



Solano Transportation Authority
... working for you!

SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

One Harbor Center, Ste. 130, Suisun City, CA 94585-2473 ♦ Phone (707) 424-6075 / Fax (707) 424-6074
Email: info@sta.ca.gov ♦ Website: sta.ca.gov

TECHNICAL ADVISORY COMMITTEE (TAC)

1:30 p.m., Wednesday, September 25, 2019

Solano Transportation Authority

STA Conference Room 1

One Harbor Center, Suite 130, Suisun City, CA 94585

MEETING AGENDA

ITEM

STAFF PERSON

1. CALL TO ORDER

Daryl Halls, Chair

2. APPROVAL OF AGENDA

3. OPPORTUNITY FOR PUBLIC COMMENT

(1:30 - 1:35 p.m.)

4. REPORTS FROM MTC, STA, AND OTHER AGENCIES

(1:35 – 1:45 p.m.)

5. CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

(1:45 – 1:50 p.m.)

A. Minutes of the TAC Meeting of August 28, 2019

Johanna Masiclat

Recommendation:

Approve TAC Meeting Minutes of August 28, 2019.

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B. Medical Trip Concierge Pilot Program with GoGo Grandparent

Ron Grassi

Recommendation:

Forward a recommendation to the STA Board to adopt the modification to the Medical Trip Concierge Program with GoGo Grandparent as shown in Attachment C.

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TAC MEMBERS

William Tarbox

Joe Leach

Paul Kaushal
(Interim)

Robin Borre

Matthew Medill

Shawn Cunningham

Terrance Davis

Matt Tuggle

City of
Benicia

City of
Dixon

City of
Fairfield

City of
Rio Vista

City of
Suisun City

City of
Vacaville

City of
Vallejo

County of
Solano

C. Local Taxi Card Solano County Transit (SolTrans) Program

Debbie
McQuilkin

Recommendation:

Forward a recommendation to the STA Board to authorize the STA to manage the SolTrans' Local Taxi Scrip program contingent on the resolution of the issues raised by STA staff as identified.

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D. Federal Transit Administration (FTA) Section 5310 Funding for Solano Mobility Management Programs, City of Rio Vista and Faith In Action

Debbie McQuilkin

Recommendation:

Forward a recommendation to the STA Board to support 5310 Grant Applications for enhanced transit along with mobility programs for Older Adults and Individuals with Disabilities:

1. Solano Transportation Authority. The grant will support the continuation of the Solano Mobility Management Program, which will include Solano Mobility Call Center and Travel Training Program;
2. Faith in Action (FIA) is proposing to expand transportation services in underserved communities; and
3. City of Rio Vista is proposing to fund the coordination activities between the City of Rio Vista, social services providers and other transit systems.

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E. Fiscal Year (FY) 2019-20 Transportation Development Act (TDA) Matrix – October 2019 – City of Dixon (Readi-Ride), City of Rio Vista (Delta Breeze), and the City of Fairfield (FAST)

Ron Grassi

Recommendation:

Review and forward a recommendation to STA Board and MTC to approve the October 2019 TDA Matrix for FY 2019-20 which includes the following:

1. TDA Claim for the City of Dixon (Dixon Read-Ride) (Attachment B);
2. TDA Claim for the City of Rio Vista (Delta Breeze) (Attachment B);
3. TDA Claim for the City of Fairfield (FAST) (Attachment B); and
4. The City of Fairfield's TDA claim in the amount of \$1,069,481 from other transit agencies and \$500,000 of STAF Population Based funds are conditioned upon a signed Solano Express operating agreement prior to the disbursement of funds.

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6. ACTION FINANCIAL ITEMS

A. 2020 Surface Transportation Improvement Program (STIP) Fund Programming for Projects

Janet Adams

Recommendation:

Forward a recommendation to the STA Board to approve the programming of the 2020 STIP for Solano County as follows:

1. \$5 million for Construction Phase of the SR 37/Fairgrounds Dr. Interchange Project for FY 2021-22;
2. \$3 million for Construction Phase of Segment 2C of the Jepson Pkwy Project for FY 2020-21 (City of Fairfield);
3. \$1.06 million for Construction Phase of the SR 12 Project Downtown Rio Vista Complete Streets Project for FY 2023-24; and
4. \$152,000 for Planning, Programming, and Monitoring (PPM) activities for FYs 2023-24 through 2024-25.

(1:50 – 2:05 p.m.)

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7. ACTION NON-FINANCIAL ITEMS

A. Legislative Update and Draft Legislative Platform for 2020

Vincent Ma

Recommendation:

Forward a recommendation to the STA Board to release the STA's Draft 2020 Legislative Platform for 30-day review and comment.

(2:05 – 2:10 p.m.)

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B. Comprehensive Transportation Plan (CTP) Equity Chapter – Final Transportation Equity Guiding Principles

Triana Crighton

Recommendation:

Forward a recommendation to the STA Board to approve the final Transportation Equity Guiding Principles as shown in Attachment A.

(2:10 – 2:15 p.m.)

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8. INFORMATIONAL ITEMS – DISCUSSION

A. Highway Projects Update

Janet Adams

(2:15 – 2:20 p.m.)

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B. 2019 Solano Congestion Management Program (CMP) Update

Robert Guerrero

(2:20 – 2:25 p.m.)

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NO DISCUSSION

C. Abandoned Vehicle Abatement (AVA) Program

Brenda McNichols

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- | | |
|--|------------------|
| D. Summary of Funding Opportunities
Pg. 155 | Triana Crighton |
| E. Draft Meeting Minutes of STA Board & Advisory Committees
Pg. 159 | Johanna Masiclat |
| F. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2019
Pg.173 | Johanna Masiclat |

9. UPCOMING TAC AGENDA ITEMS

November/December 2019

- A. CTP Elements - Land Use Chapters
- B. Approval of Legislative Platform for 2020
- C. Bike Facilities Demo
- D. Solano-Napa Activity Based Model Validation
- E. Mode Transition Plan/Parking Study Update
- F. TIRCP Grant Application

10. ADJOURNMENT

The next regular meeting of the Technical Advisory Committee is tentatively scheduled at
1:30 p.m. on Wednesday, November 20, 2019.

Meeting Schedule for the Calendar Year 2019

No Meeting in October

1:30 p.m., Wed., November 20, 2019 (Special Date)

1:30 p.m., Wed., December 18, 2019 (Special Date)

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Para sa mga dokumento tawag sa pagsasalin:

707-399-3239



TECHNICAL ADVISORY COMMITTEE
DRAFT Minutes for the Meeting of
August 28, 2019

1. CALL TO ORDER

The regular meeting of the STA's Technical Advisory Committee (TAC) was called to order by Daryl Halls at approximately 1:30 p.m. in the Solano Transportation Authority (STA)'s Conference Room 1.

TAC Members

Present:	William Tarbox	City of Benicia
	Joe Leach	City of Dixon
	Paul Kaushal	City of Fairfield
	Matt Medill	City of Suisun City
	Shawn Cunningham	City of Vacaville
	Terrance Davis	City of Vallejo

TAC Members

Absent:	Robin Borre	City of Rio Vista
	Matt Tuggle	County of Solano

STA Staff and

Others Present:	<i>(In Alphabetical Order by Last Name)</i>	
	Anthony Adams	STA
	Janet Adams	STA
	Ada Chan	MTC/ABAG
	Triana Crighton	STA
	Matt Gleason	City of Vallejo
	Ron Grassi	STA
	Robert Guerrero	STA
	Daryl Halls	STA
	Vincent Ma	STA
	Johanna Masiclat	STA
	John McKenzie	STA
	Lloyd Nadal	STA
	Craig Pyle	County of Solano
	Neil Quintanilla	STA
	Nouae Vue	City of Benicia

2. APPROVAL OF THE AGENDA

On a motion by Joe Leach, and a second by Shawn Cunningham, the STA TAC approved the agenda to include amendment to Agenda Item 5.B as shown below in ~~strikethrough~~ **bold italics**. (6 Ayes)

Updated Intercity Bus Replacement Capital Plan

Recommendation:

Forward a recommendation to the STA TAC and Board for approval of the following:

1. Updated Intercity Bus Replacement Funding Plan (September 2019) as specified in Attachment B adding four SolanoExpress for expansion of the Red Line;
2. Authorize the Executive Director to allocate ~~\$1.4~~ **1.695 million** in Fiscal Year (FY) 2019-20 STAF for the purchase of two SolanoExpress buses by Solano County Transit (SolTrans); and
3. Program ~~\$700,000~~ **\$847,995** in FY 2020-21 for the funding of one SolanoExpress Bus by SolTrans.

3. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

4. REPORTS FROM MTC, STA, AND OTHER AGENCIES

The following announcements were made by STA staff:

1. Anthony Adams asked if the STA TAC had any interest in having a joint meeting in the future with the PDWG. The joint meeting would also test a potential countywide pilot program for E-Bike and E-Scooter. Since there will be no TAC meeting in October, the STA TAC agreed to schedule the joint meeting at 1:30 p.m., Wednesday, October 30, 2019 at the STA.
2. Neil Quintanilla announced the “Call for Nominations” for STA’s 22nd Annual Awards is due on Tuesday, September 3, 2019.

5. CONSENT CALENDAR

On a motion Terrance Davis, and a second by Paul Kaushal, the STA TAC approved Items A through D as amended shown below in ~~strikethrough~~ **bold italics**. (6 Ayes)

A. Minutes of the TAC Meeting of June 26, 2019

Recommendation:

Approve TAC Meeting Minutes of June 26, 2019.

B. Updated Intercity Bus Replacement Capital Plan

Recommendation:

Forward a recommendation to the STA TAC and Board for approval of the following:

4. Updated Intercity Bus Replacement Funding Plan (September 2019) as specified in Attachment B adding four SolanoExpress for expansion of the Red Line;
5. Authorize the Executive Director to allocate ~~\$1.4~~ **1.695 million** in Fiscal Year (FY) 2019-20 STAF for the purchase of two SolanoExpress buses by Solano County Transit (SolTrans); and
6. Program ~~\$700,000~~ **\$847,995** in FY 2020-21 for the funding of one SolanoExpress Bus by SolTrans.

C. 2019 SolanoExpress Ridership and Analysis Study

Recommendation:

Forward a recommendation to the STA Board to authorize the Executive Director to:

1. Issue a Request for Proposal (RFP); and
2. Enter into a contract for the SolanoExpress Ridership and Analysis Study for an amount not-to-exceed \$125,000.

D. STA Support of Full Implementation of SolTrans AVL/APC System

Recommendation:

Forward a recommendation to the STA Board to authorize the Executive Director to:

1. Issue a Request for Proposal (RFP); and
2. Enter into a contract not to exceed \$75,000 for the support of SolTrans transition to an automated AVL/APC system.

6. ACTION FINANCIAL ITEMS

A. None.

7. ACTION NON FINANCIAL ITEMS

A. Legislative Update

Vincent Ma reviewed the current status of bills in which STA is monitoring and seeking amendment, support, and opposition. He reviewed Caltrans' Federal Affairs Work Group released the Final Draft of the California Federal Surface Transportation Reauthorization Consensus Principles Document (Attachment J) and Caltrans is seeking STA's endorsement of this document. STA staff is recommending that STA endorse the document as it aligns with STA's 2019 Legislative Platform *Legislative Objective #8* "Monitor/support/seek/sponsor, as appropriate, legislative proposals in support of initiatives that increase funding for transportation infrastructure, operations and maintenance in Solano County."

Recommendation:

Forward a recommendation to the STA Board to endorse the Final Draft of Caltrans' California Federal Surface Transportation Reauthorization Consensus Principles Document as shown in Attachment J.

On a motion by William Tarbox, and a second by Joe Leach, the STA TAC unanimously approved the recommendation. (6 Ayes)

B. Addendum to the 2019 Solano County Pothole Report

Anthony Adams noted that the Solano Project Delivery Working Group (PDWG) completed their final review of the individual jurisdictions at their July 25th meeting, and the final drafts incorporated all proposed revisions both from the PDWG and the STA TAC. He added that the proposed addendum will augment the approved 2019 Solano Countywide Pothole Report with individual Summaries that delve into the prognosis for each jurisdiction's local streets and roads network.

Recommendation:

Forward a recommendation to the STA Board to approve the addendum to the 2019 Solano Countywide Pothole Report as shown in Attachment A.

On a motion by Joe Leach, and a second by Matt Medill, the STA TAC unanimously approved the recommendation. (6 Ayes)

8. INFORMATIONAL ITEMS – DISCUSSION

A. Status of Priority Development Areas (PDAs) and Priority Production Areas (PPAs) Designation and Implementation

Robert Guerrero provided an update and outlined the basic framework for the call for PDA, PCA, and PPA pilot designations. He explained that as part of this call, the seven cities and the County of Solano are requested to respond to ABAG/MTC by September 16, 2019 on whether the jurisdiction plans to maintain their PDA, adjust existing PDA and PCA boundaries or if desires to include new PDA, PCAs and the new PPA designation.

B. Solano Safe Routes to School Program 4th Quarter Report for FY 2018-19

Lloyd Nadal provided a year-end report on the Solano SR2S Program. He noted that the SR2SP Program had another successful year 2018-19 with 359 events, reaching 21,731 students through programs and events which included several new pilot activities at schools in several districts. He concluded by stating that STA's SR2S staff will be evaluating each of the program's six Es and will provide an update at a future meeting as part of FY 2018-19 Annual Report.

C. Regional Transportation Impact Fee (RTIF) – 4th Quarter Update Fiscal Year (FY) 2018-19

Anthony Adams reviewed the RTIF revenue, project commitments, and uncommitted funds summary provided in the packet. He commented that the last time every working group met to prioritize projects was in February 2018, prioritizing FY 2018-19 funds, and requested to reconvene their working group meetings in September and October 2019 to reaffirm their project commitments and priorities. He noted that four working groups (#2, #4, #5, and #7) in particular need to identify a new priority project for RTIF funding.

D. I-80/I-680/State Route (SR) 12 Interchange - Construction Package 2 Update

Janet Adams provided an update on the construction of package 2 of the I-80/I-680/SR 12 Interchange. She noted that Caltrans has completed the 35% design with the 65% due in September 2019, and that STA has made offers to 8 property owners. She cited that of these 8, 6 owners own multiple parcels, and in order to meet the deadlines of the project funding, the STA must be ready to certify the right-of-way by February 2020. As such, the STA Board will need to move ahead in parallel paths for condemnation while continuing the discussions with the property owners for potential resolution of the acquisitions.

E. 2020 Surface Transportation Improvement Program (STIP) Programming

Janet Adams reviewed the future STIP funding priorities and prior commitments, 2020 STP fund estimate and preliminary project considerations, MTC RTIP Policies and development schedule.

F. One Bay Area Grant (OBAG) Cycle 3 Funding Guidelines and Schedule

Janet Adams outlined the review and selection process for OBAG 3 for Solano County. She noted that it is crucial that all jurisdictions examine their projects and existing PDA/PPAs, proposing changes to their PDA boundaries or creating new PDA/PPAs when necessary. She commented that STA staff will return to request feedback on this process and will meet with all eight member agencies, SolTrans, and each Advisory Committee to discuss OBAG 3 priorities in the future. She concluded by stating that it is anticipated that MTC will adopt the OBAG 3 Guidelines in Spring 2020 and STA will submit a list of Solano OBAG projects for consideration in Fall 2020.

NO DISCUSSION

G. Summary of Funding Opportunities

H. Draft Meeting Minutes of STA Board & Advisory Committees

I. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2019

9. UPCOMING TAC AGENDA ITEMS

September 2019

- A. CTP Elements - Equity & Land Use Chapters
- B. Draft Legislative Platform for 2020
- C. Bike Facilities Demo
- D. Solano-Napa Activity Based Model Validation
- E. Mode Transition Plan/Parking Study Update

10. ADJOURNMENT

The meeting was adjourned at 2:40 p.m.

The next regular meeting of the Technical Advisory Committee is scheduled at, **1:30 p.m. on Wednesday, September 25, 2019.**

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DATE: September 16, 2019
TO: STA TAC
FROM: Ron Grassi, Director of Programs
Debbie McQuilkin, Mobility Coordinator
RE: Medical Trip Concierge Pilot Program with GoGo Grandparent

Background:

The Solano Older Adults Medical Trip Concierge Pilot Program was developed to address the highest priority mobility issue for Older Adults and Persons with Disabilities throughout the county traveling to medical appointments. This issue was identified during the extensive outreach by STA during city and countywide summits conducted during Fiscal Year (FY) 2017-18 in an effort to update the Solano County Mobility Plan for Older Adults and People with Disabilities. This pilot program is based on a partnership among the STA, medical providers, Napa/Solano Area Agency on Aging (AAA), contracted transportation providers, and a contracted concierge call center, GoGo Grandparent. Napa/Solano Area Agency on Aging is governed by The Older Americans Act of 1965 and the California Department of Aging to serve individuals 60 years of age or older and people with disabilities. The guidelines reflect that services must be provided free of charge. On March 13, 2019, the STA Board approved a budget amendment to receive \$75,000 from the AAA to fund this pilot program. The funding requirement from AAA was that it be spent by June 30, 2019.

Discussion:

Initially, the pilot program was intended to provide rides to and from medical appointments to Solano County residents, who are aged 60 and over and are low-income Medicare recipients. Due to the spending requirement/deadline of the initial funding, the service was opened up to provide any resident aged 60 or older, a ride to any "wellness" appointment in order prevent isolation in the older adult community. While the program started slowly, nearly all of the \$75,000 from AAoA was spent. There were 386 rides provided between April and June accounting for \$19,300.00, with \$65,102.25 spent on direct program set-up costs and a required cash contribution of \$10,000 brought the AAA share to \$74,402.25 (Attachment A).

AAA has allocated \$50,000 towards this program for FY 2019-20. State Transit Assistance Funds (STAF) will be used for this pilot once the AAA funding is expended. In the month of July 491 free trips have been taken. Of the 877 rides taken since inception through July 30, 2019, only 247 have been to or from medical facilities (Attachment A). Medical trips count for approximately 28% of the total rides. The remaining 72% include trips to grocery stores, churches, senior centers, residences and miscellaneous medical (dental, chiropractor, etc.). In the month of August 893 rides were completed and as of September 18, 444 rides have been completed this month (Attachment A)

Due to the expedited implementation of this Program, some unintended factors have surfaced and concerns have been identified and raised by both Transit Agency and STA staff as part of the evaluation process of the pilot program.

1) Cost –

- Average cost of rides are between \$20 - \$25 per ride.
- Sustainability – program may last a few months longer limiting usage.
- No cost to customer.
- STAF requires a farebox recovery

2) Riders and Trip Eligibility –

- Based on feedback and direction from the Consolidated Transportation Services Agency (CTSA) and the STA Board, the program was intended to assist low income, older adults that did not receive transportation benefits through Medi-Cal.
- Low-Income Medicare recipients were identified as the “target audience” that would most benefit from this program.
- 72% of the free rides are being provided for broadly defined wellness, not specifically medical trips.

3) Coordination with Transit Partners/Other Programs

- Transit Agency staff has expressed concerns regarding this service duplicating or taking riders from existing fixed route transit services.
- Some program participants are currently taking Lyft or Uber to locations that are on an existing local route. Some persons with disabilities have used this program instead of the taxi program.

Based on the analysis by STA staff, implementing the following limits/parameters to the program could assist in addressing both the concerns and sustainability of the current program:

- Limit the number of free rides to 10 per customer.
- Limit the trips to and from medical appointments. Medical could include trips to the hospital, dentist, chiropractor, pharmacy, etc.
- Trips are for within Solano County and for Solano County residents only 60 and older.
- Adopt a fare structure similar to the current Intercity Taxi Card program, charging a “per ride” fee to customers. Whereas qualified low income pay 20% of the fare and others pay 40% of the fare.

In an effort to maintain the current program through November 1st until a decision can be made about modifying the program, a 10 ride limit per month, per client, has been implemented effective immediately. The attached letter was sent out by STA on Friday, August 16th to all existing registered program users and transit operators (Attachment B).

On September 19, 2019 the Consolidated Transportation Services Agency Advisory Committee (CTSA-AC) voted unanimously to forward a recommendation to the STA Board to adopt the modifications to the Medical Trip Concierge Program as shown in Attachment C; with a provision to allow exceptions to the 10 rides per month for individuals who are not able to utilize other resources and require intensive medical attention such as Dialysis or Chemotherapy.

Fiscal Impact:

The current funding in the amount of \$50,000 for FY 2019-20 provided by the Area Agency on Aging is projected to be expended by November 1, 2019. The guidelines for Area Agency on Aging funds reflect that services must be provided free of charge. State Transit Assistance Funds (STAF) funds in the amount of \$75,000 are recommended to be used to fund the modified program beginning on November 1, 2019. State Transit Assistance Funds require a fare box

recovery. The recommended proposal would be to mirror the taxi card program with low income participants contributing 20% and all others contributing 40% of the cost of the ride. STA staff recommends the program modifications included in Attachment C and forwarding this recommendation to the CTSA and STA Board for approval.

Recommendation:

Forward a recommendation to the STA Board to adopt the modifications to the Medical Trip Concierge Program with GoGo Grandparent as shown in Attachment C.

Attachments:

- A. Schedule of Costs and Program Analysis (To be provided under separate cover.)
- B. Letter Regarding 10 Ride Limit
- C. Recommended Modifications to the Pilot Program

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Provider Name
Contract No.
Expenditure Report

Solano Transportation Authority
AP-1819-13
FY18-19

	Mar	Apr	May	June	
Funding Source	Federal Title IIB	Federal Title IIB	Federal Title IIB	Federal Title IIB	TOTAL
Service Type	Transportation	Transportation	Transportation	Transportation	
<u>Direct Costs</u>					
Salaries and benefits	\$11,693.68	\$12,450.44	\$15,239.45	\$25,718.68	\$65,102.25
Other direct costs (please specify)					\$0.00
					\$0.00
					\$0.00
					\$0.00
<u>Subcontracted Services</u>					\$0.00
GoGo Grandparent		\$100.00	\$4,350.00	\$14,850.00	\$19,300.00
					\$0.00
TOTAL COSTS	\$11,693.68	\$12,550.44	\$19,589.45	\$40,568.68	\$84,402.25
<u>Matching Contribution</u>					
Cash	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$10,000.00
AAoA Share	\$9,193.68	\$10,050.44	\$17,089.45	\$38,068.68	\$74,402.25

Units of Service	0	2	87	297	389
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Location	FY 18/19 April - June Rides "TO"	FY 19/20 July 1 - July 11 Rides "TO"	FY 18/19 April - June Rides "FROM"	FY 19/20 July 1 - July 11 Rides "FROM"
Kaiser	7	32	1	33
La Clinica	2	4	1	1
North Bay	19	48	5	49
Solano County Family Health	0	6	0	6
Sutter	18	7	1	7
Totals:	46	97	8	96

FY 18-19	Total # of Rides	Total Actual Cost of Rides	Avg Cost Per Trip (Actual)
April - June	397	\$ 9,533.52	\$ 24.01

FY 19-20	Total # of Rides	Total Actual Cost of Rides	Avg Cost Per Trip (Actual)
July	491	\$ 10,782.15	\$20.57
August	893	\$19,786.45	\$20.33
Through September 18th	444	\$10,352.51	\$21.17



Solano Transportation Authority

... working for you!

SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 ♦ Telephone (707) 424-6075 / Fax (707) 424-6074
Email: info@sta.ca.gov ♦ Website: sta.ca.gov

August 15, 2019

RE: Solano County Medical Trip Concierge Program with GoGo Grandparent

Dear Program Participant:

Thank you for your participation in the Solano County Medical Trip Concierge Pilot Program using GoGo Grandparent. Your participation in this pilot program has made it popular and demonstrated the interest in continuing the program.

We have just completed the first 4 months of the program and have evaluated both its effectiveness and sustainability. In an effort to sustain the current pilot program for as long as possible, the number of rides allowed will be limited to 10 per month per participant. This change is effective immediately.

The focus of the program is to provide access to medical related trips. All current program participants will be notified of the new program's changes prior to their implementation, which is estimated to start November 1, 2019.

If you have any questions about the program, contact the Solano Mobility Call Center at (800) 535-6883. Call Center staff is available Monday – Friday from 7:00 a.m. to 5:00 p.m. Thanks again for participating in the start-up of this pilot program.

Sincerely,

Debbie McQuilkin

Transit Mobility Coordinator
Solano Transportation Authority
Direct Line: (707) 399-3231



DATE: September 13, 2019
TO: STA TAC
FROM: Debbie McQuilkin, Transit Mobility Coordinator
RE: Local Taxi Card Solano County Transit (SolTrans) Program

Background:

On February 1, 2015, management of the Solano Intercity Taxi Scrip Program transitioned to the Solano Transportation Authority (STA) from Solano County. The Solano Intercity Taxi Program continues to be a popular program, and the program now serves ambulatory and non-ambulatory riders.

On December 13, 2017 the STA Board approved the utilization of a Pre-Paid Purchasing Card model because it allows greater benefits to the consumer. The card can be preloaded with a specific value, transactions would be limited by the Standard Industry Classifications (SIC) codes for transportation services, and it would also allow freedom of choice for the consumer and the availability to book trips on demand. The Solano Mobility Call Center is an integral part of the process to issue and reload the cards, ensuring proper program eligibility, and assist customers to participate in the program.

On May 9, 2018, the STA Board authorized the use of the Prepaid Expense (PEX) Card as the Pre-Paid VISA Purchasing Card. and the release of a Request for Qualifications (RFQ) to explore contracting with private non-ambulatory providers in order to ensure the non-ambulatory component of the intercity taxi card program is successful.

Discussion:

This summer, SolTrans staff requested that STA consider managing their local taxi scrip program. STA staff recommends supporting this request with the condition that the SolTrans local program be modified to mirror the existing Intercity Taxi Card Program. The program changes would include the utilization of the PEX Card instead of paper scrip, and the subsidy to change to 60% for non-low income patrons or 80% for low-income individuals. SolTrans agreed to these modifications and has requested the implementation be as soon as November 1, 2019. STA staff has been provided the list of SolTrans' current Local Taxi Scrip users and will be ordering PEX Cards for these individuals.

STA staff and SolTrans staff met on September 16, 2019 for further discussion of the following program/policy details for clarification:

1. Cost of the current program and amount SolTrans will contribute.
2. Notification to current SolTrans Local Taxi Scrip Users of the program changes.
3. How local taxi trips will be distinguished from Intercity taxi trips (2 different cards, 2 different PEX accounts)
4. Card funding limits – PEX has issues with this.
5. Payment accepted at local ticket offices.

Based on this meeting, STA is requesting a follow-up meeting with key SolTrans and STA staff prior to the launch of this service. That date is to be determined. However, the launch by the STA is based on the resolution of the issues as identified in this staff report.

Fiscal Impact:

SolTrans to provide funding in the amount of \$140,000.

Recommendation:

Forward a recommendation to the STA Board to authorize the STA to manage the SolTrans' Local Taxi Scrip program contingent on the resolution of the issues raised by STA staff as identified.



DATE: September 5, 2019
TO: STA TAC
FROM: Debbie McQuilkin, Transit Mobility Coordinator
RE: Federal Transit Administration (FTA) Section 5310 Funding for Solano Mobility Management Programs, City of Rio Vista and Faith In Action

Background:

Caltrans recently released a Call for Projects for FTA Section 5310 projects in the state's small Urbanized Areas (UZAs) and Rural Areas. The purpose for the 5310 Program is to provide capital and operating grants for projects that meet the transportation needs of seniors and individuals with disabilities: where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the American Disabilities Act (ADA); that improve access to fixed-route service; that provide alternatives to public transportation.

The 5310 program funds call for projects for Federal Fiscal Years (FFYs) 2018 and 2019 are approximately \$19 million for Large UZAs; and \$14 million for Small Urban and Rural areas. Projects are 100% federally funded and there is no required local match. For Small Urban and Rural Agencies, the total maximum amount of 5310 funds for all projects cannot exceed \$400,000 per agency.

Discussion:

STA staff has submitted a grant application for Solano Mobility on September 6, 2019 to Caltrans for the Solano Mobility Management Programs for this FTA 5310 funding cycle in order to meet the grant deadline for submittal. STA staff is requesting grant funding in the amount of \$400,000 to assist in sustaining both the Solano Mobility Call Center and Travel Training Programs. Both of these programs have become increasingly successful since their implementation. (Attachment A)

In addition to STA's application, the City of Rio Vista submitted a grant application for this 5310 funding cycle in the amount of \$200,000, which will be used for Delta Breeze service expansion.

Faith in Action (FIA) is proposing to expand transportation services in underserved areas within Solano County. FIA also proposes to increase its service demand response by 25%. The amount requested over two years is \$400,000.

Fiscal Impact:

Should the STA grant submittal for Solano Mobility Management Programs be successful, these funds would prove \$400,000 over two years for the Call Center and Travel Training.

Recommendation:

Forward a recommendation to the STA Board to support 5310 Grant Applications for enhanced transit along with mobility programs for Older Adults and Individuals with Disabilities:

1. Solano Transportation Authority. The grant will support the continuation of the Solano Mobility Management Program, which will include Solano Mobility Call Center and Travel Training Program;
2. Faith in Action (FIA) is proposing to expand transportation services in underserved communities; and
3. City of Rio Vista is proposing to fund the coordination activities between the City of Rio Vista, social services providers and other transit systems.

Attachment:

- A. Solano Mobility Program Statistics

ATTACHMENT A

The Travel Training Program has four different forum that assist people to learn how to ride transit.

1. One-on-one Travel Training: STA has contracts with Connections for Life and Independent Living Resources Center to provide one-on-one travel training. Specialized training is also available for People with Physical and Cognitive Disabilities.
2. Group Training: The Travel Trainer will come to your local senior or community center and teach your group about the variety of transportation options in Solano County.
3. Rider's Guides: Full-color Riders Guides are available to help you learn to ride local transit on SolTrans, Fairfield and Suisun Transit (FAST), Rio Vista Delta Breeze, Vacaville City Coach (Vacaville provides their own guide) and Dixon Rendi-Ride. Guides are available in English and Spanish and can be translated in other languages upon request.
4. Transportation Training Videos: Self-Training videos, featured on our Solano Mobility Website, will demonstrate step-by-step instructions on how to ride your local bus and important bus features.

	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Call Center Referrals	0	51	74	90
Individual Trainings	37	14	9	107
Completed/Graduated Total	0	0	12	29
Group/Classroom Trainees	0	0	0	33
Field Trip Totals	0	7	5	26
Field Trip Trainees	0	52	23	142
Presentations Total	0	57*	23	68
Audience Members	332	605*	349	663
Outreach Activities	0	0	106	294
Number of People Reached	0	0	1117	4494

Please note that in FY 15-16 and FY 16-17 Information was tracked differently.

*Number of Presentations and Audience members most likely included Group Training and Outreach Activities

ATTACHMENT A

Mobility Call Center Activities	FY15/16 Totals	FY 16/17 Totals	FY 17/18 Totals	FY 18/19 Totals
<u>Seniors & People W/Disabilities-Calls</u>				
ADA Paratransit Eligibility	183	537	691	1330
RTC Questions	112	201	164	177
Trip Planning	55	50	193	933
<i>Calls Referred to Outside Agencies</i>				
NonProfit	27	65	39	88
Private	14	75	45	102
Transit Agency	1	51	47	131
Taxi Scrip Local Questions	75	138	176	327
Taxi Scrip InterCity Questions	52	427	256	548
Totals:	519	1544	1611	3636
<u>Seniors & People W/Disabilities-Other</u>	-			
RTC Apps Processed	84	133	152	162
Senior/Disabled Walk-Ins	*	443	522	729
Materials Mailed	21	122	107	313
Totals:	105	698	781	1204
<u>General Mobility Call Center</u>	-			
Transit Calls	155	507	775	1897
SNCI Incentives/Programs	24	100	104	176
Trip Planning	108	281	333	1264
Other	*	356	471	466
Totals:	287	1244	1683	3803
<u>General Walk-Ins</u>	-			
General Transit Questions	2108	3327	3809	2776
Trip Planning	108	188	121	83
RTC Questions	7	62	42	45
Clipper Questions	24	77	30	33
Other - Taxi, Misc	29	229	134	84
Totals:	2276	3883	4136	3021
<u>Sales</u>	-			
Clipper Card Sales	110	135	243	200
Senior	21	38	73	63
Adult	53	81	158	132
Youth	2	17	5	5
Bike Link Cards Sold	4	1	6	8
FasTrak Applications		0	0	0
<u>Travel Training</u>	-			
Travel Training Referrals	16	43	112	88
<u>Outreach</u>	-			
Events & Presentations		25	40	49
# Attendees		707	1448	3080
Solano Mobility Website Hits		12176	16759	20578
Total Calls	916	2788	3294	7439
Total Walk-Ins	2352	4717	5166	4433
Totals:	3268	7505	8460	11872

The Solano Mobility Call Center provides personalized assistance to successfully travel around Solano County



DATE: September 19, 2019
TO: STA TAC
FROM: Ron Grassi, Director of Programs
RE: Fiscal Year (FY) 2019-20 Transportation Development Act (TDA) Matrix –
October 2019 – City of Dixon (Readi-Ride), City of Rio Vista (Delta Breeze),
and the City of Fairfield (FAST)

This report will be provided under separate cover.

Recommendation:

Review and forward a recommendation to STA Board and MTC to approve the October 2019 TDA Matrix for FY 2019-20 which includes the following:

1. TDA Claim for the City of Dixon (Dixon Read-Ride) (Attachment B);
2. TDA Claim for the City of Rio Vista (Delta Breeze) (Attachment B);
3. TDA Claim for the City of Fairfield (FAST) (Attachment B); and
4. The City of Fairfield's TDA claim in the amount of \$1,069,481 from other transit agencies and \$500,000 of STAF Population Based funds are conditioned upon a signed Solano Express operating agreement prior to the disbursement of funds.

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DATE: September 16, 2019
TO: STA TAC
FROM: Janet Adams, Deputy Executive Director/Director of Projects
Anthony Adams, Project Manager
RE: 2020 Surface Transportation Improvement Program (STIP) Programming for Projects

Background:

The State Transportation Improvement Program (STIP) is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from state gas tax which is placed into the State Highway Account. The STIP is composed of two sub-elements: 75% to the Regional Transportation Improvement Program (RTIP), with projects decided by regional agencies, and 25% to the Interregional Transportation Improvement Program (ITIP). STA is responsible for programming the RTIP and the California Transportation Commission (CTC) programs the ITIP. The STIP cycle is programmed every two years and covers a five-year period. Historically, Solano County averages about \$10M per STIP cycle in population shares of STIP funds (the RTIP) share for Solano.

