



Memorandum

Date: 01.07.16 **RE:** Plans and Programs Committee
January 12, 2016

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

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

Through: Tilly Chang – Executive Director *TJC*

Subject: **ACTION** – Recommend Allocation of \$170,000 in Prop K Funds to the San Francisco Municipal Transportation Agency for Bicycle Safety Education and Outreach, with Conditions, Subject to the Attached Fiscal Year Cash Flow Distribution Schedules

Summary

We have one request for \$170,000 in Prop K sales tax funds to present to the Plans and Programs Committee. The San Francisco Municipal Transportation Agency (SFMTA) has requested the funds to support development and implementation of a 20-month Bicycle Safety Education and Outreach Program. SFMTA will issue a request for proposals through which respondents will identify activities, classes, and events that the contractor would design and conduct in order to meet specific participation, communication, and educational goals. SFMTA envisions a three tier program, including an annual citywide event, less frequent (i.e., up to 12 times per year) more focused events, and bicycle education. SFMTA anticipates \$149,000 for the consultant contract, which would implement the new programs from March 2016 to November 2017. The remaining funds are for SFMTA procurement, project management and evaluation. The latter will cover demographic information to ensure that outreach and classes are reaching the many, varied communities across the city, as well as other program outcomes including increases in bicycling in San Francisco among program participants and increase in safety knowledge by people who have participated in trainings and classes. The project would be 100% sales tax funded.

BACKGROUND

We have received one Prop K request from the San Francisco Municipal Transportation Agency (SFMTA) for \$170,000 to present to the Plans and Programs Committee at the January 12, 2016 meeting, for potential Board approval on January 26, 2016. As shown in Attachment 1, the request comes from the Bicycle Circulation/Safety category. The Transportation Authority Board has approved a Prop K 5-Year Prioritization Program (5YPP) for this category as required by the voter-approved Expenditure Plan.

DISCUSSION

The purpose of this memorandum is to present a Prop K request for \$170,000 to the Plans and Programs Committee, and to seek a recommendation to allocate the funds as requested. Attachment 1 summarizes the request, 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 the project. A detailed scope, schedule, budget and funding plan is included in the attached Allocation Request Form.

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

ALTERNATIVES

1. Recommend allocation of \$170,000 in Prop K funds, with conditions, subject to the attached Fiscal Year Cash Flow Distribution Schedules, as requested.
2. Recommend allocation of \$170,000 in Prop K funds, with conditions, subject to the attached Fiscal Year Cash Flow Distribution Schedules, with modifications.
3. Defer action, pending additional information or further staff analysis.

CAC POSITION

Due to the year-end holidays, the Citizens Advisory Committee did not meet in late December. This item will be included as an information item on the agenda at the January 27, 2016 CAC meeting.

FINANCIAL IMPACTS

This action would allocate \$170,000 in Fiscal Year (FY) 2015/16 Prop K sales tax funds, with conditions, for one request. The allocation would be subject to the Fiscal Year Cash Flow Distribution Schedules contained in the enclosed Allocation Request Form.

Attachment 4, Prop K Allocation Summary - FY 2015/16, shows the total approved FY 2015/16 allocations to date for the Prop K program, with associated annual cash flow commitments as well as the recommended allocation 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 action. 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 allocation of \$170,000 in Prop K funds, with conditions, subject to the attached Fiscal Year Cash Flow Distribution Schedules.

Attachments (5):

1. Summary of Applications Received
2. Project Description
3. Staff Recommendations
4. Prop K Allocation Summary – FY 2015/16
5. Prop K/AA Allocation Request Form

Attachment 1: Summary of Applications Received

Source	EP Line No./Category ¹	Project Sponsor ²	Project Name	Current Prop K Request	Total Cost for Requested Phase(s)	Prop K Leveraging		Phase(s) Requested	District
						Expected Leveraging by EP Line ³	Actual Leveraging by Project Phase(s) ⁴		
Prop K	39	SFMTA	Bicycle Safety Education and Outreach	\$170,000	\$ 170,000	28%	0%	Construction	Citywide
TOTAL				\$ 170,000	\$ 170,000	28%	0%		

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 Acronym: 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	Project Description
39	SFMTA	Bicycle Safety Education and Outreach	\$ 170,000	<p>Requested funds will be used to support development and implementation of a 20-month Bicycle Safety Education and Outreach Program. SFMTA will issue a request for proposals through which respondents will identify activities, classes, and events that the contractor would design and conduct in order to meet specific participation, communication, and educational goals. SFMTA envisions a three tier program, including an annual citywide event, less frequent (i.e., up to 12 times per year) more focused events, and bicycle education. SFMTA anticipates \$149,000 for the consultant contract, which would implement the new programs from March 2016 to November 2017. The remaining funds are for SFMTA procurement, project management and evaluation. The latter will cover demographic information to ensure that outreach and classes are reaching the many, varied communities across the city, as well as other program outcomes including increases in bicycling in San Francisco among program participants and increase in safety knowledge by people who have participated in trainings and classes. The project would be 100% sales tax funded.</p>
TOTAL			\$ 170,000	

¹ See Attachment 1 for footnotes.

