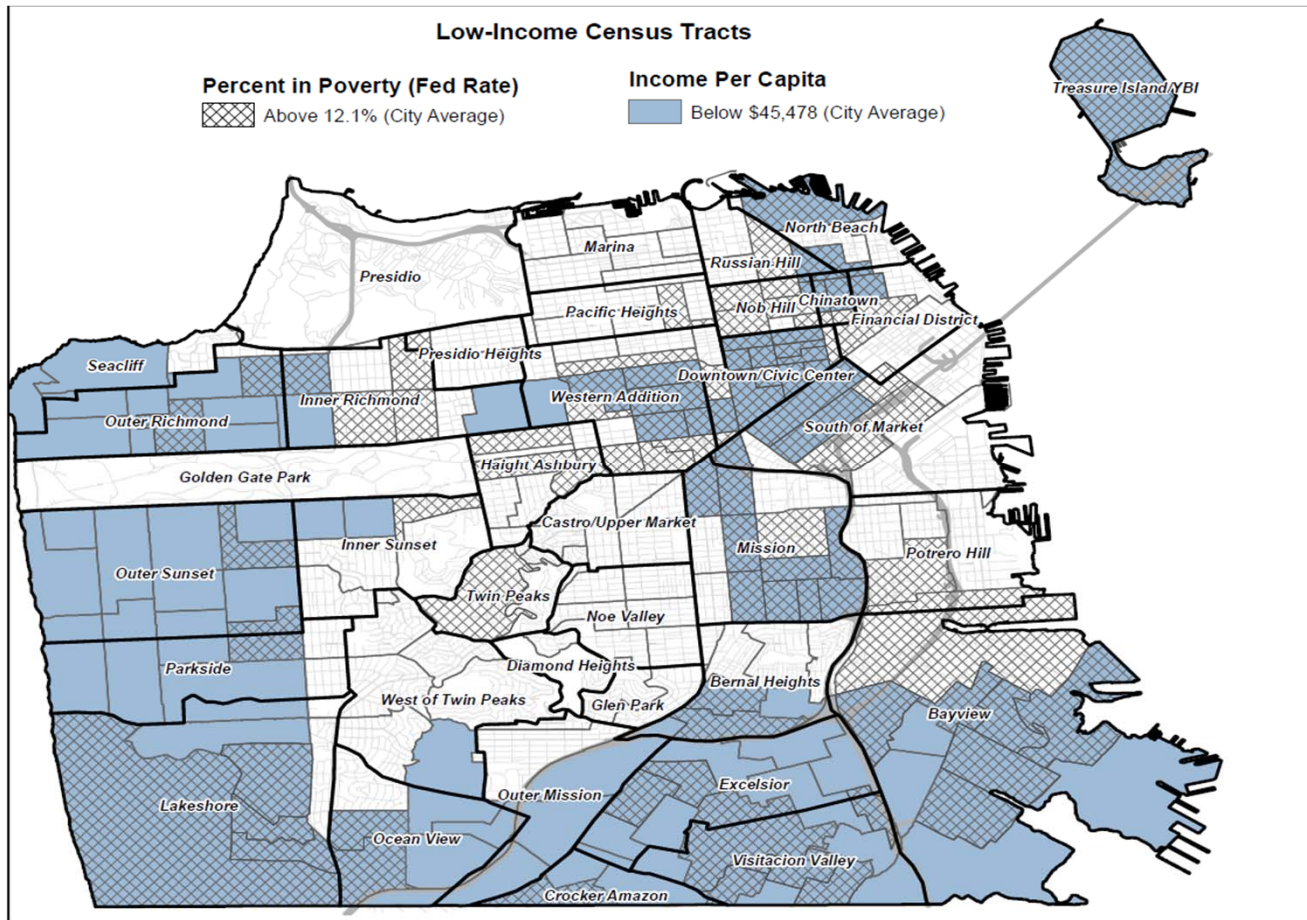
Project # from SGA:

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

MAPS AND DRAWINGS



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



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

FY of Allocation Action: 2015/16 Current Prop K Request: \$ 38,868
Current Prop AA Request: \$ -

Project Name: Ensuring Transit Service Equity through Community Engagement

Implementing Agency: San Francisco Municipal Transportation Agency

Project Manager

Grants Section Contact

Name (typed): Sandra Padilla

Timothy Manglicmot

Title: Transportation Planner

Senior Analyst

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