The California Legislature passed Senate Bill 1 (SB1) in April of 2017. This Bill raised the state gas tax, among other revenue sources, to help fund transportation improvements. The passage of this bill means that STIP shares will be more stable in the future and as the gas tax, which funds the STIP, will include a Consumer Price Index (CPI) adjuster.

Discussion:

Future STIP Funding Priorities and Prior Commitments

The STA Board has prioritized three regionally significant projects that will seek funding from newly created SB1 funding categories. The prioritized projects that are eligible for this funding include the I-80 Express Lanes, I-80 Westbound Truck Scales, and I-80/I-680/State Route (SR) 12 Interchange. With the large project costs associated with these funding priorities, a larger local match will need to be made available to be competitive in the future.

Over the past 10 years, Solano's STIP shares have gone to projects such as the Vallejo Ferry Terminal, Fairfield Vacaville Train Station, West B Undercrossing in Dixon, and Jepson Parkway (Fairfield and Vacaville). Jepson Parkway has received the bulk of this investment, which resulted in environmentally clearing all remaining segments, completing right of way and design, and constructing 2 segments: Two priority segments still remain in Fairfield. STA and Vacaville have entered into a funding agreement for completing their remaining Jepson Parkway segment (Elmira to Orange Drive), utilizing a mixture of remaining 2018 STIP shares and development impact fees and Regional Traffic Impact Fees. The City of Fairfield's remaining unfunded segment is estimated at a cost of \$7M and is estimated to be delivered in FY 2024-25.

The 2018 STIP programmed funding for the following projects:

- Jepson Pkwy, 4-lane widen, Elmira Rd-New Ulati Crk - \$9.296M
- I-80/I-680/SR 12 Interchange - Package 2A - \$9M
- SR 12/Church Rd., intersection improvements - \$1.939M
- SR 37 - \$5M

2020 STIP Fund Estimate and Preliminary Project Considerations

The 2020 STIP Fund Estimate is significantly less than what was originally estimated. This decrease in expected funds is primarily due to a delay by the Board of Equalization to increase the gas tax in 2018. This gas tax increase was projected into 2018 STIP share estimates, and without the additional revenue, 2020 STIP shares were decreased.

Metropolitan Transportation Commission (MTC) RTIP Policies

Attachment A is MTC proposed policies. These policies reflect the CTC adopted language on match for SB 1 grants.

The 2020 STIP fund estimate for Solano County is \$9.212 M. \$5M of this amount has been previously prioritized in the 2018 STIP for SR 37, but not yet programmed to a particular project along that corridor; STA is proposing the project is the Fairgrounds Dr. Interchange project. This funding will match bridge toll funding to be committed to the project. The remaining \$4M in STIP shares is available to be programmed for Fiscal Years 2023-24 – FY 2024-25. Based upon discussions with member agencies and STA Board priorities, STA staff is considering the following projects for the 2020 STIP funding:

- \$5M: SR37 Fairgrounds Dr. Interchange Improvements - FY 2021-22 (STA Project Sponsor)
- \$3M: Jepson Pkwy, 4-lane widen, Canon Rd to south of Leisure Town Rd – FY 2024-25 (City of Fairfield Project Sponsor)
 - City of Fairfield would commit to funding any remaining shortfall
- \$1.06M: SR 12 Rio Vista Downtown Complete Street – FY 2023-24 (Caltrans Project Sponsor) – to match Caltrans SHOPP funding and local funds provided by Rio Vista.
- \$152K Planning, Programming, and Monitoring (FYs 2023-24 and 2024-25)

For the Jepson Parkway Project, the STA and the City of Fairfield will need to enter into a funding agreement to insure the construction is fully funded and the timely delivery of this Segment.

For future STIP Cycles, STA staff plans to discuss with the TAC and the STA Board match Solano RTP funds to leverage SB 1 competitive funds for improvements on I-80.

2020 STIP Development Schedule

The following is a 2020 STIP development schedule including STA TAC, STA Board, MTC, and CTC meetings:

September 25, 2018	TAC recommends 2020 STIP project recommendations to STA Board
October 9, 2019	STA Board approves 2020 STIP Solano project recommendations to MTC
November 1, 2019	Deadline for CMAs to submit project listings to MTC

December 18, 2019	MTC approves 2020 Bay Area RTIP recommendations to CTC
March 21, 2020	CTC adopts 2020 STIP

This item was presented to the STA TAC at their meeting of August 28, 2019 and to the STA Board on September 11, 2019 as an informational item.

Fiscal Impact:

This action will program funding for priority projects. Of the project recommended, the SR 37/Fairgrounds Dr. Project will be sponsored by the STA. The \$152,000 in PPM funds will be included in the STA Budget for FY's 2023-24 and 2024-25.

Recommendation:

Forward a recommendation to the STA Board to approve the programming of the 2020 STIP for Solano County as follows:

1. \$5 million for Construction Phase of the SR 37/Fairgrounds Dr. Interchange Project for FY 2021-22;
2. \$3 million for Construction Phase of Segment 2C of the Jepson Pkwy Project for FY 2020-21 (City of Fairfield);
3. \$1.06 million for Construction Phase of the SR 12 Project Downtown Rio Vista Complete Streets Project for FY 2023-24; and
4. \$152,000 for Planning, Programming, and Monitoring (PPM) activities for FYs 2023-24 through 2024-25.

Attachment:

- A. MTC 2020 RTIP Policies

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Metropolitan Transportation Commission Programming and Allocations Committee

September 4, 2019

Item Number 3a

Resolution No. 4398

Subject: Policies and Procedures for the 2020 Regional Transportation Improvement Program (RTIP).

Background: MTC is responsible for developing the region's funding priorities for the Regional Transportation Improvement Program (RTIP), and for submitting the proposed projects to the California Transportation Commission (CTC) for adoption into the State Transportation Improvement Program (STIP). Resolution No. 4398 establishes MTC's policies, procedures, project criteria, schedule, and funding targets for the 2020 RTIP, and will include the program of projects due to the CTC by December 15, 2019. The 2020 STIP covers the fiscal years 2020-21 through 2024-25.

The 2020 RTIP provides about \$70 million in new programming capacity to the nine-county MTC region. Senate Bill (SB) 1, signed by the governor in 2017, stabilized the revenues for the State Highway Account that funds the STIP.

In addition to the new programming capacity in the 2020 RTIP, sponsors have the opportunity to update existing project funding plans and schedules. To meet the CTC deadline, the Bay Area County Transportation Agencies (CTAs) must submit their final project nominations to MTC in early November. Staff will evaluate all submitted project nominations for compliance with the policies and procedures. This Committee will review the project listing on December 11, 2019. The Commission is scheduled to consider adoption of the final 2020 RTIP at its December 18, 2019 meeting, via an amendment to this resolution. The 2020 guidance includes the latest updates to the CTC STIP Guidelines adopted on August 14, 2019 (see Attachment 1).

Staff met with the region's CTAs to solicit input on the proposed policies and procedures.

Staff recommends minor changes in the 2020 RTIP Policies and Procedures. A full summary of the proposed changes to the regional guidance is included in Attachment 2.

Issues: 1. Housing compliance requirements are expected to be part of a broader MTC and ABAG housing policy and governance discussion anticipated to occur over the next several months. Staff does not recommend conditioning 2020 RTIP funds to housing production or state law compliance requirements because of limited capacity in this RTIP cycle, and short notice for CTAs and sponsors to comply with potentially changing state housing laws.

2. CTC's 2020 STIP guidelines allow sponsors to match SB1 competitive program projects with STIP funds. If the CTC does not select a project for funding in a competitive SB1 program, and alternative funding is not identified within six months, a STIP amendment will be required to delete or substitute the project for a project with a full funding plan commitment. MTC strongly encourages sponsors to use RTIP funds to match SB1 competitive program applications and will require match come from RTIP before committing other regional discretionary funding. If a county's RTIP shares are pre-committed or otherwise unavailable, MTC expects the CTA to examine local funds as match before MTC will consider committing other regional discretionary funding.

Recommendation: Refer MTC Resolution No. 4398 to the commission for approval.

Attachments: Attachment 1 – Highlights of CTC 2020 STIP Guidelines
Attachment 2 – MTC 2020 RTIP Changes to Policies and Procedures
MTC Resolution No. 4398

Therese W. McMillan

Highlights of CTC 2020 STIP Guidelines

- **Fund Capacity**

The 2020 STIP Fund Estimate identifies net new capacity only in the two years added to the STIP, FY 2023-24 and FY 2024-25. No new capacity is identified for the first three years. Due to the lack of new capacity in the early years of the STIP, projects with cost increases that are currently programmed in the first three years of the STIP may be delayed to the last two years of the STIP.

- **Uncommitted funding for STIP projects**

The CTC will consider programming projects with uncommitted funds only from the Local Partnership Program, Solutions for Congested Corridors Program, and Trade Corridors Enhancement Program provided that the uncommitted funding is secured within six months of the adoption of these programs. If the funding commitment from these programs, or alternative funding, is not secured by the established date, a STIP amendment will be required to delete or substitute the project for a project with a full funding plan commitment.

- **Public Transportation Account**

Although the overall statewide capacity for the 2020 STIP Fund Estimate identifies new capacity for the STIP period, the 2020 STIP Fund Estimate indicates a negative program capacity for the Public Transportation Account (PTA). SB 1 did not provide additional funding for the PTA; instead, PTA resources for the STIP decreased as a result of SB 1. Therefore, all transit projects programmed in the STIP will need to be delivered with other STIP funds, if eligible. Regions may nominate transit and rail projects in its RTIP within SHA and Federal funding constraints (rolling stock may only be funded with Federal funds).

- **Advance Project Development Element**

There is no Advance Project Development Element capacity identified for the 2020 STIP. Therefore, Counties will have limited opportunity to advance county shares to develop new STIP projects for future STIP cycles.

MTC 2020 RTIP Changes to Policies and Procedures

- **Senate Bill 1 Competitive Programs Match**

CTC's 2020 STIP guidelines allow sponsors to match SB1 competitive program projects with STIP funds. If the CTC does not select a project for funding in a competitive SB1 program, and alternative funding is not identified within six months, a STIP amendment will be required to delete or substitute the project for a project with a full funding plan commitment. MTC strongly encourages sponsors to use RTIP funds to match SB1 competitive program applications and will require match come from RTIP before committing other regional discretionary funding. If a county's RTIP shares are pre-committed or otherwise unavailable, MTC expects the CTA to examine local funds as match before MTC will consider committing other regional discretionary funding.

- **Regional Communications Infrastructure**

MTC Resolution No. 4104, Traffic Operations System Policy, requires the installation and activation of freeway traffic operations system elements. In order to facilitate implementation of technology-based strategies focused on enhancing safety, mobility and economic vitality of communities, and to expand interoperability among partner agencies, projects must install fiber communications conduit infrastructure if project limits overlap with a proposed project in the final 2019 Regional Communications Strategic Investment Plan, when both financially feasible and consistent with goals stated in the Bay Area Regional Communications Infrastructure Plan.

Projects proposed for programming in the 2020 RTIP, seeking funds for environmental or plans, specifications, and estimates (PS&E) phases should consider incorporating communications infrastructure into project design, ideally at the project scoping phase leading to programming. A checklist of technical recommendations is listed in the final 2019 Regional Communications Infrastructure Plan (available at the MTC website at <https://mtc.ca.gov/our-work/operate-coordinate/intelligent-transportation-systems/regional-communications-network>). For future RTIP funding commitments on new projects, project sponsors should work with Caltrans and MTC to identify the appropriate communications component to support the completion of regional communications network throughout the Bay Area. A project is considered "new" if it does not have an approved Project Study Report or applicable scoping document as of December 15, 2019.

- **PPM Escalation Rate**

MTC has programmed Regional PPM amounts based on a letter of understanding from MTC's executive director Steve Heminger to the CMA directors in 2005. The letter based MTC's PPM amount on a base amount of \$500,000 in FY 2005-06 escalated annually thereafter. The 2020 RTIP Policies and Procedures memorializes the escalation rate, 3.5%. MTC has used a 3.5% escalation factor for calculating the annual funding levels based on the standard escalation rate used since FY 2005-06. The 3.5% rate ensures MTC staff will continue to meet the increased requirements in planning, programming, and monitoring.

ABSTRACT

Resolution No. 4398

This resolution adopts the policies, procedures, and program of projects for the 2020 Regional Transportation Improvement Program (RTIP) for the San Francisco Bay Area, for submission to the California Transportation Commission (CTC), consistent with the provisions of Senate Bill 45 (Chapter 622, Statutes 1997).

- Attachment A – Policies and Procedures for the 2020 RTIP (with appendices)
- Attachment B – 2020 RTIP Program of Projects
- Attachment C – STIP Amendment / Extension Rules and Procedures

Further discussion of these actions is contained in the Summary Sheet to the MTC Programming and Allocations Committee dated September 4, 2019.

RE: Adoption of 2020 Regional Transportation Improvement Program (RTIP)
Program Policies, Procedures, Project Selection Criteria, and Program of Projects

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4398

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, MTC has adopted and periodically revises, pursuant to Government Code Sections 66508 and 65080, a Regional Transportation Plan (RTP); and

WHEREAS, MTC shares responsibility with the Association of Bay Area Governments (ABAG) for developing and implementing a Sustainable Communities Strategy (SCS) that integrates transportation, land use, and housing to meet greenhouse gas (GHG) reduction goals (Government Code Section 65080(b) 2(B)).

WHEREAS, MTC adopts, pursuant to Government Code Section 65082, a Regional Transportation Improvement Program (RTIP) when additional State Transportation Improvement Program funding is available, that is submitted, pursuant to Government Code Section 14527, to the California Transportation Commission (CTC) and the California Department of Transportation (Caltrans); and

WHEREAS, MTC has developed, in cooperation with Caltrans, operators of publicly owned mass transportation services, congestion management agencies, countywide transportation planning agencies, and local governments, policies, procedures and project selection criteria to be used in the development of the 2020 RTIP, and a five-year program for the funding made available for highways, roadways and state-funded mass transit guideways and other transit capital improvement projects, to include projects programmed in fiscal years 2020-21 through 2024-25; and

WHEREAS, using the process and criteria set forth in the Attachments to this resolution, attached hereto as though set forth at length, a set of capital priorities for the 2020 Regional Transportation Improvement Program (RTIP) was developed; and

WHEREAS, the 2020 RTIP has been developed consistent with the policies and procedures outlined in this resolution, and with the STIP Guidelines adopted by the CTC on August 14, 2019; and

WHEREAS, the 2020 RTIP will be subject to public review and comment; now, therefore, be it

RESOLVED, that MTC approves the process and criteria to be used in the evaluation of candidate projects for inclusion in the 2020 RTIP, as set forth in Attachment A of this resolution, and be it further

RESOLVED, that MTC adopts the 2020 RTIP Program of Projects, attached hereto as Attachment B and incorporated herein as though set forth at length, and finds it consistent with the RTP; and, be it further

RESOLVED, that MTC approves the STIP Amendment / Extension Rules and Procedures to be used in processing STIP amendment and extension requests, as set forth in Attachment C of this resolution, and be it further

RESOLVED, that the Executive Director may make adjustments to Attachment B in consultation with the respective Congestion Management Agency (CMA) or County Transportation Planning Agency, Collectively known as the Bay Area County Transportation Agencies (CTAs), to respond to direction from the California Transportation Commission and/or the California Department of Transportation; and, be it further

RESOLVED, that MTC's adoption of the programs and projects in the 2020 RTIP is for planning purposes only, with each project still subject to MTC's project review and application approval pursuant to MTC Resolution Nos. 3115 and 3757; and, be it further

RESOLVED, that the Executive Director shall forward a copy of this resolution, and such other information as may be required to the CTC, Caltrans, and to such other agencies as may be appropriate.

METROPOLITAN TRANSPORTATION COMMISSION

Scott Haggerty, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in San Francisco, California, on September 25, 2019.

DRAFT

Date: September 25, 2019
W.I.: 1515
Referred by: PAC

Attachment A
Resolution No. 4398
Page 1 of 30

2020 Regional Transportation Improvement Program

**Policies and Procedures
September 25, 2019**

**MTC Resolution No. 4398
Attachment A**

**Metropolitan Transportation Commission
Programming and Allocations Section
<http://www.mtc.ca.gov/our-work/fund-invest>**

**2020 RTIP
Regional Transportation Improvement Program
Policies and Procedures
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2020 Regional Transportation Improvement Program (RTIP) Policies and Procedures

Background

The State Transportation Improvement Program (STIP) provides funding for transportation projects around the State. As the Regional Transportation Planning Agency (RTPA) for the Bay Area, the Metropolitan Transportation Commission (MTC) is responsible for developing regional STIP project priorities for the nine counties of the Bay Area.

The Regional Transportation Improvement Program (RTIP) is the region's proposal to the State for STIP funding, and is due to the California Transportation Commission (CTC) by December 15, 2019. The 2020 STIP will include programming for the five fiscal years from 2020-21 through 2024-25.

2020 RTIP Development

The following principles will frame the development of MTC's 2020 RTIP, the region's contribution to the 2020 STIP.

- MTC will work with CTC staff, each Congestion Management Agency and Countywide Transportation Planning Agency, collectively known as the Bay Area County Transportation Agencies (CTAs), transit operators, Caltrans, and project sponsors to prepare the 2020 STIP.
- Investments made in the RTIP must carry out the objectives of the Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS), and be consistent with its improvements and programs.
- MTC may choose to consult with counties to consider programming a portion of their RTIP shares for projects that meet a regional objective.
- MTC will continue to work with CTAs, transit operators, Caltrans and project sponsors to aggressively seek project delivery solutions. Through the use of AB 3090 authority, GARVEE financing, and federal, regional, and local funds and funding exchanges, MTC will work with its transportation partners to deliver projects in the region.
- Each county's project list must be constrained within the county share limits unless arrangements have been made with other counties to aggregate the county share targets. MTC continues to support aggregation of county share targets to deliver ready-to-go projects in the region. CTAs that submit a list that exceeds their county share must identify and prioritize those projects that exceed the county share target.

Key Policies and Guidance

The following policies serve as the primary guidance in the development of the 2020 RTIP.

Key Eligibility Policies

Consistency with Regional and Local Plans

RTP/SCS Consistency

Plan Bay Area 2040, the Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS), lays out a vision of what the Bay Area land use patterns and transportation network could look like in 2040. An objective of *Plan Bay Area 2040* is to encourage and promote the safe and efficient management, operation and development of a regional intermodal transportation system

that will serve the mobility needs of people and goods. Programming policies governing the STIP and other flexible, multi-modal discretionary funding sources such as the federal Surface Transportation Block Grant Program (STBG), Congestion Mitigation and Air Quality Improvement (CMAQ), and Regional Transportation Improvement Program (RTIP) funds must be responsive to the strategies and goals of the Plan. New projects submitted for RTIP consideration must be included in the current RTP and should include a statement addressing how the project meets the strategies and goals set forth in the RTP.

Local Plans

Projects included in the RTIP must be included in a Congestion Management Plan (CMP) or Capital Improvement Program (CIP).

CTC Guidance

The California Transportation Commission (CTC) 2020 STIP Guidelines were adopted on August 14, 2019. The MTC 2020 RTIP Policies and Procedures includes all changes in STIP policy implemented by the CTC. The entire CTC STIP Guidelines are available on the internet at: <https://dot.ca.gov/programs/transportation-programming/office-of-capital-improvement-programming-ocip> or <https://catc.ca.gov/programs/state-transportation-improvement-program>. All CTAs and project sponsors must follow the MTC and CTC STIP Guidelines in the development and implementation of the 2020 RTIP/STIP.

2020 RTIP Development Schedule

Development of the 2020 RTIP under these procedures will be done in accordance with the schedule outlined in Appendix A-1 of these policies and procedures.

RTIP County Share Targets

Appendix A-2 of the Policies and Procedures provides the county share targets for each county for the 2020 RTIP. Each county's project list, due to MTC in draft form by October 9, 2019, should be constrained within these county share limits. It is expected that MTC's RTIP will be developed using a region-wide aggregate of county-share targets.

Project Eligibility

SB 45 (Chapter 622, Statutes 1997) defines the range of projects that are eligible for consideration in the RTIP. Eligible projects include state highway improvements, local road improvements and rehabilitation, public transit, intercity rail, pedestrian, and bicycle facilities, and grade separation, transportation system management, transportation demand management, soundwall projects, intermodal facilities, and safety projects.

RTIP Project Solicitation

Each CTA is responsible for soliciting projects for its county share of the RTIP where the county target is greater than \$0. The CTA must notify all eligible project sponsors, including Caltrans and transit operators, of the process and deadlines for applying for RTIP funding. If the CTA does not conduct a solicitation of projects, that CTA must provide justification to MTC that conforms to the

public involvement process described in the next section, and approved by that CTA's governing body.

Public Involvement Process

MTC is committed to having the CTAs as full partners in development of the RTIP. That participation likewise requires the full commitment of the CTAs to a broad, inclusive public involvement process consistent with MTC's adopted Public Participation Plan (available online at <http://mtc.ca.gov/about-mtc/public-participation/public-participation-plan>) and federal regulations, including Title VI of the Federal Civil Rights Act of 1964. Federal regulations call for active outreach and public comment opportunities in any metropolitan planning process, and such opportunities an important step to any project selection process for the RTIP. CTAs shall document their public involvement opportunities, including how they included communities covered under Title VI, and submit the documentation along with their list of candidate projects.

RTIP Projects in the Transportation Improvement Program (TIP)

In accordance with state and federal requirements, RTIP-funded projects must be programmed in the TIP prior to seeking a CTC allocation. In addition, a federal authorization to proceed (E-76) request must be submitted simultaneously with the RTIP allocation request to Caltrans and the CTC when the request includes federal funds. In the 2020 RTIP, all projects are subject to be a mix of federal and state funds, and may require a federal authorization to proceed. Additionally, all STIP projects are to be included in the TIP and must have funds escalated to the year of expenditure, in accordance with federal regulations.

Regional Policies

Regional Set-Aside Programming

In order to expedite obligation and expenditure of American Recovery and Reinvestment Act of 2009 (ARRA) funds, and to address the State's lack of funding at the time, MTC programmed \$31 million in ARRA funds to backfill unavailable STIP funds for the Caldecott Tunnel Fourth Bore project. Of the \$31 million, \$29 million came from Contra Costa's STIP county share, and \$2 million from Alameda's STIP county share. Further, in 2012, MTC programmed \$15 million to the Improved Bicycle/Pedestrian Access to the San Francisco-Oakland Bay Bridge project from a portion of each county's STIP share (from former Transportation Enhancement (TE) funds). To address lack of funding in the 2016 STIP, MTC de-programmed both the \$31 million and \$15 million commitments to regional projects (total \$46 million). In January 2017 MTC committed the \$46 million to additional contingency for the Caltrain Peninsula Corridor Electrification Project (PCEP), through MTC Resolution No. 4267. If these funds are not needed for the PCEP, the RTIP funds will be re-programmed the Housing Production and Preservation Incentive Program (see next section), or to another regional priority project(s) at MTC's discretion. These funds have the highest priority for funding in the RTIP, after GARVEE, AB 3090, and PPM projects.

Housing Production and Preservation Incentive

On October 24, 2018, MTC approved Resolution No. 4348, which establishes the framework and qualifying criteria for the Housing Incentive Pool (HIP), an incentive program to reward Bay Area

local jurisdictions that produce or preserve the most affordable housing. This resolution builds on the HIP established in OBAG 2, MTC Resolution No. 4202, Revised.

As part of the 2020 RTIP, the OBAG 2 Housing Production Incentive challenge grant program described immediately above is augmented with \$46 million of regionally-controlled RTIP funds identified in the regional set-aside programming section above, conditioned on these funds not being needed for Caltrain's project contingency, either because the project can be completed within budget or because substitute contingency funds are identified.

The RTIP funding provided may be either federal or state funds, must be used only for federally- or State Highway Account-eligible transportation purposes, and must meet CTC STIP Guideline requirements.

Senate Bill 1 Competitive Programs Match

CTC's 2020 STIP guidelines allow sponsors to match SB1 competitive program projects with STIP funds. If the CTC does not select a project for funding in a competitive SB1 program, and alternative funding is not identified within six months, a STIP amendment will be required to delete or substitute the project for a project with a full funding plan commitment. MTC strongly encourages sponsors to use RTIP funds to match SB1 competitive program applications and will require match come from RTIP before committing other regional discretionary funding. If a county's RTIP shares are pre-committed or otherwise unavailable, MTC expects the CTA to examine local funds as match before MTC will consider committing other regional discretionary funding.

County Programming Priorities

Alameda County

Alameda County Transportation Commission (ACTC) Resolution No. 14-007 (Revised) identifies RTIP funds as a source to meet ACTC's \$40 million commitment to AC Transit's East Bay Bus Rapid Transit (BRT) project. Further, Commission action for the Regional Measure 2 (RM2) Strategic Plan in May 2014, and the March 2015 RM2 allocation to AC Transit for the BRT project require that ACTC commit the RTIP or other funds for the BRT project in order to retire the BRT commitment. Since the CTC removed the proposed AC Transit programming from the 2018 STIP, MTC expects ACTC to program its remaining commitment to AC Transit in the 2020 STIP, and reserves the right to program funds directly from Alameda County's STIP share if no other fund source is identified.

San Francisco County

MTC Resolution No. 4035, Revised, which sets forth the second cycle of federal Surface Transportation Program/Congestion Mitigation and Air Quality Improvement (STP/CMAQ) funding, advanced \$34 million in federal funds for the Doyle Drive Replacement / Presidio Parkway project. In exchange, \$34 million San Francisco's STIP share shall be reserved for regional Freeway Performance Initiative (FPI)/Columbus Day Initiative (CDI)/Express Lanes projects. San Francisco shall commit these funds after PPM programming and the remaining commitment to the Central Subway project (about \$40.7 million).

San Francisco, San Mateo, and Santa Clara Counties

MTC Resolution No. 4267 identifies RTIP funds as a source to meet MTC's \$50 million contingency commitment to the Caltrain Peninsula Corridor Electrification Project, with the \$46 million identified in the "Regional Set-Aside Programming" section of these policies and procedures. If the PCEP cost exceeds the estimated project delivery cost and previously budgeted contingency, or a shortfall in revenue occurs, \$4 million would be reserved from future San Francisco, San Mateo, and Santa Clara county shares. If the \$50 million contingency commitment is not needed for PCEP, MTC will not withhold the \$4 million from the three counties' RTIP shares.

Regional Advanced Mitigation Program (RAMP)

As a part of *Plan Bay Area 2040* and through MTC Resolution No. 4290, MTC identified Regional Advance Mitigation Program (RAMP) as a mitigation strategy for the Bay Area. RAMP would mitigate certain environmental impacts from groups of planned transportation projects, rather than mitigating on an inefficient per-project level. RTIP funds may be used to implement RAMP, including purchasing mitigation land bank credits, establishing a greenfield mitigation site, contributing to an existing Habitat Conservation Plan, and purchasing conservation land easements and their endowments, as allowed under state and federal law. In instances where RTIP funds are not eligible for RAMP implementation, MTC encourages sponsors to exchange RTIP funds with eligible non-federal funds for RAMP. Such exchanges must be consistent with MTC's fund exchange policy, MTC Resolution No. 3331.

Regional Planning, Programming, and Monitoring (PPM) funds

Passage of Assembly Bill 2538 (Wolk, 2006) allows all counties to program up to 5% of their county share to Planning, Programming, and Monitoring (PPM) purposes in the STIP. Appendix A-2 identifies PPM amounts each county may program. As agreed with the CTAs, MTC will program a portion of each county's PPM for regional PPM activities each year beginning with a base amount of \$500,000 in FY 2005-06 escalated 3.5% annually thereafter. MTC's currently programmed amounts for regional PPM activities in FY 2020-21 through FY 2022-23 will not change in the 2020 RTIP; the CTAs may choose to redistribute their county portion of the PPM funds programmed in FY 2020-21, FY 2021-22, FY 2022-23, and FY 2023-24. Due to county share period restrictions, new PPM amounts may only be programmed in the amounts and years identified in Attachment 2.

Caltrans Project Nomination

Senate Bill 1768 (Chapter 472, Statutes 2002) authorizes the Department of Transportation to nominate or recommend projects to be included in the RTIP to improve state highways using regional transportation improvement funds. To be considered for funding in the RTIP, the Department must submit project nominations directly to the applicable CTA. The Department should also identify any additional state highway improvement needs within the county that could be programmed within the 3 years beyond the end of the current STIP period. The Department must submit these programming recommendations and identification of state highway improvement needs to the CTA within the timeframe and deadline prescribed by the applicable CTA. In addition, the Department must also provide a list of projects and funding amounts for projects currently planned on the State Highway System over the 2020 STIP period to be funded with local and regional funds.

Title VI Compliance

Investments made in the RTIP must be consistent with federal Title VI requirements. Title VI prohibits discrimination on the basis of race, color, disability, and national origin in programs and activities receiving federal financial assistance. Public outreach to and involvement of individuals in low income and minority communities covered under Title VI of the Civil Rights Act and the Executive Order pertaining to Environmental Justice is critical to both local and regional decisions. The CTA must consider equitable solicitation and selection of project candidates in accordance with federal Title VI and Environmental Justice requirements.

Intelligent Transportation Systems Policy

In collaboration with federal, state, and local partners, MTC developed the regional Intelligent Transportation Systems (ITS) Architecture. The San Francisco Bay Area Regional ITS Architecture is a roadmap for integrated and collaborative ITS projects in the Bay Area over the next 10 years and beyond. The Architecture provides the knowledge base necessary to make the most out of technological advances for planning and deployment of intelligent transportation systems that are connected and standardized across the region and beyond.

MTC, state and federal agencies require projects funded with federal highway trust funds to meet applicable ITS Architecture requirements. Since the 2006 RTIP, MTC requires all applicable projects to conform to the regional ITS architecture. Through the on-line Fund Management System (FMS) application process, 2020 RTIP project sponsors will identify the appropriate ITS category, if applicable. Information on the regional ITS architecture can be found at: <http://mtc.ca.gov/our-work/operate-coordinate/intelligent-transportation-systems-its>.

MTC Resolution No. 4104 Compliance – Traffic Operations System Policy

All major new freeway projects included in *Plan Bay Area 2040* and subsequent regional transportation plans shall include the installation and activation of freeway traffic operations system (TOS) elements to effectively operate the region's freeway system and coordinate with local transportation management systems. MTC requires all applicable RTIP projects to conform to the regional policy. For purposes of this policy, a major freeway project is a project that adds lanes to a freeway, constructs a new segment of freeway, upgrades a segment to freeway status, modifies a freeway interchange, modifies freeway ramps, or reconstructs an existing freeway. TOS elements may include, but are not limited to, changeable message signs, closed-circuit television cameras, traffic monitoring stations and detectors, highway advisory radio, and ramp meters.

As set forth in MTC Resolution No. 4104, for any jurisdiction in which MTC finds that ramp metering and TOS elements are installed but not activated or in operation, MTC will consider suspending fund programming actions for STIP funding until the Ramp Metering Plan is implemented and the ramp meters and related TOS elements are activated and remain operational, and MTC deems the requirements of the regional TOS policy have been met. Furthermore, in any county in which a jurisdiction fails to include the installation and activation of TOS elements in an applicable freeway project, including ramp metering as identified in the Ramp Metering Plan, projects to install and activate the appropriate ramp meters and TOS elements omitted from the project shall have priority for programming of new STIP funding for that county. STIP projects that

do not meet the provisions of MTC Resolution No. 4104 are subject to de-programming from the federal TIP.

Regional Communications Infrastructure

MTC Resolution No. 4104, Traffic Operations System Policy, requires the installation and activation of freeway traffic operations system elements. In order to facilitate implementation of technology-based strategies focused on enhancing safety, mobility and economic vitality of communities, and to expand interoperability among partner agencies, projects must install fiber communications conduit infrastructure if project limits overlap with a proposed project in the final 2019 Regional Communications Strategic Investment Plan, when both financially feasible and consistent with goals stated in the Bay Area Regional Communications Infrastructure Plan.

Projects proposed for programming in the 2020 RTIP, seeking funds for environmental or plans, specifications, and estimates (PS&E) phases should consider incorporating communications infrastructure into project design, ideally at the project scoping phase leading to programming. A checklist of technical recommendations are listed in the final 2019 Regional Communications Infrastructure Plan (available at the MTC website at <https://mtc.ca.gov/our-work/operate-coordinate/intelligent-transportation-systems/regional-communications-network>). For future RTIP funding commitments on new projects, projects sponsors should work with Caltrans and MTC to identify the appropriate communications component to support the completion of regional communications network throughout the Bay Area. A project is considered “new” if it does not have an approved Project Study Report or applicable scoping document as of December 15, 2019.

Bay Area Forward and Regional Express Lane (HOT) Network

All projects on the state highway system must demonstrate a scope and funding plan that includes Traffic Operations System (TOS) elements, consistent with the section above. Projects must also include any additional traffic operations and advanced technology improvements, and transportation demand management recommendations resulting from MTC’s Bay Area Forward (BAF). Additionally, projects on the State Highway System proposed for programming in the 2020 RTIP should be consistent with the planned Regional Express Lane (High-Occupancy Toll) Network. For new RTIP funding commitments on the Regional Express Lane Network, the CTAs should work with MTC to determine the appropriateness of advance construction elements (such as structures and conduit) to support the future conversion of general purpose/HOV lanes to express lanes if identified.

Bay Area Interregional Transportation Improvement Program (ITIP) Priorities

In order to support Caltrans District 4 in successfully programming ITIP projects in the Bay Area, MTC worked with the CTAs and District to formulate four guiding principles for prioritizing ITIP projects. The principles are:

- Support high cost-benefit ratio projects on the State Highway System
- Support High-Occupancy Vehicle (HOV) lane gap closures, with emphasis on those that support the Regional Express Lane Network.
- Support high speed rail early investments and intercity/commuter rail

- Support future goods movement and trade corridors

These principles are consistent with *Plan Bay Area 2040* assumptions. MTC supported these principles in a comment letter to Caltrans regarding the 2015 Interregional Transportation Strategic Plan (ITSP).

MTC Resolution No. 3866 Compliance – Transit Coordination Implementation Plan

On February 24, 2010, MTC approved Resolution No. 3866, which documents coordination requirements for Bay Area transit operators to improve the transit customer experience when transferring between transit operators and in support of regional transit projects. *If a transit operator fails to comply with Res. 3866 requirements, MTC may withhold, restrict or reprogram funds or allocations.* Res. 3866 supersedes MTC's earlier coordination plan, Res. 3055.