Attachment 3: Staff Recommendations ¹

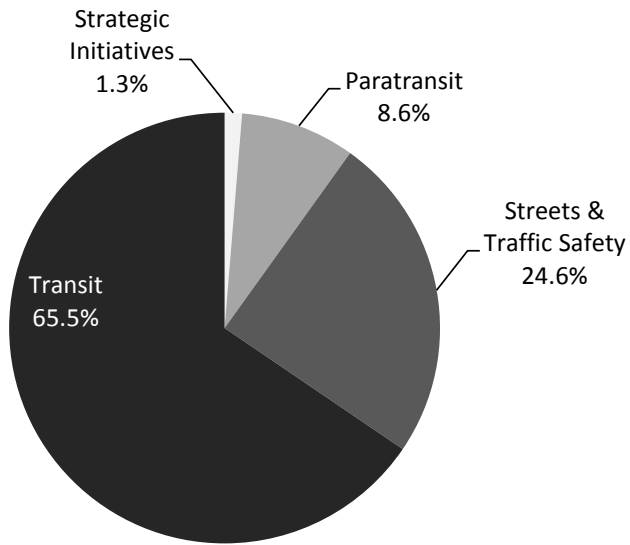
EP Line No./ Category	Project Sponsor	Project Name	Prop K Funds Recommended	Recommendation
39	SFMTA	Bicycle Safety Education and Outreach	\$ 170,000	-
TOTAL			\$ 170,000	
¹ See Attachment 1 for footnotes.				

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

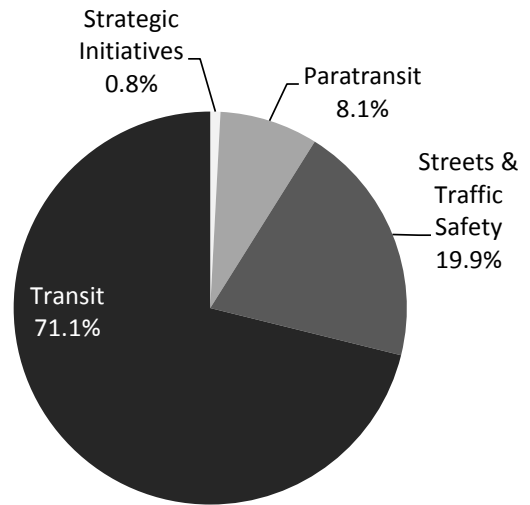
PROP K SALES TAX						
	CASH FLOW					
	Total	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	2019/20
Prior Allocations	\$ 128,750,117	\$ 95,835,907	\$ 31,537,734	\$ 1,327,048	\$ 49,428	\$ -
Current Request(s)	\$ 170,000	\$ 25,300	\$ 96,949	\$ 47,751	\$ -	\$ -
New Total Allocations	\$ 128,920,117	\$ 95,861,207	\$ 31,634,683	\$ 1,374,799	\$ 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



Attachment 5
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.

A full scope of work begins on the next page.

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

Background

The San Francisco Municipal Transportation Agency (SFMTA) is currently working on three strategic planning processes related to bicycle safety education and outreach:

- Development of a **Transportation Demand Management (TDM) Strategy** and work plan, which will address how best to support an increase in the number of people choosing to bicycle in San Francisco.
- Development of a **Vision Zero Education Strategy and Work Plan**, which will identify how to prioritize efforts in increasing safety for people who bicycle in San Francisco.
- Development of an **In-class School Curriculum Strategy**, which will identify a long term plan for teaching elementary, middle and high school students how to bicycle and how to be safe doing so during PE classes.