One goal in establishing Res. 3866 was to incorporate detailed project information through reference rather than directly in the resolution in order to facilitate future updates of project-specific requirements. Transit operators must comply with these more detailed documents in order to comply with Res. 3866. MTC may periodically update these documents in consultation with transit agencies.

Accommodations for Bicyclists, Pedestrians and Persons with Disabilities

Federal, state and regional policies and directives emphasize the accommodation of bicyclists, pedestrians, and persons with disabilities when designing transportation facilities. Of particular note is Caltrans Deputy Directive 64 which stipulates: "pedestrians, bicyclists and persons with disabilities must be considered in all programming, planning, maintenance, construction, operations, and project development activities and products." In addition, MTC's Resolution No. 3765 requires project sponsors to complete a checklist that considers the needs of bicycles and pedestrians for applicable projects. MTC's Regional Bicycle Plan, adopted as a component of the 2001 RTP, requires that "all regionally funded projects consider enhancement of bicycle transportation consistent with Deputy Directive 64".

In selecting projects for inclusion in the RTIP, the CTAs and project sponsors must consider federal, state and regional policies and directives regarding non-motorized travel, including, but limited to, the following:

Federal Policy Mandates

The Federal Highways Administration Program Guidance on bicycle and pedestrian issues makes a number of clear statements of intent, and provides best practices concepts as outlined in the US DOT "Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations."

(https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/policy_accom.cfm)

State Policy Mandates

The California Complete Streets Act (AB 1358) of 2008 encourages cities to make the most efficient use of urban land and transportation infrastructure, and improve public health by encouraging physical activity to reduce vehicle miles traveled (VMT). Government Code Section

65302(b)(2)(A) and (B) states that any substantial revision of the circulation element of the General Plan to consider all users.

California Government Code Section 65089(b)(1)(B)(5) requires that the design, construction and implementation of roadway projects proposed for funding in the RTIP must consider maintaining bicycle access and safety at a level comparable to that which existed prior to the improvement or alteration.

Caltrans Deputy Directive 64, states: “the Department fully considers the needs of non-motorized travelers (including pedestrians, bicyclists, and persons with disabilities) in all programming, planning, maintenance, construction, operations, and project development activities and products. This includes incorporation of the best available standards in all of the Department’s practices. The Department adopts the best practices concept in the US DOT Policy Statement on Integrating Bicycling and Walking into Transportation Infrastructure.”

Regional Policy Mandates

All projects programmed during the RTIP must consider the impact to bicycle transportation, pedestrians and persons with disabilities, consistent with MTC Resolution No. 3765. The Complete Streets Checklist (also known as “Routine Accommodations Checklist”) is incorporated as Part 5 of the Project Application. Furthermore, it is encouraged that all bicycle projects programmed in the RTIP support the Regional Bicycle Network. Guidance on considering bicycle transportation can be found in MTC’s 2009 Regional Bicycle Plan (a component of Transportation 2035) and Caltrans Deputy Directive 64. MTC’s Regional Bicycle Plan, containing federal, state and regional policies for accommodating bicycles and non-motorized travel, is available on MTC’s Web site at: <http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning>.

To be eligible for RTIP funds, a local jurisdiction with local streets and roads must have either a complete streets policy or resolution, or general plan updated after 2010, that complies with the Complete Streets Act of 2008 prior to January 31, 2016. Further information is available online at: http://mtc.ca.gov/sites/default/files/OBAG_2_Reso_Guidance_Final.pdf.

State Policies

Grant Anticipation Revenue Vehicle (GARVEE) Bonding

Chapter 862 of the Statutes of 1999 (SB 928) authorizes the State Treasurer to issue GARVEE bonds and authorizes the California Transportation Commission (CTC) to select projects for accelerated construction from bond proceeds. Bond repayment is made through annual set asides of the county share of future State Transportation Improvement Program (STIP) funds. Bond repayments are typically made over several STIP programming periods.

In accordance with state statute and the CTC GARVEE guidelines, GARVEE debt repayment will be the highest priority for programming and allocation within the particular county Regional Improvement Program (RIP) share until the debt is repaid. In the event that the RIP county share balance is insufficient to cover the GARVEE debt service and payment obligations, the RIP county

share balance for that particular county will become negative through the advancement of future RIP county share. Should a negative balance or advancement of capacity be unattainable, then funding for other projects using RIP county share within that particular county would need to be reprogrammed or deleted, to accommodate the GARVEE debt service and payment obligations.

The CTC is responsible for programming the funds, derived from federal sources, as GARVEE debt service and the State Treasurer is responsible for making the debt service payments for these projects. In the 2020 STIP, CTC will consider new GARVEE projects via STIP amendment only, and not during the 2020 STIP process.

AB 3090 Project Replacement or Reimbursement

AB 3090 (Statutes of 1992, Chapter 1243) allows a local jurisdiction to advance a project included in the STIP to an earlier fiscal year through the use of locally-controlled funds. With the concurrence of the appropriate CTA, MTC, the California Transportation Commission and Caltrans, one or more replacement state transportation project shall be identified and included in the STIP for an equivalent amount and in the originally scheduled fiscal year or a later year of the advanced project. Alternately, the advanced project can be reimbursed in the originally scheduled fiscal year or a later year.

Projects approved for AB 3090 consideration must award a contract within six months of the CTC approval. The allocation of AB 3090 reimbursement projects is the highest priority in the MTC region. In the 2020 STIP, CTC will consider new AB 3090 requests via STIP amendment only, and not during the 2020 STIP process. Sponsors wishing to use AB 3090s for their projects should contact MTC and CTC for inclusion in the AB 3090 Plan of Projects, which is updated on an as-needed basis.

SB 184 Advance Expenditure of Funds

SB 184 (Statutes of 2007, Chapter 462) authorizes a regional or local entity to expend its own funds for any component of a transportation project within its jurisdiction that is programmed in the current fiscal year and for which the Commission has not made an allocation. The amount expended would be authorized to be reimbursed by the state, subject to annual appropriation by the Legislature, if (1) the commission makes an allocation for, and the department executes a fund transfer agreement for, the project during the same fiscal year as when the regional or local expenditure was made; (2) expenditures made by the regional or local entity are eligible for reimbursement in accordance with state and federal laws and procedures; and (3) the regional or local entity complies with all legal requirements for the project, as specified.

MTC cautions against the use of SB 184 since allocation of funds is not guaranteed. If pursued, sponsors risk expending local funds with no guarantee that the STIP funds will be allocated.

Should a sponsor want to proceed with an SB 184 request, the sponsor must notify the CTA, MTC and Caltrans in writing on agency letterhead in accordance with Caltrans Local Assistance procedures.

AB 608 Contract Award Provisions

AB 608 authorizes the adjustment by the CTC of a programmed project amount in the STIP if the Caltrans-sponsored construction contract award amount for a project is less than 80% of the engineer's final estimate, excluding construction engineering.

The CTC will not approve any AB 608 request after 120 days from the contract award. Sponsors intending to take advantage of AB 608 project savings must notify Caltrans and the CTA within 30 days of the contract award, to ensure the request to the CTC can be processed in time to meet the CTC's deadline.

Federal and State-Only Funding

In 2017, the state adopted SB1, which stabilizes the excise tax on gasoline and pegs it to adjust with inflation. Excise taxes are deposited into the State Highway Account, which also includes federal funds. While SB1 stabilize STIP revenues, Caltrans determines the funding split between state-only and federal funding for projects funded in the STIP. Therefore, projects programmed in the 2020 STIP may receive a combination of state and federal funds. Project sponsors must federalize their projects by completing NEPA documentation and complying with federal project delivery rules, if they are assigned federal funds.

Article XIX Compliance for Transit Projects

Article XIX of the California State Constitution restricts the use of State Highway Account (SHA) funds on transit projects. In order for existing and new projects to be programmed in the STIP, the project sponsor or the CTA must provide documentation that verifies the STIP transit project is either 1) eligible for federal funds, or 2) meets Article XIX requirements that only fixed guideway projects in a county that has passed a measure authorizing the use of SHA funds on transit projects may use SHA funds. Also refer to the next section regarding "Matching Requirements."

Matching Requirements on Highway and Transit Projects

A local match is not required for projects programmed in the STIP, except under special situations affecting projects subject to Article XIX restrictions established by the State Constitution. Article XIX limits the use of state revenues in the State Highway Account (SHA) to state highways, local roads, and fixed guideway facilities. Other projects, such as rail rolling stock and buses, are not eligible to receive state funds from the SHA. Article XIX restricted projects must therefore be funded with either a combination of federal STIP funding and matching STIP funds from the Public Transportation Account (PTA), or with 100 percent federal STIP funds in the State Highway Account (which requires a non-federal local match of 11.47% from a non-STIP local funding source or approved use of toll credits).

Project sponsors wishing to use STIP PTA funds as matching funds for Article XIX restricted projects must note such a request in the "Special Funding Conditions" section of the RTIP Application Nomination sheet, and obtain approval from Caltrans through the state-only approval process as previously described. Caltrans has not identified any PTA capacity for the 2020 STIP. Therefore, the CTC will assume any Article XIX restricted STIP project will be funded with 100 percent federal funds using toll credits, or have the appropriate local match.

Governor's Executive Orders

The STIP Guidelines adopted by the CTC recognizes two proclamations and executive orders by Governor Brown. First, in recognition of the historic drought, the CTC expects any landscape projects currently programmed but not yet allocated and awarded, or any new landscape projects, will include drought tolerant plants and irrigation. Second, consistent with Executive Order B-30-15 (April 29, 2015), projects proposed for RTIP funds must consider the State's greenhouse gas emission reduction targets. Projects subject to a project-level performance evaluation are expected to include measures and analyses that address greenhouse gas emission reductions.

General Guidance

Project Advancements

If a project or project component is ready for implementation earlier than the fiscal year that it is programmed in the STIP, the implementing agency may request an allocation in advance of the programmed year. The CTC will consider making advanced allocations based on a finding that the allocation will not delay availability of funding for other projects programmed in earlier years than the project to be advanced and with the approval of the responsible regional agency if county share funds are to be advanced. In project and financial planning, sponsors should not expect the CTC to advance any projects.

Advance Project Development Element (APDE)

The 2020 STIP Fund Estimate does not identify funding for APDE. APDE funds may not be proposed in any year of the 2020 STIP.

Unprogrammed Shares

The counties and the region may propose to leave county share STIP funds unprogrammed for a time to allow adequate consideration of funding options for future projects. The CTC particularly encourages Caltrans and the regional agencies to engage in early consultations to coordinate their ITIP and RTIP proposals for such projects. Counties intending to maintain an unprogrammed balance of its county share for future program amendments prior to the next STIP must include a statement of the intentions for the funds, including the anticipated use of the funds, as well as the amount and timing of the intended STIP amendment(s). However, access to any unprogrammed balance is subject to availability of funds, and may not be approved by the CTC until the next STIP programming cycle.

Countywide RTIP Listing

By October 9, 2019, each CTA must submit to MTC a draft proposed countywide RTIP project listing showing the proposed programming of county shares. The final list is due to MTC by November 1, 2019, and must include the final project applications for any new projects added to the STIP (or any significantly revised existing STIP projects), details of projects completed since the last STIP, and appropriate project level performance measure analysis.

Project Screening Criteria, Including Readiness

In addition to the CTC Guidelines, all projects included in the 2020 RTIP must meet all MTC project-screening criteria listed in Appendix A-3 of this guidance, including the planning and the project readiness requirements.

RTIP Applications

Project sponsors must complete an application for each new project proposed for funding in the RTIP, consisting of the items included in Appendix A-4 of this guidance. In addition to MTC's Fund Management System (FMS) application, project sponsors must use the latest Project Programming Request (PPR) forms provided by Caltrans for all projects. CTAs should submit PPRs for all projects (including existing projects with no changes) on the revised form provided by Caltrans. The nomination sheet must be submitted electronically for upload into the regional and statewide databases. Existing projects already programmed in the STIP with proposed changes should propose an amendment in MTC's FMS, and submit both electronically and in hard copy a revised PPR provided by Caltrans.

STIP Performance Measures: Regional and Project-Level Analyses

The CTC continues to require performance measures in the RTIP and ITIP review process for the 2020 RTIP. According to the STIP Guidelines, a regional, system-level performance report must be submitted along with the RTIP submission. MTC staff will compile this report, focusing on applying the measures at the Regional Transportation Plan (RTP) level.

In addition, the 2020 STIP Guidelines require a project-level performance measure evaluation on all projects with total project costs over \$50 million or over \$15 million in STIP funds programmed. The project-level evaluation should address performance indicators and measures identified in Table A of the 2020 STIP Guidelines (see Appendix A-4 Part 4). The evaluation should also include a Caltrans-generated benefit/cost estimate, estimated impacts the project will have on the annual cost of operating and maintaining the state's transportation system, and estimated impact to greenhouse gas reduction efforts. The project-level evaluation must also be completed, if it has not already, on existing STIP projects with construction programmed, that exceed \$50 million in total project cost/\$15 million in STIP programming, and have had CEQA completed after December 2011. The CTAs are required to submit the project-level performance measures to MTC by the final application due date.

Completed Project Reporting

The 2020 STIP Guidelines require a report on all RTIP projects over \$20 million in total project cost completed between the adoption of the RTIP and the adoption of the previous RTIP (from December 2017 to December 2019). The report must include a summary of the funding plan and programming/allocation/expenditure history, as well as a discussion of project benefits that were anticipated prior to construction compared with an estimate of the actual benefits achieved. The CTAs are required to submit the completed project reporting information to MTC by the final application due date.

Regional Projects

Applications for projects with regionwide or multi-county benefits should be submitted to both MTC and the affected county CTAs for review. Regional projects will be considered for programming in the context of other county project priorities. MTC staff will work with the interested parties (CTAs and project sponsors) to determine the appropriate level of funding for these projects and negotiate county contributions of the project cost. County contributions would be based on population shares of the affected counties, or other agreed upon distribution formulas.

85-115% Adjustments

MTC may, pursuant to Streets and Highways Code Section 188.8 (k), pool the county shares within the region, provided that each county shall receive no less than 85 percent and not more than 115 percent of its county share for any single STIP programming period and 100 percent of its county share over two STIP programming cycles.

MTC may recommend use of the 85%-115% rule provided for in SB 45 to ensure, as needed, that the proper scope of projects submitted for programming can be accommodated. MTC will also work with CTAs to recommend other options, such as phased programming across STIP cycles, to ensure that sufficient funding and concerns such as timely use of funds are adequately addressed.

MTC Resolution No. 3606 Compliance – Regional Project Delivery Policy

SB 45 established strict timely use of funds and project delivery requirements for transportation projects programmed in the STIP. Missing critical milestones could result in deletion of the project from the STIP, and a permanent loss of the funds to the county and region. Therefore, these timely use of funds deadlines must be considered in programming the various project phases in the STIP. While SB 45 provides some flexibility with respect to these deadlines by allowing for deadline extensions under certain circumstances, the CTC is very clear that deadline extensions will be the exception rather than the rule. MTC Resolution No. 3606, Revised, details the Regional Project Delivery Policy for Regional Discretionary Funding, which are more restrictive than the State's delivery policy. For instance, MTC expects STIP projects to request allocation of funds by January 31st of the programmed fiscal year. Further, MTC expects regular status reports from sponsors that will feed into the region's state allocation plan. See Attachment C to MTC Resolution No. 4398 for additional extension and amendment procedures.

Allocation of Funds - Requirements

To ensure there is no delay in the award of the construction contract (which CTC guidelines and MTC Resolution No. 3606 require within six months of allocation), STIP allocation requests for the construction phase of federally-funded projects must be accompanied by the complete and accurate Request for Authorization (RFA) package (also known as the E-76 package). Concurrent submittal of the CTC allocation request and the RFA will minimize delays in contract award. Additionally, for the allocation of any non-environmental phase funds (such as for final design, right of way, or construction), the project sponsor must demonstrate that both CEQA and NEPA documents are completed and certified for federalized projects.

Notice of Cost Increase

For projects with a total estimated cost over \$25 million, the implementing agency must perform quarterly project cost evaluations. If a cost increase greater than 10 percent of the total estimated cost of the particular phase is identified, the implementing agency must notify and submit an updated Project Programming Request (PPR) form to the appropriate CTA and MTC. In the event that a project is divided into sub-elements, the implementing agency will include all project sub-elements (i.e. landscaping, soundwalls, adjacent local road improvements) in the quarterly cost evaluation.

Early notification of cost increases allows the CTA and MTC to assist in developing strategies to manage cost increases and plan for future county share programming.

Cost Escalation for Caltrans-Implemented Projects

CTC remains very critical of unexpected cost increases to projects funded by the STIP. In order to ensure that the amounts programmed in the STIP are accurate, MTC encourages the CTAs to consult with Caltrans and increase Caltrans project costs by an agreed-upon escalation rate if funds are proposed to be shifted to a later year. This will currently only apply to projects implemented by Caltrans.

Notice of Contract Award

Caltrans has developed a procedure (Local Programs Procedures LPP-01-06) requiring project sponsors to notify Caltrans immediately after the award of a contract. Furthermore, Caltrans will not make any reimbursements for expenditures until such information is provided. Project sponsors must also notify MTC and the appropriate CTA immediately after the award of a contract. To ensure proper monitoring of the Timely Use of Funds provisions of SB 45, project sponsors are required to provide MTC and the county CTA with a copy of the LPP-01-06 "Award Information for STIP Projects – Attachment A" form, when it is submitted to Caltrans. This will assist MTC and the CTA in maintaining the regional project monitoring database, and ensure accurate reporting on the status of projects in advance of potential funding lapses. In accordance with CTC and Caltrans policies, construction funds must be encumbered in a contract within six months of allocation.

METROPOLITAN TRANSPORTATION COMMISSION 2020 Regional Transportation Improvement Program Development Schedule (Subject to Change) August 5, 2019	
March 13, 2019	Caltrans presentation of draft STIP Fund Estimate Assumptions (CTC Meeting – Los Angeles)
May 15, 2019	CTC adoption of STIP Fund Estimate Assumptions (CTC Meeting – San Diego)
June 26, 2019	Caltrans presentation of the draft STIP Fund Estimate and draft STIP Guidelines (CTC Meeting – Sacramento)
June 27, 2019	Governor signed State Budget
July 22, 2019	STIP Fund Estimate and Guidelines Workshop (Sacramento)
August 14, 2019	CTC adopts STIP Fund Estimate and STIP Guidelines (CTC Meeting – San José)
August 28, 2019	Draft RTIP Policies and Procedures published online and emailed to stakeholders for public comment
September 4, 2019	MTC Programming and Allocations Committee (PAC) scheduled review and recommendation of final proposed RTIP Policies and Procedures
September 25, 2019	MTC Commission scheduled adoption of RTIP Policies and Procedures
October 9, 2019	BACTAs submit to MTC, RTIP projects summary listings and identification of projects requiring project-level performance measure analysis. Deadline to submit Complete Streets Checklist for new projects.
November 1, 2019	Final Project Programming Request (PPR) forms due to MTC. Final RTIP project listing and performance measure analysis due to MTC. Final PSR (or PSR Equivalent), Resolution of Local Support, and Certification of Assurances due to MTC (Final Complete Applications due)
December 4, 2019	Draft RTIP scheduled to be available for public review
December 11, 2019	PAC scheduled review of RTIP and referral to Commission for approval
December 15, 2019	2020 RTIP due to CTC (PAC approved project list will be submitted)
December 18, 2019	MTC Commission scheduled approval of 2020 RTIP (Full RTIP to be transmitted to CTC within one week of Commission approval)
January 30, 2020	CTC 2020 STIP Hearing – Northern California (TBD)
February 6, 2020	CTC 2020 STIP Hearing – Southern California (TBD)
February 28, 2020	CTC Staff Recommendations on 2020 STIP released
March 25, 2020	CTC adopts 2020 STIP (CTC Meeting – Los Angeles)

Shaded Area – Actions by Caltrans or CTC

2020 RTIP Fund Estimate County Targets

Metropolitan Transportation Commission

7/30/2019

All numbers in thousands

Table 1: County Share Targets

DRAFT 7/30/19	Through FY 2024-25 New Distrib.	Advanced Carryover and Lapsed	Regional Set-aside*	MTC PPM FY 2023-24 & FY 2024-25	2020 STIP CTA Target**
Alameda	16,481	18,188	(5,063)	(338)	29,268
Contra Costa	11,284	24,969	(31,090)	(220)	4,943
Marin	3,086	(25,337)	(571)	(63)	0
Napa	2,032	428	(376)	(39)	2,045
San Francisco	8,370	1,548	(1,548)	(173)	8,197
San Mateo	8,518	683	(1,598)	(179)	7,424
Santa Clara	19,526	(6,957)	(3,632)	(395)	8,542
Solano	5,114	5,147	(945)	(104)	9,212
Sonoma	6,284	(5,739)	(1,177)	(124)	0
County Totals	80,695	12,930	(46,000)	(1,635)	69,631

Note: Counties with negative balance have a "\$0" new share.

* Regional set-aside includes \$31 million from ARRA/Caldecott payback, and \$15 million from SFOBB Bike/Ped Access projects

** Does not include CTA PPM programming

Table 2: Planning, Programming, and Monitoring Amounts
FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24

	PPM Limit FY 2020-21 through FY 2023-24	MTC PPM FY 2020-21 through FY 2023-24	Programmed CTA PPM Current Share Period				PPM Available for FY 2023-24 or earlier CTA Share***
			FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	
Alameda	2,260	632	1,535	0	0	0	93
Contra Costa	1,545	410	355	356	356	0	68
Marin	423	118	287	0	0	0	18
Napa	278	72	65	64	64	0	13
San Francisco	1,146	322	260	259	259	0	46
San Mateo	1,167	334	263	262	262	0	46
Santa Clara	2,674	738	912	912	0	0	112
Solano	700	194	159	159	159	0	29
Sonoma	860	232	197	197	197	0	37
County Totals	11,053	3,052	4,033	2,209	1,297	0	462

Note: Counties may redistribute PPM amounts across all four fiscal years

*** CTA PPM share has not been subtracted from 2020 STIP CTA target identified in Table 1

Table 3: Planning, Programming, and Monitoring Amounts
FY 2024-25

	PPM Available for Programming MTC+CTA FY 2024-25	MTC Share for FY 2024-25	CTA Share for FY 2024-25***
Alameda	566	172	394
Contra Costa	387	112	275
Marin	106	32	74
Napa	70	20	50
San Francisco	287	88	199
San Mateo	292	91	201
Santa Clara	670	201	469
Solano	176	53	123
Sonoma	216	63	153
County Totals	2,770	832	1,938

*** CTA PPM share has not been subtracted from 2020 STIP CTA target identified in Table 1

**2020 Regional Transportation Improvement Program
Policies and Procedures
Appendix A-3: 2020 RTIP Project Screening Criteria**

Eligible Projects

- A. Eligible Projects.** SB 45 (Chapter 622, Statutes 1997) defined the range of projects that are eligible for consideration in the RTIP. Eligible projects include, state highway improvements, local road improvements and rehabilitation, public transit, intercity rail, grade separation, pedestrian and bicycle facilities, transportation system management, transportation demand management, soundwall projects, intermodal facilities, and safety projects. Due to the current fund make up of the STIP, sponsors should expect that all projects programmed in the STIP include a mix of state and federal funds.

Planning Prerequisites

- B. RTP Consistency.** Projects included in the RTIP must be consistent with the adopted Regional Transportation Plan (RTP), which state law requires to be consistent with federal planning and programming requirements. Each project to be included in the RTIP must identify its relationship with meeting the goals and objectives of the RTP, and where applicable, the RTP ID number.
- C. CMP Consistency.** Local projects must also be included in a County Congestion Management Plan (CMP), or in an adopted Capital Improvement Program (CIP) for counties that have opted out of the CMP requirement, prior to inclusion in the RTIP.
- D. PSR or PSR Equivalent is Required.** Projects in the STIP must have a complete Project Study Report (PSR) or, for a project that is not on a state highway, a project study report equivalent or major investment study. The intent of this requirement is to ensure that the project scope, cost and schedule have been adequately defined and justified. Projects with a circulating draft or final environmental document do not need a PSR. This requirement is particularly important in light of SB 45 timely use of funds requirements, discussed below.

The required format of a PSR or PSR equivalent varies by project type. Additional guidance on how to prepare these documents is available on the internet at the addresses indicated within Part 3 (PSR, or equivalent) of Appendix A-4: 2020 RTIP Project Application, which includes a table categorizing PSR and PSR equivalent requirements by project type.

Project Costs and Phases

- E. Escalated Costs.** All projects will count against share balances on the basis of their fully escalated (inflated) costs. All RTIP project costs must be escalated to the year of expenditure.

As required by law, inflation estimates for Caltrans operations (capital outlay support) costs are based on the annual escalation rate established by the Department of Finance. Local project sponsors

may use the state escalation rates or their own rates in determining the escalated project cost in the year programmed.

F. Project Phases. Projects must be separated into the following project components:

1. Completion of all studies, permits and environmental studies (ENV)
2. Preparation of all Plans, Specifications, and Estimates (PS&E)
3. Acquisition of right-of-way (ROW)
4. Construction and construction management and engineering, including surveys and inspections.” (CON)

Note: Right-of-way and construction components on Caltrans projects must be further separated into capital costs and Caltrans support costs (ROW-CT and CON-CT).

The project sponsor/CTA must display the project in these four components (six for Caltrans projects) in the final submittal. STIP funding amounts programmed for any component shall be rounded to the nearest \$1,000. Additionally, unless substantially justified, no project may program more than one project phase in a single fiscal year. Caltrans-sponsored projects are exempt from this prohibition. Additionally, right of way (ROW) funds may be programmed in the same year as final design (PS&E) if the environmental document is approved. ROW funds may be programmed in the same year as construction (CON) only if the project does not have significant right of way acquisition or construction costs that require more than a simple Categorical Exemption or basic permitting approvals (see section L). The CTC will not allocate PS&E, ROW, or CON funding until CEQA and NEPA (if federalized) documents are complete and submitted to CTC.

All requests for funding in the RTIP for projects on the state highway system and implemented by an agency other than the Department must include any oversight fees within each project component cost, as applicable and as identified in the cooperative agreement. This is to ensure sufficient funding is available for the project component.

G. Minimum Project Size. New projects or the sum of all project components per project cannot be programmed for less than \$500,000 for counties with a population over 1 million (from 2010 U.S. Census data: Alameda, Contra Costa, and Santa Clara Counties), and \$250,000 for counties with a population under 1 million (Marin, Napa, San Francisco, San Mateo, Solano, and Sonoma Counties), with the following exceptions:

- (a) Funds used to match federal funds;
- (b) Planning, Programming and Monitoring (PPM);
- (c) Projects for landscaping and mitigation of State highway projects, including soundwalls;
- (d) Caltrans project support components not allocated by the Commission; and
- (e) Right-of-way capital outlay for Caltrans, which is not allocated by the Commission on a project basis.

Other exceptions may be made on a case-by-case basis.

H. Fiscal Years of Programming. The 2020 STIP covers the five-year period from FY 2020-21 through 2024-25. If a project will not be ready for allocation in a certain year, project sponsors should delay funds to a later year of the five-year STIP period.

Readiness Standards

- I. Project Phases Must Be Ready in the Year Proposed.** Funds designated for each project component will only be available for allocation until the end of the fiscal year in which the funds are programmed in the STIP. Once allocated, the sponsor will have two additional years beyond the end of the programmed fiscal year to expend pre-construction STIP funds. For construction, the sponsor will have six months to award a contract and three years to expend funds after project award. Project sponsors must invoice at least once in a six-month period following the allocation of funds. It is therefore very important that projects be ready to proceed in the year programmed.
- J. Completion of Environmental Process.** Government Code Section 14529(c) requires that funding for right-of-way acquisition and construction for a project may be included in the STIP only if the CTC makes a finding that the sponsoring agency will complete the environmental process and can proceed with right-of-way acquisition or construction within the five year STIP period. Furthermore, in compliance with Section 21150 of the Public Resources Code, the CTC may not allocate funds to local agencies for design, right-of-way, or construction prior to documentation of environmental clearance under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) for federally-funded projects. Therefore, project sponsors must demonstrate to MTC that these requirements can be reasonably expected to be met prior to programming final design, right-of-way, or construction funds in the RTIP. Final CEQA documents (aside from Categorical Exemptions, or CEs) must be submitted to CTC prior to allocation. Additional information is available at: <https://catc.ca.gov/programs/environmental>.
- K. Programming Project Components in Sequential STIP Cycles.** Project components may be programmed sequentially. That is, a project may be programmed for environmental work only, without being programmed for plans, specifications, and estimates (design). A project may be programmed for design without being programmed for right-of-way or construction. A project may be programmed for right-of-way without being programmed for construction. The CTC recognizes a particular benefit in programming projects for environmental work only, since projects costs and particularly project scheduling often cannot be determined with meaningful accuracy until environmental studies have been completed. As the cost, scope and schedule of the project is refined, the next phases of the project may be programmed with an amendment or in a subsequent STIP.
- When proposing to program only preconstruction components for a project, the implementing agency must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan or the Caltrans interregional transportation strategic plan. The anticipated total project cost and source of any uncommitted future funding must be identified.
- L. Sequential Phasing.** For most projects, the different project phases should be programmed sequentially in the STIP, i.e. environmental before design before right of way before construction. Projects with significant right of way acquisition or construction costs that require more than a simple Categorical Exemption or basic permitting approvals, must not be programmed with the right of way and construction components in the same year as the environmental. Project sponsors must provide sufficient time between the scheduled allocation of environmental funds and the start of

design, right of way or construction. As prescribed in Section F, projects may not have more than one phase programmed per fiscal year, with the exceptions of Caltrans-sponsored preconstruction phases, and right of way (ROW) funds programmed with final design (PS&E) or construction (CON) where there are no significant ROW acquisitions necessary.

M. The Project Must Have a Complete Funding Commitment Plan. All local projects must be accompanied by an authorizing resolution stating the sponsor's commitment to complete the project as scoped with the funds requested. A model resolution including the information required is outlined in Appendix A-4 - Part 1 of this guidance.

The CTC may program a project component funded from a combination of committed and uncommitted funds. Uncommitted funds may only be nominated from the following competitive programs: Local Partnership Program, Solutions for Congested Corridors Program, or Trade Corridor Enhancement Program. All local projects requesting to be programmed with uncommitted funds must be accompanied with a plan for securing a funding commitment, explain the risk of not securing that commitment, and its plan for securing an alternate source of funding should the commitment not be obtained. If the funding commitment is not secured with the adoption of these programs and alternative funding is not identified within six months, the projects will be subject to deletion by the Commission. Projects programmed by the Commission in the STIP will not be given priority for funding in other programs under the Commission's purview.

The CTC will regard non-STIP funds as committed when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including STP, CMAQ, and Federal formula transit funds, the commitment may be by Federal TIP adoption. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

All regional agencies with rail transit projects shall submit full funding plans describing each overall project and/or useable project segment. Each plan shall list Federal, State, and local funding categories by fiscal year over the time-frame that funding is sought, including funding for initial operating costs. Moreover, should the project schedule exceed the funding horizon, then the amount needed beyond what is currently requested shall be indicated. This information may be incorporated in the project application nomination sheets.

N. Field Review for Federally Funded Local Projects. One way to avoid unnecessary STIP amendment and extension requests is to conduct a field review with Caltrans as early as possible, so potential issues may be identified with sufficient time for resolution.

For all projects in the 2020 RTIP (anticipated to be a mix of federal and state funding), the project sponsor agrees to contact Caltrans and schedule and make a good faith effort to complete a project field review within 6-months of the project being included in the Transportation Improvement Program (TIP). For the 2020 STIP, Caltrans field reviews should be completed by September 1, 2020 for federal aid projects programmed in 2020-21 and 2021-22. The requirement does not apply to planning activities, state-only funded projects, or STIP funds to be transferred to the Federal Transit Administration (FTA).

Other Requirements

- O. Availability for Audits.** Sponsors must agree to be available for an audit if requested. Government Code Section 14529.1 “The commission [CTC] shall request that the entity receiving funds accept an audit of funds allocated to it by the commission, if an audit is deemed necessary.”
- P. Interregional Projects May Be Proposed Under Some Restrictive Circumstances.** The project must be a usable segment and be more cost-effective than a Caltrans alternative project. Government Code Section 14527 (c) “A project recommended for funding by the RTPA in the Interregional Improvement Program shall constitute a usable segment, and shall not be a condition for inclusion of other projects in the RTIP.” Government Code Section 14529 (k) “... the commission [CTC] must make a finding, based on an objective analysis, that the recommended project is more cost-effective than a project submitted by the department....”
- Q. Premature Commitment of Funds.** The project sponsor may not be reimbursed for expenditures made prior to the allocation of funds by the CTC (or by Caltrans under delegation authority), unless the provisions of Senate Bill 184 are met in accordance with the CTC Guidelines for Implementation of SB 184. Under no circumstances may funds be reimbursed for expenditures made prior to the funds being programmed in the STIP or prior to the fiscal year in which the project phase is programmed. In addition, the sponsor must make a written request to Caltrans prior to incurring costs, in accordance with Caltrans Local Assistance Procedures for SB 184 implementation.
- R. State-Only Funding.** The 2020 RTIP is expected to be funded with a mix of federal and state funds. Project sponsors must federalize their projects by completing NEPA documentation and complying with federal project delivery rules. Project sponsors are expected to meet all requirements of Article XIX in selecting projects receiving state-only funding. This includes sponsors or the CTA providing documentation verifying the county passed a measure allowing for the use of state-only State Highway Account funds on fixed guideway projects, should RTIP funds be proposed for use on non-federalized fixed guideway transit projects.
- S. Federal Transportation Improvement Program.** All projects programmed in the STIP must also be programmed in the federal Transportation Improvement Program (TIP), regardless of fund source. Project sponsors are encouraged to submit TIP amendment requests immediately following inclusion of the project into the STIP by the CTC. The project listing in the TIP must include total project cost by phase regardless of the phase actually funded by the CTC. STIP projects using federal funds will not receive federal authorization to proceed without the project being properly listed in the TIP.
- T. Agency Single Point of Contact.** Project sponsors shall assign a single point of contact within the agency to address programming and project delivery issues that may arise during the project life cycle. The name, title, and contact information of this person shall be furnished to the CTA and MTC at the time of project application submittal. This shall also serve as the agency contact for all FHWA-funded projects.

2020 Regional Transportation Improvement Program (RTIP)
Appendix A-4: 2020 RTIP Project Application

Project sponsors must submit a completed project application for each project proposed for funding in the 2020 RTIP. The application consists of the following five parts and are available on the Internet (as applicable) at: <http://www.mtc.ca.gov/funding/>

1. Resolution of local support
2. Project Study Report (PSR), or equivalent
3. RTIP Project Programming Request (PPR) form (with maps) (must be submitted electronically)
4. Performance Measures Worksheet (if applicable)
5. Complete Streets Checklist (if applicable: check with CTA or on MTC's website, listed above)

Part 1: Sample Resolution of Local Support

Note: Use the latest version of the Resolution of Local Support at:

<https://mtc.ca.gov/our-work/fund-invest/federal-funding/obag-2>

Resolution No. _____

Authorizing the filing of an application for funding assigned to MTC and committing any necessary matching funds and stating assurance to complete the project

WHEREAS, (INSERT APPLICANT NAME HERE) (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for (INSERT FUNDING \$ AMOUNT HERE) in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Block Grant Program (STP) funding, Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding, Transportation Alternatives (TA) set-aside/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the (INSERT PROJECT TITLE(S) HERE) (herein referred to as PROJECT) for the (INSERT MTC PROGRAM(S) HERE) (herein referred to as PROGRAM); and

WHEREAS, the United States Congress from time to time enacts and amends legislation to provide funding for various transportation needs and programs, (collectively, the FEDERAL TRANSPORTATION ACT) including, but not limited to the Surface Transportation Block Grant Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives (TA) set-aside (23 U.S.C. § 133); and

WHEREAS, state statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to the FEDERAL TRANSPORTATION ACT, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

- the commitment of any required matching funds; and
- that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
- that the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
- the assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
- that the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and
- that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and
- that APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and
- in the case of a transit project, the PROJECT will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region; and
- in the case of a highway project, the PROJECT will comply with MTC Resolution No. 4104, which sets forth MTC's Traffic Operations System (TOS) Policy to install and activate TOS elements on new major freeway projects; and
- in the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and

WHEREAS, that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and

WHEREAS, there is no legal impediment to APPLICANT making applications for the funds; and

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and

WHEREAS, APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, BE IT RESOLVED that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under the FEDERAL TRANSPORTATION ACT or continued funding; and be it further

RESOLVED that APPLICANT will provide any required matching funds; and be it further

RESOLVED that APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for

the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and be it further

RESOLVED that APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and be it further

RESOLVED that PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP; and be it further

RESOLVED that APPLICANT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and be it further

RESOLVED that PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and be it further

RESOLVED that, in the case of a transit project, APPLICANT agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866, revised; and be it further

RESOLVED that, in the case of a highway project, APPLICANT agrees to comply with the requirements of MTC's Traffic Operations System (TOS) Policy as set forth in MTC Resolution No. 4104; and be it further

RESOLVED that, in the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and be it further

RESOLVED that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to APPLICANT making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

RESOLVED that APPLICANT authorizes its Executive Director, General Manager, City Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's federal TIP upon submittal by the project sponsor for TIP programming.

RTIP Project Application

Part 2: Project Study Report (PSR), or equivalent

The required format of a PSR or PSR equivalent varies by project type. The following table categorizes PSR and PSR equivalent requirements by project type. Additional guidance on how to prepare these documents is available on the Internet at the addresses indicated below, or from MTC.

Project Study Report (PSR) Requirements PSR and Equivalents by Project Type

Project Type	Type of Document Required *	Where to get more information
State Highway	Full PSR or PD/ENV Only	https://dot.ca.gov/-/media/dot-media/programs/design/documents/apdx-l-template.docx
Local Roadway a. rehabilitation b. capacity increasing or other project	PSR for local rehabilitation PSR equivalent – project specific study with detailed scope and cost estimate	In most cases completing the Preliminary Environmental Study and Field Review forms in the Local Assistance Procedures Manual should be sufficient. These forms can be found at: <u>Preliminary Environmental--</u> https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm then look in chapter 6 pg 6-31. <u>Field Review --</u> https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm then look in chapter 7 pg 7-13.
Transit	State of California Uniform Transit Application	This file is being remediated and is available upon request
Other	PSR equivalent with detailed scope and cost estimate	To be determined on a case by case basis

* In some instances a Major Investment Study (MIS) prepared under federal guidance may serve as a PSR equivalent where information provided is adequate for programming purposes.

RTIP Project Application

Part 3: Project Programming Request (PPR) Form

Applicants are required to submit a Project Programming Request (PPR) form in order to be considered for funding from the 2020 RTIP.

The PPR for new projects will be made available at the following location:

<https://dot.ca.gov/programs/transportation-programming/office-of-capital-improvement-programming-ocip>

The PPRs for existing projects can be downloaded from the following location:

<https://dot.ca.gov/programs/transportation-programming/ca-transportation-improvement-program-system-ctips>

Part 4: Performance Measures Worksheet

Applicants submitting nominations for projects with total project costs exceeding \$50 million, or have over \$15 million in STIP funds programmed, are required to submit a Performance Measure Worksheet.

The Worksheet template is available at the following location:

<https://catc.ca.gov/programs/state-transportation-improvement-program>

Select the “2020 STIP Guidelines” document. The template begins on page 10 and continues on page 44 of the guidelines, under “Appendix B: Performance Indicators and Measures”.

Part 5: Complete Streets Checklist

Applicants are required to include the Complete Streets (Routine Accommodations) Checklist with the application submittal to MTC for projects that will have an impact on bicycles or pedestrians. The Checklist is available from the Congestion Management Agencies and at the MTC website at <http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning/complete-streets>.

MTC 2020 Regional Transportation Improvement Program

2020 RTIP

September 25, 2019

(all numbers in thousands)

Note: Project information will be included via amendment to this resolution in December 2019

				2020 RTIP	2020 RTIP Funding by Fiscal Year				
County	Agency	PPNO	Project	Total	20-21	21-22	22-23	23-24	24-25
Alameda County Shares									
					-	-	-	-	-
Alameda County Total					-	-	-	-	-
Contra Costa County Shares									
					-	-	-	-	-
Contra Costa Total					-	-	-	-	-
Marin County Shares									
					-	-	-	-	-
Marin County Total					-	-	-	-	-
Napa County Shares									
					-	-	-	-	-
Napa County Total					-	-	-	-	-
San Francisco County Shares									
					-	-	-	-	-
San Francisco County Total					-	-	-	-	-
San Mateo County Shares									
					-	-	-	-	-
San Mateo County Total					-	-	-	-	-
Santa Clara County Shares									
					-	-	-	-	-
Santa Clara County Total					-	-	-	-	-
Solano County Shares									
					-	-	-	-	-
Solano County Total					-	-	-	-	-
Sonoma County Shares									
					-	-	-	-	-
Sonoma County Total					-	-	-	-	-
2020 RTIP Total - Bay Area					-	-	-	-	-

J:\PROJECT\Funding\RTIP\20 RTIP\Ps[tmp-4398_B_Program of Projects.xlsx]MTC 2019-10

Note: Detail on project programming by year and phase will be submitted to CTC

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Date: September 25, 2019
W.I.: 1515
Referred by: PAC

Attachment C
Resolution No. 4398
Page 1 of 13

**2020
Regional Transportation Improvement Program**

**STIP Amendments / Extensions
Rules and Procedures**

September 25, 2019

**MTC Resolution No. 4398
Attachment C**

**Metropolitan Transportation Commission
Programming and Allocations Section
<http://mtc.ca.gov/our-work/fund-invest>**

RTIP
Regional Transportation Improvement Program
STIP Amendments / Extensions
Rules and Procedures
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Regional Transportation Improvement Program (RTIP) STIP Amendments / Extensions Rules and Procedures

What is the STIP?

The State Transportation Improvement Program (STIP) is the State's spending program for state and federal funding. The STIP is comprised of the Regional Transportation Improvement Program (RTIP) and the Interregional Transportation Improvement Program (ITIP). The program is updated every two years and covers a five-year period. STIP funded projects, like all other state and federally funded projects, must be listed in the TIP in order for the sponsor to access the funding.

Seventy-five percent (75%) of the funding in the STIP flows to regions by formula through their RTIPs. Regions throughout the state are charged with developing an expenditure plan for the funds. Eligible project types include improvements to state highways, local roads, public transit, intercity rail, pedestrian and bicycle facilities, grade separations, transportation system management, transportation demand management, soundwall projects, intermodal facilities, and safety.

The remaining 25% of the funding flows to the ITIP, which is a statewide program managed by Caltrans. This funding is directed to projects that improve interregional transportation and is closely linked to Caltrans's Interregional Transportation Strategic Plan (ITSP). Eligible project types include intercity passenger rail, mass transit guideways, grade separation, and state highways.

When are Amendments and Extensions Allowed?

STIP Amendments

An amendment may change the cost, scope or schedule of a STIP project and its components. For instance, if the final cost estimate for a project is higher (or lower) than the amount programmed, a STIP amendment may be requested to increase or (decrease) the amount programmed. Or, as a project progresses through project development, it may be time to add the next component or phase. Likewise, if the project schedule is delayed significantly, an amendment may be warranted to request a change in program year of the funding in order to prevent a funding lapse. STIP amendments may also be requested to delete project funding or to add a new project into the STIP.

Important Tip: Once a state fiscal year (July 1 – June 30) has begun, the CTC will not allow STIP amendments to delete or change the funding programmed in that fiscal year. Instead, the project sponsor may request a one-time extension as described below.

One-time Extension Requests

SB 45 established deadlines for allocation, contract award, expenditure and reimbursement of funds for all projects programmed in the STIP. The CTC may, upon request, grant a one-time extension to each of these deadlines for up to 20 months. However, the CTC will only grant

an extension if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. Furthermore, the extension will not exceed the period of delay directly attributable to the extraordinary circumstance. Generally, the CTC does not grant extensions longer than 12 months. Additionally, project sponsors must be present at the CTC meeting where action is taken on any extension request, to answer questions the CTC staff or commissioners may have.

Roles and Responsibilities

The STIP Amendment and Extensions process requires review and approval by various agencies to ensure the action requested is appropriate, and consistent with state statutes, CTC guidance, Caltrans procedures and regional policies. Projects must be included in a county Congestion Management Program (CMP) or county Capital Improvement Program (CIP), and must be consistent with the Regional Transportation Plan (RTP) to be programmed in the RTIP. Therefore, any additions or changes that may impact the priorities established within these documents must be reviewed and approved by the appropriate agency. Furthermore, improperly programmed funds or missed deadlines could result in funding being permanently lost to the region.

Project sponsors are responsible for reviewing and understanding the procedures, guidance and regulations affecting projects programmed in the STIP. Project sponsors must also assign a Single Point of Contact – an individual responsible for submitting documentation for STIP amendments and extensions that must have read and understood these policies and procedures, particularly the CTC STIP Guidelines available on the internet at <https://dot.ca.gov/programs/transportation-programming/office-of-capital-improvement-programming-ocip> and the MTC RTIP Policies and Application Procedures posted on the internet at: <http://mtc.ca.gov/our-work/fund-invest/investment-strategies-commitments/transit-21st-century/funding-sales-tax-and>. Project sponsors are ultimately responsible for ensuring the required documentation is provided to Caltrans by the deadlines established by MTC's Regional Project Delivery Policy (MTC Resolution No. 3606) and Caltrans for all allocations, extensions, and additional supplemental funds requests.

The Congestion Management Agencies/Transportation Authorities, collectively known as the Bay Area County Transportation Agencies (CTAs), are responsible for ensuring the packages submitted by the project sponsors are complete, and the proposed changes are consistent with the Regional Transportation Plan (RTP), and Congestion Management Plans (CMPs) or Capital Improvement Program (CIP). The CTAs check to ensure the proposed changes meet MTC, CTC and other state or federal guidance and regulations. As mentioned in the Guiding Principles of the 2020 RTIP Policies and Procedures, the CTA must consider equitable distribution of projects in accordance with Title VI. Following CTA concurrence of the request, the complete package is forwarded to MTC.

The Metropolitan Transportation Commission (MTC), as the Regional Transportation Planning Agency (RTPA) for the nine counties of the San Francisco Bay Area, provides concurrence for the STIP requests and formally submits all STIP Amendments to Caltrans for approval by the CTC. MTC also verifies compliance with established state and regional policies. Although MTC provides concurrence on extensions, additional supplemental funds

requests and some allocation requests, it is the responsibility of the project sponsor, not MTC, to ensure the required documentation is submitted to Caltrans by the established deadlines for these action requests.

The California Department of Transportation (Caltrans) processes the requests and makes recommendations to the California Transportation Commission (CTC) in accordance with Department procedures and CTC policies and guidelines.

The California Transportation Commission (CTC) approves or rejects the requests based on state statutes and its own established guidance and procedures.

Requesting STIP Amendments and Extensions

As described below, the procedures for processing STIP amendments and extensions vary depending on whether the project is sponsored by Caltrans or a local agency, and whether it has already received STIP funding. Extension Requests and STIP Amendments to delay projects programmed in the following fiscal year must be submitted to MTC and Caltrans by January 31 for CTC action no later than April.

Step 1: Project Sponsor Requests STIP Amendment or Extension

For currently programmed Caltrans projects:

- Caltrans and the appropriate CTA identify and discuss the issue(s) that may require an amendment or extension and notify MTC Programming and Allocations (P&A) Section staff that a change to the current STIP may be necessary and is being considered.
- Caltrans and CTA agree on proposed change(s).
- Where necessary, CTA staff requests policy board approval of proposed change.
- Once approved by the CTA, CTA notifies Caltrans in writing of the county's concurrence, with a copy sent to MTC P&A.
- Caltrans requests MTC concurrence for the STIP Amendment/Extension by transmitting the following to MTC P&A:
 - Letter requesting the STIP Amendment or Extension with explanation and justification of the need for the action with the following attachments:

For a STIP Amendment:

- Copy of CTA's letter of concurrence
- Revised Project Programming Request (PPR) Form – <http://mtc.ca.gov/stip>
- Submittal of TIP Revision Request through FMS – <http://fms.mtc.ca.gov>
- A construction 'STIP History' for each amendment that would delay the year of construction. The 'STIP History' outlines the project's construction history as programmed in the STIP with particular attention to any previous delays and reason for the previous and current delay. It must note the original inclusion of the project construction component in the STIP and each prior

project construction STIP amendment delay including for each, the amendment date, the dollar amount programmed for construction, and the scheduled year of construction delay. It must also include a statement on the financial impact of the construction delay on the project, and an estimated funding source for the additional funds necessary to complete the project under the delayed schedule. (A STIP History is only required for amendments to delay the year of construction.)

For an Extension:

- Copy of CTA's letter of concurrence
- A construction 'STIP History' for each extension that would delay construction as described above for a STIP Amendment.

For currently programmed local projects:

- Sponsor and the appropriate CTA identify and discuss the issue(s) that may require an amendment or extension and notify Caltrans and MTC Programming and Allocations Section staff that a change to the current STIP may be necessary and is being considered.
- Sponsor and CTA agree on proposed change(s).
- Sponsor requests CTA concurrence for the STIP Amendment/Extension by submitting the following to the CTA by January 31:
 - Letter requesting the STIP Amendment or Extension with explanation and justification of the need for the action with the following attachments:

For a STIP Amendment:

- Revised Project Programming Request (PPR) Form - <http://mtc.ca.gov/stip>
- Submittal of TIP Revision Request through FMS – <http://fms.mtc.ca.gov>
- A construction 'STIP History' for each amendment that would delay the year of construction. The 'STIP History' outlines the project's construction history as programmed in the STIP with particular attention to any previous delays and reason for previous and current delay. It must note the original inclusion of the project construction component in the STIP and each prior project construction STIP amendment delay including for each, the amendment date, the dollar amount programmed for construction, and the scheduled year of construction delay. It must also include a statement on the financial impact of the construction delay on the project, and an estimated funding source for the additional funds necessary to complete the project under the delayed schedule. (A STIP History is only required for amendments to delay the year of construction.)
- Any other documentation required by the CTA or Caltrans

For an Extension:

- Copy of completed Request for Time Extension form (Exhibit 23-B, located on the internet at: <https://dot.ca.gov/programs/local-assistance/forms/local-assistance-program-guidelines-forms>).
 - A construction ‘STIP History’ for each extension that would delay construction, as described above for a STIP Amendment.
 - A listing showing the status of all SB 45 and regional project delivery policy (MTC Resolution 3606) deadlines for all of the project sponsors’ allocated STIP projects, and all active projects funded through the Federal Highway Administration (FHWA), including but not limited to Surface Transportation Program (STP), Congestion Mitigation Air Quality Improvement (CMAQ), and Active Transportation Program (ATP) projects. This is to ensure project sponsors are aware of the other deadlines facing other projects, and so that sponsors will work to meet those deadlines. A template is available online at: http://mtc.ca.gov/sites/default/files/Template_FHWA_Funded_Projects_Status.xlsx.
 - Any other documentation required by the CTA or Caltrans
- Where necessary, CTA staff requests policy board approval of proposed request.
 - Sponsor submits Caltrans’ “Request for Time Extension” form and any other required documentation to Caltrans.
 - CTA requests MTC concurrence for the STIP Amendment/Extension by transmitting a letter to MTC P&A requesting the STIP Amendment or Extension with explanation and justification of the need for the action along with the documentation submitted by the project sponsor. A copy of the request is also sent to Caltrans.
 - Sponsor must be present at the CTC meeting where action is being taken on the extension request to justify the reasons for the extension. Failure to be present may result in the CTC denying the extension request, and risk losing the programmed funds permanently due to missed deadlines. In limited instances, a project sponsor may request that their CTA be available in place of the project sponsor. The CTA and MTC must concur with this request via email.

Important Tip: For STIP Extensions, the CTC will only grant an extension if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. Furthermore, the extension will not exceed the period of delay directly attributable to the extraordinary circumstance, up to a maximum of 20 months (although the Commission generally does not grant any extension longer than 12 months). It is therefore absolutely necessary that the letter and supporting documentation clearly explains and justifies the extension request. Failure to provide adequate justification and not being present at the CTC meeting will most likely result in an extension not being approved.

For all new projects:

- Sponsor and the appropriate CTA identify and discuss the issue(s) that may require a new project to be added to the STIP and notify Caltrans and MTC Programming and Allocations (P&A) Section staff an amendment to the current STIP may be necessary and is being considered.
- Sponsor and CTA agree on proposed addition.
- Sponsor requests CTA concurrence for the STIP Amendment by submitting the following to the CTA:
 - Letter requesting the STIP Amendment with explanation and justification of the need for the project to be added to the STIP.
 - Submittal of TIP Revision Request through FMS – <http://fms.mtc.ca.gov>
 - RTIP Application form including: - <http://www.mtc.ca.gov/stip>
 - Resolution of local support
 - Project Programming Request (PPR) forms (with maps)
 - Transportation Improvement Program (TIP) amendment
 - Project Study Report (PSR), or equivalent.
 - Complete Streets Checklist and Performance Measures form, as applicable
 - Copy of State-Only Funding Request Exception Form (Only if requesting state-only funding and project is not on pre-approved state-only eligible funding list. Original request is to be submitted directly to Caltrans HQ Budgets for processing and approval prior to MTC submittal of the request to Caltrans/CTC).
- CTA staff obtains policy board approval of proposed addition.
- CTA requests MTC concurrence for the new project by transmitting a letter to MTC P&A requesting the STIP Amendment with an explanation and justification of the need for the project along with a copy of the CTA Resolution approving the project, and the documentation listed above provided by the project sponsor.

Step 2: MTC Review and Concurrence

- Once a complete request has been received, MTC P&A staff will place the request on the MTC Programming and Allocations Committee (PAC) meeting agenda for concurrence of major changes, or prepare a letter of concurrence for the Executive Director's signature for minor changes.
- Following approval by PAC and/or the Executive Director, MTC will send a Letter of Concurrence to Caltrans District 4 with a copy to the appropriate CTA. (District 4 will ensure that the request is copied to the appropriate contacts at Caltrans Headquarters and CTC.) MTC may concur with minor extensions administratively at the staff level, and with minor changes on Caltrans-sponsored projects administratively via email.

Major versus minor changes

- All major changes, including any requests to program a new project, will be presented to MTC's Programming and Allocations Committee (PAC) to determine MTC's concurrence. Major changes include:
 - request to program a new project (or delete a project)
 - schedule delay that affects air quality conformity analysis
 - project advance with reimbursement or replacement project per AB 3090
 - request to use Grant Anticipation Revenue Vehicle (GARVEE) financing
 - For minor changes, MTC staff may write a letter of concurrence for the Executive Director's signature. Minor changes include:
 - Extension requests for allocation, award, expenditure and reimbursement/project completion deadlines (minor extensions may be concurred administratively by MTC staff)
 - schedule changes, except where change implies major cost or delivery ramifications
 - changes in implementing agency or project sponsor
 - changes to project budget that are less than 20% of the total project cost or less than \$1 million.
 - redirection of funds from one project component to another (e.g. from project engineering into environmental)
 - changes considered routine and not impacting project delivery
- * Amendments or extensions based on new federal or state requirements may need to go to MTC's PAC

Additional/Supplemental Funds

On occasion it may be necessary to provide additional 'Supplemental' funding to a project as a result of cost increases or revised cost estimates. There are several different processes to follow depending on where the project is within its delivery schedule. The various methods to add STIP funding to a project are as follow:

Biennial STIP Cycle: If additional funding is identified years before the actual allocation, the project sponsor may request the funding through the biennial STIP adoption process. This process is outlined in MTC's RTIP Policies and Application Procedures, and is the preferred method of requesting additional/supplemental funds.

STIP Amendment: If additional funding is identified prior to the allocation of funds, but is required prior to the next biennial STIP adoption, a STIP amendment adding the funds to the project may be requested as outlined in the STIP Amendment procedures above. However, in most cases the additional funds could be added at the time of allocation, thus foregoing the STIP amendment process.

Additional Funds at Time of Allocation: Often the simplest way to add supplemental funds is at the time of allocation. The process is the same as the procedures outlined above for a time extension, except that instead of a “Request for Time Extension” form, a “Request for STIP Funding Allocation” form is used (Exhibit 23-O, located on the internet at: <https://dot.ca.gov/programs/local-assistance/forms/local-assistance-program-guidelines-forms>). In all supplemental funding requests, the additional funding must be approved by the CTC.

Additional Funds After Allocation: It may be necessary to seek additional funds after an allocation, either to award the project or due to unforeseen cost increases while the project is under construction. In either case, an analysis should be performed to determine whether re-engineering (sometimes called “value engineering”) could achieve cost reductions to accommodate the increase. If additional funds are still necessary, a funding source outside the STIP should be pursued prior to seeking additional STIP funding. If it is determined that additional STIP funds are needed, then the project sponsor should proceed as with the procedures outlined for “Additional Funds at Time of Allocation”. It should be noted that once the funds are allocated, the project sponsor does not have the option to add the funds through a STIP amendment since the CTC does not allow amendments to change the programming for a given component after the funds have been allocated.

Allocation of Funds

Project sponsors request an allocation of funds directly to Caltrans, with Caltrans placing the request on the CTC Agenda for approval. The completed request package is due to Caltrans 60 days prior to the CTC meeting where the funds are anticipated to be allocated. MTC requires sponsors to obtain MTC concurrence on allocation requests in addition to the circumstances noted below:

Local Road Rehabilitation Projects: Allocation of funds for local road rehabilitation projects requires certification from MTC. Project sponsors should submit the “Pavement Management System Certification” form with the “Local Road Rehabilitation Project Certification” form attached (Exhibits 23-L and 23-K, both found on the internet at: <https://dot.ca.gov/programs/local-assistance/forms/local-assistance-program-guidelines-forms>) directly to MTC for signature. MTC will then transmit the signed form to Caltrans District 4 – Local Assistance. All other allocation request documentation should be sent directly to Caltrans District 4 – Local Assistance.

Allocation of State-Only Funds: MTC concurs with all State-Only funds allocations that are listed in the STIP as State-Only. Projects without State-Only funding pre-approved by CTC must request a State-Only Funding Exception form (Exhibit 23-F, found on the internet at: <https://dot.ca.gov/programs/local-assistance/forms/local-assistance-program-guidelines-forms>). MTC must concur with the exception request, and the form is submitted to Caltrans.

Funds Allocated Differently than Programmed: In some instances it may be necessary to allocate funds differently from what is programmed in the STIP. These situations

generally still require MTC concurrence. Fortunately a STIP amendment may not be required, and the funding may be revised at the time of the allocation, thus avoiding the long STIP amendment process. However, A TIP amendment is still required, especially if federal funds are involved. Changes that are allowed at the time of allocation are noted below; however, project sponsors should consult with Caltrans District 4 Local Assistance, the CTA and/or MTC to determine whether a change at the time of allocation is permissible before preparing the allocation request.

- Change in implementing agency
- Cost savings (allocation less than program amount)
- Redirection of funds among project components or phases within the project as long as total STIP funding has not increased or previously been allocated.
- Advancement of funding from future years (transit projects with funds to be transferred to FTA require a TIP amendment to advance funds)
- Change in funding type (a change to state-only funding requires approval from Caltrans with their “State-Only Funding Request Exception” form if the project type is not on the pre-approved state-only eligible funding list – see “Allocation of State-Only Funds” above).

STP/CMAQ Match Reserve: Project sponsors must work with the applicable CTA to obtain programming approval for STP/CMAQ match made available in the STIP. The CTA develops a countywide list for the use of the reserved funds and submits the list to MTC, who in turns provides Caltrans with the region-wide Match Program. Any deviation from this program, whether in the funding amount, project sponsor, or funding year, requires the CTA to resubmit an updated plan for the county to MTC. Caltrans cannot allocate the matching funds if they are inconsistent with the approved STIP - STP/CMAQ Match Program.

Funds allocated as programmed in the STIP: The allocation of funds as they are programmed in the STIP and TIP should receive MTC concurrence. Project sponsors work with Caltrans District 4 local assistance and MTC programming staff in obtaining the allocation. STIP projects using federal funds will not receive federal authorizations to proceed without the project being properly listed in the TIP. Federal authorization to proceed (E-76) requests must be submitted to Caltrans concurrently with the STIP allocation package to avoid delays to authorization.

Important Tip: Although some minor changes in the allocation of funds may not require a full STIP amendment, most changes still require MTC concurrence, and possibly a TIP amendment and a vote of the CTC. Project sponsors are encouraged to consult with the CTA, and Caltrans District 4 prior to preparing any allocation request, to ensure sufficient time is allowed for processing the allocation request, particularly toward the end of the year when the Timely Use of Funds provisions of SB 45 are of critical concern.

Timeline for STIP Amendment/Extension Approval

Completed documentation requesting MTC concurrence must be received by MTC staff no later than the first day of the month prior to the month in which the request will be heard by the Programming and Allocations Committee (PAC). (For example, requests received by January 1 will be reviewed at the February PAC meeting). Subsequently, requests with completed documentation and MTC concurrence must be submitted to the Caltrans District Office 60 to 90 days prior to the CTC meeting where the item will be considered. Therefore, requests for concurrence need to be submitted to MTC generally 150 days prior to CTC action for STIP Amendments and 120 days prior to CTC action for extensions.

For example, a STIP amendment request to add a new STIP project (considered a major amendment) is due to MTC by January 1, so it may be approved at the February PAC Meeting, and then submitted to Caltrans in time for the 60-day due date of March 2, so it may be noticed at the May 2 CTC meeting for action at the June 6 CTC meeting.

Important Tip: The CTC will not amend the STIP to delete or change the funding for any project component after the beginning of the fiscal year in which the funding is programmed. Therefore, all amendments to delay a project component must be approved by the CTC by the June meeting in the year prior to the programmed year of funding. To meet this deadline, amendments to delay delivery must be submitted to MTC no later than January 1 of the fiscal year prior to the fiscal year of the funding subject to delay.

Timely Delivery of Programmed Funds

Projects programmed in the STIP must adhere to the delivery policies established in MTC Resolution 3606. Unless coordination with other funding sources and programs require a later date, requests for STIP extensions, amendments to delay existing STIP projects and STIP allocations are due to Caltrans Local Assistance no later than January 31 of the fiscal year the funds are programmed in the STIP. This is to ensure STIP projects do not miss the June 30 end-of-year delivery deadlines imposed by the CTC.

A due date schedule is prepared each year for the submittal of STIP requests. This schedule is posted on the internet at: <https://dot.ca.gov/programs/transportation-programming/office-of-ctc-liaison-octel> In addition, [MTC Resolution 3606](#) imposes regional deadlines in advance of state and federal timely use of funds deadlines, to ensure funds are not lost to the region.

STIP Amendment Form/TIP Amendment Form

The forms necessary to initiate the STIP Amendment process may be downloaded from the MTC website at: <http://mtc.ca.gov/stip>. TIP Amendments should be processed through the Fund Management System, also available at the website mentioned above.

Contacts for STIP Amendments/Extensions:

Name	Area	Phone	Email
Karl Anderson	STIP/TIP Amendments	415.778.6645	kanderson@bayareametro.gov
Kenneth Kao	STIP	415.778.6768	kkao@bayareametro.gov
Ross McKeown	STIP	415.778.5242	rmckeown@bayareametro.gov
Adam Crenshaw	TIP Amendments	415.778.6794	acrenshaw@bayareametro.gov

DRAFT

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DATE: September 16, 2019
TO: STA TAC
FROM: Vincent Ma, Marketing and Legislative Program Manager
RE: STA's Draft 2020 Legislative Platform and Legislative Update

Background:

Each year, STA staff monitors state and federal legislation that pertains to transportation and related issues. On February 13, 2019, the STA Board approved its 2019 Legislative Platform to provide policy guidance on transportation legislation and the STA's legislative activities during 2019.

Monthly legislative updates are provided by STA's State and Federal lobbyists and are attached for your information (Attachments A, and B). An updated Legislative Bill Matrix listing state bills of interest is available at: <https://sta.ca.gov/operations/legislative-program/current/>

Discussion:

2020 STA Legislative Platform Update

To help ensure the STA's transportation policies and priorities are consensus-based, the STA's Legislative Platform is first developed in draft form by staff with input from the STA's state (Shaw/Yoder/Antwih, Inc.) and federal (Akin Gump) legislative consultants.

The draft is distributed to STA member agencies and members of our federal and state legislative delegations for review and comment prior to adoption by the STA Board. Staff requests that the STA Technical Advisory Committee (TAC) and Transit Consortium review the Draft 2020 Legislative Platform for comment at their meetings in October. Proposed edits to the Platform are shown with tracked changes (Attachment C).

STA staff will forward the Draft 2020 Legislative Platform with TAC and Consortium input to the STA Board in October, with a recommendation to distribute the draft document for review and public comment. The Final Draft 2020 Legislative Platform will be placed on the November 2019 agenda of the TAC and Consortium, and forwarded to the STA Board for consideration of adoption at their December 11, 2019 meeting.

2018-19 Annual Report – State:

The focus of STA's legislative program during the second half of 2018 was on local transportation funding provided by SB1. In an effort to educate the public, staff produced Fact Sheets for the Cities of Benicia, Dixon, Rio Vista, Suisun City, Vacaville, Vallejo, and Solano County. On November 6, 2018, Solano County and California voters defeated Prop 6 and preserved SB1 funding for transportation projects and programs.

After the defeat of Prop 6, STA staff held project briefings with staff from Solano County's state legislators, and key agency staff in Sacramento, CA, on December 4, 2018, to provide status updates on STA priority projects and discussed future funding. On December 18, 2018, STA staff traveled to Sacramento, CA again to meet with staff members from California Air Resources

Board (CARB), Housing and Community Development (HCD), and Office of Planning and Research (OPR) to discuss the link between transportation and housing, and potential funding and legislation.

On December 21, 2018, the Metropolitan Transportation Commission and the Association of Bay Area Governments released the CASA Compact, a regional housing proposal from the Committee to House the Bay Area. The CASA Compact contains 10 Elements to address housing Production, Protection, and Preservation (the 3 P's). In response, the STA Board requested that staff begin monitoring state legislation pertaining to housing and housing related issues, along with the potential impact to transportation funding.

To convey the potential impact of housing legislation on the Cities and County of Solano, the STA, in partnership with Solano County, organized the Solano City County Coordinating Council (4C's) Summit on Housing on February 25, 2019. Many elected officials in Solano County attended, as well as City Managers, Public Works Directors, Planning Directors, local transit operators, and members of each cities' planning commission. Bill Higgins, Executive Director of the California Association of Councils of Government (CALCOG), presented an analysis of the latest State housing bills. Steve Heminger, outgoing Executive Director of the Metropolitan Transportation Commission (MTC), explained each of the 10 CASA Compact Elements, and a local panel (David White, former Fairfield City Manager; Jeremy Craig, Vacaville City Manager; and Tim McNamara, Director of Suisun City Development Services) moderated by Sean Quinn, a consultant from the Solano Economic Development Commission, shared housing development plans opportunities and challenges within each of their respective cities.

On March 6, 2019, several members of the STA Board traveled to Sacramento to advocate on behalf of Solano County transportation projects and to share with members of the State Legislature that Solano County is building housing, but not receiving the proper credit for doing so. Board members also expressed concerns and opportunities regarding newly elected Governor Gavin Newsom's preliminary discussions related to linking transportation funding to housing production.

One of the bills introduced to come from the CASA Compact was Assembly Bill 1487 (AB 1487) introduced by Assembly member David Chiu. As introduced, the STA flagged potential issues and a letter, signed by all seven Solano County City Mayors, was transmitted to seek amendments which would ensure representation on the proposed new Regional Governing Board, increase the return-to-source percentage, and allow a county to opt in to determine housing projects to fund within its own county. Staff also provided testimony during the Assembly Committee on Local Government hearing on March 24, 2019 to reiterate the STA's concerns and position of Seek Amendments. Late in the session, STA Board members lobbied successfully to amend AB 1413 (Gloria) to ensure Solano County remain in the bill.