Each of these efforts should be completed in early 2016. As a part of this TDM planning work, SFMTA convened a working group of city TDM staff from SFMTA and the San Francisco Department of the Environment (SFE), as well as staff from the San Francisco Bicycle Coalition (SFBC) to look at how SFMTA can more effectively encourage more people to bicycle and as well as encourage people to bicycle safely. Based on these discussions, a number of goals were developed to ensure the SFMTA's education and outreach programs and support continue to support the City's transportation goals. These program goals include:

- Wider program reach, increasing the number of people who are impacted by the programs;
- Identify new program ideas for reaching audiences who may be ready to bicycle, but not ready to commit to taking classes;
- Develop a program that reaches people in different ways, to ensure that people are coming in contact in multiple arenas with the ideas of bicycling and bicycle safety.

Scope

In order to achieve the goals outlined above, the SFMTA requests \$170,000 to support a 20-month Bicycle Safety Education and Outreach program contract. The contract will be implemented through a request for proposal (RFP) process that will encourage respondents to identify activities, classes and events that the contractor would design and conduct in order to meet specific participation, communication and educational goals. The SFMTA envisions a three tier outreach program, as shown in the table and described in the text below:

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

		Audience (over 20 months)
Tier 1	High Visibility Event	50,000-100,000
Tier 2	Broad Outreach Events	~15,000
Tier 3	Classes	~1,700

Tier 1 – Citywide, mass market event outreach

Tier 1 would involve utilizing Prop K Bike to Work Day funding to provide mass-market outreach to 50,000 - 100,000 people. While it is likely this money would be used to sponsor Bike to Work day, the RFP would allow respondents to propose outreach at other events in the city that may provide an increase in exposure to bicycling in San Francisco.

Tier 2 – Broad outreach activities

Tier 2 would require the SFMTA’s contractor to develop and implement activities that introduced bicycling and bicycling safety concepts to people who are not currently receiving safety and encouragement messaging through TDM outreach. This could be a monthly event that is organized for ~750 people or quarterly outreach to 2250 people. Tier 2 would require in-person, community oriented programming, not on-line messaging or marketing, in order to connect with people where they spend their time.

Tier 3 – Bicycle safety education activities

Tier 3 outreach involves multiple activities that will provide bicycle education opportunities for children on up to adults of varying abilities, including:

- Teaching kids and adults how to ride a bike
- Providing bicycling basics for helping people start to commute, shop, and do things by bike
- Rules of the road trainings
- On-street bicycle instruction

	Tier 3 breakdown	Number of Classes	Target Attendance	Total Participants
Adult	Safe Bicycling for Every Day Use	20	30	600
	Safe and Effective Bicycle Skills Training	12	20	240
	Adult New Rider Training	8	20	160
	On-road Skills Training	6	15	90
Youth	Freedom from Training Wheels (FFTW)	11	50	550
		57	135	1680

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

These tiers would allow the program to greatly expand its reach and the number of people, ultimately helping reach upwards of 100,000 people while reducing the number of traditional bicycle education classes by 25%, but increasing the number of participants by nearly 60%. The project will ensure, in the event that a future activity would be cost-based, that participation in events would not be limited to people who can pay. The SFMTA is also committed to ensuring that program outreach and activities occur in each of the four quadrants of the city. The program budget includes funding to provide multi-lingual materials and translations. SFMTA's RFP will require that Spanish and Chinese, at a minimum, are included in non-English outreach.

Direct program outreach will run for 20 months. After the first 12 months of the program, SFMTA staff will evaluate program results to-date in order to identify adjustments that would be made to the program design of a subsequent bicycle safety, education, and outreach program. This interim evaluation task allows the SFMTA to initiate and issue an RFP process and sign new contracts without creating a gap in the provision of program offerings after the current 20-month program ends. The program evaluation will consider demographic information to ensure that outreach and classes are reaching the many, varied communities across the city. It will also focus on program outcomes, increases in bicycling in San Francisco among program participants, and increase in safety knowledge by people who have participated in trainings and classes. The SFMTA will also perform an overall project evaluation after the 20-month outreach program is completed.

SFMTA labor costs include project management, management of the RFP, contractor oversight, and evaluation.

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

FY 2015/16

Project Name: Bicycle Safety Education and Outreach

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

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	Start	End
RFP		
Advertise & Award	February 2016	February 2016
Finalize Contract	February 2016	March 2016
Conduct Outreach and Education Programs	March 2016	November 2017
Year One Evaluation	March 2017	April 2017
Final Evaluation	November 2017	December 2017

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

FY 2015/16

Project Name: Bicycle Safety Education and Outreach

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				
Environmental Studies (PA&ED)				
Design Engineering (PS&E)				
R/W Activities/Acquisition				
Construction	Yes	\$ 170,000	\$ 170,000	
Procurement (e.g. rolling stock)				
		\$170,000	\$170,000	\$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		
Environmental Studies (PA&ED)		
Design Engineering (PS&E)		
R/W Activities/Acquisition		
Construction	\$ 170,000	SFMTA staff based on experience.
Procurement (e.g. rolling stock)		
Total:	\$ 170,000	

% 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.