Other State Legislative Activities

- Provide support letters for the following bills:
 - 2018:
 - Senate Bill 1262 (Beall) Construction Manager/General Contractor Procurements: *signed by Governor Jerry Brown*
 - 2019:
 - Assembly Bill 1413 (Gloria) Transportation: local transportation authorities: transactions and use taxes
 - Assembly Bill 252 (Daly) Department of Transportation: Environmental Review Process: Federal Program.
 - Assembly Constitutional Amendment 1 (Aguiar-Curry)
 - Senate Bill 137 (Dodd) - Federal transportation funds: state exchange programs
 - Senate Bill 152 (Beall) - Active Transportation Program Reform Act

2018-19 Annual Report – Federal:

On the Federal side, staff has worked closely with STA's lobbyist Susan Lent of Akin, Gump to monitor the reauthorization of the FAST Act and to seek funding for STA's priority projects including the I-80 Express Lanes, the I-80/I-680/SR12 Interchange, and the I-80 Westbound Truck Scales. Susan Lent presented to the STA Board in January to provide information regarding Federal grant availability, Opportunity Zones, and dredging of the Mare Island Straights. STA followed with a trip to Washington D.C. on April 30, 2019, to meet with Solano County's US Senate staff and Congressional Representatives, along with key agency members at the Department of Transportation, the Federal Transit Administration, and the Army Corp of Engineers.

Staff received twenty-one (21) support letters for the Infrastructure For Rebuilding America (INFRA) Grant; however, STA was unsuccessful in receiving this award. STA also assisted Solano County Transit (SolTrans) with support letters for the Low or No Emission (*unsuccessful*) and Bus and Bus Facilities grant applications (award announcement anticipated during September 2019). Staff also assisted the City of Vacaville with support letter for the City's Better Utilizing Investments to Leverage Development (BUILD) grant application. Award announcement for this grant must be made by November 12, 2019.

Other Federal Legislative Activities

- Provided support letter for HR 3193 (Garamendi)

Next steps/Anticipated Legislative Activities for FY2019-20:

Much of the immediate focus for the STA's legislative activities is centered on securing competitive SB1 funding for the Solano I-80 Express/HOV Lanes project. Once the Regional Measure 3 (RM3) lawsuit has cleared and funds are released, staff will also move forward with the next phase of the I-80/I-680/SR12 Interchange Project and the I-80 Westbound Truck Scales Project.

In September, staff will bring forth the draft 2020 STA Legislative Platform with the final version presented for STA Board approval at the December 11, 2019 meeting. Once the Legislative Platform is approved, staff will schedule meetings in Sacramento with legislative staff to discuss STA's 2020 project and funding priorities. The STA Executive Board will follow with a trip back to Sacramento to meet with State Legislatures and potentially a trip to Washington D.C. to meet with Federal Legislators and key agencies to advocate for Solano County transportation projects.

Housing remains a focus at the regional and state level moving forward. Our state advocates and staff anticipate that many of the housing bills that were tabled during the 2019 session will resurface during the 2020 session. Specifically, Senate Bill 50 (SB 50) author, Senator Scott Wiener has vowed to push his housing bill forward.

2020 will be an important election year. In addition to the Presidential Election, US Representatives John Garamendi and Mike Thompson, California State Senator Bill Dodd, and all three Assembly Members (Jim Frazier, Cecilia Aguiar-Curry, and Timothy Grayson) will be up for re-election and it is anticipated there will be heavy campaign activity during the March primaries. There are also the potential for two regional revenues, one pertaining to regional housing, the other to transportation called "FASTER Bay Area".

State Legislative Update (Shaw/Yoder/Antwih, Inc.):

The Legislature concluded its 2019 session on September 13, which was the deadline for each House to pass bill to Governor Newsome. The Governor must either sign or veto bills passed by the Legislature in 2019 by October 13.

The current status of bills where STA is *Seeking Amendments*:

- Assembly Bill 1413 (AB 1413) *Presented to the Governor*
- Assembly Bill 1487 (AB 1487) *Presented to the Governor*

The current status of bills that STA *Supports*:

- AB 252 (Daly) Caltrans NEPA Delegation – *Signed by the Governor on July 31, 2019*
- ACA 1 (Aguiar-Curry) Local government financing: affordable housing and public infrastructure: voter approval – *Failed to pass Assembly Floor (44-20-15)*
- SB 137 (Dodd) Federal transportation funds: state exchange programs – *Awaiting the Governor's signature.*
- SB 152 (Beall) Active Transportation Program – *Held in Committee*

The current status of bills that STA *Opposes*:

- AB 1568 (McCarty) Housing law compliance: prohibition on applying for state grants – *Hearing postponed by Committee*

The current status of bills that STA are *Monitoring*:

- AB 101 Housing development and financing – *Signed by the Governor*
- AB 148 Regional transportation plans: sustainable communities strategies – *Dead*
- AB 185 California Transportation Commission: transportation policies: joint meetings – *Presented to the Governor*
- SB 87 – Transportation – *Signed by the Governor*
- AB 847 Transportation finance: priorities: housing - *Hearing canceled at the request of author*
- SB 5 Affordable Housing and Community Development Investment Program – *Presented to the Governor*
- SB 50 The Housing Accountability Act – *Held in Committee (2 year bill)*
- SB 592 – Housing Accountability Act – *Passed the Assembly Committee on Appropriations (16-0-2). Currently on the Assembly Floor*

Updates on the following are detailed in Attachment A:

- Legislative Update
- Amendments Taken to AB 1413 (Gloria)
- Bills of Interest

Federal Legislative Update (Akin Gump):

STA's federal legislative advocate (Susan Lent of Akin Gump) continues to work with STA staff to craft STA's strategic objectives to align with those of available federal transportation funds.

Updates on the following are detailed in Attachment B:

- Fiscal Year 2020 Appropriations
- Federal Surface Transportation Reauthorization
- Fuel Economy Standards
- Surface Transportation Security
- Capital Investment Grants
- Project Management Oversight
- Environmental Review Policies
- Additional Legislation

Fiscal Impact:

None.

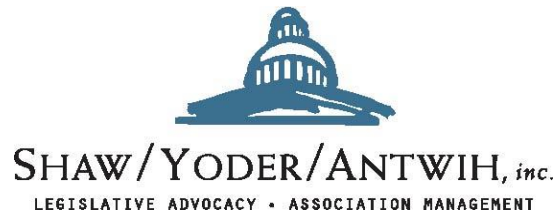
Recommendation:

Forward a recommendation to the STA Board to release the STA's Draft 2020 Legislative Platform for 30-day review and comment.

Attachments:

- A. State Legislative Update
- B. Federal Legislative Update
- C. STA's Draft 2019 Legislative Platform with Tracked Changes (Redline)
(To be provided under separate cover.)

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August 26, 2019

TO: Board of Directors, Solano Transportation Authority

FM: Joshua W. Shaw, Partner
Matt Robinson, Legislative Advocate

RE: **STATE LEGISLATIVE UPDATE – September 2019**

Legislative Update

The Legislature returned from its Summer Recess on August 12. The Legislature will spend the remainder of August hearing bills in the fiscal committees, with August 30 marking the deadline for those committees to complete their work. The last day of the first year of 2019-20 Legislative Session is September 13. We are tracking several bills for STA, some of which are identified under ***Bills of Interest*** below.

Amendments Taken to AB 1413 (Gloria)

On August 22, AB 1413 (Gloria) was amended to authorize the Placer County Transportation Planning Agency, the San Diego County Regional Transportation Commission, the San Diego Association of Governments, the San Diego Metropolitan Transit System, and the North County Transit District, to impose a tax applicable to only a portion of its county if two-thirds of the voters voting on the measure within the portion of the county to which the tax would apply. Previously, this bill authorized this narrow form of taxation statewide. Since the amendments taken, we have been working with the Author's office and Senate Appropriations Committee staff to include Solano County in the bill.

Bills of Interest

SB 5 (Beall) Local-State Sustainable Investment Incentive Program*

This bill would establish the Local-State Sustainable Investment Incentive Program, which would be administered by the Sustainable Investment Incentive Committee. The bill would authorize a city, county, city and county, joint powers agency, enhanced infrastructure financing district, affordable housing authority, community revitalization and investment authority or transit village development district to apply to the Committee to participate in the program and would authorize the Committee to approve or deny applications for projects meeting specific criteria. Upon approval of a project application, the bill would require the Committee to issue an order directing the county auditor to reduce the total amount of ad valorem property tax revenue otherwise required to be contributed to the county's ERAF from the applicant by the annual reduction amount approved. The bill would require a county auditor, if the applicant is an enhanced infrastructure financing district, affordable housing authority, transit village development district, or community revitalization investment authority, to transfer to the district or authority an amount of property tax revenue equal to the reduction amount approved by the Committee.

SB 50 (Wiener) Planning and Zoning: Housing Development: Equitable Communities Incentives*

This bill would require a city, county, or city and county to grant upon request an equitable communities incentive when a development proponent seeks and agrees to construct a residential development, as

defined, that satisfies specified criteria, including, among other things, that the residential development is either a job-rich housing project or a transit-rich housing project, as those terms are defined; the site does not contain, or has not contained, housing occupied by tenants or accommodations withdrawn from rent or lease in accordance with specified law within specified time periods; and the residential development complies with specified additional requirements under existing law. The bill would require that a residential development eligible for an equitable communities incentive receive waivers from maximum controls on density and automobile parking requirements greater than 0.5 parking spots per unit, up to 3 additional incentives or concessions under the Density Bonus Law, and specified additional waivers if the residential development is located within a 1/2-mile or 1/4-mile radius of a major transit stop. ***This bill was held in the Senate Appropriations Committee and is now a 2-year bill.***

SB 127 (Wiener) Complete Streets Projects on State Highways

This bill would require the California Department of Transportation (Caltrans) to consider incorporating complete streets elements on specified portions of the state highway system that serve as surface streets in cities, towns and neighborhoods.

SB 137 (Dodd) Federal Transportation Funds: State Exchange Programs

Existing federal law apportions transportation funds to the states under various programs, including the Surface Transportation Program and the Highway Safety Improvement Program, subject to certain conditions on the use of those funds. Existing law provides for the allocation of certain of those funds to local entities. Existing law provides for the exchange of federal and state transportation funds between local entities and the state under certain circumstances. This bill would authorize the Department of Transportation to allow the above-described federal transportation funds that are allocated as local assistance to be exchanged for Road Maintenance and Rehabilitation Program funds appropriated to the department. ***STA SUPPORTS this bill (February 13 Meeting).***

SB 152 (Beall) Active Transportation Program Funding

This bill would increase the share of active transportation (ATP) funds dedicated to regional agencies to 75 percent, distributed by population. Currently, regional agencies receive 40 percent of the funding in the ATP funds for distribution. This bill would give MTC additional resources to program for ATP projects. ***STA SUPPORTS this bill (April 10 Meeting). This bill was held in the Senate Appropriations Committee.***

SB 277 (Beall) Local Partnership Program

This bill would direct funds set aside for the Local Partnership Program (LPP) to be apportioned by formula, versus allocated by the CTC as is current practice. The bill would direct the CTC to develop new guidelines, in conjunction with local agencies, for the apportionment of the funds. The LPP receives \$200 million annually from the Road Maintenance and Rehabilitation Account and funds are available to self-help counties with sales taxes and/or developer fees used for transportation purposes.

SB 592 (Wiener) Housing Accountability Act

This bill would amend the Housing Accountability Act (HAA) to further strengthen the law applicability to new housing development permits and disapprovals from local governments. The bill would clarify the definition of “lower density” under the HAA and applies the HAA to accessory dwelling units, new bedrooms in an existing home, and single-family housing. In addition, it would provide that the HAA applies to any form of land use decision by a local agency, including a ministerial or use by right decision, in addition to a discretionary approval. The bill would also open local agencies up to liability for failing to comply with the HAA.

AB 185 (Grayson) HCD at CTC Meetings

Existing law requires the CTC and the State Air Resources Board to hold at least two joint meetings per calendar year to coordinate their implementation of transportation policies. This bill would require the Department of Housing and Community Development to participate in those joint meetings.

AB 252 (Daly) Caltrans NEPA Delegation

Existing law, until January 1, 2020, provides that the State of California consents to the jurisdiction of the federal courts regarding the compliance, discharge, or enforcement of the responsibilities it assumed as a participant in the program. This bill would extend the operation of these provisions indefinitely. **STA SUPPORTS this bill (March 13 Meeting).**

AB 784 (Mullin) California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project.

This bill would exempt zero-emission transit buses from the state portion of the sales tax until January 1, 2024.

AB 1413 (Gloria) Local Sales Tax Measures

Existing law authorizes, upon approval of two-thirds of the voters, to impose a retail transaction and use tax for specified transportation purposes. This bill would authorize a local agency to impose a tax applicable to only a portion of its county if two-thirds of the voters voting on the measure within the portion of the county to which the tax would apply. **STA has a SEEK AMENDMENTS position on this bill (August 16).**

AB 1487 (Chiu) Regional Housing Funding*

This bill, if amended, would enact the San Francisco Bay Area Regional Housing Finance Act and establish the Housing Alliance for the Bay Area (HABA), a regional entity governed by members of MTC and ABAG. HABA would be tasked with establishing a regional funding program to address housing needs in the Bay Area. **STA is SEEKING AMENDMENTS to this bill.**

ACA 1 (Aguiar-Curry) Local Government Financing: Affordable Housing and Public Infrastructure: Voter Approval.

This constitutional amendment would lower the necessary voter threshold from a two-thirds supermajority to 55 percent to approve local general obligation bonds and special taxes for affordable housing and public infrastructure projects. **STA SUPPORTS this measure (January 9 Meeting).**

*Bills marked with an * are being tracked by MTC as implementing elements of the CASA Compact. These bills are not sponsored by MTC. The above list does not include all bills MTC has identified as others are included in the attached matrix.*

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M E M O R A N D U M

August 26, 2019

To: Solano Transportation Authority
From: Akin Gump Strauss Hauer & Feld LLP
Re: August Report

During the months of July and August, we monitored developments in Washington and brought them to the attention of STA staff.

Fiscal Year 2020 Appropriations

On August 2, President Trump signed a two-year budget agreement that allows for \$738 billion in defense spending and \$632 billion in non-defense spending, which is an increase of \$320 billion over existing budget caps. The agreement also suspends the debt ceiling through July 2021.

Senate Appropriations Chairman Richard Shelby (R-AL) said he will announce topline spending levels for each FY 2020 appropriations subcommittee in August so the Committee can “hit the ground running” when they return from recess in September. To date, the Senate has not introduced any appropriations bills. Chairman Shelby suggested the Committee will first consider a minibus containing the Defense; Labor, Health and Human Services, and Education; and Energy and Water bills. He said the first full Committee markup will take place on September 12. Shelby expressed doubt that Committee will mark up all of the other nine bills by the end of the fiscal year given that there are only 13 working days in September.

The House has passed ten appropriations bills, including a measure to fund the Department of Transportation, but its work on the Legislative Branch and Homeland Security bills has stalled since the end of June. Additionally, the new two-year budget deal provides different levels of spending than those used by the House Appropriations Committee at the time of writing. House appropriators now must account for approximately \$5 billion more in military spending and \$15 billion less in non-defense spending than they initially assumed.

Ultimately, the House and Senate must agree on overall budget numbers and will have to reconcile their spending bills. Given competing legislative priorities such as passing the National Defense Authorization Act, a shrinking legislative calendar for the month of September, and controversies surrounding immigration and gun control, it is not clear whether Congress will be able to agree on and pass spending bills before the new fiscal year begins on October 1. If

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Congress cannot pass its bills by the end of the current fiscal year, we expect it will pass a continuing resolution to avoid a government shutdown.

Federal Surface Transportation Reauthorization

The Senate Environmental and Public Works (EPW) Committee unveiled and advanced legislation to reauthorize the federal highway program for the next five years. The current authorities under the Fixing America's Surface Transportation (FAST) Act expire in September 2020. In the Senate, jurisdiction over surface transportation is divided between the EPW Committee (highways), Banking, Housing and Urban Affairs Committee (public transportation) and Commerce, Science and Transportation Committee (highway safety, rail, and freight/intermodal). The Banking, Housing and Urban Affairs and Commerce, Science and Transportation Committees have not yet released drafts of their titles of the legislation. The Commerce, Science, and Transportation Committee has indicated it will hold a markup of its portion of the bill in September.

The bill, called the America's Transportation Infrastructure Act, would authorize \$287 billion in spending for the federal-aid highway program, a 27% increase from the FAST Act. Of this amount, \$259 billion would be distributed to states by formula. The bill preserved each state's share of highway formula funding. The bill would authorize:

Program	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Federal aid highway program	\$47.86 billion	\$48.83 billion	\$49.85 billion	\$50.9 billion	\$51.98 billion
TIFIA	\$300 million	\$300 million	\$300 million	\$300 million	\$300 million
INFRA	\$1.05 billion	\$1.075 billion	\$1.1 billion	\$1.125 billion	\$1.15 billion
New competitive grant for bridges	\$600 million from both the Highway Trust Fund and the general fund	\$640 million from each fund	\$650 million from each fund	\$675 million from each fund	\$700 million from each fund

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National highway freight program	\$1.625 billion	\$1.66 billion	\$1.7 billion	\$1.74 billion	\$1.775 billion
Railway-highway grade crossings	Not less than \$245 million	Same as FY 2021	Same as FY 2021	Same as FY 2021	Same as FY 2021
New carbon reduction incentive program	\$600 million in formula funds and an addition \$100 million performance program	Same as FY 2021	Same as FY 2021	Same as FY 2021	Same as FY 2021
New congestion relief program	\$40 million	Same as FY 2021	Same as FY 2021	Same as FY 2021	Same as FY 2021
New community resiliency improvement grant program	\$786 million for formula grants to states and \$200 million for competitive grants (of which \$20 million is for planning grants)	Same as FY 2021	Same as FY 2021	Same as FY 2021	Same as FY 2021

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The bill would encourage the use of innovative and resilient materials. A new eligibility of the National Highway Performance Program (NHPP) would be to increase the resiliency of federal aid highways and bridges on and off the National Highway System to mitigate the impacts of sea level rise, extreme weather events, flooding, or other natural disasters. The federal share of NHPP funds for resiliency projects is up to 100 percent.

The bill increases the state maximum designation of critical urban freight corridors from 75 miles to 150 miles for the Surface Transportation Block Grant program and increases the maximum percentage of a state's annual National Highway Freight Program share that can be used on freight or intermodal rail projects from 10 percent to 30 percent.

The bill contains several provisions designed to streamline the permitting process. It would limit environmental reviews of infrastructure projects to two years and create a 90 day timeline for related project authorizations. All participating agencies would sign one single environmental document and record of decision. The Transportation Secretary would create an accountability and tracking system designed to monitor the environmental reviews process schedule. The bill would provide project sponsors with the flexibility to apply the core elements of the "One Federal Decision" policy to highway projects that require an environmental assessment.

While Senate Majority Leader Mitch McConnell (R-KY) has said he is open to reserving time for the bill to be considered on the Senate floor in the fall, there does not appear to be any clear path forward to funding the legislation. Although the Senate Finance Committee is responsible for adding in funding provisions, Finance and EPW leadership did not begin collaborating on the bill until its release. Finance Chairman Chuck Grassley (R-IA) stated his opposition to increasing the gas tax increase to fund infrastructure programs. EPW Chairman John Barrasso (R-WY) said the committees are exploring several different options but similarly opposed increasing the gas tax. He also said that any funding solution should implement fees for users of electric cars. Finance Ranking Member Ron Wyden (D-OR) has supported using a user fee approach.

House Transportation and Infrastructure Committee Chairman Peter DeFazio (D-OR) has said he is still working with Speaker Nancy Pelosi (D-CA) on discussing parameters of an infrastructure bill. He has signaled that he will not release a bill until later in the year at the earliest. He suggested using the reauthorization bill to change criteria for Transportation Department grant programs, arguing that the current system is too broad to be consistent and transparent. DeFazio said that the Transportation Secretary should have less discretion to award federal transportation grants. DeFazio also suggested reviving congressional earmarks in the reauthorization bill. House leadership considered reviving earmarks after they resumed control of the chamber but ultimately decided against doing so at the time.

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With the current law not expiring until September 30, 2020 and the questions around funding, it is highly unlikely that Congress will pass infrastructure legislation until next year.

Fuel Economy Standards

On August 2, the National Highway Traffic Safety Administration (NHTSA) and the Environmental Protection Agency (EPA) sent a final rule regarding fuel economy standards to the White House Office of Management and Budget (OMB) for review. In its Safer Affordable Fuel-Efficient (SAFE) Vehicles rule, the Trump Administration proposes rolling back greenhouse gas emission (GHG) regulations implemented under the Obama Administration. NHTSA and EPA have proposed adjusting the corporate average fuel economy (CAFE) and greenhouse gas (GHG) emissions standards for model years (MYs) 2021 through 2026 light-duty vehicles. Once OMB completes its review of the joint rule, it will be officially published in the *Federal Register*. The specific details of the rule will not become available until its official publication.

Several California Representatives have expressed concern that the SAFE Vehicles rule would negatively impact the state's access to federal transportation funds if California no longer has the ability to set its own vehicle emissions standards. Under the Clean Air Act, federally funded transportation projects must demonstrate that they meet air quality goals set forth in the state's Clean Air Act implementation plan. Federal funds can be delayed or lost if projects adversely impact a state's ability to meet air quality requirements. California Representatives as well as California Air Resources Board Chair Mary Nichols have argued that the state's transportation projects may no longer conform to federal standards if cars become less fuel-efficient.

Surface Transportation Security

On July 12, the House passed the National Defense Authorization Act for FY 2020 (H.R. 2500). The bill includes a provision that would prohibit public transit agencies from using federal funds to purchase railcars manufactured by companies owned, controlled, or subsidized by foreign states. The Senate's version of the bill (S. 1790), which passed the chamber on June 27, included language that also applied to buses, which the Senate intends would include BYD. The House and Senate must reconcile the differences between the two bills before the legislation can be presented to the President. President Trump previously expressed support for the House bill's provisions on rail rolling stock.

The House Homeland Security Committee advanced the Emerging Transportation Security Threats Act of 2019 (H.R. 3318) on July 17. The bill directs TSA to establish a task force to conduct an analysis of emerging and potential future threats to surface transportation security.

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On July 12, the Transportation Security Administration (TSA) held its first meeting of its Surface Transportation Security Advisory Committee. During the meeting, TSA Administrator David Pekoske said that the agency will allocate more resources towards surface transportation cybersecurity. He said TSA plans to create its own cybersecurity team. Acting Deputy Administrator Patricia Cogswell said that the panel will address cyber risks that have emerged as a result of the Internet of Things as well as supply chain security issues.

Capital Investment Grants

The House Transportation and Infrastructure Committee's Highways and Transit Subcommittee held a hearing on July 16 entitled, "Oversight of the Federal Transit Administration's Implementation of the Capital Investment Grant Program." The panel heard from Acting FTA Administrator K. Jane Williams; Lane Construction Corporation President and Chief Executive Officer (CEO) Bob Alger on behalf of the American Road and Transportation Builders Association; Kansas City Streetcar Authority Executive Director Tom Gerend; and American Public Transportation Association (APTA) President and CEO Paul Skoutelas.

Full Committee Chairman DeFazio said that FTA has acted unlawfully by refusing to approve Capital Investment Grant (CIG) projects that have been advancing through the FTA approval process. He said project approval timelines have doubled and project costs have increased under the Trump Administration. DeFazio said that the cost of projects have increased as a result of FTA's actions.

APTA President and CEO Paul Skoutelas recommended that FTA creates a CIG dashboard where the agency can report on projects' progress and status. He also recommended that Congress codify a federal fixed share and clarify that TIFIA loans count as a local match. Skoutelas also asked Congress to direct FTA to reverse recent changes that require project sponsors to submit more accurate risk assessments earlier in the process, arguing that this creates a financial burden for local sponsors.

Project Management Oversight

On August 26, FTA published a proposed rule that would amend its project management oversight rule to make it consistent with new laws and to modify its scope and applicability. FTA proposes modifying the definition of a "major capital project" from one based on the type of project or total project cost to one based on both the amount of federal financial assistance and the total project cost. Comments are due within 60 days.

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Environmental Review Policies

The Department of Transportation published a new interim policy regarding the environmental review processes on August 23. The interim policy limits draft and final environmental impact statements to 150 pages unless they are of an “unusual” scope or complexity. It also recommends capping environmental assessments at 75 pages. The interim policy also provides guidance on implementing President Trump’s “one federal decision” Executive Order.

Additional Legislation

In July, Senators Chris Coons (D-DE) and Dianne Feinstein (D-CA) as well as Representative Jimmy Panetta (D-CA) introduced the Climate Action Rebate Act of 2019. The bill would create a gradually rising carbon fee levied on fossil fuels and fluorinated gases as well as a fee on imports of fossil fuels and carbon-intensive goods. Some of the proceeds of these fees would be used to rebuild infrastructure and support clean energy investments. The bill stipulates that all revenue should be spent in accordance with the Buy America and Davis-Bacon Acts.

On August 2, Representative John Larson (D-CT) introduced the America Wins Act, which would invest \$1.2 trillion over 10 years in infrastructure projects paid for by a tax on pollution. On July 25, Representative Earl Blumenauer (D-OR) introduced the Bikeshare Transit Act, which would allow federal transit and Congestion Mitigation and Air Quality Improvement program funds to be used for bikeshare programs. Senator Jeff Merkley (D-OR) introduced the Community Health and Clean Transit Act of 2019, which would allow the Department of Transportation to provide loans for the acquisition of electric buses and related infrastructure.

Representative Karen Bass (D-CA) and Senator Kirsten Gillibrand (D-NY) introduced the Build Local, Hire Local Act, which would encourage the employment of local residents to construct infrastructure projects. Senator Mike Braun (R-IN) introduced the Crossroads of America Act, which would create a pilot program within the INFRA program designed to increase state infrastructure investment by prioritizing projects that propose a greater non-federal share of a project’s cost relative to other applications in the pilot program.

ATTACHMENT C

Recommended Modifications to the Solano Older Adults Medical Trip Concierge Pilot Program

Implement effective November 1, 2019 the following limits/parameters to the program to assist in addressing both the concerns and sustainability of the current program:

- Free Trips will no longer be available
- Adopt a fare structure similar to the current Intercity Taxi Card Program where customers pay a share of cost.
 - 40% share of cost for older adults
 - 20% share of cost for older adults that are qualified as low income
- Limit the program to 10 medical trips per month per person which can include doctor appointments in a medical facility or hospital, dentist, chiropractor, pharmacy etc.
- Trips are for Solano County Residents for travel within Solano County only.
- Trips are for 60 and older.

Promote other resources:

- Partnership Health Plan provides free Medical Transportation for Medi-Cal Recipients but, requires 5 day advance notice.
- Faith in Action provides free transportation to medical appointments for seniors based on the availability of volunteer drive



DATE: September 13, 2019
TO: STA TAC
FROM: Triana Crighton, Planning Assistant
RE: Comprehensive Transportation Plan (CTP) Equity Chapter – Final Transportation Equity Guiding Principles

Background:

The purpose of the Equity Chapter of STA's Comprehensive Transportation Plan (CTP) is to be proactive in engaging the public on their mobility needs, exploring existing transportation inequities within the county, and creating equity strategies and/or principles to guide future transportation project and program development. Previously, the STA has addressed equity informally or specifically through past projects and programs. Examples include work completed as part of the Solano Lifeline Program for low income residents, Community-Based Transportation Plans, Climate Action Plans, various Mobility programs for older adults and persons with disabilities, Safe Routes 2 School programs and projects for students. Formally addressing transportation equity will be important for the STA moving forward given the regional and State emphasis on the issue and the importance of the issue to Solano County residents.

At the January 2019 STA Board Meeting, the Board recommended members for the Equity Working Group. The Equity Chapter Working Group has been established to include a diverse group of participants -- their primary purpose is to discuss issues of equity within the county, how they relate to transportation, and how STA can be more proactive in addressing inequities. The Working Group has helped to guide the contents of the Equity Chapter and the Equity Guiding Principles.

Discussion:

A major component of the Equity Chapter is a set of Transportation Equity Guiding Principles for STA to interweave into future planning efforts, funding considerations, and investments. At the Equity Working Group's April meeting, the members identified key concepts and themes they found critical to the topic of Transportation Equity. Taking these key words, STA Staff and the project consultants formed a draft set of guiding principles. These principles have been reviewed internally by staff as well as sent to STA Customer Service Representatives for feedback. At the Working Group's meeting on May 23rd, the draft principles were further refined. These principles were then presented to the TAC and Consortium at their respective May meetings for comment.

These principles were then taken to the communities via public workshops at the end of June for further refinement and comment. Specifically, Suisun City on June 26th, Vallejo on June 27th, and via FacebookLive on June 29th. At the workshops, attendees were asked to rate each principle from 1-10 as well as provide and additional comments. The in-person workshops were staffed by Equity Working Group members, who walked members of the public through each

principle and answered any questions. The FacebookLive workshop was facilitated by CTP's Equity Advisor, Charles Brown of Rutgers University – STA staff were answering questions in real-time and also collected comments after the live ended. The FacebookLive workshop is still available on the STA's Facebook and has been viewed over 100 times. Following the public workshops, STA and their consultants, Alta Planning + Design, have worked to incorporate the public's comments into a final iteration of the Guiding Principles. At this time, STA staff and the Equity Working Group is seeking approval of the final Transportation Equity Guiding Principles.

Next steps for the Equity Chapter will be bringing the Transportation Equity Guiding Principles through the September Consortium and TAC and October Equity Working Group and Board. The Equity Chapter is also currently going through internal review and will be brought to the Equity Working Group, Consortium, TAC, and Board for final adoption and opening for public comment.

Fiscal Impact:

None.

Recommendation:

Forward a recommendation to the STA Board to approve the final Transportation Equity Guiding Principles as shown in Attachment A.

Attachments:

- A. Final Transportation Equity Guiding Principles
- B. Summarized comments received via public workshops

STA Guiding Principles Adopted by STA Board

Monday, June 12, 2019

The following Guiding Principles reflect STA's commitment to the entire community in all of its activities. These Principles were developed by the Equity Work Group at their meetings on April 11 and May 23, 2019.

- 1- STA works in partnership with local, regional, and state governments and our whole community to provide and maintain a safe, innovative, equitable multi-modal transportation system in Solano County.***
- 2- STA seeks to advance a just, healthy, and prosperous quality of life in all Solano County communities while addressing transportation and the diverse mobility needs of our residents, businesses, and visitors.***
- 3- STA values and commits to meaningful participation of Solano County's vulnerable populations in all aspects of mobility and infrastructure planning to ensure that disadvantaged communities unique and unmet needs are prioritized.***
- 4- STA supports locally-decided land uses that stimulate economic opportunity and produce affordable housing in proximity to downtowns, public rail stations, and along major bus service corridors, in conjunction with acting to protect Solano County's key agricultural and open space areas.***
- 5- STA routinely measures, evaluates, and clearly presents transportation performance results for public review to insure that its policies, plans, and budgets are fair, effective, and reflect community-focused priorities of Solano County residents and businesses.***

The following key words were identified on April 11, 2019 by members of the Equity Working Group when considering essential elements for STA's Guiding Principles:

- Transparency • Accountability • Inclusivity • Equity • Responsiveness • Participation • Engagement
 - Partnership • Vision/Visionary • Importance of Evaluation • Commitment
 - Living Document • Accessibility • Empathy • People-Centric • Opportunity •
- Clearly communicated • Communication • Include All • Safe • Respect • Process
 - Location • Listening • Holistic • Comprehensive • Learning •
- Acknowledge differences and sameness

Equity Feedback:

Principle #1

- Suisun Workshop Grade: 83% average (B)
- Vallejo Workshop Grade: 95% average (A)
- Online Workshop Grade: 90% average (A-)
- Additional Comments:
 - o Include “transit-related accommodations” ...things like benches or shelters are considered “amenities” when it really should be standard for the safety and comfort of riders. Having to stand under the hot sun without shade at a bus stop or having mobility issues and having nowhere to sit while waiting can be a barrier to wanting to ride transit.
 - o Should reflect/emphasize that transportation is not cohesive in all communities...some are more served than others.

Principle #2

- Suisun Workshop Grade: 83% average (B)
- Vallejo Workshop Grade: 92% average (A-)
- Online Workshop Grade: 90% average (A-)
- Additional Comments:
 - o Please ensure to include youth and young adults in community outreach efforts.
 - o “Just” is a loaded word, not a fan of this word.
 - Is Fair a better term than just?
 - o Add Federal to list of governments
 - o Principle #2 has great intent and overall works well but would like some focus on accessibility specifically (this comment was heard many times across the workshops)

Principle #3

- Suisun Workshop Grade: 88% average (B+)
- Vallejo Workshop Grade: 82% average (B-)
- Online Workshop Grade: 95% average (A)
- Additional Comments:
 - o “Unique” needs “meaningful participation”
 - o Would like to see “accessibility” integrated into this principle
 - o Maintenance needs to be just as important as planning.
 - o Consider a new principle focuses on maintaining a safe, secure transportation network
 - o Like the inclusion of infrastructure, wonder if the inclusion/mentioning of maintenance would strengthen the principle? so that infrastructure is not only installed but maintained

Principle #4

- Suisun Workshop Grade: 88% average (B+)
- Vallejo Workshop Grade: 98% average (A+)
- Online Workshop Grade: 90% average (A-)
- Additional Comments:
 - o “Proximity” needs to also mean realistic access. One mile is not as daunting to an abled person as it is to someone who is disabled so “proximity” needs to be specific and include consideration for all populations.
 - o What about improving access to said key agricultural/open space areas that are open to public? might be something to consider moving forward as well so that these “amenities” are open to the true “all”
 - o Provide access to key ag and recreational areas

Principle #5

- Suisun Workshop Grade: 85% average (B)
- Vallejo Workshop Grade: 83% average (B)
- Online Workshop Grade: 100% average (A+)
- Additional Comments:
 - o “Routinely” is an impromptu word

Misc. Feedback:

1. Would like all the principles to be a bit more specific
2. Linking transportation to Solano County economic development opportunities should be a property. Solano Mobility should be heavily promoted to both current and prospective businesses.
3. Housing developments have realistic/adequate parking for residents in order to keep streets from being congested.
 - a. Less congestion on streets from people circling for parking makes it safer for bikes and pedestrians.
 - b. Less congestion/parking on streets allows more room for trees and parklets.
4. All parking structures should be City Car Share hubs, residential/retail/office.
 - a. This will reduce 2nd and 3rd cars per family, reducing a family's expense and reducing congestion.
 - b. Numerous electric charging parking spots.
 - c. City bike share hubs.
5. Truck routes should be re-examined in all cities and approved routes should be tree-lined to protect nearby businesses/people.
 - a. Approved truck routes must be indicated in Google Maps, Waze, etc. Too often I see semi trucks going down my residential street because it is a shorter route to the Vallejo waterfront than using the parkway.
6. “Innovations for multi-modal transit” = Bart to Solano County
7. Safety of roads needs to be prioritized for all modes of transportation.
8. Bus Route Concerns:
 - a. Kids that have to pay to get to school = not just, not equitable
 - b. Too long between service runs, should be <15 mins
 - c. Seating, shelter, trash at stops
 - d. Bus only lanes
 - e. No running buses on weekends
 - f. Transportation takes too long from Fairfield to Vallejo
 - g. Integrate local route service to the Country Club Crest to connect with resource programs. (x3 – received this comment from three different individuals)
 - h. More frequent and weekend-extended bus service to Bart would be great
 - i. On Sundays, lack of connection to place of work is a major concern
 - j. On Sundays, lack of connections to places of workshop is a major concern
 - k. How can we improve coordination/connections between Benicia, Vallejo, Fairfield, Vacaville, etc local transportation schedules with the Veterans Affairs (VA) shuttles that go to/from Solano VA resources
 - l. How can we start/expand transportation to Sacramento Valley National Cemetery? Many spouses/loved-ones of Veterans buried/interred would like to visit the cemetery more often. Older widows tell me that they have to wait for their kids to drive them, but by the time their kids come home from work/etc, the cemetery is closed.
 - m. Rio Vista always seems to be the odd town out When it comes to public transportation
9. Cycling Concerns:
 - a. Not safe at all, should be accessible for ages 8-80. Not just or equitable.
 - b. Neighborhood routes are poorly lit, bas road conditions
 - c. Lack of route connectivity
 - d. No connections to neighboring cities
 - e. Lack of connection to mass transit

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DATE: September 16, 2019
TO: STA TAC
FROM: Janet Adams, Deputy Executive Director/Director of Projects
RE: Highway Projects Update

Background:

The STA has been working on improving the operations, safety and congestion of I-80 through Solano County since early 2000. This focus began with the 2004 I-80/I-680/I-780 Major Investment and Corridor Study. While the Study looked at the three Interstate Routes, the main focus was I-80. Since this time, several important projects been completed. This includes the re-opening McGary Road (a parallel route to I-80 between Vallejo and Fairfield), the first construction package of I-80/I-680/SR 12 Interchange, the I-80 High Occupancy Vehicle (HOV) Lanes through Fairfield, the I-80 Eastbound Cordelia Truck Scales, and the east segment of the North Connector (a parallel route to I-80 in the Suisun Valley area). The STA continues to work on other priority projects on the I-80 Corridor. These projects are in various stages of readiness.

In addition to the I-80 corridor, the STA has focused on projects along State Route (SR) 12, 29 and 113. Much of this work involves partnering with Caltrans to deliver projects that meet the needs of the local jurisdictions in addition to the greater traveling public.

Discussion:

As discussed above, the STA continues to focus on improvements to the I-80 corridor. This focus is required due to the tremendous time and financial investment needed to completed major projects. Staff is proving an overview on the status of these priority projects.

I-80 Express/HOV Lanes – SR 37 to Carquinez Bridge in the City of Vallejo

The STA completed a Project Study Report (PSR) in 2009 for 5-miles of HOV Lanes (in each direction) through this area. This PSR will be the bases for initiating the next phase, Project Approval/Environmental document (PA/ED). The PA/ED phase is expected to require a \$6M investment. Potential funding would come from Regional Measure 3 (RM 3) for this phase. Funding for the construction of the project (estimated to be \$100 M) will not happen without the resources from the added gas tax funds that were identified in Senate Bill 1 (SB 1).

I-80 Express Lanes/HOV – Red Top Rd to I-505 in the Cites of Fairfield and Vacaville

This project will convert the existing HOV Lanes to HOV/Express Lanes (Red Top Rd to Travis Blvd.) and build new HOV/Express Lanes to I-505. Additionally, the Utlatis Creek Class 1 facility gap under I-80 will also be completed. The STA has completed the design of this project. Unfortunately, it was not funded in the first round of the competitive funds from SB 1 in 2018. Nor was this project successful in the federal INFRA grant submittal in spring 2019.

However, as this project is shovel ready, it will be submitted in the next funding round to the California Transportation Commission (CTC). The CTC is expected to announce the Call for Projects for the Congested Corridors funds this fall with applications due in January 2010. The Trade Corridors Call for Projects is expected in March 2020. Funding for the construction of the project (shortfall is estimated to be \$153 M, with \$75 M is bridge toll match) will not happen without the resources from the added gas tax funds that were identified in Senate Bill 1 (SB 1).

A second strategy to deliver the project is to only deliver the HOV Lanes. This will reduce the cost of the construction and not preclude a future Express Lanes from being added. The benefit is that the Cost/Benefit Ratio will increase and the requested funding from SB1 will decrease. Both these benefits makes the project more competitive. Staff is currently estimating the cost of this option. However, if an HOV Lanes only option used, staff is recommending that future State Transportation Improvement Program (STIP) funding be added to the funding plan. Not only will this make the project more competitive, but it will provide a fund source should there be unexpected cost overruns in construction.

I-80/I-680/SR 12 Interchange in the City of Fairfield

The I-80/I-680/SR 12 Interchange PA/ED was completed in 2012. Additionally the mitigation and permits have been completed. This decade long effort has opened the door to having the construction packages compete for funding. Construction is planned in 7 packages as funding becomes available. This project has been identified to receive \$150 M of RM 3 funds. These important funds will provide the resources necessary to elevate the individual construction packages to be shovel ready and compete for construction funding.

The next construction package of the Interchange is *Package 2A*. This Package will build a new two-lane connector from Jameson Canyon to Eastbound I-80 and braid the ramps from Jameson Canyon to I-680/Green Valley Rd. This Project is currently in design and fully funded with State Transportation Improvement Program (STIP), RM 3 and Trade Corridors funding. Based on a request from Caltrans, the STA is delivering the right-of-way for the project. Construction will begin in 2020.

Package 3 is the new two-lane connector from westbound I-80 to southbound I-680 and the completion of a complete interchanges at Suisun Valley and Green Valley Rds. The scope also includes a new partial interchange at I-680 and Red Top Rd. This project is 65% designed and in need of construction funding. The right-of-way work (utility relocation, property acquisition, business relocation and building demolition) will be funded with RM 3. Funding for the construction of the project (estimated to be \$150 to 175M) will not happen without the resources from the added gas tax funds that were identified in Senate Bill 1 (SB 1).

I-80 Westbound Cordelia Truck Scales Relocation in Solano County

This project will rebuild the existing westbound scales ½ mile to the east of the existing location. The project will also braid the scales off-ramp with the SR 12 east on-ramp. The Project received environmental clearance (CEQA) as part of the I-80/I-680/SR 12 Interchange. Additionally, this project has been identified to receive \$105 M of RM 3 funds. These important funds will provide the resources necessary to elevate this project to be shovel ready and compete for construction funding. Funding for the construction of the project (estimated need to be \$136 M) will not happen without the resources from the added gas tax funds that were identified in Senate Bill 1 (SB 1).

SR 12 East in and near the City of Rio Vista

Caltrans has a major rehabilitation project from Summerset Rd to the Rio Vista Bridge. The \$75M construction project has published the draft environmental document, and once that phase is completed, Caltrans will determine if the project will be split into two construction packages or not. The determining factor for this decision is if the portion between Summerset Rd. and downtown will take longer to deliver due to natural resources study requirements or not. The STA, City of Rio Vista and Caltrans have been closely working together to on the downtown segment. The emphasis has been on including within that segment, elements to create a complete street as envisioned in the Rio Vision report. Caltrans staff has been very collaborative to work out what the project can provide and what are additional elements that can be added to the project, but paid for locally. Staff is recommending as part of a separate staff report programming \$1M of STIP funds to the project and enter into an agreement with the City and Caltrans for the City to contribute an additional \$400,000 towards this work.

SR 37

At Fairgrounds Dr. and SR 37, staff has implemented new SolanoExpress bus stops on the on-ramps and is currently working on the design of the interchange improvements. The interchange improvements is an operational improvement project that will be ready to begin construction in 2 years. The funding plan construction is reliant on RM 3 and STIP funding.

STA staff is also concurrently working in partnership with MTC, Caltrans, Napa County Transportation Authority and Sonoma County Transportation Authority to deliver congestion relief between Mare Island and SR 121 as a near term project and deliver a sea level rise mitigation project as a long term project. These projects are complicated due to the environment where SR 37 sits, in the middle of the San Pablo Bay National Refuge. The environmental work for the near term congestion relief project has just begun and is funded with bridge toll funds contributed by MTC. This team is currently working with Caltrans to resolve the delivery program along the corridor that includes projects lead by Caltrans funded with the State Highway Operation and Protection Program (SHOPP).

SR 29

STA staff and the City of Vallejo staff will be working with Caltrans on a major rehabilitation project along SR 29 in Vallejo. The intent is to work with Caltrans to deliver a complete streets project that includes elements of the City's Sonoma Blvd. Specific Plan. The bold Plan envisions creating a sense of place for the area through calming traffic with a road diet to accommodate bikes, pedestrians, and transit in and along the corridor. Similar to the effort on SR 12 in Rio Vista, local funding will be required for elements that cannot be funded with SHOPP dollars. These elements include landscape, hardscape, enhanced lighting, and enhanced striping, signing, transit stops.

Fiscal Impact:

None at this time.

Recommendation:

Informational.

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DATE : September 16, 2019
TO: STA TAC
FROM: Robert Guerrero, Director of Planning
RE: 2019 Solano Congestion Management Program (CMP) Update

Background:

The Congestion Management Program (CMP) is one of STA's foundational planning documents. The 1991 legislation authorizing the creation of Congestion Management Agencies (CMAs), such as STA, authorized the creation of CMPs. Once an agency has committed to developing a CMP, it must update it every two years.

CMPs are normally developed based upon guidance from the region's federally designated Metropolitan Planning Organization – in this case, the Metropolitan Transportation Commission (MTC). Over the last few two year cycles, MTC did not issue CMP updated guidance, and has placed little emphasis on the importance of the updates. However, STA feels the CMP remains an important document for tracking the current operational status of the most important roadways in Solano County. The CMP also provides the basis for STA's review of and comment upon major land use and transportation projects in the county.

Discussion:

On June 14, 2019, MTC released guidance on the 2019 CMP update. The primary guidance update since the previous iteration was to include the provisions to be consistent with MTC's Plan Bay Area 2040 goals as described starting on page 7 of 13 in Attachment A. STA contracted with TJKM to conduct a review and update of the CMP. The updated CMP includes updated traffic counts on the CMP network as well as updates to transit and TDM pilot programs that STA and its member agencies operate. Other recent transportation planning efforts related to Priority Development Areas (PDA), Priority Conservation Areas (PCA) and Priority Production Areas (PPA) have also been incorporated in the update draft 2019 CMP. Lastly, the CMP includes a list of capital improvement projects consistent with the STA's Regional Transportation Plan project submittal.

The Solano Napa Travel Demand Model is also being updated in parallel to this effort in order to assess new/future development impacts on the CMP network. The Model Technical Advisory Committee consisting of technical traffic engineers and planning staff from each city and the County of Solano assisted in the development of the scope and the review of the draft CMP.

The draft 2019 CMP will be available for distribution at the September 25th TAC meeting. STA staff is requesting the STA TAC to provide input on the draft document by October 23rd and will continue to work with the Model TAC to complete a final draft for an approval recommendation by the November TAC and December Board meetings.

Fiscal Impact:

None at this time.

Recommendation:

Informational.

Attachment:

A. MTC Congestion Management Program Resolution No. 3000

Metropolitan Transportation Commission Planning Committee

June 14, 2019

Agenda Item 2b

MTC Resolution No. 3000, Revised – Congestion Management Program Policy

- Subject:** Approval of revisions to MTC’s Congestion Management Program Policy to inform the Bay Area’s County Transportation Agencies (CTAs) (also known as “Congestion Management Agencies” or “CMAs”) on how MTC intends to make a finding of consistency between each prepared 2019 Congestion Management Program (CMP) and Plan Bay Area 2040, the Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS).
- Background:** CMPs were established by State law in 1990 with the intention of creating a cooperative context for transportation planning by cities and their respective CTAs. A primary intent of CMPs is to monitor county multi-modal transportation networks and identify improvements to the performance of these multi-modal systems. The CMPs primary performance measure is vehicle delay presented as Level of Service (LOS) A through F.
- The CMPs are prepared biennially (odd years). However, CMPs are not required in a county if a majority of local governments representing a majority of the population adopt resolutions electing to be exempt from this requirement (AB 2419 (Bowler) Chapter 293, Statutes of 1996). Jurisdictions throughout the state have chosen to opt out of the CMP process as provided for in the law, including San Diego, Fresno, Santa Cruz, and San Luis Obispo counties. Los Angeles County began the opt out process in 2018. MTC has encouraged local consideration of the opt out process, noting that the CMP legislation is outdated and the CMP’s primary measure – LOS – has largely been superseded by other statewide priorities to reduce vehicle miles (“VMT”) and reduce greenhouse gas emissions. Instead, MTC has encouraged CTAs to focus limited planning resources on Countywide Transportation Plans (CTP) as a more flexible, comprehensive, and inclusive planning process to identify and reflect local funding priorities, and to focus on coordination with MTC staff on the Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS).
- Revisions to the Guidelines**
Staff revised Attachments A and B of MTC Resolution No. 3000, Revised, to reflect updated federal and state regulatory settings and the adoption of Plan Bay Area 2040, to clarify how MTC will make a finding of consistency between each prepared CMP and Plan Bay Area 2040, to update the Travel Demand Modeling Checklist, to reference the latest release of the Highway Capacity Manual, and to reflect minor updates to descriptive language.
- MTC’s Responsibility**
For each prepared CMP, MTC’s responsibilities include making a finding of consistency between the CMP and the RTP/SCS (currently “Plan Bay Area 2040”), evaluating the consistency and compatibility of the CMPs in the Bay Area, and including CMP projects into the Regional Transportation Improvement Program (RTIP). For counties that opt out of preparing a CMP, MTC will work directly with the respective CTA to reflect project priorities from an adopted

Capital Improvement Program (CIP) and are consistent with Plan Bay Area 2040 for RTIP funding.

Next Steps

In fall 2019, CTAs will submit their 2019 CMP and their respective project priorities for consideration into the 2020 RTIP. MTC will then begin its consistency review before submitting the final 2020 RTIP priorities to the California Transportation Commission by December 15, 2019. See Table 1 for a summary of the 2019 CMP review process.

Issues:

The CMP legislation and ensuing process is outdated and its primary measure – LOS – is out of step with more recent statewide guidance. In response, MTC envisions a future redrafting of the CMP Policy in advance of the 2021 CMPs to re-assess what it means to be consistent with the RTP/SCS. There are two primary ways in which CTA's develop short and long-range transportation project priorities to support regional planning and programming efforts, the CMP and the CTP. Currently, six of the nine Bay Area counties prepare both a CMP and CTP, and the two counties that are not required to prepare CMPs prepare CTPs. Given this redundancy, MTC may want to seek legislative action to revisit the CMP statutes and one modern comprehensive planning process, as the CTP are also established under state statute.

Recommendation:

MTC Resolution No. 3000, Revised, delegates to this Committee the responsibility for approving revisions to the CMP Guidance (MTC Resolution No. 3000, Revised). Staff recommends that the Committee approve the revisions to Attachments A and B of MTC Resolution No. 3000, Revised, for the purpose of providing guidance for the development of the 2019 CMPs consistent with Plan Bay Area 2040.

Attachments:

Attachment A: Table 1: 2019 CMP Schedule
Attachment B: MTC Resolution No. 3000, Revised


Therese W. McMillan

Table 1. 2019 CMP Review Process and Schedule

Date	Activity	Responsible Party
June 14, 2019	Approval of updates to CMP Policy	MTC's Planning Committee
October 2019	CMAs submit 2019 CMP, RTIP projects summary listings, and identification of projects requiring project-level performance measure analysis to MTC. Deadline to submit Complete Streets Checklist for new projects.	CTAs
October 2019	<ul style="list-style-type: none"> • Submittal of CMPs for counties that prepare CMPS • Review of consistency of CMPs with Plan Bay Area 2040 (RTP/SCS) 	MTC staff
November 2019	Final Project Programming Request (PPR) forms due to MTC. Final RTIP project listing and performance measure analysis due to MTC. Final PSR (or PSR equivalent), Resolution of Local Support, and Certification of Assurances due to MTC (final complete applications due)	CTAs
December 11, 2019	Programming & Allocations scheduled review of RTIP and referral to Commission for approval	MTC's Programming & Allocations Committee
December 15, 2019	2020 RTIP due to the California Transportation Commission (CTC) (PAC approved project list will be submitted)	MTC staff
December 18, 2019	MTC's scheduled Consistency Findings on 2019 CMPs MTC's scheduled approval of the 2020 RTIP	MTC Commission

Date:	June 25, 1997	
W.I.:	30.5.10	
Referred By:	WPC	
Revised:	06/11/99-W	05/11/01-POC
	06/13/03-POC	06/10/05-POC
	05/11/07-PC	05/08/09-PC
	06/10/11-PC	07/12/13-PC
	10/09/15-PC	06/14/19-PC

ABSTRACT

Resolution No. 3000, Revised

This resolution revises MTC's Guidance for Consistency of Congestion Management Programs with the Regional Transportation Plan (RTP).

This resolution supersedes Resolution No. 2537

Attachments A and B of this resolution were revised on June 11, 1999, to reflect federal and state legislative changes established through the passage of the Transportation Equity Act of the 21st Century and SB 45, respectively. In addition, the Modeling Checklist has been updated.

Attachments A and B of this resolution were revised on May 11, 2001, to reflect state legislative changes and to reference updated demographic and forecast data.

Attachments A and B of this resolution were revised on June 13, 2003, to reflect state legislative changes, 2001 RTP goals and policies, and to reference updated demographic and forecast data.

Attachments A and B of this resolution were revised on June 10, 2005, to reflect the updated RTP goals, as per Transportation 2030, and to reference updated demographic and forecast data.

Attachments A and B of this resolution were revised on May 11, 2007, to reflect federal legislative changes established through the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA), and to reference new State Transportation Control Measures and updated demographic and forecast data.

Attachments A and B of this resolution were revised on May 8, 2009, to reflect MTC's new RTP (Transportation 2035 Plan), an updated Travel Demand Modeling Checklist, and revised Resolution 3434 and TOD policy.

ABSTRACT

MTC Resolution No. 3000, Revised

Page 2

Attachments A and B of this resolution were revised on June 10, 2011, to reflect the new regional coordinated land use and transportation planning process as directed through SB 375, an updated Travel Demand Modeling Checklist, the newly released Highway Capacity Manual 2010, the Bay Area 2010 Ozone Strategy, and updates to the table noting achievement of the Transit Oriented Development requirements by Resolution No. 3434 transit extension project.

Attachments A and B of this resolution were revised on July 12, 2013, to reflect the new RTP (Plan Bay Area) and the statutory requirements in MAP-21 for RTP and air quality conformity requirements.

Attachments A and B of this resolution were revised on October 9, 2015, to reflect the final Plan Bay Area document, revisions to the Modeling Consistency Requirements and Transportation Control Measures, and to include minor updates to descriptive language.

Attachments A and B of this resolution were revised on June 14, 2019, to reflect updated federal and state regulatory settings and the Bay Area's new RTP/SCS (Plan Bay Area 2040), clarifications to the manner in which MTC will make a finding of consistency with PBA 2040, revisions to the Travel Demand Modeling Checklist, the newly released Highway Capacity Manual 2016, and to include minor updates to descriptive language.

Date: June 25, 1997
W.I.: 30.5.10
Referred By: WPC

Re: Congestion Management Program Policy.

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 3000

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Sections 66500 et seq; and

WHEREAS, Government Code § 65080 requires each transportation planning agency to prepare a regional transportation plan and a regional transportation improvement program directed at the achievement of a coordinated and balanced regional transportation system; and

WHEREAS, Government Code § 65089 requires a designated local agency in each urbanized county to develop, adopt, and periodically update a congestion management program for the county and its included cities unless a majority of local governments in a county and the county board of supervisors elect to be exempt; and requires that this congestion management program be developed in consultation, among others, with the regional transportation planning agency; and

WHEREAS, Government Code § 65089.2 requires that, for each congestion management program prepared, the regional transportation planning agency must make a finding that each congestion management program is consistent with the regional transportation plan, and upon making that finding shall incorporate the congestion management program into the regional transportation improvement program; and

WHEREAS, Government Code § 65082 requires that adopted congestion management programs be incorporated into the regional transportation improvement program approved by MTC; and

WHEREAS, MTC has adopted a Congestion Management Program Policy (MTC Resolution 2537, Revised) to provide guidance for all the counties and cities within the region in preparing their congestion management programs; and,

WHEREAS, MTC's Congestion Management Program Policy needs to be updated from time to time to provide further guidance, now, therefore, be it

RESOLVED, that MTC adopts the Congestion Management Program Policy, as set forth in Attachments A and B to this resolution, which are incorporated herein by reference; and, be it further

RESOLVED, that the MTC Work Program Committee is delegated the responsibility for approving amendments to Attachments A and B; and, be it further

RESOLVED, that this resolution shall be transmitted to the nine Bay Area Congestion Management Agencies for use in preparing their congestion management programs; and, be it further

RESOLVED, that MTC Resolution No. 2537, Revised is hereby superceded.

METROPOLITAN TRANSPORTATION COMMISSION

Jane Baker, Chairwoman

The above resolution was entered into
by the Metropolitan Transportation
Commission at a regular meeting of the
Commission held in Oakland,
California, on June 25, 1997.

Date:	June 25, 1997	
W.I.:	30.5.10	
Referred By:	WPC	
Revised:	06/11/99-W	05/11/01-POC
	06/13/03-POC	06/10/05-POC
	05/11/07-PC	05/08/09-PC
	06/10/11-PC	07/12/13-PC
	10/09/15-PC	06/14/19-PC

Attachment A
Resolution No. 3000
Page 1 of 13

GUIDANCE FOR CONSISTENCY OF

CONGESTION MANAGEMENT PROGRAMS

WITH THE REGIONAL TRANSPORTATION PLAN

Metropolitan Transportation Commission

June 2019

Title Page

GUIDANCE FOR CONSISTENCY OF CONGESTION MANAGEMENT PROGRAMS WITH THE REGIONAL TRANSPORTATION PLAN

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Abbreviations

AB	Assembly Bill
ABAG	Association of Bay Area Governments
BAAQMD	Bay Area Air Quality Management District
BCDC	Bay Conservation and Development Commission
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CMA	Congestion Management Agency
CMP	Congestion Management Program
CTC	California Transportation Commission
FAST	Fixing America's Surface Transportation Act
GHG	Greenhouse Gas (CO ₂)
HCM	Highway Capacity Manual
ITIP	Interregional Transportation Improvement Program
LOS	Level of Service
MPO	Metropolitan Planning Organization
MTC	Metropolitan Transportation Commission
MTP	Metropolitan Transportation Plan
PCA	Priority Conservation Area
PDA	Priority Development Area
RMWG	Regional Model Working Group
RTIP	Regional Transportation Improvement Program
RTP/SCS	Regional Transportation Plan/Sustainable Communities Strategy
RTPA	Regional Transportation Planning Agency
SB	Senate Bill
TCM	Transportation Control Measures
TOD	Transit Oriented Development
TPA	Transit Priority Area
UGB	Urban Growth Boundary

I. INTRODUCTION

A. Purpose of This Guidance

The Congestion Management Program (CMP) statutes establish specific requirements for the content and development process for CMPs; the relationship between CMPs and the regional transportation planning process; Congestion Management Agency (CMA) monitoring and other responsibilities; and, the responsibilities of MTC as the Bay Area's Regional Transportation Planning Agency (RTPA) and Metropolitan Planning Organization (MPO). CMPs are not required to be prepared in counties where a majority of local governments representing a majority of the county's population and the Board of Supervisors adopt resolutions requesting to be exempt from this requirement (AB 2419 (Bowler) Chapter 293, Statutes of 1996). The following Guidance is for those counties that prepare a CMP following state statutes. For counties that opt out of preparing a CMP, MTC will work directly with the appropriate county transportation agencies to establish project priorities for funding.

CMP statutes specify responsibilities for MTC as the Bay Area's RTPA/MPO. These responsibilities include: reviewing the consistency between each CMP and the Regional Transportation Plan (RTP) – which encompasses the Bay Area's Sustainable Communities Strategy (SCS) demonstrating how the region could achieve state greenhouse gas (GHG) emission reduction targets; evaluating the consistency and compatibility of the CMPs in the Bay Area; and, including CMP projects into the Regional Transportation Improvement Program (RTIP).

The purpose of this Guidance is to focus on MTC's role in determining consistency between the CMPs and the region's RTP/SCS (herein also referred to as "Plan Bay Area 2040").

B. Legislative Requirement for Congestion Management Programs

CMPs were established as part of a bi-partisan legislative package in 1989 and approved by the voters in 1990. This legislation also increased transportation revenues and changed state transportation planning and programming processes. The specific CMP provisions were originally chartered by the Katz-Kopp-Baker-Campbell Transportation Blueprint for the Twenty-First Century by AB 471 (Katz); (Chapter 106, Statutes 1989). They were revised by AB 1791 (Katz) (Chapter 16, Statutes of 1990), AB 3093 (Katz) (Chapter 2.6, Statutes of 1992), AB 1963 (Katz) (Chapter 1146, Statutes of 1994), AB 2419 (Bowler) (Chapter 293, Statutes of 1996), AB 1706 (Chapter 597, Statutes of 2001), and SB 1636 (Figueroa) (Chapter 505, Section 4, Statutes of 2002), which defines and incorporates "infill opportunity zones." The provisions regarding establishing new "infill opportunity zones" have now expired, but established infill opportunities zones are still subject to the statutes.

CMP statutes establish requirements for local jurisdictions to receive certain gas tax subvention funds. Additionally, CMPs play a role in the development of specific project proposals for the RTIP.

C. The Role of CMPs in the Regional Transportation Planning Process

CMPs can play a role in the countywide and regional transportation planning processes (although these functions can be achieved without an official CMP as well):

- CMPs can be used to identify near-term projects to implement the long-range vision established in a countywide transportation plan.
- Through CMPs, the transportation investment priorities of the multiple jurisdictions in each county can be addressed in a countywide context.
- CMPs can be used to establish a link between local land use decision making and the transportation planning process.
- CMPs can be used as a building block for the federally required Congestion Management Process¹.

II. MTC's ROLE & RESPONSIBILITIES

A. MTC's Responsibilities Regarding CMPs

MTC's direct responsibilities under CMP statutes are concentrated in the following provisions:

“The regional agency shall evaluate the consistency between the program (i.e., the CMP) and the regional transportation plans required pursuant to Section 65080. In the case of a multicounty regional transportation planning agency, that agency shall evaluate the consistency and compatibility of the programs within the region. (Section 65089.2 (a))

The regional agency, upon finding that the program is consistent, shall incorporate the program into the regional transportation improvement program as provided for in Section 65082. If the regional agency finds the program is inconsistent, it may exclude any project in the congestion management program from inclusion in the regional transportation improvement program. (Section 65089.2(b))

It is the intent of the Legislature that the regional agency, when its boundaries include areas in more than one county, should resolve inconsistencies and mediate disputes which arise between agencies related to congestion management programs adopted for those areas.” Section 65089.2.(d)(1))

B. The RTP Regulatory Setting

Federal Requirements

The primary federal requirements regarding RTPs are addressed in the metropolitan transportation planning rules in Title 23 of the Code of Federal Regulations (CFR) Part 450 and 500 and Title 49 CFR Part 613. These federal regulations have been updated to reflect the

¹See the following link for more information on the federal Congestion Management Process, https://ops.fhwa.dot.gov/plan4ops/focus_areas/cmp.htm

metropolitan transportation planning regulations called out in 2015's federal transportation bill, Fixing America's Surface Transportation Act (FAST). Under FAST, the U.S. Department of Transportation requires that MPOs, such as MTC, prepare long-range Metropolitan Transportation Plans (MTPs) and update them every four years if they are in designated "nonattainment" or "maintenance" areas for federal air quality standards.

State Requirements

California Government Code Section 65080 sets forth the state's requirements for RTPs. Section 65080 requires MPOs located in air quality nonattainment regions update their RTPs at least every four years.

The regional agencies, the Association of Bay Area Governments (ABAG), the Bay Area Air Quality Management District (BAAQMD), and the Bay Conservation and Development Commission (BCDC), assist MTC in addressing the requirements flowing from California's Sustainable Communities and Climate Protection Act (Sustainable Communities Act, SB 375, Chapter 728, Statutes of 2008), which requires each of the state's 18 metropolitan areas, including the Bay Area, to reduce GHG emissions from cars and light-duty trucks. The mechanism for achieving these reductions is the preparation of an SCS.

State RTP Guidelines

The California Transportation Commission (CTC)'s RTP Guidelines, last updated in 2017, tie together federal and state regulations and CTC policy direction to guide the development of RTPs. CTC programming policy prohibits the allocation of funds to projects that are not consistent with an adopted RTP.

Section 65080 of the Government Code, as amended by SB 375, states that the RTP shall contain four distinct elements:

- A Policy Element that reflects the mobility goals, policies and objectives of the region;
- A Sustainable Communities Strategy (SCS), as established through SB 375;
- An Action Element that identifies programs and actions to implement the RTP; and
- A Financial Element that summarizes the cost of implementing the projects in the RTP in a financially constrained environment.

C. Consistency Findings with the RTP/SCS

MTC's findings for the consistency between CMPs and the RTP/SCS focus on four areas:

- Consistency with the RTP/SCS goals, growth pattern, and supporting transportation investment strategy;
- Consistency with the MTC travel demand modeling database and methodologies; and,
- Consistency with federal and state air quality plans.

1) The RTP/SCS ("Plan Bay Area 2040")

Plan Bay Area 2040, adopted in 2017, along with its predecessor – Plan Bay Area – grew out of SB 375 and serves as the Bay Area's MTP and RTP/SCS. Plan Bay Area 2040 integrates the

region's SCS into the RTP. Plan Bay Area 2040 was prepared by MTC in partnership with ABAG, BAAQMD, and BCDC and in collaboration with Caltrans, the nine county-level CMAs or substitute agencies, over two dozen Bay Area transit operators, and numerous transportation stakeholders and the public. Plan Bay Area 2040 achieves and exceeds the Bay Area's regional GHG reduction targets set forth by CARB and was prepared in compliance with the CTC's RTP Guidelines.

Goals and Targets

Plan Bay Area 2040 incorporates a set of seven goals and thirteen performance targets – one of those being CARB's GHG emissions reduction target – as quantifiable measures against which progress may be evaluated in addressing the major challenges facing the region, as shown in Table 1. CMAs should consider these goals and targets when preparing their CMPs.

To determine whether a CMP is consistent with Plan Bay Area 2040, MTC *will* first qualitatively evaluate whether the CMP is supportive or in conflict with the Plan Bay Area 2040's goals and targets shown in Table 1, below. MTC *will not* evaluate whether each CMP achieves Plan Bay Area 2040's adopted targets.

Table 1. Plan Bay Area 2040 Performance Targets

Goal	#	Target
Climate Protection	1	Reduce per-capita GHG (CO ₂) emissions from cars and light duty trucks by 15% <i>Statutory - Source: California Air Resources Board, as required by SB 375</i>
Adequate Housing	2	House 100% of the region's projected growth by income level without displacing current low-income residents and with no increase in in-commuters over the Plan baseline year
Healthy & Safe Communities	3	Reduce adverse health impacts associated with air quality, road safety, and physical inactivity by 10%
Open Space & Agricultural Preservation	4	Direct all non-agricultural development within the urban footprint (existing urban development and urban growth boundaries (UGBs))
Equitable Access	5	Decrease the share of lower-income residents' household income consumed by transportation and housing by 10%
	6	Increase the share of affordable housing in PDAs, transit priority areas (TPAs), or high-opportunity areas by 15%
	7	Do not increase the share of low- and moderate-income renter households in PDAs, TPAs, or high-opportunity areas that are at risk of displacement
Economic Vitality	8	Increase by 20% the share of jobs accessible within 30 minutes by auto or within 45 minutes by transit in congested conditions

Transportation System Effectiveness	9	Increase by 38% the number of jobs in predominantly middle-wage industries
	10	Reduce per-capita delay on the Regional Freight Network by 20%
	11	Increase non-auto mode share by 10%
	12	Reduce vehicle operating and maintenance costs due to pavement conditions by 100%
	13	Reduce per-rider transit delay due to aged infrastructure by 100%

Unless noted, the Performance Target increases or reductions are for 2040 compared to a year 2005 baseline.

Growth Pattern

In addition to reducing GHG emissions, SB 375 requires that the SCS promote compact, mixed-use commercial and residential development, and identify how the region could house its current and projected population. To meet the goals of SB 375, and the GHG reduction targets, Plan Bay Area 2040 largely reflects the foundation and regional growth pattern established in the original Plan Bay Area. Plan Bay Area 2040's core strategy is "focused growth" in existing communities along the existing transportation network. This strategy builds upon existing community characteristics and leverages existing infrastructure. Key to implementing the focused growth strategy are Priority Development Areas (PDAs) and Priority Conservation Areas (PCAs) identified, recommended, and approved by local governments.

- **Priority Development Areas (PDAs) -**
These existing neighborhoods are nominated locally, served by public transit, and include areas that are or will be walkable and bikeable and close to public transit, jobs, schools, shopping, parks, recreation and other amenities.
- **Priority Conservation Areas (PCAs) -**
These regionally significant open spaces which have a broad consensus for long-term protection but which face nearer-term development pressures.

In addition, MTC has adopted a Transportation and Land Use Platform that calls for supportive land use plans and policies to support transit extensions in Res. 3434. Further, MTC has adopted a Transit Oriented Development (TOD) Policy, as part of Res. 3434, that establishes specific housing thresholds for these extensions, requires station area plans and establishes corridor working groups. These regional policies and specific projects within the county should be recognized in the CMP (attached as Attachment B, Appendix C).

As a second check to determine whether a CMP is consistent with Plan Bay Area 2040, MTC will qualitatively evaluate whether the CMP is supportive versus in conflict with the Plan Bay Area 2040's growth strategy.

Investment Strategy

Plan Bay Area 2040's focused growth strategy is supported by a robust, multi-modal transportation investment strategy that enables the Bay Area to exceed its regional GHG

reduction targets. The Plan develops a blueprint for short- term and long-term transportation investments to support the plan’s focused growth strategy. Investment priorities reflect a primary commitment to “Fix It First,” a key emphasis area in the original Plan Bay Area as well.