Project Cost Summary	Cost/Budget
SFMTA Labor	\$20,923
City Attorney Fees 2 Hours @ \$250/hr.	\$ 500
Contract	\$ 149,000
*Total Project Cost	\$170,423

* Round to \$170,000

MFB = Mandatory Fringe Benefits; FTE = Full Time Equivalent

SFMTA Labor									
Position	Salary Per FTE	MFB for FTE	Salary + MFB	Approved Overhead Rate	Overhead = (Salary+MFB) x Approved Overhead Rate	(Fully Burdened) Salary + MFB + Overhead	FTE Ratio	Hours	Cost
Transit Planner III (5290)	\$ 108,942	\$ 60,633	\$ 169,575	0.901	\$ 152,787	\$ 322,362	0.065	135	\$ 20,923
Total							0.065	135	\$ 20,923

Consultant Contract			
Item	Cost per session	Number of Sessions	Total Cost
Tier I - Major event	\$ 40,000	1	\$ 40,000
Tier II - Ongoing outreach/education	\$ 7,150	7	\$ 50,050
Tier III:		57	\$ 59,087
Safe Bicycling for Everyday Use	\$ 390	20	\$ 7,800
Safe and Effective Bicycle Skills Training	\$ 500	12	\$ 6,000
Adult New Rider Training	\$ 2,285	8	\$ 18,280
On-road Skills Training	\$ 3,230	6	\$ 19,380
Freedom from Training Wheels	\$ 205	11	\$ 2,255
Materials, space rental, other misc expenses			\$ 5,372
			\$ 149,137
TOTAL		ROUND TO	\$ 149,000

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

FY 2015/16

Project Name: Bicycle Safety Education and Outreach

FUNDING PLAN - FOR CURRENT PROP K REQUEST

Prop K Funds Requested: \$170,000

5-Year Prioritization Program Amount: \$233,415 (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 Bicycle Circulation and Safety 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		\$170,000		\$170,000
				\$0
				\$0
Total:	\$0	\$170,000	\$0	\$170,000

Actual Prop K Leveraging - This Phase: 0.00%
 Expected Prop K Leveraging per Expenditure Plan: 27.84%

\$170,000
 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:

0.00%

\$ 170,000

Expected Prop K Leveraging per Expenditure Plan:

27.84%

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:

\$170,000

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2015/16	\$25,300	15.00%	\$144,700
FY 2016/17	\$144,700	85.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
Total:	\$170,000		

**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	\$170,000	Construction
Total:	\$170,000		

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 39	FY 2015/16	\$25,300	15.00%	\$144,700
Prop K EP 39	FY 2016/17	\$96,949	57.00%	\$47,751
Prop K EP 39	FY 2017/18	\$47,751	28.00%	\$0
			0.00%	\$0
			0.00%	\$0
Total:		\$170,000	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 39	FY 2015/16	Construction	\$25,300	15%	\$144,700
Prop K EP 39	FY 2016/17	Construction	\$96,949	72%	\$47,751
Prop K EP 39	FY 2017/18	Construction	\$47,751	100%	\$0
				100%	\$0
				100%	\$0
Total:			\$170,000		

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. Upon contract award (anticipated March 2016), provide updated scopes, schedules, and budgets for the three program tiers included in this project, as well as program evaluation methodology.
2. Quarterly Progress Reports (QPRs) shall provide percent complete of the scope of work and description of activities by program Tier; description of outreach activities performed that quarter intended to engage traditionally under-represented bicycle communities; and data on the number of classes held, including class type and number of participants; in addition to the requirements described in the Standard Grant Agreement (SGA). See SGA for definitions. QPRs shall also include samples of outreach and class materials.
4. Upon completion (anticipated April 2017), provide copy of one-year (interim) evaluation results.
4. Upon project completion (anticipated December 2017), provide copy of final program evaluation results.

Special Conditions:

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

Notes:

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

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

FY of Allocation Action:

2015/16

Current Prop K Request:

\$ 170,000

Current Prop AA Request:

\$ -

Project Name:

Bicycle Safety Education and Outreach

Implementing Agency:

San Francisco Municipal Transportation Agency

Project Manager

Grants Section Contact

Name (typed): John Knox White

Joel C. Goldberg

Title: Transit Planner III

Manager,
Capital Procurement & Mgmt

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