Approximately 90 percent of Plan Bay Area 2040’s investments focus on operating, maintaining and modernizing the existing transportation system. Plan Bay Area 2040 also directs almost two-thirds of future funding to investments in public transit, mostly to ensure that transit operators can sustain existing service levels through 2040.

- **Operate + Maintain:** This strategy includes projects that replace transit assets, pave local streets and state highways, and operate the transit system.
- **Modernize:** This strategy includes projects that improve the existing system without significantly increasing the geographical extent of the infrastructure. Electrifying Caltrain and portions of the express lane network are two major investments in this category.
- **Expand:** This strategy includes projects that extend fixed-guideway rail service or add lanes to roadways. Extending Caltrain to downtown San Francisco and BART into Silicon Valley, as well as implementing express lanes on U.S.101 in San Mateo and Santa Clara counties, are major investments in this category.

Regional Transit Expansion Program

The Regional Transit Expansion Program –adopted by the Commission as Resolution 3434– calls for a nearly \$18 billion investment in new rail and bus projects that will improve mobility and enhance connectivity for residents throughout the Bay Area. Further, Plan Bay Area 2040 identifies modernization and expansion projects to increase transit capacity in core locations of the Bay Area, including the transbay corridor, peninsula corridor, within San Francisco, and within Santa Clara County. This includes projects such as extending BART to San Jose and Santa Clara, extending Caltrain to downtown San Francisco, extending VTA’s light rail on the Capitol Expressway and Vasona lines, and extending SMART to Larkspur and Windsor.

RTP Financial Requirements and Projections

Under the federal transportation authorization (FAST), the actions, programs and projects in the RTP must be fiscally constrained, meaning their costs cannot exceed the forecast of public and private revenues that are reasonably expected to be available. While CMPs are not required by legislation to be fiscally constrained, recognition of financial constraints, including the costs for maintaining, rehabilitating, and operating the existing multi-modal system and the status of specific major projects, will strengthen the consistency and linkage between the regional planning process and the CMP. The CMA may submit project proposals for consideration by MTC in developing future fiscally constrained RTPs.

As a final check to determine whether a CMP is consistent with Plan Bay Area 2040, MTC will verify whether the CMP’s CIP is consistent with the Plan Bay Area 2040’s adopted investment strategy. The scope, schedule, and cost estimates of regionally-significant projects must be consistent with Plan Bay Area 2040’s adopted project list, and non-regionally significant projects must align with a programmatic category in Plan Bay Area 2040’s adopted project list.

2) Consistency with the MTC Travel Demand Modeling Databases and Methodologies

MTC's statutory requirements regarding consistent databases are as follows:

The agency, (i.e., the CMA) in consultation with the regional agency, cities, and the county, shall develop a uniform data base on traffic impacts for use in a countywide transportation computer model . . . The computer models shall be consistent with the modeling methodology adopted by the regional planning agency. The data bases used in the models shall be consistent with the data bases used by the regional planning agency. Where the regional agency has jurisdiction over two or more counties, the data bases used by the agency shall be consistent with the data bases used by the regional agency. (Section 65089 (c))

MTC desires the development and implementation of consistent travel demand models, with shared input databases, to provide a common foundation for transportation policy and investment analysis.

The Bay Area Partnership's Regional Model Working Group (RMWG) serves as a forum for sharing data and expertise and providing peer review for issues involving the models developed by or for the CMAs, MTC, and other parties. The MTC Checklist for Modeling will be used to guide the consistency assessment of CMA models with the MTC model.

The Checklist is included in Attachment B, and addresses:

- Demographic/econometric forecasts;
- Pricing assumptions;
- Network assumptions;
- Travel demand methodologies; and,
- Traffic assignment methodologies.

Level of Service Methodology

CMP statutory requirements regarding level of service are as follows

“Level of service (LOS) shall be measured by Circular 212, by the most recent version of the Highway Capacity Manual, or by a uniform methodology adopted by the agency that is consistent with the Highway Capacity Manual.” (Section 65089 (b))

The most recently adopted highway capacity manual is Highway Capacity Manual, Sixth Edition: A Guide for Multimodal Mobility Analysis, or HCM 2016, or HCM6, was released in 2016. This edition incorporates the latest research on highway capacity, quality of service, *Active Traffic and Demand Management*, and travel time reliability.

Over the last several years, the State of California Office of Planning and Research (OPR) has been in the process of developing an alternative to the LOS approach as it relates to the California Environmental Quality Act (CEQA) in response to SB 743 (Steinberg, 2013). OPR's proposed alternative is an assessment of vehicle miles traveled (VMT). In December 2018, the California Natural Resources Agency certified and adopted the CEQA Guidelines update package, including the Guidelines section implementing SB 743 (§ 15064.3).

3) Consistency with pertinent Air Quality Plans

Transportation Control Measures (TCMs) are identified in the federal and state air quality plans to achieve and maintain the respective standards for ozone and carbon monoxide. The statutes require that the Capital Improvement Program (CIP) of the CMP conform to transportation related vehicle emission air quality mitigation measures. CMPs should promote the region's adopted TCMs for federal and state air quality plans. In addition, CMPs are encouraged to consider the benefits of GHG reductions in developing the CIP, although GHG emission reductions are not currently required in federal and state air quality plans.

A reference to the lists of federal and state TCMs is provided in Attachment B. The lists may be updated from time to time to reflect changes in the federal and state air quality plans.

In particular, TCMs that require local implementation should be identified in the CMP, specifically in the CIP.

CMPs are also required to contain provisions pertaining to parking cash-out.

The city or county in which a commercial development will implement a parking cash-out program that is included in a congestion management program pursuant to subdivision (b), or in a deficiency plan pursuant to Section 65089.4, shall grant to that development an appropriate reduction in the parking requirements otherwise in effect for new commercial development. (2) At the request of an existing commercial development that has implemented a parking cashout program, the city of county shall grant an appropriate reduction in the parking requirements otherwise applicable based on the demonstrated reduced need for parking, and the space no longer needed for parking purposes may be used for other appropriate purposes. (Section 65089 (d))

As of January 1, 2010, cities, counties and air districts were given the option to enforce the State Parking Cash-Out statutes (Section 43845 of the Health and Safety Code), as per SB 728 (Lowenthal). This provided local jurisdictions with another tool to craft their own approaches to support multi-modal transportation systems, address congestion and greenhouse gases.

D. Consistency and Compatibility of the Programs within the Region

The CMP statutes require that, in the case of a multi-county regional transportation agency, that agency shall evaluate the consistency and compatibility of the CMPs within the region. Further, it is the Legislature's stated intention that the regional agency (i.e., MTC in the San Francisco Bay Area) resolve inconsistencies and mediate disputes between or among CMPs within a region.

To the extent useful and necessary, MTC will identify differences in methodologies and approaches between the CMPs on such issues as performance measures and land use impacts.

The CMP statutes also require that the CMA designate a system of highways and roadways which shall be subject to the CMP requirements. Consistency requires the regional continuity of the CMP designated system for facilities that cross county borders.

To determine whether a CMP is consistent with the system definition of adjoining counties, MTC will review the draft CMPs to determine whether adjacent counties have the same designations of cross border facilities.

E. Incorporation of the CMP Projects into the RTIP

State transportation statutes require that the MTC, in partnership with the state and local agencies, develop the RTIP on a biennial cycle. The RTIP is the regional program for state and federal funding, adopted by MTC and provided to CTC for the development of the State Transportation Improvement Program (STIP). In 1997, SB 45 (Statutes 1997, Chapter 622) significantly revised State transportation funding policies, delegating project selection and delivery responsibilities for a major portion of funding to regions and counties. Subsequent changes to state law (AB 2928 – Statutes 2000, Chapter 91) made the RTIP a five-year proposal of specific projects, developed for specific fund sources and programs. The RTIP is required to be consistent with the most recently adopted RTP (Plan Bay Area 2040).

The CMP statutes establish a direct linkage between CMPs that have been found to be consistent with the RTP, and the RTIP. MTC will review the projects in the CIP of the CMP for consistency with the RTP. MTC's consistency findings for projects in the CMPs will be limited to those projects that are included in the RTP, and do not extend to other projects that may be included in the CMP. Some projects may be found consistent with a program or programmatic category in the RTP. MTC, upon finding that the CMP is consistent with the RTP, shall incorporate the CMP's program of projects into the RTIP, subject to specific programming and funding requirements. If MTC finds the CMP inconsistent, it may exclude any project in the program from inclusion in the RTIP. Since the RTIP must be consistent with the RTP, projects that are not consistent with the RTP will not be included in the RTIP. MTC may include certain projects or programs in the RTIP which are not in a CIP, but which are in the RTP. In addition, SB 45 requires projects included in the Interregional Transportation Improvement Program (ITIP) to be consistent with the RTP.

MTC will establish funding bid targets for specific funds, based upon the fund estimate as adopted by the CTC. Project proposals can only be included in the RTIP within these funding bid targets. MTC will also provide information on other relevant RTIP processes and requirements, including coordination between city, county, and transit districts for project applications, schedule, evaluations and recommendations of project submittals, as appropriate for the RTIP.

As per CTC's Guidelines, MTC will evaluate the projects in the RTIP based on specific performance indicators and measures as established in the RTP and provide this evaluation to the CTC along with the RTIP. CMAs are encouraged to consider the performance measures in Plan Bay Area when developing specific project proposals for the RTIP; more details will be provided in the RTIP Policies and Procedures document, adopted by MTC for the development of the RTIP.

III. CMP PREPARATION & SUBMITTAL TO MTC

A. CMP Preparation

If prepared, the CMP shall be developed by the CMA in consultation with, and with the cooperation of, MTC, transportation providers, local governments, Caltrans, and the BAAQMD, and adopted at a noticed public hearing of the CMA. As established in SB 45, the RTIP is scheduled to be adopted by December 15 of each odd numbered year. If circumstances arise that change this schedule, MTC will work with the CMAs and substitute agencies in determining an appropriate schedule and mechanism to provide input to the RTIP.

B. Regional Coordination

In addition to program development and coordination at the county level, and consistency with the RTP, the compatibility of the CMPs with other Bay Area CMPs would be enhanced through identification of cross county issues in an appropriate forum, such as Partnership and other appropriate policy and technical committees. Discussions would be most beneficial if done prior to final CMA actions on the CMP

C. Submittal to MTC

To provide adequate review time, draft CMPs should be submitted to MTC in accordance to a schedule MTC will develop to allow sufficient time for incorporation into the RTIP for submittal to the California Transportation Commission. Final CMPs must be adopted prior to final MTC consistency findings.

D. MTC Consistency Findings for CMPs

MTC will evaluate consistency of the CMP every two years with the RTP that is in effect when the CMP is submitted; for the 2019 CMP the RTP in effect will be Plan Bay Area 2040. MTC will evaluate the consistency of draft CMPs when received, based upon the areas specified in this guidance, and will provide staff comments of any significant concerns. MTC can only make final consistency findings on CMPs that have been officially adopted.

Date:	June 25, 1997	
W.I.:	30.5.10	
Referred By:	WPC	
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	06/13/03-POC	06/10/05-POC
	05/11/07-PC	05/08/09-PC
	06/10/11-PC	07/12/13-PC
	10/09/15-PC	06/14/19-PC

Attachment B
Resolution No. 3000
Page 1 of 17

Attachment B to MTC Resolution No. 3000 consists of:

- | | |
|------------|---|
| Appendix A | Federal and State Transportation Control Measures |
| Appendix B | Checklist for Modeling Consistency for CMPs |
| Appendix C | MTC's Regional Transit Expansion Program of Projects
(MTC Resolution No. 3434, revised 09/24/08) |
| Appendix D | MTC's Resolution No. 3434 Transit Oriented Development
(TOD) Policy, revised 10/24/07 |

Title Page

Appendix A: Federal and State Transportation Control Measures (TCMs)

Federal TCMs:

For a list and description of current Federal TCMs, see the “Federal Ozone Attainment Plan for the 1-Hour National Ozone Standard” adopted Oct. 24, 2001, and “2004 Revision to the California State Implementation Plan for Carbon Monoxide, Updated Maintenance Plan for Ten Federal Planning Areas,” approved January 30, 2006.

The current Federal TCMs have been fully implemented. Refer to the "Final Transportation Air Quality Conformity Analysis for the Plan and the Proposed Final 2015 Transportation Improvement Program" at http://files.mtc.ca.gov/pdf/final_pba_and_2015_tip_air_quality_conformity_analysis.pdf (page 19) for the specific implementation steps in the advancement of these Federal TCMs.

State TCMs:

For a list and description of current State TCMs, see “Bay Area 2010 Ozone Strategy,” or subsequent revisions as adopted by the Bay Area Air Quality Management.

CMAQ Evaluation and Assessment Report:

MTC participated in a federal evaluation and assessment of the direct and indirect impacts of a representative sample of Congestion Mitigation and Air Quality (CMAQ) – funded projects on air quality and congestion levels. The study estimated the impact of these projects on emissions of transportation related pollutants, including carbon monoxide (CO), ozone precursors – oxides of nitrogen (NO_x), volatile organic compounds (VOCs), particulate matter (PM₁₀ and PM_{2.5}), and carbon dioxide (CO₂) for information purposes, as well as on traffic congestion and mobility. There is also additional analysis of the selected set of CMAQ-funded projects to estimate of the cost effectiveness at reducing emissions of each pollutant. This report may be of interest to CMAs; it is available on line at:

<http://www.fhwa.dot.gov/environment/cmaqpgs/safetealu1808/index.htm>

or from the MTC/ABAG Library.

Appendix B: MTC Checklist for Modeling Consistency for CMPs

Overall approach

MTC's goal is to establish regionally consistent model "sets" for application by MTC and the CMAs. In the winter of 2010/2011, MTC implemented *Travel Model One* – an "activity-based" model – to replace the previous trip-based modeling tool – *BAYCAST-90* – that had been in place for the past two decades. *Travel Model One* has seen incremental updates since its implementation. Additionally, MTC has been developing the next generation of its activity-based model, called *Travel Model Two*, although it is not yet ready for application. Because the CMAs use a variety of modeling tools, these guidelines must accommodate a framework in which trip-based and activity-based models can be aligned. The approach therefore consists of a checklist to adjudge consistency across model components.

Checklist

This checklist guides the CMAs through their model development and consistency review process by providing an inventory of specific products to be developed and submitted to MTC, and by describing standard practices and assumptions.

Because of the complexity of the topic, the checklist may need additional detailed information to explain differences in methodologies or data. Significant differences will be resolved between MTC and the CMAs, taking advantage of the Regional Model Working Group (RMWG). Standard formats for model comparisons will be developed by MTC for use in future guidelines.

Incremental updates

The CMA forecasts must be updated every two years to be consistent with MTC's forecasts. Alternative approaches to fully re-running the entire model are available, including incremental approaches through the application of factors to demographic inputs and/or trip tables. Similarly, the horizon year must be the same as the TIP horizon year. However, interpolation and extrapolation approaches are acceptable, with appropriate attention to network changes. These alternatives to re-running the entire model should be discussed with MTC before the CMP is adopted by the CMA.

Defining the MTC model sets

The MTC model sets referred to below are defined as those in use on December 31st of the year preceding the CMP update.

Key Assumptions

Please report the following information.

A. General approach:

Discuss the general approach to travel demand modeling by the CMA and the CMA model's relationship to *BAYCAST-90*, *Travel Model One* or *Travel Model Two*.

Product: 1) Description of the above.

B. Demographic/economic/land use forecasts:

Both base and forecast year demographic/economic/land use (“land use”) inputs must be consistent – though not identical – to *Plan Bay Area 2040*’s traffic analysis zone (TAZ) level land use data provided by MTC/ABAG. Specifically, if CMAs wish to reallocate land use within their own county (or counties), they must consult with the affected city (or cities) as well as with MTC/ABAG. Further, the resulting deviation in the subject county (or counties) should be within the ranges specified by MTC/ABAG for the following variables: population, households, jobs, and employed residents. Outside the subject county (or counties), the land use variables in the travel analysis zones used by the county must match either MTC/ABAG’s estimates exactly when aggregated/disaggregated to census tracts or the county-in-question’s estimates per the revision process noted above (e.g. Santa Clara county could use the revised estimates San Mateo developed through consultation with local cities and MTC/ABAG). Forecast year demand estimates should use the *Plan Bay Area 2040* land use data. CMAs may also analyze additional, alternative land use scenarios that will not be subject to consistency review.

Products: 2) A statement establishing that the differences between key ABAG land use variables (i.e., population, households, jobs, and employed residents), and those of the CMA do not differ by more than one percent at the county level for the subject county. A statement establishing that no differences exist at the TAZ-level outside the county between the MTC/ABAG forecast or the MTC/ABAG/CMA revised forecast.

3) A table comparing the MTC/ABAG land use estimates with the CMA land use estimates by county for population, households, jobs, and employed residents for both the base year and the horizon year.

4) If land use estimates within the CMA’s county are modified from MTC/ABAG’s projections, agendas, discussion summaries, and action items from each meeting held with cities, MTC, and/or ABAG at which the redistribution was discussed, as well as before/after census-tract-level data summaries and maps.

C. Pricing assumptions:

Use MTC’s automobile operating costs, transit fares, and bridge tolls or provide an explanation for the reason such values are not used.

Product: 5) Table comparing the assumed automobile operating cost, key transit fares, and bridge tolls to MTC’s values for the horizon year.

D. Network assumptions:

Use MTC's regional highway and transit network assumptions for the other Bay Area counties. CMAs should include more detailed network definition relevant to their own county in addition to the regional highway and transit networks. For the CMP horizon year, to be compared with the TIP interim year, regionally significant network changes in the base case scenario shall be limited to the current Transportation Improvement Program (TIP) for projects subject to inclusion in the TIP.

Product: 6) Statement establishing satisfaction of the above.

E. Automobile ownership:

Use *Travel Model One* automobile ownership models or forecasts or submit alternative models to MTC for review and comment.

Product: 7) County-level table comparing estimates of households by automobile ownership level (zero, one, two or more automobiles) to MTC's estimates for the horizon year.

F. Tour/trip generation:

Use *Travel Model One* tour generation models or forecasts or submit alternative models to MTC for review and comment.

Product: 8) Region-level tables comparing estimates of trip and/or tour frequency by purpose to MTC's estimates for the horizon year.

G. Activity/trip location:

Use *Travel Model One* activity location models or forecasts or submit alternative models to MTC for review and comment.

Products: 9) Region-level tables comparing estimates of average trip distance by tour/trip purpose to MTC's estimates for the horizon year.

10) County-to-county comparison of journey-to-work or home-based work flow estimates to MTC's estimates for the horizon year.

H. Travel mode choice:

Use *Travel Model One* models or forecasts or submit alternative models to MTC for review and comment.

Product: 11) Region-level tables comparing travel mode share estimates by tour/trip purpose to MTC's estimates for the horizon year.

I. Traffic assignment:

Use *Travel Model One* models or submit alternative models to MTC for review and comment.

Products: 12) Region-level, time-period-specific comparison of vehicle miles traveled and vehicle hours traveled estimates by facility type to MTC's estimates for the horizon year.

13) Region-level, time-period-specific comparison of estimated average speed on freeways and all other facilities, separately, to MTC's estimates for the horizon year.

Alternatively, CMAs may elect to utilize MTC zone-to-zone vehicle trip tables, adding network and zonal details within the county as appropriate, and then re-run the assignment. In this case, only Products 12 and 13 are applicable.

Appendix C: MTC's Regional Transit Expansion Program of Projects

Note that Resolution No. 3434, Revised, is reproduced below with the TOD Policy attached as Appendix D to Resolution No. 3000; other associated appendices are not attached here – the other appendices are available upon request from the MTC library.

Date: December 19, 2001
W.L.: 12110
Referred by: POC
Revised: 01/30/02-C 07/27/05-C
04/26/06-C 10/24/07-C
09/24/08-C

ABSTRACT

Resolution No. 3434, Revised

This resolution sets forth MTC's Regional Transit Expansion Program of Projects.

This resolution was amended on January 30, 2002 to include the San Francisco Geary Corridor Major Investment Study to Attachment B, as requested by the Planning and Operations Committee on December 14, 2001.

This resolution was amended on July 27, 2005 to include a Transit-Oriented Development (TOD) Policy to condition transit expansion projects funded under Resolution 3434 on supportive land use policies, as detailed in Attachment D-2.

This resolution was amended on April 26, 2006 to reflect changes in project cost, funding, and scope since the 2001 adoption.

This resolution was amended on October 24, 2007 to reflect changes in the Transit-Oriented Development (TOD) Policy in Attachment D-2.

This resolution was amended on September 24, 2008 to reflect changes associated with the 2008 Strategic Plan effort (Attachments B, C and D).

Further discussion of these actions are contained in the MTC Executive Director's Memorandum dated December 14, 2001, July 8, 2005, April 14, 2006, October 12, 2007 and September 10, 2008.

Date: December 19, 2001
W.I.: 12110
Referred by: POC

RE: Regional Transit Expansion Program of Projects

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 3434, Revised

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 et seq.; and

WHEREAS, MTC adopted Resolution No. 1876 in 1988 which set forth a new rail transit starts and extension program for the region; and

WHEREAS, significant progress has been made in implementing Resolution No. 1876, with new light rail service in operation in San Francisco and Silicon Valley, new BART service extended to Bay Point and Dublin/Pleasanton in the East Bay, and the BART extension to San Francisco International Airport scheduled to open in 2002; and

WHEREAS, MTC's long range planning process, including the Regional Transportation Plan and its *Transportation Blueprint for the 21st Century*, provides a framework for comprehensively evaluating the next generation of major regional transit expansion projects to meet the challenge of congestion in major corridors throughout the nine-county Bay Area; and

WHEREAS, the Commission adopted Resolution No. 3357 as the basis for assisting in the evaluations of rail and express/rapid bus projects to serve as the companion follow-up program to Resolution No. 1876; and

WHEREAS, local, regional, state and federal discretionary funds will continue to be required to finance an integrated program of new rail transit starts and extensions including those funds which are reasonably expected to be available under current conditions, and new funds which need to be secured in the future through advocacy with state and federal legislatures and the electorate; and

WHEREAS, the Regional Transit Expansion program of projects will enhance the Bay Area's transit network with an additional 140 miles of rail, 600 miles of new express bus routes, and a 58% increase in service levels in several existing corridors, primarily funded with regional and local sources of funds; and

WHEREAS, MTC recognizes that coordinated regional priorities for transit investment will best position the Bay Area to compete for limited discretionary funding sources now and in the future; now, therefore, be it

RESOLVED, that MTC adopts a Regional Transit Expansion Program of Projects, consistent with the Policy and Criteria established in Resolution No. 3357, as outlined in Attachment A, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED, that this program of projects, as set forth in Attachment B is accompanied by a comprehensive funding strategy of local, regional, state and federal funding sources as outlined in Attachment C, attached hereto and incorporated herein as though set forth at length; and, be it further

RESOLVED, that the regional discretionary funding commitments included in this financial strategy are subject to the terms and conditions outlined in Attachment D, attached hereto and incorporated herein as though set forth at length; and, be it further

METROPOLITAN TRANSPORTATION COMMISSION

Sharon J. Brown, Chair

The above resolution was entered into
by the Metropolitan Transportation
Commission at a regular meeting of the
Commission held in Oakland,
California, on December 19, 2001.

Appendix D: MTC's Regional Transit Expansion Program of Projects - TOD Policy

Res. No. 3434, TOD Policy (Attachment D-2), revised October 24, 2007, is shown below; other associated Res. 3434 appendices are available upon request from the MTC library.

Date: July 27, 2005
W.I.: 12110
Referred by: POC
Revised: 10/24/07-C

Attachment D-2
Resolution No. 3434
Page 10 of 7

MTC RESOLUTION 3434 TOD POLICY FOR REGIONAL TRANSIT EXPANSION PROJECTS

1. Purpose

The San Francisco Bay Area—widely recognized for its beauty and innovation—is projected to grow by almost two million people and one and a half million jobs by 2030. This presents a daunting challenge to the sustainability and the quality of life in the region. Where and how we accommodate this future growth, in particular where people live and work, will help determine how effectively the transportation system can handle this growth.

The more people who live, work and study in close proximity to public transit stations and corridors, the more likely they are to use the transit systems, and more transit riders means fewer vehicles competing for valuable road space. The policy also provides support for a growing market demand for more vibrant, walkable and transit convenient lifestyles by stimulating the construction of at least 42,000 new housing units along the region's major new transit corridors and will help to contribute to a forecasted 59% increase in transit ridership by the year 2030.

This TOD policy addresses multiple goals: improving the cost-effectiveness of regional investments in new transit expansions, easing the Bay Area's chronic housing shortage, creating vibrant new communities, and helping preserve regional open space. The policy ensures that transportation agencies, local jurisdictions, members of the public and the private sector work together to create development patterns that are more supportive of transit.

There are three key elements of the regional TOD policy:

- (a) Corridor-level thresholds to quantify appropriate minimum levels of development around transit stations along new corridors;

(b) Local station area plans that address future land use changes, station access needs, circulation improvements, pedestrian-friendly design, and other key features in a transit-oriented development; and

(c) Corridor working groups that bring together CMAs, city and county planning staff, transit agencies, and other key stakeholders to define expectations, timelines, roles and responsibilities for key stages of the transit project development process.

2. TOD Policy Application

The TOD policy only applies to physical transit extensions funded in Resolution 3434 (see Table 1). The policy applies to any physical transit extension project with regional discretionary funds, regardless of level of funding. Resolution 3434 investments that only entail level of service improvements or other enhancements without physically extending the system are not subject to the TOD policy requirements. Single station extensions to international airports are not subject to the TOD policy due to the infeasibility of housing development.

**TABLE 1:
RESOLUTION 3434 TRANSIT EXTENSION PROJECTS SUBJECT TO CORRIDOR THRESHOLDS**

Project	Sponsor	Type	Threshold met with current development?	Meets TOD Policy (with current + new development as planned)?
BART East Contra Costa Rail Extension (eBART)				
(a) Phase 1 Pittsburg to Antioch			No	Yes
(b) Future phases	BART/ CCTA	Commuter Rail	No	No
BART – Downtown Fremont to San Jose/ Santa Clara				
(a) Fremont to Berryessa	(a) BART	BART Extension	No	Not yet determined; planning is underway
(b) Berryessa to San Jose/ Santa Clara	(b) VTA		No	Not yet determined
AC Transit Berkeley/Oakland/San Leandro Bus Rapid Transit: Phase 1	AC Transit	Bus Rapid Transit	Yes	Yes
Caltrain Downtown Extension/Rebuilt Transbay Terminal	TJPA	Commuter Rail	Yes	Yes
MUNI Third Street LRT Project Phase 2 – New Central Subway	MUNI	Light Rail	Yes	Yes
Sonoma-Marin Rail				
(a) Phase 1 downtown San Rafael to downtown Santa Rosa				Not yet determined; planning is underway
(b) Futures phases tbd	SMART	Commuter Rail	No	Not yet being planned
Dumbarton Rail	SMTA, ACCMA, VTA, ACTIA, Capitol Corridor	Commuter Rail	No	Not yet determined; planning is underway
Expanded Ferry Service to Berkeley, Alameda/Oakland/Harbor Bay, Hercules, Richmond, and South San Francisco; and other improvements*	WTA	Ferry	No	Line specific

** Ferry terminals where development is feasible shall meet a housing threshold of 2500 units. MTC staff will make the determination of development feasibility on a case by case basis.*

3. Definitions and Conditions of Funding

For purposes of this policy “regional discretionary funding” consists of the following sources identified in the Resolution 3434 funding plan:

FTA Section 5309- New Starts
FTA Section 5309- Bus and Bus Facilities Discretionary
FTA Section 5309- Rail Modernization
Regional Measure 1- Rail (bridge tolls)
Regional Measure 2 (bridge tolls)
Interregional Transportation Improvement Program
Interregional Transportation Improvement Program-Intercity rail
Federal Ferryboat Discretionary
AB 1171 (bridge tolls)
CARB-Carl Moyer/AB434 (Bay Area Air Quality Management District) ¹

These regional funds may be programmed and allocated for environmental and design related work, in preparation for addressing the requirements of the TOD policy. Regional funds may be programmed and allocated for right-of-way acquisition in advance of meeting all requirements in the policy, if land preservation for TOD or project delivery purposes is essential. No regional funds will be programmed and allocated for construction until the requirements of this policy have been satisfied. See Table 2 for a more detailed overview of the planning process.

4. Corridor-Level Thresholds

Each transit extension project funded in Resolution 3434 must plan for a minimum number of housing units along the corridor. These corridor-level thresholds vary by mode of transit, with more capital-intensive modes requiring higher numbers of housing units (see Table 3). The corridor thresholds have been developed based on potential for increased transit ridership, exemplary existing station sites in the Bay Area, local general plan data, predicted market demand for TOD-oriented housing in each county, and an independent analysis of feasible development potential in each transit corridor.

¹ The Carl Moyer funds and AB 434 funds are controlled directly by the California Air Resources Board and Bay Area Air Management District. Res. 3434 identifies these funds for the Caltrain electrification project, which is not subject to the TOD policy.

TABLE 2: REGIONAL TOD POLICY IMPLEMENTATION PROCESS FOR TRANSIT EXTENSION PROJECTS		
Transit Agency Action	City Action	MTC/CMA/ABAG Action
<p>All parties in corridors that do not currently meet thresholds (see Table 1) establish Corridor Working Group to address corridor threshold. Conduct initial corridor performance evaluation, initiate station area planning.</p> <p style="text-align: center;">↓</p>		
Environmental Review/ Preliminary Engineering/ Right-of-Way	Conduct Station Area Plans	Coordination of corridor working group, funding of station area plans
<i>Step 1 Threshold Check: the combination of new Station Area Plans and existing development patterns exceeds corridor</i>		
Final Design	Adopt Station Area Plans. Revise general plan policies and zoning, environmental reviews	Regional and county agencies assist local jurisdictions in implementing station area plans
<p><i>Step 2 Threshold Check: (a) local policies adopted for station areas; (b) implementation mechanisms in place per adopted Station Area Plan by the time Final Design is completed.</i></p> <p style="text-align: center;">↓</p>		
Construction	Implementation (financing, MOUs) Solicit development	TLC planning and capital funding, HIP funding

TABLE 3: CORRIDOR THRESHOLDS HOUSING UNITS – AVERAGE PER STATION AREA					
Project Type	BART	Light Rail	Bus Rapid Transit	Commuter Rail	Ferry
Housing Threshold	3,850	3,300	2,750	2,200	2,500
<p><i>Each corridor is evaluated for the Housing Threshold. For example, a four station commuter rail extension (including the existing end-of-the—line station) would be required to meet a corridor-level threshold of 8,800 housing units.</i></p> <p><i>Threshold figures above are an average per station area for all modes except ferries based on both existing land uses and planned development within a half mile of all stations. New below market rate housing is provided a 50% bonus towards meeting housing unit threshold.</i></p> <p><i>* Ferry terminals where development is feasible shall meet a housing threshold of 2500 units.</i></p> <p><i>MTC staff will make the determination of development feasibility on a case by case basis.</i></p>					

Meeting the corridor level thresholds requires that within a half mile of all stations, a combination of existing land uses and planned land uses meets or exceeds the overall corridor threshold for housing (listed in Table 3);

Physical transit extension projects that do not currently meet the corridor thresholds with development that is already built will receive the highest priority for the award of MTC's Station Area Planning Grants.

To be counted toward the threshold, planned land uses must be adopted through general plans, and the appropriate implementation processes must be put in place, such as zoning codes. General plan language alone without supportive implementation policies, such as zoning, is not sufficient for the purposes of this policy. Ideally, planned land uses will be formally adopted through a specific plan (or equivalent), zoning codes and general plan amendments along with an accompanying programmatic Environmental Impact Report (EIR) as part of the overall station area planning process. Minimum densities will be used in the calculations to assess achievement of the thresholds.

An existing end station is included as part of the transit corridor for the purposes of calculating the corridor thresholds; optional stations will not be included in calculating the corridor thresholds.

New below-market housing units will receive a 50 percent bonus toward meeting the corridor threshold (i.e. one planned below-market housing unit counts for 1.5 housing units for the purposes of meeting the corridor threshold. Below market for the purposes of the Resolution 3434 TOD policy is affordable to 60% of area median income for rental units and 100% of area median income for owner-occupied units);

The local jurisdictions in each corridor will determine job and housing placement, type, density, and design.

The Corridor Working Groups are encouraged to plan for a level of housing that will significantly exceed the housing unit thresholds stated here during the planning process. This will ensure that the Housing Unit Threshold is exceeded corridor-wide and that the ridership potential from TOD is maximized.

5. Station Area Plans

Each proposed physical transit extension project seeking funding through Resolution 3434 must demonstrate that the thresholds for the corridor are met through existing development and adopted station area plans that commit local jurisdictions to a level of housing that meets the threshold. This requirement may be met by existing station area plans accompanied by appropriate zoning and implementation mechanisms. If new station area plans are needed to meet the corridor threshold, MTC will assist in funding the plans. The Station Area Plans shall be conducted by local governments in coordination with transit agencies, Association of Bay Area Governments (ABAG), MTC and the Congestion Management Agencies (CMAs).

Station Area Plans are opportunities to define vibrant mixed use, accessible transit villages and quality transit-oriented development – places where people will want to live, work,

shop and spend time. These plans should incorporate mixed-use developments, including new housing, neighborhood serving retail, employment, schools, day care centers, parks and other amenities to serve the local community.

At a minimum, Station Area Plans will define both the land use plan for the area as well as the policies—zoning, design standards, parking policies, etc.—for implementation. The plans shall at a minimum include the following elements:

- Current and proposed land use by type of use and density within the ½ mile radius, with a clear identification of the number of existing and planned housing units and jobs;
- Station access and circulation plans for motorized, non-motorized and transit access. The station area plan should clearly identify any barriers for pedestrian, bicycle and wheelchair access to the station from surrounding neighborhoods (e.g., freeways, railroad tracks, arterials with inadequate pedestrian crossings), and should propose strategies that will remove these barriers and maximize the number of residents and employees that can access the station by these means. The station area and transit village public spaces shall be made accessible to persons with disabilities.
- Estimates of transit riders walking from the half mile station area to the transit station to use transit;
- Transit village design policies and standards, including mixed use developments and pedestrian-scaled block size, to promote the livability and walkability of the station area;
- TOD-oriented parking demand and parking requirements for station area land uses, including consideration of pricing and provisions for shared parking;
- Implementation plan for the station area plan, including local policies required for development per the plan, market demand for the proposed development, potential phasing of development and demand analysis for proposed development.
- The Station Area Plans shall be conducted according to the guidelines established in MTC's Station Area Planning Manual.

6. Corridor Working Groups

The goal of the Corridor Working Groups is to create a more coordinated approach to planning for transit-oriented development along Resolution 3434 transit corridors. Each of the transit extensions subject to the corridor threshold process, as identified in Table 1, will need a Corridor Working Group, unless the current level of development already meets the corridor threshold. Many of the corridors already have a transit project working group that may be adjusted to take on this role. The Corridor Working Group shall be coordinated by the relevant CMAs, and will include the sponsoring transit agency, the local jurisdictions in the corridor, and representatives from ABAG, MTC, and other parties as appropriate.

The Corridor Working Group will assess whether the planned level of development satisfies the corridor threshold as defined for the mode, and assist in addressing any deficit in meeting the threshold by working to identify opportunities and strategies at the local level. This will include the key task of distributing the required housing units to each of the affected station sites within the defined corridor. The Corridor Working Group will continue with corridor evaluation, station area planning, and any necessary refinements to

station locations until the corridor threshold is met and supporting Station Area Plans are adopted by the local jurisdictions.

MTC will confirm that each corridor meets the housing threshold prior to the release of regional discretionary funds for construction of the transit project.

7. Review of the TOD Policy

MTC staff will conduct a review of the TOD policy and its application to each of the affected Resolution 3434 corridors, and present findings to the Commission, within 12 months of the adoption of the TOD policy.

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DATE: September 15, 2019
TO: STA TAC
FROM: Brenda McNichols, Accounting Technician
RE: Fiscal Year (FY) 2018-19 Abandoned Vehicle Abatement (AVA) Program
Third Quarter Report

Background:

The Solano Transportation Authority (STA) administers the Abandoned Vehicle Abatement (AVA) Program for Solano County. These administrative duties include disbursing funds collected by the State Controller's Office from the Department of Motor Vehicle (DMV) vehicle registration fee of \$1 per registered vehicle, using the funding formula of 50% based on population and 50% on vehicles abated.

The AVA Member Agencies for Solano County are the City of Benicia, City of Dixon, City of Fairfield, City of Rio Vista, City of Suisun City, City of Vacaville, City of Vallejo, and County of Solano.

Discussion:

For the Third Quarter, STA received the allocation from the State Controller's Office in the amount of \$107,765 and has deducted \$3,233 for administrative costs. The STA disbursed cost reimbursement to member agencies for the Third Quarter in the total amount of \$70,786. The remaining AVA fund balance after the third quarter disbursement to the member agencies is \$33,746.

Attachment A is a matrix summarizing the AVA Program activities through the Third Quarter FY 2018-19 and is compared to the total FY 2017-18 numbers of abated vehicles and cost reimbursements submitted by the members of the Solano County's AVA Program. This matrix shows total program activities at 67% compared to the FY 2017-18.

The City of Fairfield has abated more vehicles to date in the third quarter.

The City of Rio Vista continues to have no report of abated vehicles for the quarter. The City of Vallejo had no report of abated vehicles for the third quarter after several attempts to contact them requesting their report.

Fiscal Impact:

None

Recommendation:

Informational.

Attachment:

- A. Summary of Solano Abandoned Vehicle Abatement (AVA) Program for FY 2018-19 and FY 2017-18

**Summary of Solano Abandoned Vehicle Abatement (AVA) Program for
FY 2018-19 and FY 2017-18
Third Quarter Ending March 31, 2019**

	FY 2018-19 (Q1 – Q3)				FY 2017-18		
	# of Abated Vehicles	Reimbursed Amount	Cost per Abatement	% of Abated Vehicle from Prior FY	# of Abated Vehicles	Reimbursed Amount	Cost per Abatement
City of Benicia	325	\$9,064	\$28	70%	467	\$15,438	\$33
City of Dixon	169	\$11,699	\$69	148%	114	\$8,232	\$72
City of Fairfield	2,709	\$112,232	\$41	62%	4,370	\$159,164	\$36
City of Rio Vista	0	\$0	\$0	0%	0	\$0	\$0
City of Suisun	237	\$18,654	\$79	62%	380	\$24,136	\$64
City of Vacaville	592	\$29,536	\$50	59%	1,008	\$54,245	\$54
City of Vallejo	1,861	\$63,377	\$34	76%	2,439	\$125,843	\$52
Solano County Unincorporated area	113	\$6,820	\$60	80%	141	\$9,909	\$70
Total	6,006	\$251,382	\$42	67%	8,919	\$396,967	\$45

The total remaining AVA fund available after the second quarter disbursement to member agencies is \$50,094.52. This amount is available for disbursement to member agencies utilizing the funding formula, in addition to the State Controller's Office allocation for the fourth quarter FY 2018-19.



DATE: September 16, 2019
TO: STA TAC
FROM: Triana Crighton, Assistant Planner
RE: Summary of Funding Opportunities

Discussion:

Below is a list of funding opportunities that will be available to STA member agencies during the next few months, broken up by Federal, State, and Local. Attachment A provides further details for each program.

	FUND SOURCE	AMOUNT AVAILABLE	APPLICATION DEADLINE
Federal			
1.	Federal Highway Administration (FHWA) – Nationally Significant Federal Lands and Tribal Projects (NSFLTP)	Up to \$300 million ; projects of at least \$25 million	First deadline is December 18, 2018, applications accepted on a Quarterly Rolling Basis.
2.	Department of Housing and Community Development (HCD) – Infill Infrastructure Grant Program (IIG)	Up to \$410 million	Applications due Early Winter 2019-2020
3.	Program for Arterial System Synchronization (PASS)	Up to \$3 million	Due on 4:00 PM on Wednesday, October 23, 2019
Regional			
1.	Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Approximately \$10 million	Due On First-Come, First-Served Basis
2.	Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)	Up to \$7,000 rebate per light-duty vehicle	Due On First-Come, First-Served Basis (Waitlist)
3.	Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP) (for fleets)	Approximately \$5,000 to \$45,000 per qualified request	Due On First-Come, First-Served Basis
4.	PG&E Charge Program	Pays to install 7,500 chargers in PG&E area	Due On First-Come, First-Served Basis
State			

Fiscal Impact:

None.

Recommendation:

Informational.

Attachment:

A. Detailed Funding Opportunities Summary

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The following funding opportunities will be available to the STA member agencies during the next few months. Please distribute this information to the appropriate departments in your jurisdiction. Yellow highlighted grants have deadlines approaching soon!

Fund Source	Application Contact**	Project Types/Eligibility	Amount Available	Program Description	Call For Projects	STA Staff Contact	Potential Projects
Federal Grants							
Nationally Significant Federal Lands and Tribal Projects (NSFLTP)	Jeffrey Mann, NSFLTP Program Manager (202) 366-9494 Jeffrey.mann@dot.gov	Tribal and/or Federally Significant Land (on, adjacent to, or providing access to)	\$300 million; construction cost of at least \$25 million , projects with \$50+ million will be prioritized.	Federal funding to projects of national significance for construction, reconstruction, or rehabilitation of transportation facilities within, adjacent to, or providing access to Federal or Tribal lands.	Ongoing. Application Due On First-Come, First-Served Basis	Triana Crighton (707) 399-3230 tcrighton@sta.ca.gov	Projects involving Travis AFB
Infill Infrastructure Grant (IIG) Program	Infill Infrastructure Grant Program infill@hcd.ca.gov	Parks • Utility improvements • Streets • Sidewalks & bike lanes • Traffic signals • Site preparation • Streetscape improvements • Storm drains	Up to \$410 million	IIG provides grants to cover gap funding needs for infrastructure improvements necessary for specific residential or mixed-use infill development projects. The program funds two types of applications: Qualifying Infill Areas (QIAs) which meet infrastructure needs for multiple future housing developments within a larger area and Qualifying Infill Projects (QIPs) which meet infrastructure needs associated with a single housing development project.	Not yet open, will open in Early Winter 2019-2020.	Triana Crighton (707) 399-3230 tcrighton@sta.ca.gov	
Program for Arterial System Synchronization (PASS)	Robert Rich rich@bayareametro.gov	Projects that improve arterial operations through the coordination of traffic signals and related services	Up to \$3 million	The purpose of PASS is to provide technical consultant assistance or funding to cities/counties to update traffic signal timing plans as a low-cost way to improve the safety and efficiency of arterials in the region.	Open now.	Triana Crighton (707) 399-3230 tcrighton@sta.ca.gov	Vallejo's Sonoma Blvd or Hwy 12 through Fairfield/Suisun
Regional Grants							
Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Gary A. Bailey Sacramento Metropolitan Air Quality Management District (916) 874-4893 gbailey@airquality.org	Replace high-polluting off-road equipment	Approx. \$10 million , maximum per project is \$4.5 million	The Off-Road Equipment Replacement Program (ERP), an extension of the Carl Moyer Program, provides grant funds to replace Tier 0, high-polluting off-road equipment with the cleanest available emission level equipment.	Ongoing. Application Due On First-Come, First-Served Basis	Triana Crighton (707) 399-3230 tcrighton@sta.ca.gov	
Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)*	Graciela Garcia ARB (916) 323-2781 ggarcia@arb.ca.gov	Low/No Carbon Vehicles	Up to \$7,000 rebate per light-duty vehicle	The Zero-Emission and Plug-In Hybrid Light-Duty Vehicle (Clean Vehicle) Rebate Project is intended to encourage and accelerate zero-emission vehicle deployment and technology innovation. Rebates for clean vehicles are now available through the Clean Vehicle Rebate Project (CVRP) funded by	Application Due On First-Come, First-Served Basis (Currently applicants are put on waitlist)	Triana Crighton (707) 399-3230 tcrighton@sta.ca.gov	

Fund Source	Application Contact**	Project Types/Eligibility	Amount Available	Program Description	Call For Projects	STA Staff Contact	Potential Projects
				the Air Resources Board (ARB) and implemented statewide by the California Center for Sustainable Energy (CCSE).			
Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP)*	To learn more about how to request a voucher, contact: 888-457-HVIP info@californiahvip.org	Low/No Carbon Engines	Approx. \$5,000 to \$45,000 per qualified request	The California Air Resources Board (ARB) created the HVIP to speed the market introduction of low-emitting hybrid trucks and buses. It does this by reducing the cost of these vehicles for truck and bus fleets that purchase and operate the vehicles in the State of California. The HVIP voucher is intended to reduce about half the incremental costs of purchasing hybrid heavy-duty trucks and buses.	Application Due On First-Come, First-Served Basis	Brandon Thomson (707) 399-3234 bthomson@sta.ca.gov	- FAST Renewable Diesel Bus Purchase
PG&E EV Charge Network	1-877-704-8723 EVChargeNetwork@pge.com	EV Infrastructure	Funds infrastructure to support 7,500 chargers in PG&E service area	PG&E plans to install 7,500 charging stations across their service area. Most of these will be at employers or multi-unit dwellings. This could be a potential avenue for funding and coordination to bring more EV infrastructure to Solano County.	January 2018 – 2020, or funds exhausted	Triana Crighton (707) 399-3230 tcrighton@sta.ca.gov	EV Charging Infrastructure
Statewide Grants							

**STA staff, Triana Crighton, can be contacted directly at (707) 399-3230 or tcrighton@sta.ca.gov for assistance with finding more information about any of the funding opportunities listed in this report



DATE: September 17, 2019
TO: STA TAC
FROM: Johanna Masclat, Clerk of the Board
RE: Draft Meeting Minutes for STA Advisory Committees

Attachments:

- A. Draft Meeting Minutes of Paratransit Coordinating Council Meeting of July 18, 2019
- B. Draft Meeting Minutes of Pedestrian Advisory Committee (PAC) Meeting of September 4, 2019
- C. Draft Meeting Minutes of Bicycle Advisory Committee (BAC) Meeting of September 5, 2019

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PCC
SOLANO PARATRANSIT COORDINATING COUNCIL (PCC)
DRAFT Meeting Minutes of July 18, 2019

1. CALL TO ORDER/ CONFIRM QUORUM/INTRODUCTIONS

Chair Lisa Hooks called the meeting to order at 1:04 p.m. at the Benicia City Hall, Commission Room, 250 East L Street, Benicia California. A quorum was established.

PCC Members Present: *In Alphabetical Order by Last Name*

Richard Burnett	MTC Representative/CTSA-AC Member
Lisa Hooks	Chair, Social Service Provider
Judy Nash	Public Agency - Education
Katherine Richter	Transit User
Ernest Rogers	Transit User
Cynthia Tanksley	Transit User

PCC Members Absent: *In Alphabetical Order by Last Name*

Cindy Hayes	PCC Vice-Chair / Independent Living Resources
Teri Ruggiero	Health & Social Services
James Williams	Member at Large

Others Present: *In Alphabetical Order by Last Name*

Amy Antunano	STA
Elaine Clark	Area Agency on Aging
Cecilia de Leon	STA
Erika Dohina	STA
Ron Grassi	STA
Brian McLaughlin	Benicia Resident
Debbie McQuilkin	STA
Mandi Renshaw	SolTrans
Elizabeth Richards	ERC/STA Consultant
Rochelle Sherlock	Potentiate LLC
Edith Thomas	Connections for Life
Brandon Thomson	STA
Debbie Whitbeck	Vacaville City Coach
Claudia Williams	Dixon Redit-Ride

2. APPROVAL OF AGENDA

On a motion by Richard Burnett and a second by Ernest Rogers, the PCC approved the agenda. (5 Ayes)

3. OPPORTUNITY FOR PUBLIC COMMENT

None.

4. PRESENTATIONS

A. Area Agency on Aging Update

Presented by: Elaine Clark

Elaine Clark provided an overview of the function of the Napa/Solano Area Agency on Aging (AAA). Ms. Clark explained AAA's funding resources and its allocation. She discussed AAA's involvement in projects and programs. She noted the 4-year Area Plan Update will help AAA determine community priorities and will help set service and funding goals in the next four years.

B. SolTrans Service Improvements

Presented by: Mandi Renshaw

Mandi Renshaw provided an overall update on SolTrans service changes. Ms. Renshaw summarized the local service changes, SolanoExpress changes, and fares changes effective on July 1, 2019 as well as future fare changes. She briefly went over upcoming changes for the Red Line in August 2019, and for the Phase II of the Comprehensive Operational Analysis (COA) in Fall 2019.

C. Vehicle Share Program Update

Presented by: Ron Grassi

Ron Grassi explained the concept and requirements of the Vehicle Share Program. Mr. Grassi specified the two new wheelchair accessible vans have arrived and a ribbon cutting ceremony was held to celebrate the arrival of the vans. He discussed the process in selecting and training the drivers. He indicated several non-profit organizations have expressed interest in participating in the Vehicle Share Program and staff is currently in the process of developing policies and procedures for the program.

5. CONSENT CALENDAR

A. Minutes of the PCC Meeting of May 16, 2019

Recommendation:

Approve PCC meeting minutes of May 16, 2019.

It was clarified for the record that Item #2 of the Agenda is for the approval of the agenda instead of the Minutes and a motion was made for the approval of the Agenda instead of the approval of the Minutes.

On a motion by Ernest Rogers and a second by Cynthia Tanksley, the PCC unanimously approved the recommendation. (5 Ayes, 1 Abstention)

6. ACTION ITEMS – DISCUSSION

A. Fiscal Year (FY) 2019-20 Transportation Development Act (TDA) Matrix – July 2019 – City of Vacaville (City Coach), Solano County Transit (SolTrans), and Solano Transportation Authority (STA)

Ron Grassi provided a brief overview and discussed the TDA claims submitted by the City of Vacaville, SolTrans, and STA for the FY 2019-20. Mr. Grassi explained that funds are shared among agencies to fund joint services such as SolanoExpress intercity bus routes and Intercity Taxi Scrip Program. He added that this process is used to clarify how funding is being allocated annually amongst the local agencies and to identify the purpose of the funds.

Recommendation:

Review and forward a recommendation to MTC to approve the July 2019 TDA Matrix for FY 2019-20 which includes TDA Claims for the City of Vacaville (City Coach), Solano County Transit (SolTrans) and Solano Transportation Authority (STA) as shown in Attachment B.

On a motion by Ernest Rogers and a second by Katherine Richter, the PCC unanimously approved the recommendation. (6 Ayes)

7. INFORMATIONAL ITEMS – DISCUSSION

A. Update of Community Based Transportation Plan (CBTP) for Vallejo

Elizabeth Richards reviewed the scope and process for the Vallejo CBTP. Ms. Richards explained the CBTP will be a collaborative planning process to involve Vallejo residents of low income and minority communities to determine transportation needs and set priorities for improvements. Furthermore, the CBTP will help develop strategies to overcome transportation challenges. She provided information for the first Transportation Forum for neighborhoods and communities in Vallejo, which will be held on July 30, 2019. Rochelle Sherlock encouraged the group to fill out the online Survey and to register for the event.

B. Solano Mobility Program Update

Debbie McQuilkin provided an overall update on the Solano Mobility Program and reported on the statistics. Ms. McQuilkin also emphasized the productivity and operations of the Solano Mobility Call Center and the Medical Concierge Service Program.

C. STA Staff Update

Ms. McQuilkin specified the Request for Proposals for Travel Training and ADA In-person Eligibility Program have been completed. The contract for Travel Training was awarded to Independent Living Resources and the contract for ADA In-person Eligibility Program was awarded to C.A.R.E. Evaluators. She indicated that due to the popularity of the program, Connections for Life will also continue to provide travel training. Ms. McQuilkin also mentioned that there are still two vacancies for the PCC membership and mentioned Brian McLaughlin, a Benicia resident, is interested in joining the PCC.

8. TRANSIT OPERATOR UPDATES

- A. Dixon Redit-Ride: Claudia Williams
- B. Fairfield and Suisun Transit (FAST): Not Present
- C. Rio Vista Delta Breeze: Brandon Thomson
- D. Solano County Transit (SolTrans): John Sanderson
- E. Vacaville City Coach: Not Present

9. COMMENTS FROM MEMBERS, STAFF AND REPRESENTATIVES FROM ADVISORY COMMITTEES

Katherine Richter provided feedback on the PEX card program in Vacaville since its launched. Ms. Richter requested additional features to be considered for the PEX card. Staff noted the request and will look into additional features with regard to mobile app capability. Chair Hooks asked to consider adding a contact information for customer service in the vehicles.

Cynthia Tanksley commented on the elimination of the Benicia Dial-A-Ride program. Mandi Renshaw of SolTrans informed the group that the Lyft program subsidy will be similar to the Dial-A-Ride program for those who qualify and noted that the program will have a wheelchair component in partnership with STA.

Chair Hooks stated she will reach out to other managers to push the issue of providing people with resources and connections between other agencies that can support them in getting transportations needs met.

Richard Burnett, MTC Representative, provided a status update on Clipper Card 2.0 and recent MTC staff work on Transit Fare Integration.

Katherine Richter expressed interest in joining the PCC sub-committee once it has been established.

Katherine Richter requested overall resolution on the PEX card program.

10. FUTURE AGENDA ITEMS PCC COMMENTS

- A. Area Agency on Aging Presentation
- B. Solano Mobility Study Plan
- C. SolanoExpress Ridership Survey Presentation
- D. Intercity Taxi Program Overview
- E. List of Priority Projects
- F. Amtrak Platform Designation at Vacaville Station

11. ADJOURNMENT

The meeting adjourned at 3:01 p.m. The next regular meeting of the PCC is scheduled to meet at **1:00 p.m., Thursday, September 19, 2019 at Rio Vista Veterans Hall, 610 St. Francis Way, Rio Vista, California.**



PEDESTRIAN ADVISORY COMMITTEE (PAC)
Minutes for the Meeting of
September 4, 2019

1. CALL TO ORDER/INTRODUCTIONS/ CONFIRM QUORUM

The meeting of the STA's Pedestrian Advisory Committee (PAC) was called to order by Vice-Chair Tamer Totah at 6:00 p.m. at the STA in Conference Room 1.

PAC Members Present:

Bob Berman	Bay Area Ridge Trail
Diane Dooley	City of Benicia
Tamer Totah, <i>Vice – Chair</i>	City of Fairfield
Kevin McNamara	City of Rio Vista
Steve OLry	City of Suisun City
Aaron Trudeau	City of Vacaville
Teresa Booth, <i>Chair</i> (Called-in)	City of Vallejo
Joseph Joyce	County of Solano

PAC Members Absent:

Sandra Newell	City of Dixon
Victor Anes	Member at Large

Others Present:

Corey Beavers	City of Fairfield
Sam Kumar	City of Vallejo

STA Staff Present:

Anthony Adams	STA
Karin Bloesch	STA
Triana Crighton	STA
Esther Wan	STA

2. APPROVAL OF AGENDA

With a motion from Kevin McNamara and a second from Diane Dooley, the PAC unanimously approved the agenda. (8 Ayes)

3. OPPORTUNITY FOR PUBLIC & STAFF COMMENTS

A. Pedestrian Safety Symposium

Karin Bloesch provided an overview on the Pedestrian Safety Symposium. Ms. Bloesch reminded PAC members that there will be a second part to the Pedestrian Safety Symposium titled "Let's Keep Solano Kids Street Safe" on Thursday, September 19,

2019 from 12:00 pm – 2:00 pm. She also added that “National Walk to School Day” is on Wednesday, October 2, 2019.

Diane Dooley stated that she was shocked to see students walking to Joe Henderson Elementary and Mary Farmer Elementary and there were no crossing guards present for the first day of school, especially since it was a very busy, congested, and dangerous intersection. Ms. Dooley asked if Safe Routes to School (SR2S) is working with the Benicia School District to get funds allocated for crossing guards. Karin Bloesch responded that the City of Benicia currently do not have a crossing guard program but SR2S is working with the Police Department and schools to implement a crossing guard program. Ms. Bloesch reassured Diane Dooley that SR2S will reach out to the Police Department and schools to have a more permanent crossing guard program. Tamer Totah asked about the status of crossing guards for the rest of the cities in Solano County and was wondering if the schools’ PTA would have a volunteer program where parents can volunteer to be a crossing guard or take additional training on pedestrian safety. Karin Bloesch commented that it is a huge liability for the schools to have parents volunteer as crossing guards. Anthony Adams recommended the PAC members to voice their concerns to Sandra Newell who is the PAC representative for the SR2S Advisory Committee. Karin Bloesch added that each city has different policies for having a crossing guard program but the SR2S program will continue to assist in any way possible to have an efficient crossing guard program in Solano County.

B. Projects Update

Anthony Adams provided the status all of the projects in Solano County.

4. CONSENT CALENDAR

A. Minutes of the STA PAC Meeting of 12-6-18, 2-7-19, 4-4-19 and 5-2-19

On a motion by Kevin McNamara, and a second by Aaron Trudeau, the STA PAC approved the minutes of 12-6-18, 2-7-19, 4-4-19 and 5-2-19 unanimously. (8 Ayes)

5. PRESENTATIONS

A. Active Transportation Plan Update

Anthony Adams provided an overview on the Active Transportation Plan Update. Mr. Adams asked the PAC members if there are any groups or clubs that are interested in participating in the Active Transportation Plan and Kevin McNamara stated that Rio Vision would be a great group to be involved. **Bob Berman restated about the need of recreational walking and biking trails and connecting the missing gaps as certain trails which was mentioned in the minutes of the December 6, 2018 PAC Meeting.**

Kevin McNamara stated that Caltrans have plans to move Highway 12 away from downtown Rio Vista to toward the bridge near Trilogy. Mr. McNamara also added that Caltrans plans to add bike trails and pedestrian paths as well.

Anthony Adams reminded PAC members to recommend stakeholders for the next outreach event for Active Transportation Plan.

6. ACTION NON-FINANCIAL

A. STA PAC By-Laws Change

Triana Crighton clarified with the PAC members to update the bylaws to state that if a member serves on both the BAC and PAC, that committee member can have “one vote per committee.” Ms. Crighton wanted to encourage the PAC members to revisit the bylaws every year to make sure it’s clear and easily understandable.

Bob Berman asked for clarification of Article VI, Section 4, the definition of a quorum which it states it included the members at large. PAC members requested clarification on which specific PAC members can vote. Tamer Totah recommended having a list of all the positions for PAC and clearly state if that member can vote or if it is vacant. Triana Crighton responded that she will follow-up with Robert Guerrero, Director of Planning and will provide an answer to the next PAC meeting. Tamer Totah also request to have all the PAC members listed with when they were appointed, their first meeting, and when their term expires. Kevin McNamara asked about how the Solano Community College representative is nominated and Triana Crighton responded that she will look into that process and return with an answer in the next meeting.

Recommendation:

Forward a recommendation to the STA Board to approve the change to the PAC Bylaws as shown in Attachment A.

On a motion by Bob Berman, and a second by Diane Dooley, the STA PAC approved to Forward a recommendation to the STA Board to approve the change to the PAC Bylaws as shown in Attachment A. (8 Ayes)

B. PAC Field Trip Locations

The PAC discussed about pinpointing a date and field trip locations, but after further discussion, the members agreed for Triana Crighton to create a PDF survey with specific dates and locations for the members to select and send back to Ms. Crighton. She requests that all surveys have to be submitted to her before the end of the month. Triana Crighton request to change the recommendation for staff to send out a survey for the PAC members to select a date and field trip locations by the end of September.

Recommendation:

Finalize and approve date and locations for the PAC Field Trip.

A motion by Kevin McNamara to amend the PAC field trip recommendation for staff to send out a survey for the PAC members to select a date and field trip locations by the end of September. (8 Ayes)

7. INFORMATIONAL ITEMS – DISCUSSION

A. Reports and Updates from Staff

A. PAC Membership Update

Triana Crighton introduced PAC’s newest member, Steve O’Lry representing Suisun City.

8. COMMITTEE MEMBER COMMENTS AND FUTURE AGENDA TOPICS

Joseph Joyce noted that he is glad to be back and looks forward to attending PAC meetings more regularly. Kevin McNamara noted to the PAC members that you do not need a second when staff presents to the committee, all you need is a motion.

11. ADJOURNMENT

The STA PAC meeting adjourned at approximately 7:45 p.m. The next regular meeting of the Pedestrian Advisory Committee is scheduled to meet on **Thursday, October 3, 2019 at 6:00 p.m. at STA.**

DRAFT



BICYCLE ADVISORY COMMITTEE (BAC)
Minutes for the Meeting of
September 5, 2019

1. CALL TO ORDER/SELF INTRODUCTIONS/ CONFIRM QUORUM

The meeting of the STA's Bicycle Advisory Committee (BAC) was called to order by Nancy Lund at approximately 6:00 p.m. at the STA in Conference Room 1. Quorum confirmed.

BAC Members Present:

Nancy Lund	City of Benicia
Quinten Voyce, <i>Vice-Chair</i>	City of Fairfield
Barbara Wood	Member at Large
David Belef	City of Vallejo
Lawrence Gee	City of Suisun City

Others Present:

Sam Kumar	City of Vallejo
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STA Staff Present:

Anthony Adams	STA
Triana Crighton	STA
Esther Wan	STA

2. APPROVAL OF AGENDA

On a motion from Nancy Lund, and a second from Barbara Wood, the BAC unanimously approved the agenda. (5 Ayes)

3. OPPORTUNITY FOR PUBLIC & STAFF COMMENTS

A. Projects Update

Anthony Adams provided the status all of the projects in Solano County.

Nancy Lund and David Belef reminded PAC members and staff that there will be a Pedal Festival event in Vallejo on Sunday, September 29, 2019 and encouraged everyone to attend and spread the word. Triana Crighton provided an update on US Bike Route 50 that all of the letters of support have been collected from the seven cities and the county and the letters are ready to be sent to Caltrans. Solano County will be the first county in California to approve US Bike Route 50. **David Belef request the Existing Conditions Report to be emailed to him by Anthony Adams.**

4. CONSENT CALENDAR

A. STA BAC Meeting Minutes

Recommendation:

Approve STA BAC Meeting Minutes of July 11, 2019.

On a motion by Nancy Lund, and a second by David Belef, the BAC approved the minutes of July 11, 2019. (5 Ayes)

5. PRESENTATIONS

A. Solano Active Transportation Plan: Priority Projects List

Anthony Adams provided an overview on the Solano Active Transportation Plan: Priority Projects List. Mr. Adams encouraged the BAC members and interested groups to attend the Active Transportation Plan Update on Thursday, September 19, 2019 from 1:30 – 2:30 pm. David Belef requested that the flyer to be emailed to the BAC members. Anthony Adams will email Nancy Lund the date for the City of Benicia to meet to discuss about the project priority list for the Solano Active Transportation Plan.

B. Caltran's District 4 Bicycle Plan Highlights

Triana Crighton presented on Caltran's District 4 Bicycle Plan Highlights to the BAC members. Ms. Crighton will send a link of all the maps in the presentation so BAC members can zoom in for more details. She will also send out the full plans as well.

6. ACTION FINANCIAL

A. None.

7. ACTION NON-FINANCIAL

A. BAC Field Trip Locations

Triana Crighton provided a list of field trip locations and asked the BAC members to fill out a short survey to select a date for the field trip.

Recommendation:

Commit to a field trip date and approve a project site list.

On a motion from David Belef and a second from Quinten Voyce, the BAC will table making a recommendation to commit to a field trip date and field trip locations and defer to Triana Crighton to schedule a field trip date offline. (5 Ayes)

8. INFORMATION - DISCUSSION

A. None.

9. FUTURE AGENDA TOPICS

David Belef reminded BAC members and staff about the upcoming Pedal Festival in Vallejo on Sunday, September 29, 2019. Mr. Belef added that the Visions of the Wild Festival is on Saturday, September 14, 2019 and the Bike Rodeo will be there as well. He also discussed with the manager of the Empress Theatre in Vallejo to have a Bicycle Film Festival next May to promote Bike Month. Triana Crighton request David Belef to send her more information on the Bicycle Film Festival and she will look into see if STA can be a sponsor for the film festival. Ms. Crighton also added this topic as a future agenda item. David Belef said he's taking bicycle films recommendations and encouraged BAC members and staff to email him. Triana Crighton announced that there is a new Planning Assistant who will be joining STA in October. David Belef added that the City of Vallejo just recently hired a Transportation Manager, Matthew Gleeson. Mr. Belef added that National Parks now allow e-bikes on bicycle routes. Nancy Lund added that there is an organization called the Can'd Aid Foundation that donates bicycles to low-income schools and a school in San Francisco was recently awarded.

11. ADJOURNMENT

Quinten Voyce noted that he will not be able to attend the November BAC meeting. The STA BAC meeting adjourned at approximately 7:45 p.m. The next regular meeting of the

Bicycle Advisory Committee is scheduled to meet on **Thursday, November 7, 2019 at 6:00 p.m.at STA.**

DRAFT

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DATE: September 17, 2019
TO: STA TAC
FROM: Johanna Masiclat, Clerk of the Board
RE: STA Board and Advisory Meeting Schedule for Calendar Year 2019

Discussion:

Attached is the STA Board and Advisory meeting schedule for STA Board and Advisory meeting schedule for the remainder of calendar year 2019 that may be of interest to the STA TAC.

Fiscal Impact:

None.

Recommendation:

Informational.

Attachment:

- A. STA Board and Advisory Meeting Schedule for Calendar Year 2019

**STA BOARD AND ADVISORY
COMMITTEE MEETING SCHEDULE
CALENDAR YEAR 2019**

STA Board: Meets 2nd Wednesday of Every Month
 Consortium : Meets Last Tuesday of Every Month
 TAC: Meets Last Wednesday of Every Month
 BAC: Meets 1st Thursday of every Odd Month
 PAC: Meets 1st Thursday of every Even Month
 PCC: Meets 3rd Thursday of every Odd Month
 SR2S-AC: Meets Quarterly (Begins Feb.) on the 3rd Wed.

DATE	TIME	DESCRIPTION	LOCATION	STATUS
Thurs., January 3	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Wed., January 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., January 17	9:30 a.m.	Consolidated Transportation Svcs. Agency-AC (CTSA-AC)	Suisun City Hall	Confirmed
Thurs., January 17	1:00 p.m.	Paratransit Coordinating Council (PCC)	Solano Community College	Confirmed
Tues., January 29	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., January 30	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., February 7	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Confirmed
Wed., February 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., February 20	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Confirmed
Tues., February 26	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., February 27	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., March 7	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Wed., March 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., March 21	1:00 p.m.	Paratransit Coordinating Council (PCC)	Ulati Community Center	Confirmed
Tues., March 26	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., March 27	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., April 4	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Confirmed
Wed., April 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., April 18	9:30 a.m.	Consolidated Transportation Svcs. Agency (CTSA-AC)	TBD	Tentative
Tues., April 23	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., April 24	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., May 2	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Wed., May 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., May 15	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Confirmed
Thurs., May 16	1:00 p.m.	Paratransit Coordinating Council (PCC)	Joseph Nelson Comm. Cntr.	Confirmed
Tues., May 28	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., May 29	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., June 6	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., June 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Tues., June 25	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., June 26	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
(to be rescheduled)	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Wed., July 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., July 18	9:30 a.m.	Consolidated Transportation Svcs. Agency (CTSA-AC)	TBD	Tentative
Thurs., July 18	1:00 p.m.	Paratransit Coordinating Council (PCC)	Benicia City Hall	Confirmed
July 24 (No Meeting)	SUMMER	Intercity Transit Consortium	N/A	N/A
July 25 (No Meeting)	RECESS	Technical Advisory Committee (TAC)	N/A	N/A
Thurs., August 1	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Confirmed
August 8 (No Meeting)	SUMMER RECESS	STA Board Meeting	N/A	N/A
Wed., August 21	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Confirmed
Tues., August 27	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., August 28	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., September 5	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Wed., September 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., September 19	1:00 p.m.	Paratransit Coordinating Council (PCC)	Rio Vista Veterans Hall	Confirmed
Tues., September 24	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., September 25	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., October 3	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Confirmed
Wed., October 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., October 17	9:30 a.m.	Consolidated Transportation Svcs. Agency (CTSA-AC)	TBD	Tentative
No meeting due to STA's Annual Awards in November (No STA Board Meeting)		Intercity Transit Consortium	N/A	N/A
		Technical Advisory Committee (TAC)	N/A	N/A
Thurs., November 7	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Wed., November 13	6:00 p.m.	STA's 21 st Annual Awards	Rancho Solano	Confirmed
Wed., November 20	11:30 a.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Confirmed
Thurs., November 21	1:00 p.m.	Paratransit Coordinating Council (PCC)	SolTrans Operations Facility	Confirmed
Tues., November 19	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., November 20	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., December 5	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Confirmed
Wed., December 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Tues., December 17	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., December 18	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed