



Alameda County Transportation Commission meeting as a committee of the whole as the

PROGRAMS AND PROJECTS COMMITTEE

MEETING NOTICE

Monday, March 14, 2011, 12:15 P.M.

1333 Broadway, Suite 300, Oakland, California 94612

(see map on last page of agenda)

Commission Chair

Mark Green, Mayor – Union City

Commission Vice Chair

Scott Haggerty, Supervisor – District 1

AC Transit

Greg Harper, Director

Alameda County

Supervisors Nadia Lockyer – District 2 Wilma Chan – District 3 Nate Miley – District 4 Keith Carson – District 5

BART

Thomas Blalock, Director

City of Alameda

Beverly Johnson, Councilmember

City of Albany

Farid Javandel, Mayor

City of Berkeley

Laurie Capitelli, Councilmember

City of Dublin

Tim Sbranti, Mayor

City of Emeryville

Ruth Atkin, Councilmember

City of Fremont

Suzanne Chan, Vice Mayor

City of Hayward

Olden Henson, Councilmember

City of Livermore

Marshall Kamena, Mayor

City of Newark

Luis Freitas, Vice Mayor

City of Oakland

Councilmembers Larry Reid Rebecca Kaplan

City of Piedmont

John Chiang, Vice Mayor

City of Pleasanton

Jennifer Hosterman, Mayor

City of San Leandro

Joyce R. Starosciak, Councilmember

Executive Director

Arthur L. Dao

Chair: Mayor Mark Green

Vice Chair: Supervisor Scott Haggerty

Members: Supervisor Nate Miley Mayor Farid Javandel Mayor Tim Sbranti Councilmember Ruth Atkin Councilmember Larry Reid Vice Mayor Suzanne Chan Vice Mayor Luis Freitas

Staff Liaisons: Matt Todd Ray Akkawi

Executive Director: Arthur L. Dao

Clerk of the Commission: Gladys V. Parmelee

AGENDA

Copies of Individual Agenda Items are Available on the: Alameda CTC Website -- www.AlamedaCTC.org

1 Public Comment

Members of the public may address the Committee during "Public Comment" on any item not on the agenda. Public comment on an agenda item will be heard when that item is before the Committee. Only matters within the Committee's jurisdictions may be addressed. Anyone wishing to comment should make their desire known by filling out a speaker card and handing it to the Clerk of the Commission. Please wait until the Chair calls your name. Walk to the microphone when called; give your name, and your comments. Please be brief and limit comments to the specific subject under discussion. Please limit your comment to three minutes.

2 Consent Calendar

2A. Approve Minutes of February 14, 2011 – page 1

3 Programming

A/D

3A. Approval of One Year Extension of Project Monitoring Contract with Advance Project Delivery Inc. (APDI) – page 7

3B. Approval of Certifications and Assurances for the Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Program – page 9

- 3C. Transportation Fund for Clean Air (TFCA) Program
 - 3C.1 Approval of Alameda CTC TFCA Program Guidelines – **page 17**
 - 3C.2 Approval Alameda CTC TFCA Program FY 2011/12 Expenditure Plan – **page 27**
 - 3C.3 Review of Summary of the TFCA Applications Received for FY 2011/12 Program – **page 33**
- 3D. Review of Vehicle Registration Fee Program Status – **page 35**
- 3E. Review of the Call for Projects and Programs for the Regional and Countywide Transportation Plans – **page 37**

4 Projects/Programs A/D

- 4A. Approval of Deadline Extension for Environmental Clearance and/or Full Funding for Two Specific Capital Projects in the Measure B Transportation Sales Tax Program: Route 92/Clawiter-Whitesell Interchange and Reliever Route (ACTIA 15); and Dumbarton Rail Corridor (ACTIA 25) – **page 45**
- 4B. Approval of CMA TIP funding for the East Bay SMART Corridor- **page 51**
- 4C. Approval of Right of Way Transfer from ACTIA to Caltrans for ACTIA 12 - I580/Castro Valley Interchanges Improvements Project – **page 53**
- 4D. Approval of Countywide Safe Routes to Schools Program Scope of Services and RFP Implementation Timeline – **page 55**

5 Staff and Committee Member Reports D/I

6 Adjournment/Next Meeting: April 11, 2011

Key: A- Action Item; I – Information Item; D – Discussion Item
 (#) All items on the agenda are subject to action and/or change by the Committee.

PLEASE DO NOT WEAR SCENTED PRODUCTS SO INDIVIDUALS WITH ENVIRONMENTAL SENSITIVITIES MAY ATTEND



Directions to the Offices of the Alameda County Transportation Commission:

**1333 Broadway, Suite 220
Oakland, CA 94612**

Public Transportation Access:

BART: City Center / 12th Street Station

AC Transit:

Lines 1,1R, 11, 12, 13, 14, 15, 18, 40, 51, 63, 72, 72M, 72R, 314, 800, 801, 802, 805, 840

Auto Access:

- Traveling South: Take 11th Street exit from I-980 to 11th Street
- Traveling North: Take 11th Street/Convention Center Exit from I-980 to 11th Street
- Parking: City Center Garage – Underground Parking, (Parking entrances located on 11th or 14th Street)



**Alameda County
Transportation Commission
1333 Broadway, Suite 220
Oakland, CA 94612**

Glossary of Acronyms

ABAG	Association of Bay Area Governments	MTC	Metropolitan Transportation Commission
ACCMA	Alameda County Congestion Management Agency	MTS	Metropolitan Transportation System
ACE	Altamont Commuter Express	NEPA	National Environmental Policy Act
ACTA	Alameda County Transportation Authority (1986 Measure B authority)	NOP	Notice of Preparation
ACTAC	Alameda County Technical Advisory Committee	PCI	Pavement Condition Index
ACTC	Alameda County Transportation Commission	PSR	Project Study Report
ACTIA	Alameda County Transportation Improvement Authority (2000 Measure B authority)	RM 2	Regional Measure 2 (Bridge toll)
ADA	Americans with Disabilities Act	RTIP	Regional Transportation Improvement Program
BAAQMD	Bay Area Air Quality Management District	RTP	Regional Transportation Plan (MTC's Transportation 2035)
BART	Bay Area Rapid Transit District	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act
BRT	Bus Rapid Transit	SCS	Sustainable Community Strategy
Caltrans	California Department of Transportation	SR	State Route
CEQA	California Environmental Quality Act	SRS	Safe Routes to Schools
CIP	Capital Investment Program	STA	State Transit Assistance
CMAQ	Federal Congestion Mitigation and Air Quality	STIP	State Transportation Improvement Program
CMP	Congestion Management Program	STP	Federal Surface Transportation Program
CTC	California Transportation Commission	TCM	Transportation Control Measures
CWTP	Countywide Transportation Plan	TCRP	Transportation Congestion Relief Program
EIR	Environmental Impact Report	TDA	Transportation Development Act
FHWA	Federal Highway Administration	TDM	Travel-Demand Management
FTA	Federal Transit Administration	TEP	Transportation Expenditure Plan
GHG	Greenhouse Gas	TFCA	Transportation Fund for Clean Air
HOT	High occupancy toll	TIP	Federal Transportation Improvement Program
HOV	High occupancy vehicle	TLC	Transportation for Livable Communities
ITIP	State Interregional Transportation Improvement Program	TMP	Traffic Management Plan
LATIP	Local Area Transportation Improvement Program	TMS	Transportation Management System
LAVTA	Livermore-Amador Valley Transportation Authority	TOD	Transit-Oriented Development
LOS	Level of service	TOS	Transportation Operations Systems
		TVTC	Tri Valley Transportation Committee
		VHD	Vehicle Hours of Delay
		VMT	Vehicle miles traveled



PROGRAMS AND PROJECTS COMMITTEE
MINUTES OF FEBRUARY 14, 2011
OAKLAND, CALIFORNIA

The meeting was convened by Mayor Green at 12:53 p.m.

1. PUBLIC COMMENT

There was no public comment.

2 CONSENT CALENDAR

2A. Minutes of January 10, 2010

Supervisor Haggerty moved for the approval of the consent calendar; Councilmember Atkin made a second. The motion passed 8-0.

3A. Update on Compliance Audits and Reports

Tess Lengyel provided an overview and status update on jurisdiction/agency compliance for those that received Measure B pass-through funds for program in FY 2009-10. This item was for information only.

3B. State Transportation Improvement Program (STIP) Extension Requests:

Matt Todd provided a brief overview of the extension requests. Todd suggested the following four extension requests could be considered in one motion.

3B.1 Approve Allocation Deadline Extension for the City of Dublin Alamo Canal Regional Trail, I-580 Undercrossing Project

3B.2 Approve Allocation Deadline Extension for the City of Oakland Coliseum BART Pedestrian Improvements Project

3B.3 Approve Allocation Deadline Extension for the City of Berkeley Bay Trail Extension Segment One Project

3B.4 Approve Allocation Deadline Extension for the Alameda CTC/ACCMA I-580 San Leandro Landscape Project

A motion to approve staff recommendations for Items 3B.1, 3B.2, 3B.3, and 3B.4 was made by Supervisor Haggerty; a second was made by Mayor Javandel. The motion passed 8-0.

3C. Monitoring Reports:

3C.1 Approve State Transportation Improvement Program (STIP) At Risk Report

James O'Brien requested the Committee to recommend that the Commission approve the STIP At Risk Report dated January 31, 2011. The report includes 35 STIP projects being monitored for compliance with the STIP "Timely Use of Funds" provisions. A motion to approve staff recommendation was made by Mayor Javandel; a second was made by Vice Mayor Freitas. The motion passed 8-0.

3C.2 Approve Federal Surface Transportation/Congestion Mitigation and Air Quality (STP/CMAQ) Program At Risk Report

James O'Brien requested the Committee to recommend that the Commission approve the STP/CMAQ Program At Risk Report dated January 31, 2011. The report includes 46 locally sponsored federally funded projects being monitored for compliance with MTC's regional STP/CMAQ Project Delivery Policy A motion to approve staff recommendation was made by Councilmember Bidlle; a second was made by Vice Mayor Chan. The motion passed 8-0.

3C.3 Approve CMA Exchange Program Quarterly Status Report

James O'Brien requested the Committee to recommend that the Commission approve the CMA Exchange Program Quarterly Status Report dated January 31, 2011. A motion to approve staff recommendation was made by Supervisor Haggerty; a second was made by Councilmember Bidlle. The motion passed 8-0.

3C.4 Approve Transportation Fund for Clean Air (TFCA) Program At Risk Report

Jacki Taylor requested the Committee to recommend that the Commission approve the TFCA Program At Risk Report dated January 31, 2011. A motion to approve staff recommendation was made by Supervisor Haggerty; a second was made by Mayor Javandel. The motion passed 8-0.

3D. Approval of Measure B Grant Amendments

3D.1 Authorization to Reinstate and Extend Paratransit Gap Grant for AC Transit New Freedom Grant Match Project

Tess Lengyel requested the Committee to recommend that the Commission reinstate and extend the Measure B Paratransit Gap Grant agreement with AC Transit for the New Freedom Grant Match Project (Agreement No. A08-0026). She stated that this action will not change the grant funding amount. A motion to approve staff recommendation was made by Mayor Javandel; a second was made by Vice Mayor Freitas. The motion passed 8-0.

3E. Update on Countywide Safe Routes to Schools (SR2S) Program

Tess Lengyel stated that at the January 27th Commission meeting, it was requested that staff bring back for discussion in February the current implementation of the SR2S Program in Alameda County. She said that the Alameda CTC has funded the Safe Routes to Schools Program over two consecutive two-year grant cycles. In 2007 the original grant was focused on North and Central County and the subsequent grant in 2009 served the entire county. Beginning July 2011, MTC will provide \$3.22 million in Congestion Mitigation and Air Quality (CMAQ) funds to Alameda CTC for the Alameda County SR2S Program and this funding is being matched with \$420,000 in Measure B Bicycle and Pedestrian Safety Funds, bringing the total budget to \$3.64 million. This item was for information only.

4 Projects

4A. Approval to Extend Construction Management Contract for I-680 HOV/ Express Lane Project

Ray Akkawi requested the Committee to recommend that the Commission approve Amendment No. 1 to the construction services contract with S&C Engineers, Inc. to extend the contract expiration date from September 30, 2010 to December 31, 2011 needed to allow the Commission

to provide construction support to Caltrans in the administration of the on-going construction contract for the Southbound I-680 HOV/Express Lane Project. He added that this will not have a fiscal impact. A motion to approve staff recommendation was made by Supervisor Haggerty; a second was made by Mayor Javandel. The motion passed 8-0.

4B. Approval to Extend Construction Management Contract for I-580 Eastbound HOV Lane Project

Steve Haas requested the Committee to recommend that the Commission to approve Amendment No. 1 to the construction management contract with S&C Engineers, Inc. to extend the contract expiration date to May 31, 2011. He said that S&C Engineers, Inc. provides support to Caltrans staff managing the construction contract for the I-580 Eastbound HOV Lane Widening Project – Segment 2. Approval of the expiration date will have no fiscal impact. A motion to approve staff recommendation was made by Mayor Javandel; a second was made by Supervisor Haggerty. The motion passed 8-0.

4C. Update on Construction Management Services for the I-80 Integrated Corridor Mobility Project/Project #3 Traffic Operations System Project and Project #6 San Pablo Corridor Arterial and Transit Improvement Project

John Hemiup stated that the I-80 ICM Project has been divided into seven sub-projects in order to stage the delivery of contracts, take advantage of the good construction bidding climate of recent years, and minimize project delivery risk by narrowing each contract's scope. He gave an update on Project #3 and Project #6. He said that an RFP was issued on November 30, 2010 and a pre-proposal meeting was held on December 16, 2010 which was attended 25 firms. Proposals were received from seven teams and four firms were shortlisted and interviewed on February 2, 2011. The panel has ranked the interviewed firms and has unanimously selected S&C Engineers, Inc. Staff will inform the full Commission of the contract budget at the Commission meeting later this month. This item was for information only.

5 STAFF AND COMMITTEE MEMBER REPORTS

There were no reports.

6 ADJOURNMENT/NEXT MEETING: FEBRUARY 14, 2011

Chair Green adjourned the meeting at 1:35 p.m. The next meeting is on March 14, 2011.

Attest by:



Gladys V. Parmelee
Clerk of the Commission



PROGRAMS AND PROJECTS COMMITTEE MEETING

ROSTER OF MEETING ATTENDANCE

February 14, 2011

12:15 p.m.

1333 Broadway, Suite 300, Oakland, CA 94612

BOARD MEMBERS		Initials	ALTERNATES		Initials
Chair :	Mark Green – City of Union City	<i>MG</i>	Emily Duncan – City of Union City		
Vice Chair:	Scott Haggerty – Alameda County, District 1	<i>SH</i>	Bill Harrison – City of Fremont		
Members:					
	Nate Miley – Alameda County, District 2	<i>NM</i>			
	Farid Javandel – City of Albany	<i>FJ</i>	Peggy Thomsen – City of Albany		
	Tim Sbranti – City of Dublin		Don Biddle – City of Dublin		<i>DB</i>
	Ruth Atkin – City of Emeryville	<i>RA</i>	Kurt Brinkman – City of Emeryville		
	Suzanne Chan – City of Fremont	<i>SC</i>	Bill Harrison – City of Fremont		
	Luis Freitas – City of Newark	<i>LF</i>	Alberto Huezo – City of Newark		
	Larry Reid – City of Oakland		Patricia Kernighan – City of Oakland		
LEGAL COUNSEL					
	Zack Wasserman – WRBD	<i>ZW</i>			
	Neal Parish – WRBD				
	Geoffrey Gibbs - GLG	<i>GTG</i>			
STAFF					
	Arthur L. Dao – Executive Director				
	Gladys Parmelee – Executive Assistant and Clerk of the Commission		<i>GP</i>		
	Matt Todd - Manager of Programming				
	Ray Akkawi – Manager of Project Delivery				
	Libby Hendrickson – Administrative Assistant II				

STAFF	Initials	STAFF	Initials
Patricia Reavey - Director of Finance		Anees Azad – Manager of Finance & Admin.	
Tess Lengyel – Programs & Public Affairs Manager		Beth Walukas – Manager of Planning	<i>ctw</i>
Yvonne Chan – Accounting Manager		Cyrus Minoofar - Manager of ITS	
Bijan Yarjani – Senior Transportation Engineer	<i>By.</i>	Christina Muller –Administrative Manager	
Steve Haas – Senior Transportation Engineer	<i>SA</i>	Lei Lam – Senior Accountant	
John Hemiup – Senior Transportation Engineer	<i>JH</i>	Arun Goel – Associate Transportation Engr.	<i>AG</i>
Saravana Suthanthira - Senior Transportation Planner		Linda Adams – Executive Assistant	
Diane Stark - Senior Transportation Planner		Liz Brazil – Contracts Administrator	
Vivek Bhat - Senior Transportation Engineer.	<i>VB</i>	Jacki Taylor – Programming Liaison	<i>(J.T.)</i>
Claudia Leyva – Administrative Assistant III		Laurel Poeton – Engineering Assistant	
Vicki Winn – Administrative Assistant III			
Frank R. Furger - Executive Director, I-680 JPA		James O'Brien	<i>JO</i>

	NAME	JURISDICTION/ ORGANIZATION	PHONE #	E-MAIL
1.	<i>Nora Cody</i>	<i>Transform</i>	<i>510-740-3150 x 323</i>	<i>nora@transformca.org</i>
2.	<i>Rechele Wheeler</i>	<i>consultant to Alameda CTC</i>	<i>510-208-7471</i>	<i>rwheeler@alameda.ctc.org</i>
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

This page intentionally left blank



Memorandum

DATE: March 2, 2011

TO: Programs and Projects Committee

FROM: Matt Todd, Manager of Programming

SUBJECT: **Approval of One Year Extension of Project Monitoring Contract with Advance Project Delivery Inc. (APDI)**

Recommendation

It is recommended the Commission approve a one (1) year extension (through FY 2011/12) of the contract with Advance Project Delivery Inc. for Project Monitoring and Programming Assistance Services for projects programmed with various State, Federal, TFCA and CMA TIP funds and authorize the Executive Director to execute any required agreements, not to exceed \$150,000.

Summary

The Alameda County Congestion Management Agency authorized the Executive Director to execute a contract for project monitoring services and programming assistance, for a period of up to four (4) years in the spring of 2007. The four year period will be completed June 30, 2011. Staff is proposing a one (1) year extension to the contract with Advance Project Delivery Inc. The Alameda CTC has released multiple RFPs for many services/contracts required by the Alameda CTC, but is proposing to delay this advertisement of this proposed service. Staff is proposing an extension to the proposed contract for one additional year, making the total term of the contract five (5) years, and advertising to competitively procure a new contract for the services for FY 2012/13. Staff will provide additional information on the procurement of the services in FY 2011/12.

Background

Currently, project monitoring and reporting for all State, Federal, TFCA and CMA TIP funds, including the development of "At Risk Reports" over the course of the year, is completed within the scope of the Project Monitoring and Programming Assistance Contract with Advance Project Delivery Inc.

It is recommended the Board continue the monitoring efforts which have supported the programming activities managed by the Alameda CTC, including project delivery support to project sponsors for a one (1) year period, through FY 2011/12. An RFP will be released requesting proposals for project monitoring and reporting for State, Federal, TFCA and CMA TIP programs and for on-call assistance for other programming activities in FY 2011/12 for a new contract starting FY 2012/13.

The services provided through this contract can be broken into the following two (2) categories:

1. Project Monitoring and Reporting Services:

The consultant will provide project monitoring and reporting services to support the programming activities managed by the Alameda CTC including providing support to project sponsors in dealing with various funding agencies and requirements. This will be a continuation of the Alameda CTC's current effort which has had success in helping Alameda County projects meet required project delivery deadlines.

2. On-Call Programming Assistance Services:

The consultant will provide on-call assistance for programming activities on an as needed basis to assist Alameda CTC staff in reviewing candidate projects and developing funding recommendations in the various programs administered by the Alameda CTC.

Fiscal Impact

Fund sources used to support monitoring and programming assistance have included a combination of local and state funding sources. Funding for these services is included in the FY 2010/11 budget for services through June 30, 2011. The FY 2011/12 budget will include the funding to support the proposed contract extension through June 20, 2012.



Memorandum

DATE: March 1, 2011

TO: Programs and Projects Committee

FROM: Vivek Bhat, Senior Transportation Engineer

SUBJECT: **Approval of Certifications and Assurances for the Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Program**

Recommendation

It is recommended that the Commission adopt Resolution 11-007 which 1) authorizes the execution of Certifications and Assurances documents for the PTMISEA Bond Program; and 2) appoints the Executive Director or designee as the Alameda CTC's authorized agent to execute the Certifications and Assurances, grant applications, funding agreements, reports or any other documents necessary for project funding and PTMISEA program compliance.

Summary

The California Department of Transportation (Caltrans) has recently updated the PTMISEA guidelines and developed a Certifications and Assurances document (Attachment A). Beginning in January 2011, each PTMISEA Project Sponsor will be required to sign the Certification and Assurances document prior to receiving an allocation of Fiscal Year 2010/11 funds or later. The Certification and Assurances document contains general conditions of the PTMISEA program, already stated in the guidelines, as well as some additional Cost Principles and Record Retention requirements that are standard for other State funded projects.

Discussion/Background

The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, approved by the voters as Proposition 1B in November 2006, included a directive that approximately \$3.6 billion be deposited into the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) for use by transit operators over a 10-year period. The Alameda CTC's allocation from PTMISEA is based on the Altamont Commuter Express (ACE) service within Alameda County.

Since the inception of the PTMISEA grant program, the Alameda County Congestion Management Agency (ACCMA) has received appropriations of approximately \$600,000 (FYs 2007/08, 2008/09 & 2009/10). Future PTMISEA grants for ACE are expected to be made in the name of Alameda CTC. For the FY 2010/11 grant year, Caltrans has developed a document entitled, "Certifications and Assurances," which outlines special requirements with which project sponsors must comply in order to receive PTMISEA funds.

Beginning with the 2010/11 fiscal year, Caltrans is requiring that project sponsors, such as the Alameda CTC, submit an authorizing resolution from their governing boards that approves the submission of the Certifications and Assurances, as well as the following actions that have been previously required: 1) authorizes the Alameda CTC to accept PTMISEA funds, and; 2) authorizes an individual to execute the Certifications and Assurances, future funding agreement(s) and other relevant documents necessary for funding and completing PTMISEA-funded projects.

It is recommended that the Alameda CTC Board adopt Resolution 11-007 to support the above listed actions.

Fiscal Impacts

There will be no impact to the approved Alameda CTC - ACCMA budget by this action.

Attachments

Attachment A: PTMISEA Certifications and Assurances

Attachment B: Draft Alameda CTC Resolution #11-007

Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Bond Program

Certifications and Assurances

Project Sponsor: *ALAMEDA COUNTY TRANSPORTATION COMMISSION*

Effective Date of this Document: *February 15, 2011*

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) bond program. As a condition of the receipt of PTMISEA bond funds, project sponsors must comply with these terms and conditions.

A. General

- (1) The project sponsor agrees to abide by the current PTMISEA Guidelines
- (2) The project sponsor must submit to the Department a PTMISEA Program Expenditure Plan, listing all projects to be funded for the life of the bond, including the amount for each project and the year in which the funds will be requested.
- (3) The project sponsor must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project sponsor certifies that required environmental documentation is complete before requesting an allocation of PTMISEA funds. The project sponsor assures that projects approved for PTMISEA funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project sponsor certifies that PTMISEA funds will be used only for the transit capital project and that the project will be completed and remains in operation for its useful life.
- (3) The project sponsor certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.

- (4) The project sponsor certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (5) The project sponsor must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (6) Any interest the project sponsor earns on PTMISEA funds must be used only on approved PTMISEA projects.
- (7) The project sponsor must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (8) Under extraordinary circumstances, a project sponsor may terminate a project prior to completion. In the event the Project Sponsor terminates a project prior to completion, the Project Sponsor must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
- (9) Funds must be encumbered and liquidated within the time allowed in the applicable budget act.

C. Reporting

- (1) Per Government Code § 8879.55, the project sponsor must submit the following PTMISEA reports:
 - a. Semi-Annual Progress Reports by February 15th and August 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of PTMISEA bond funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which PTMISEA funds have been received or expended.

D. Cost Principles

- (1) The project sponsor agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (2) The project sponsor agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving PTMISEA funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project sponsor has received payment that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project sponsor to the State of California (State). Should the project sponsor fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project sponsor from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project sponsor agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project sponsor, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the project sponsor, its contractors and subcontractors connected with PTMISEA funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project sponsor, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Project Sponsor pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project sponsor's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with

the performance of the project sponsor's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project sponsor shall furnish copies thereof if requested.

- (3) The project sponsor, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

- (1) A project sponsor may lend its unused funds from one year to another project sponsor for an eligible project, for maximum fund use each fiscal year (July 1 – June 30). The project sponsor shall collect no interest on this loan.
- (2) Once funds have been appropriated in the budget act, a project sponsor may begin a project with its own funds before receiving an allocation of bond funds, but does so at its own risk.
- (3) The Department may perform an audit and/or request detailed project information of the project sponsor's PTMISEA funded projects at the Department's discretion at any time prior to the completion of the PTMISEA program.

I certify all of these conditions will be met.

Alameda County Transportation Commission

BY: _____
Arthur L. Dao, Executive Director
Alameda CTC

Attachment: Alameda CTC Resolution 11-007 dated March 24, 2011

**ALAMEDA COUNTY TRANSPORTATION COMMISSION
RESOLUTION # 11-007**

**Authorization for Execution of the Certifications and Assurances Documents for the Public
Transportation Modernization, Improvement, and Service Enhancement Account
Bond Program**

WHEREAS, the **Alameda County Transportation Commission** (“Alameda CTC”), acting on behalf of the Alameda County Congestion Management Agency (“ACCMA”) through the powers delegated to Alameda CTC by the joint powers agreement which created Alameda CTC, is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (“PTMISEA”) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 88 (2007) named the California Department of Transportation (“Caltrans”) as the administrative agency for the PTMISEA; and

WHEREAS, Caltrans has developed guidelines for the purpose of administering and distributing PTMISEA funds to eligible project sponsors (local agencies); and

WHEREAS, the Alameda CTC wishes to delegate authorization to execute these documents and any amendments thereto to its Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Alameda CTC that Alameda CTC agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all PTMISEA funded transit projects; and

BE IT FURTHER RESOLVED that the Executive Director or designee is hereby authorized to execute all required documents of the PTMISEA program and any amendments thereto with Caltrans.

DULY PASSED AND ADOPTED by the Alameda County Transportation Commission at the regular meeting of the Board held on Thursday, March 24, 2011 in Oakland, California, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

SIGNED:

ATTEST:

Mark Green
Chair

Gladys V. Parmelee
Clerk of the Commission

This page intentionally left blank



Memorandum

DATE: March 2, 2011

TO: Programs and Projects Committee (PPC)

FROM: Alameda County Technical Advisory Committee (ACTAC)

SUBJECT: **Approval of Alameda CTC Transportation Fund for Clean Air (TFCA) Program Guidelines**

Recommendation

It is recommended the Commission approve the Alameda CTC Transportation Fund for Clean Air (TFCA) Program Guidelines for FY 2011/12.

Summary

TFCA Program Managers are required to review the TFCA Program Guidelines on an annual basis. As of July 2010, the Alameda CTC is now the TFCA Program Manager for Alameda County. Revisions to the Alameda County TFCA Program Guidelines were last approved by the (Alameda County Congestion Management Agency) Board in March 2010.

Information

Statute requires Program Managers to annually review the programming guidelines for the TFCA Program. As specified in the Health and Safety Code section 44241, the Alameda CTC, as the entity designated to receive the TFCA Program Manager funds, is required to hold a public meeting, at least once a year, for the purpose of adopting criteria for the expenditure of the funds and to review the expenditure revenues. This review period allows staff to incorporate updates to the TFCA legislation into the Alameda CTC's TFCA Program, as well as consider additional comments to the program from the member agencies.

Staff is proposing the attached revisions to the Alameda CTC TFCA Program Guidelines based on the Bay Area Air Quality Management District (Air District)'s final FY 2011/12 TFCA Policies, approved by the Air District Board on December 2, 2010, and the Air District Expenditure Plan Guidance released December 22, 2010. Additionally, clarifications have been made to the guidelines based on staff's experiences with administering the TFCA program.

Edits of note to the Alameda CTC TFCA Program Guidelines for 2011/12:

- The implementation of automobile buy back scrappage programs has been removed from the list of eligible project types to reflect the Air District's current Program Manger Fund Policies.

- TFCA Timely Use of Funds provisions have been revised to reflect that final requests for reimbursement must be submitted no later than the date of the Final Project Report submittal .
- Clarification has been added that project budgets should segregate indirect project costs, if these costs are proposed to be reimbursed by TFCA.
- Clarification has been added that Program Managers must allocate funding to projects that implement relevant transportation control measures and/or mobile source measures.

Additional proposed revisions detailed in the attachment are clarifications and corrections to the current Guidelines and do not reflect material changes to the TFCA Program.

Attachment

Attachment A – Draft March 2011 Alameda CTC TFCA Program Guidelines

ALAMEDA COUNTY
CONGESTION MANAGEMENT TRANSPORTATION
AGENCY COMMISSION
TRANSPORTATION FUND FOR CLEAN AIR
(TFCA) PROGRAM GUIDELINES

I. BACKGROUND

AB 434 (Sher, Statutes of 1991) and AB 414 (Sher, Statutes of 1995) permit the Bay Area Air Quality Management District (hereinafter the "Air District") to collect a fee of up to \$4 per vehicle per year for reducing air pollution from motor vehicles and for related planning and programs. This legislation requires the Air District to allocate 40% of the revenue to an overall program manager in each county. The overall program manager must be designated "by resolutions adopted by the county board of supervisors and the city councils of a majority of the cities representing a majority of the population."

As of July 2010, the Alameda County Transportation Commission (hereinafter the "Alameda CTC"), is acting on behalf of the Alameda County CMA and has been designated as overall program manager in Alameda County in accordance with the above requirements, through the powers delegated to the Alameda CTC by the joint powers agreement which created the Alameda CTC.

II. ELIGIBLE PROJECTS

Projects/Programs eligible for funding from revenues generated by this fee are:

1. Implementation of rideshare programs;
2. Purchase or lease of clean fuel buses for school districts and transit operators;
3. Provision of local feeder bus or shuttle service to rail and ferry stations and to airports;
4. Implementation and maintenance of local arterial traffic management, including, but not limited to, signal timing, signal preemption, bus stop relocation and "smart streets";
5. Implementation of rail-bus integration and regional transit information systems;
6. Implementation of demonstration projects in congestion pricing of highways, bridges and public transit; and in telecommuting (No funds expended pursuant telecommuting projects shall be used for the purchase of personal computing equipment for an individual's home use);
7. Implementation of vehicle-based projects to reduce mobile source emissions, including, but not limited to light duty vehicles with a gross vehicle weight (GVW) of 10,000 pounds or lighter, engine repowers, engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations. Note: Engine repowers are subject to Air District approval on a case-by-case basis;
8. Implementation of smoking vehicles program;
- ~~9. Implementation of automobile buy back scrappage program operated by a governmental agency;~~
- 10.9. Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program; and

~~11.10.~~ Design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions. The projects and the physical improvements shall be identified in an approved area-specific plan, redevelopment plan, general plan, or other similar plan.

AB 414 references the trip reduction requirements in the CMP legislation and states that Congestion Management Agencies in the Bay Area that are designated as AB 434 program managers, “shall ensure that those funds are expended as part of an overall program for improving air quality and for the purposes of this chapter (the CMP Statute).” The Air District has interpreted this language to allow a wide variety of transportation control measures as now eligible for funding by program managers, including an expansion of eligible transit, rail and ferry projects.

AB 414 adds a requirement that County Program Managers adopt criteria for the expenditure of the county subventions and to review the expenditure of the funds. The content of the criteria and the review were not specified in the bill. However, the Air District has specified that any criteria used by a Program Manager must allocate funding to projects that are: 1) eligible under the law, 2) reduce motor vehicle emissions, 3) implement the relevant Transportation Control Measures and/or Mobile Source Measures in the Air District’s most recently approved strategy(ies) for state and national ozone standards (2010 Clean Air Plan, or CAP), and 4) are not planning or technical studies.

The program funds will be disbursed either through an individual call for projects or in a coordinated call for projects with other funding sources that provide funding for similar projects.

III. COST EFFECTIVENESS

The Air District requires that all proposed and completed projects be evaluated for TFCA cost-effectiveness. The Alameda CTC will measure the effectiveness level of TFCA-funded projects using the TFCA cost of the project divided by an estimate of the total tons of emissions reduced (reactive organic gases (ROG), oxides of nitrogen (NO_x), and weighted particulate matter 10 microns in diameter and smaller (PM₁₀)) due to the project. These are used to calculate a cost effectiveness number of \$/ton. The Alameda CTC will only approve projects with a TFCA cost effectiveness, on an individual project basis, equal to or less than \$90,000 of TFCA funds per ton of total ROG, NO_x and weighted PM₁₀ emissions reduced (\$/ton). ~~All projects will be required to conduct cost effectiveness calculations.~~

IV. GENERAL PROGRAM STRUCTURE

As the overall program manager in Alameda County, the Alameda CTC will be allocated 40% of the funds collected in Alameda County. The Air District will advance these funds to the Alameda CTC in biannual installments each fiscal year.

The 40% funds programmed by the Alameda CTC will be distributed as follows:

- A maximum of 5% of the funds for program implementation and administration annually to the Alameda CTC.
- 70% of the remaining funds to be allocated to the cities/county based on population, with a minimum of \$10,000 to each jurisdiction. City population will be updated annually based on State Department of Finance estimates. 70% funds will be programmed annually in its own

call for projects or in a coordinated call for projects with like funding sources. The Board may also program against future TFCA programming for projects that are larger than the annual funds available.

- 30% of the funds (discretionary) allocated to transit related projects. All eligible applicants may apply for these funds for transit related projects. 30% funds will be programmed annually in its own call for projects or in a coordinated call for projects with like funding sources. The Board may also program against future TFCA programming for projects that are larger than the annual funds available.

A city or the county, with approval from the Alameda CTC Board, may choose to roll its annual “70%” allocation into a future program year. Since all of the available TFCA funds are to be programmed each year, a jurisdiction may borrow against its projected future year share in order to use rolled over funds available in the current year.

With approval from the Alameda CTC Board, a local jurisdiction may request programming of a multi-year project using its current and projected future year share of the 70% funds.

Projects competing for the 30% discretionary funds will be evaluated based on the total emissions reductions projected as a result of the project. Projects will be prioritized based on the total tons of pollutants reduced divided by the TFCA funds invested, as calculated using the Air District guidelines for the regional program. When this calculation is not sufficient to prioritize candidate projects, the Alameda CTC Board may also consider the emissions reductions per total project dollar invested for the project and the matching funds provided by the project sponsor.

Projects will normally be funded only if the TFCA funds requested exceed \$50,000, unless the project sponsor can show special and unusual circumstances to set this limit aside.

V. PROGRAM SCHEDULE

December-January	A call for projects will be issued by the Alameda CTC.
January-February	Project applications due to Alameda CTC.
February - March	Alameda CTC adopts resolution endorsing the programming of TFCA funds consistent with the Expenditure Plan Application. Expenditure Plan Application due to Air District.
March-April	Review of projects by ACTAC. Draft program reviewed by the PPC and released by the Alameda CTC Board.
April-May	ACTAC adopts list of recommended projects and forwards list to Alameda CTC Board. <u>BiSemi</u> -annual project status reports due to Alameda CTC. Alameda CTC submits Semi-annual Report to Air District by May 31 st .
September	For on-going projects, annual status reports from project sponsors due to the Alameda CTC.
October 31 st	Alameda CTC submits Annual Report to Air District.

Schedule subject to modification based on schedule changes imposed by the Air District and previous programming actions by the Board.

VI. APPLICATION PROCESS

Project sponsors shall complete the Alameda CTC TFCA funding application. This can be a single TFCA application or included in coordinated call for projects process that consolidates like fund sources. Please include the following in your application:

- 1. Partner agencies/organizations:** If the project is sponsored by more than one agency, the applicant shall list the partner agencies, including the point of contact(s).
- 2. TFCA Funding Category:** The applicant shall indicate whether the funds applied for are from the 70% city/county funds or the 30% transit discretionary funds. Project sponsors may choose to rollover their 70% funds to into a future fiscal year 70% allocation. Project sponsors may also request to reprogram any remaining TFCA funds from previous projects or allocations in their jurisdiction, to the proposed project.
- 3. Funding Sources/Budget:** Applicants shall include a funding plan listing all funding sources and amounts (including regional 60% TFCA funds and unsecured funds→). Applicants shall include a project budget listing the total project cost by phase and cost type.
- 4. Schedule and Project Milestones:** Applicants shall include project schedule and milestones.
- 5. Input Data Chart:** Applicants shall submit the necessary data for their project(s) to calculate the estimated emissions reductions and cost-effectiveness.
- 6. Transportation Control Measures (TCM) and Mobile Source Measures (MSM):** Applicants shall list the TCMs and/or MSMs from the Air District's most recently approved strategy(ies) for state and national ozone standards that are applicable to the project.

VII. MONITORING REQUIREMENTS

The Air District ~~may~~ requires that emissions reduced as a result of each project be calculated twice. The first is an estimate of projected emissions reduction. Sponsors must provide input data for this calculation in their application.

Sponsors must also conduct post-project evaluation and/or surveys (known as the monitoring requirements) as specified in the fund transfer agreement for the project.

Project sponsors shall provide estimates for the cost of collecting the data for the monitoring requirements that are required by the Air District. The cost of the monitoring requirements data collection efforts should not exceed 5% of the total project budget (including both TFCA and non-TFCA funds).

VIII. INSURANCE REQUIREMENTS

Each Project Sponsor must maintain general liability insurance, workers compensation insurance and additional insurance as appropriate for specific projects, with coverage amounts specified in the ~~specific~~ project funding agreements.

This section provides guidance on the insurance coverage and documentation typically required for TFCA Program Manager Fund projects. Note that the Air District reserves the right to specify different types or levels of insurance in the funding agreement. The typical funding

agreement requires that each project sponsor provide documentation showing that the project sponsor meets the following requirements for each of its projects.

1. **Liability Insurance** with a limit of not less than \$1,000,000 per occurrence, of the type usual and customary to the business of the Project Sponsor, and to the operation of the vehicles, vessels, engines or equipment operated by the Project Sponsor.
2. **Property Insurance** in an amount of not less than the insurable value of Project Sponsor’s vehicles, vessels, engines or equipment funded under the Agreement, and covering all risks of loss, damage or destruction of such vehicles, vessels, engines or equipment.

3. Worker’s Compensation Insurance for construction projects including but not limited to bike/pedestrian paths, bike lanes, smart growth and vehicle infrastructure, as required by California law and employers insurance with a limit not less than \$1 million.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A, VII. The Air District may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance. Below is a table listing the types of insurance coverage generally required for each project type. The requirements may differ in specific cases.

<u>County Program Manager Fund Contract Activity</u>	<u>Insurance Required</u>
Vehicle Purchase	Automobile Liability; and Automobile Physical Damage
Engine Repowers/Retrofits	Automobile Liability; and Automobile Physical Damage
Operation of shuttle from transit hubs to private business and other location	Commercial General Liability; Automobile Liability; and Automobile Physical Damage
Transit pass subsidy or commute incentives	None
Transit Marketing Program	Commercial General Liability
Guaranteed Ride Home	None
Bicycle facilities including bike paths, bike lanes (either striping and signs or construction of roadway Shoulders), bike routes, bike lockers, and bike racks.	Commercial General Liability; Automobile Liability; and Worker’s Compensation
Constructing a bike/pedestrian overpass	Commercial General Liability, Automobile Liability; and Worker’s Compensation
Signal Timing	Commercial General Liability

IX. FUNDING AGREEMENT, REPORTS AND AUDIT REQUIREMENTS

Prior to receiving any reimbursement of funds, project sponsors must execute a fund transfer agreement with the Alameda CTC. The fund transfer agreement includes a description of the project/program to be funded and specifies the terms and conditions for the expenditure of funds, including all audit requirements imposed by the Air District.

A contract executed by both the Air District and the Alameda CTC constitutes final approval and obligation for the Air District to fund a project. Costs incurred before the execution of the funding agreement (Air District and Alameda CTC) will not be reimbursed. An executed funding agreement between the Alameda CTC and project sponsor is required before any reimbursements will be made. The funding agreement between the Alameda CTC and project sponsor is to be executed within six months from the date the funding agreement between the Air District and the Alameda CTC is executed. After the six month deadline has passed, any funding associated with an unexecuted funding agreement may be considered unallocated and may be reprogrammed by the Air District.

Project sponsors will be required to submit bi-annual progress reports to the Alameda CTC which provide project status and itemize the expenditure of funds for each project. Project sponsors are also required to submit a final project report, which include monitoring requirements, upon completion of the project.

All projects will be subject to a performance audit including project monitoring requirements established by the Air District. Project sponsors will, for the duration of the project/program, and for three (3) years following completion, make available to the Air District or to an independent auditor, all records relating to expenses incurred in implementing the projects.

X. TIMELY IMPLEMENTATION OF PROJECTS AND USE OF FUNDS

The enabling legislation requires project sponsors to encumber and expend funds within two years, unless a time extension has been granted. To ensure the timely implementation of projects and use of funds, the following timelines will be imposed for each program year:

1. Within two months of receipt of funds from the Air District, the Alameda CTC will send out fund transfer agreements to each project sponsor
2. Project sponsors must execute a fund transfer agreement with the Alameda CTC within three months of receipt of an agreement from the Alameda CTC to ensure that the agreement is executed within six months from the execution of the funding agreement between the Air District and the Alameda CTC. The executed fund transfer agreement must contain an expenditure plan for implementation of the project. After the deadline has passed, any funding associated with an unexecuted funding agreement may be considered unallocated and may be reprogrammed by the Air District.
3. Project sponsors must initiate implementation of a project within three months of the date of receipt of the executed fund transfer agreement from the Alameda CTC, unless an extended schedule has been approved in advance by the Alameda CTC.
4. Funds must be expended within two years from the date of the first receipt of funds by the Alameda CTC from the Air District. [The Alameda CTC Board may, if it finds that significant](#)

progress has been made on a project, approve no more than two one-year schedule extensions for a project., unless an extension has been approved by the CMA Board. (No more than two (one year) extensions can be approved by the CMA Board., a Additional schedule extension requests can only be granted with approval from the Air District).

5. Sponsors must submit requests for reimbursement at least once per fiscal year. Requests must be submitted within six (6) months after the end of the fiscal year, defined as the period from July 1 to June 30. All final requests for reimbursement must be submitted no later than the date the Final Project Report is submitted.
6. Sponsors must submit bisemi-annual progress reports within the period established by the Air District.
7. Sponsors must submit required Final Project Reports (project monitoring reports) within three months of project completion or Sponsors must submit required post-project monitoring reports within three months after the post-project evaluation period as established in the funding agreement.
8. An at risk report will be presented to Alameda CTC Committees throughout the year to advise sponsors of upcoming critical dates and deadlines.

Any sponsor that does not comply with any of the above requirements within the established time frames will be given written notice from the Alameda CTC that they have 60 days in which to comply. Failure to comply within 60 days will result in the reprogramming of the funds allocated to that project, and the project sponsor will not be permitted to apply for new projects until the sponsor has demonstrated to the Alameda CTC that steps have been taken to avoid future violations of this policy.

XI. REIMBURSEMENT OF FUNDS

Upon execution of a fund transfer agreement, project sponsors may request reimbursement for documented expenses on an approved project. All project costs must be identified in the budget in the approved grant application and conform with the project scope included in attachment A of the TFCA funding agreement. Project sponsors must complete the "Request for Reimbursement of Funds" form attached to the fund transfer agreement for each reimbursement request. All complete requests for reimbursement will be paid within 30 days.

The Request for Reimbursement form must have an original signature by an authorized person, and should be sent to the attention of Alameda CTC's Administrative and Financial Officer. The form must be accompanied by the following documentation:

1. **Direct Costs:** Copies of invoices that the project sponsor has paid, including copies of checks evidencing payment that are directly and solely related to implementation of the project. Travel and training costs may be used only if the travel and training are directly related to the implementation of the funded project.
2. **Labor Charges:** Payroll records indicating pay rate, time sheets indicating time worked on project. Hourly labor charges are the sum of the salary paid to an employee plus the cost of fringe benefits provided, expressed on the basis of hours worked.

3. **Indirect Costs:** Indirect costs may be considered eligible for reimbursement with TFCA funds provided the project sponsor requests and justifies the reimbursement in the approved grant application. Sponsor will be required to have an Indirect Cost Rate proposal approved in advance by the Air District. The Air District relies on OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments for determining appropriate Indirect Costs for TFCA projects. Sponsor may choose not to charge any indirect costs to a TFCA project. Indirect costs are the reasonable overhead costs incurred in providing a physical place of work and in performing general support services and oversight. Examples include rent, utilities, office supplies, computer, payroll, reproduction, mailroom support staff, and management oversight. All administrative costs combined shall not exceed 5% of the project cost. Sponsor may choose not to charge any administrative costs to a TFCA project.



Memorandum

DATE: March 2, 2011
TO: Programs and Projects Committee (PPC)
FROM: Alameda County Technical Advisory Committee (ACTAC)
SUBJECT: **Approval of Alameda CTC Transportation Fund for Clean Air (TFCA) Program FY 2011/12 Expenditure Plan**

Recommendation

It is recommended the Commission approve Resolution 11-006, regarding the submittal of the FY 2011/12 TFCA County Program Manager Fund Expenditure Plan Application to the Bay Area Air Quality Management District (Air District).

Summary

Alameda CTC Resolution 11-006 and the FY 2011/12 TFCA County Program Manager Fund Expenditure Plan Application (both attached) are due to the Air District by March 31, 2011. The Expenditure Plan Application includes \$1,832,360 in available funding for programming to projects.

Background

Starting with the 2009/10 program, the administration procedures of the TFCA program have been revised so the Air District now approves an annual expenditure plan that includes the total amount of TFCA funds to be programmed, in lieu of approving the individual projects. Following the approval and execution of the FY 2011/12 Expenditure Plan, the Alameda CTC will have six months to provide a final program of eligible projects to the Air District.

The revenue in the FY 2011/12 Expenditure Plan Application comprises the following:

- New revenue for FY 2010/11: \$1,759,147
- Additional revenue from FY 2004/05: \$149,717
- Earned interest for 2010: \$18,925
- Relinquished revenue from FY 2010/11: \$15

The total TFCA funding available for FY 2010/11 is \$1,927,803. After five percent of the \$1,908,864 in new revenue (which includes an additional \$149,717 in revenue from 2004/05) is set aside for the Alameda CTC's administration of the TFCA program, the earned interest and relinquished funds are added, resulting in \$1,832,360 available for programming to projects.

The attached Expenditure Plan Application is due to the Air District by March 31, 2011, prior to the submittal of a detailed program of projects. Applications for the FY 2011/12 program were due to the Alameda CTC on February 11th and a draft FY 2011/12 TFCA program of projects is scheduled to be considered by the Commission in April.

Financial Impact

This programming action has no financial impact to the Alameda CTC. The TFCA funds included in this funding program are being made available by the Air District. Costs associated with the Alameda CTC's administration of the TFCA program are included in the current Alameda CTC's budget.

Attachments

Attachment A – Resolution 11-006 for the FY 2011/12 TFCA Expenditure Plan Application

Attachment B – FY 2011/12 TFCA Expenditure Plan Application

**ALAMEDA COUNTY TRANSPORTATION COMMISSION
RESOLUTION 11-006**

WHEREAS, the Alameda County Congestion Management Agency (“ACCMA”) has been the overall County Program Manager for the Transportation Fund for Clean Air (“TFCA”) for Alameda County; and

WHEREAS, as of July 2010, pursuant to the joint powers agreement which created the Alameda County Transportation Commission (“Alameda CTC”), which agreement was authorized and approved by the Alameda County Board of Supervisors and the city councils of each and every city within Alameda County, Alameda CTC has been designated as the Alameda County Program Manager for the TFCA program; and

WHEREAS, the TFCA Program requires that the Program Manager submit an Expenditure Plan Application to the Bay Area Air Quality Management District by March 31, 2011.

NOW, THEREFORE BE IT RESOLVED, that the Alameda CTC Board approves the programming of \$1,832,360 to projects, consistent with the attached FY 2011/12 TFCA County Program Manager Fund Expenditure Plan Application; and

BE IT FURTHER RESOLVED, that the Alameda CTC Board authorizes the Executive Director to execute any necessary fund transfer agreements related to this programming with the Bay Area Air Quality Management District and project sponsors.

DULY PASSED AND ADOPTED by the Alameda CTC at the regular Board meeting held on Thursday, March 24, 2011 in Oakland, California, by the following vote:

AYES: **NOES:** **ABSTAIN:** **ABSENT:**

SIGNED:

Mark Green
Chair

ATTEST:

Gladys V. Parmelee
Clerk of the Commission

This page intentionally left blank

SUMMARY INFORMATION

Program Manager Agency Name: Alameda County Transportation Commission

Address: 1333 Broadway, Suite 220, Oakland, CA 94612

PART A: NEW TFCA FUNDS

1. Estimated FY11/12 DMV revenues (based on projected CY2010 revenues):	Line 1:	<u>\$1,754,911.00</u>
2. Difference between prior-year estimate and actual revenue: ¹	Line 2:	<u>\$4,235.88</u>
a. Actual FY09/10 DMV revenues (based on CY2009):		<u>\$1,816,393.88</u>
b. Estimated FY09/10 DMV revenues (based on CY2009):		<u>\$1,812,158.00</u>
<i>('a' minus 'b' equals Line 2.)</i>		
3. Allocation of withheld FY04/05 funds: ²	Line 2c:	<u>\$149,716.61</u>
4. Estimated New Allocation (<i>Sum of Lines 1, 2, and 2c</i>):	Line 3:	<u>\$1,908,863.49</u>
5. Interest income. List interest earned on TFCA funds in calendar year 2010.	Line 4:	<u>\$18,925.00</u>
6. Estimated TFCA funds budgeted for administration: <i>(Note: This amount may not exceed 5% of Line 3.)</i>	Line 5:	<u>\$95,443.18</u>
7. Total new TFCA funds available in FY11/12 for projects and administration	Line 6:	<u>\$1,927,788.49</u>
<i>(Add Lines 3 and 4. These funds are subject to the six-month allocation deadline.)</i>		

PART B: TFCA FUNDS AVAILABLE FOR REPROGRAMMING

8. Total amount from previously funded projects available for reprogramming to other projects. <i>(Enter zero (0) if none.)</i>	Line 7:	<u>\$14.92</u>
<i>(Note: Reprogrammed funds originating from pre-2006 projects are not subject to the six-month allocation deadline.)</i>		

PART C: TOTAL AVAILABLE TFCA FUNDS

9. Total Available TFCA Funds <i>(Sum of Lines 6 and 7)</i>	Line 8:	<u>\$1,927,803.41</u>
10. Estimated Total TFCA funds available for projects <i>(Line 8 minus Line 5)</i>	Line 9:	<u>1,832,360.41</u>

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

Executive Director Signature: _____

Date: _____

¹ As of 2/3/11, the FY10/11 actual revenues (based on CY2010) are not available from DMV, and are not anticipated to be available until March 31, 2010. Thus the difference between the FY10/11 estimated and actual revenues is not included in this form.

² One-time allocation of funds remaining from \$780,000.00 from the FY04/05 cycle. As part of an agreement with Alameda CMA and BART, these funds were requested to be withheld by the Air District to fund aspects of the Spare the Air free transit program.

2011-2012 TFCA County Program Manager Fund
 Summary of Applications Received

Sponsor	Project Name	Project Description	Total Project Cost	TFCA Requested
Alameda County	Castro Valley BART Station Bicycle Lockers	Purchase and install new electronic bicycle lockers at the CV BART Station. Requesting to add additional TFCA funding to existing TFCA project 08ALA02 to replace expiring TDA funds.	\$31,360	\$31,360
Alameda CTC	Alameda County Guaranteed Ride Home (GRH) Program	The GRH program provides a "guaranteed ride home" to registered employees in Alameda County as an incentive to use alternative modes of transportation (bus, train, carpool, vanpool, etc.) to get to work. Requesting two years of funding (FYs 11/12 and 12/13) .	\$245,000	\$245,000
Albany	City of Albany Vehicle Trip Reduction Programs	City of Albany vehicle trip reduction program. The proposed program includes the implementation of ridesharing, transit incentives and shuttle components. Requesting funding for FY 11/12.	\$64,000	\$52,000
California State University, East Bay	CSUEB - 2nd Campus to BART Shuttle	Implementation of a second shuttle bus for a.m. and p.m. peak hour service at the Cal State University, East Bay campus connecting to the Hayward BART station. Requesting two years of funding for operations (FYs 11/12 and 12/13) .	\$514,000	\$194,000
California State University, East Bay	Transportation Demand Management Program	Pilot Transportation Demand Management and Trip Reduction program at the California State University East Bay to encourage the use of driving alternatives to staff, faculty and the University students	\$52,000	\$52,000
Fremont	North Fremont Arterial Management	Improved arterial operations along four corridors in North Fremont: Fremont Blvd, Decoto Rd, Paseo Padre Parkway, and Alvarado Blvd. Some of the existing traffic signal system equipment will be upgraded and new signal coordination timings will be implemented at all signalized project intersections.	\$265,000	\$265,000
LAVTA	Purchase 4 Hybrid Diesel Buses	Replace four (4) 1196 New Flyer Diesel (40ft) buses with four (4) new hybrid diesel transit (29ft) buses. TFCA funding proposed to fund a portion of the incremental cost difference between new diesel and new hybrid-diesel buses.	\$919,705	\$319,705
LAVTA	Route 9 BART/Hacienda Business Park Shuttle	Route 9 provides service to the Dublin/Pleasanton BART Station and major employment centers within the City of Pleasanton. Requesting funding for FY 11/12 operations.	\$343,575	\$42,947
LAVTA	Route 10 Service - Dublin/Pleasanton BART to Livermore ACE Station	Route 10 services the Dublin/Pleasanton BART, ACE Livermore stations and Lawrence Livermore National Laboratory (LLNL). Requesting funding for FY 11/12 operations.	\$3,825,450	\$141,542
LAVTA	Route 15 Service - Livermore ACE to Springtown	Route 15 provides service in Livermore between the ACE Station in Livermore and the Springtown District. Requesting funding for FY 11/12 operations.	\$989,550	\$98,955
Oakland	Traffic Signal Synchronization along Martin Luther King Jr. Way	Along Martin Luther King Jr. Way, synchronization of traffic signals at four intersections between 55th and Hwy 24 and installation of detection equipment at the Hwy 24 WB on-ramp intersection.	\$120,000	\$120,000
Pleasanton	Pleasanton Trip Reduction Program	The project consists of a three-pronged approach to reducing trips through various employer-based, residential-based and school-based programs. Requesting funding for FY 11/12.	\$148,000	\$52,816
San Leandro	San Leandro LINKS Shuttle	Free shuttle providing service from the San Leandro BART station to businesses in West San Leandro. Service is provided every 20 min, Mon - Friday from approx. 5:45am to 9:45 am and from 3pm to 8pm. Requesting two years of funding for operations (FYs 11/12 and 12/13).	\$629,000	\$149,000
Union City	Union City CNG Compressor Replacement	Replace 10-year old compressor with a newer model in order to provide adequate fuel for an increased demand.	\$308,000	\$100,474
Total Requested				\$ 1,864,799

This page intentionally left blank



Memorandum

DATE: March 2, 2011
TO: Programs and Projects Committee
FROM: Matt Todd, Manager of Programming
SUBJECT: Review of Vehicle Registration Fee Program Status

Recommendation

This item is for information only. No action is requested.

Summary

The Measure F Alameda County Vehicle Registration Fee (VRF) Program was approved by the voters on November 2, 2010, with 63% of the vote. The fee will generate about \$11 million per year by a \$10 per year vehicle registration fee.

Staff is compiling material that will be used to inform the VRF Program Guidelines. The initial schedule discussed for the VRF Program Guidelines anticipated Draft VRF Program Guidelines to be discussed in February. This schedule has been delayed due to the impacts of multiple tasks required of Alameda CTC staff, including federal programming issues, Congestion Management Plan (CMP), Countywide Transportation Plan/Sustainable Community Strategy/Transportation Expenditure Plan (CWTP/SCS/TEP) effort, State Transportation Improvement Program (STIP) programming issues, Safe Route to School (SR2S) program implementation and ongoing agency merger related tasks. The revised schedule, detailed in Table A, calls for draft VRF Program Guidelines in April.

Based on discussions with the Department of Motor Vehicles (DMV), the collection of the \$10 per year vehicle registration fee is anticipated to begin the first week of May 2011, six months after the approval of Measure F (as detailed in the enabling legislation). The first revenue is not expected to be received by the Alameda CTC from the fee until the August/September 2011 time period. The revised schedule will allow for the approval of the program guidelines and an initial program of projects within the period of the initiation of the fee revenues.

Background

The goal of the program is to sustain the County's transportation network and reduce traffic congestion and vehicle related pollution. The program included four general categories of projects to achieve this, including:

- Local Road Improvement and Repair Program (60%)
- Transit for Congestion Relief (25%)
- Local Transportation Technology (10%)
- Pedestrian and Bicyclist Access and Safety Program (5%)

Financial Impact:

The VRF funds included in this funding program are anticipated to be available in FY 2011/12 and will be accounted for in the FY 2011/12 budget. Costs associated with the Alameda CTC's administration of the VRF program will be included in the assumptions for the 2011/12 budget.

TABLE A - Proposed Programming Schedule for Measure F – VRF Program

Date	Activity
April 2011	Draft Strategic Plan & Guidelines to Committees/ Board
May 2011	Final Strategic Plan & Guidelines to Committees/ Board
June 2011	Release Call for Projects
July 2011	Draft Program to Committees/Board
September 2011	Final Program to Committees/Board
Fall 2011	Execute Agreements



Memorandum

DATE: March 7, 2011

TO: Programs and Projects Committee

FROM: Tess Lengyel, Programs and Public Affairs Manager
Beth Walukas, Planning Manager

SUBJECT: Review of the Call for Projects and Programs for the Regional and Countywide Transportation Plans

Recommendation

Staff recommends that the Commission review and provide feedback on a preliminary summary list of program types that could be submitted to MTC, as well as to review and provide feedback on the status of sponsorship and potential advancement of certain projects into the Regional Transportation Plan (RTP), which are in the currently adopted 2008 Countywide Transportation Plan. This list will serve as preliminary guide to understand the realm of potential projects and programs that may be submitted in response to the Call for Projects and Programs, as well as to help identify those that should be submitted by Alameda CTC. Information about project and program suggestions that have been provided at the Commission retreat in December, through the CAWG and TAWG meetings, as well as outreach efforts throughout the County will be included in the preliminary summary list to help inform what should be submitted. At the time of this writing, the preliminary list was not complete as feedback from the outreach efforts is still being synthesized and will be provided under separate cover. ACTAC was informed at their March 1, 2011, meeting of the development of the preliminary list and was asked to review and submit comments to Alameda CTC once the list is released.

Summary

The MTC-directed Call for Projects for the Regional Transportation Plan (RTP) and development of the Sustainable Communities Strategy (SCS) was released to Bay Area Congestion Management Agencies (CMA) on February 14, 2011 and delegated significant outreach, review and evaluation requirements to the CMAs. The Alameda CTC process for implementing the call for projects and programs was approved by the Commission on February 24, 2011, and the Call was released in Alameda County immediately thereafter. MTC's on-line application for project and program submissions became available on March 1, 2011, and the Alameda CTC issued access codes for the on-line application to all jurisdictions.

This call for projects and programs will also be used to support the update of the Countywide Transportation Plan (CWTP) and development of a new Transportation Expenditure Plan (TEP), which may be placed on the November 2012 ballot. This remainder of this memo summarizes how Alameda CTC will meet the requirements of MTC's Call for Projects and details how

project and program submissions will be sought, evaluated, approved and submitted to MTC by the April 29, 2011 deadline. The Alameda CTC schedule is included in Table 1 and requires that Alameda County jurisdictions submit projects and programs to the Alameda CTC, using the MTC web-based application, by no later than April 12, 2011. This due date is necessary to allow the Alameda CTC to perform the required evaluations and to package a draft list for submission to MTC by April 29, 2011. The submittal will occur in two steps. The Alameda CTC will submit a draft list that meets the \$11.75 Billion county-share allocation by the April deadline followed by a final list in May. This is to ensure that the proposed list of projects and programs is presented for comment to all Alameda CTC committees, including the Alameda County Technical Advisory Committee (ACTAC), the CWTP-TEP Community and Technical Advisory Working Groups, the CWTP-TEP Steering Committee, the Planning, Policy and Legislation Committee, a public hearing, and adoption of a final list by the full Commission on May 26, 2011.

Discussion

The update of the RTP and development of the SCS includes a series of efforts and evaluation processes for integrating the first Bay Area SCS in accordance with SB 375 with the proposed transportation system. This effort includes the following:

- Development of performance goals and targets (*adopted January 2011*)
- Development of an Initial Vision Scenario, which takes the currently planned land use in the nine-county region adds housing and employment to address the projected population that must be accommodated in the region as required by SB 375 and overlays the Transportation 2035 RTP transportation system with some augmented services (*to be released March 11, 2011*)
- A call for projects (*released February 14, 2011 to the CMAs and a web based application available March 1, 2011*) for potential projects and programs.
- A performance assessment of projects and programs submitted during the Call for Projects from which projects for the Detailed SCS Scenarios will be selected (*May through July 2011*)
- Development and evaluation of Detailed SCS scenarios using information from the Initial Vision Scenario and the selected projects resulting from the performance assessment (*July through September 2011*).
- After further evaluation and repackaging on how detailed scenarios are meeting goals, a Preferred SCS will be developed and adopted and will be included in the environmental impact report review with the RTP (*adoption expected January/February 2012*)
- Adoption of a Final SCS/RTP (*April 2013*)

The Alameda CTC is concurrently working on the update of the CWTP and development of a new TEP, both of which will inform the RTP and SCS. The county-level plans development is in sync with the regional efforts and this memo details the process for administering the MTC-directed call for projects in Alameda County, which has been delegated to the CMAs to implement.

Call for Projects

MTC delegated the implementation of the call for projects and programs to each of the Congestion Management Agencies (CMAs) for county-level coordination, packaging and submission to MTC. This effort is being done on a tight schedule to meet the developmental deadlines of the SCS/RTP, and for CWTP-TEP in Alameda County.

Draft guidance for the Call for Projects was issued by MTC at the end of January and final guidance submitted to the CMAs on February 14, 2011. Implementation of the call and evaluation of the project and program submittals will also be guided by several sets of policies and procedures, some of which are still going through the approval processes by MTC, ABAG and Alameda CTC in March and April.

In January, MTC adopted the RTP/SCS goals and performance targets, which will be used to evaluate projects and programs in meeting both statutory and voluntary performance targets. In addition, draft policies regarding committed funds and projects, as well as project performance assessments are currently in circulation for review and are expected to be adopted in April 2011. Meanwhile, MTC's schedule for the call for projects is as follows:

- Issue Call for Projects Letter to CMAs February 14, 2011
- Open Online Project Application Form for Use by CMAs/ Project Sponsors: March 1, 2011
- Close of Project Submittal Period April 29, 2011 (See Table 1 for Alameda CTC's submission deadline of April 12, 2011)
- MTC Conducts Project-Level Performance Assessment and Selection Process for Projects for Detailed SCS Scenarios: May through July 2011

According to MTC's guidance for implementation of the call for projects, there are seven specific efforts the CMAs must do as part of the call. MTC's requirements are shown below in bold, and Alameda CTC's approach is detailed in italics:

1. Public Involvement and Outreach:

a) **Conduct countywide outreach to stakeholders and the public to solicit project ideas.**

The Alameda CTC has adopted a public involvement strategy for the development of the CWTP-TEP, which includes informing stakeholders and the public about the call for projects and seeking public comment on project and program ideas. This effort will be done through its technical and community advisory working groups, as well as through targeted countywide outreach that seeks feedback on potential projects and programs using a specifically designed Toolkit and questionnaire, which will be used at meetings and will also be placed on the Alameda CTC webpage. This outreach effort is broad-based, addresses language and access needs, and will be conducted throughout the county. Information about the call, submission processes and decision-making timelines are included on the agency website. Five public meetings are being held in each area of the County to also share information and solicit project and program feedback. These include the following 2011 dates, times and locations:

Thursday, February 24th — Oakland, 5:30-7:30pm

City of Oakland City Hall—Hearing Room 3 (1 Frank H. Ogawa Plaza)
 5:30–6:00 pm—Informational Open House
 6:00–7:30 pm—Workshop

Monday February 28th — Fremont, 6:30-8:30pm

Fremont Public Library—Fukaya Room A (2400 Stevenson Blvd.)
 6:30–7:00 pm—Informational Open House
 7:00–8:30 pm—Workshop

Wednesday March 9th — Hayward, 6:30-8:30pm

Hayward City Hall—Conference Room 2A (777 B Street)
 6:30–7:00 pm—Informational Open House
 7:00–8:30 pm—Workshop

Wednesday March 16th — San Leandro, 6:30-8:30pm

San Leandro Library—Karp Room (300 Estudillo Avenue)
 6:30–7:00 pm—Informational Open House
 7:00–8:30 pm—Workshop

Thursday, March 24th — Dublin, 6:30-8:30pm

Dublin Public Library—Community Meeting Room (200 Civic Plaza)

- b) **Document the outreach effort undertaken for the local call for projects.** *Alameda CTC will provide an overall description of the outreach process including how project and program submissions were solicited, evaluated and recommended to MTC. Table 1 below describes the Alameda CTC timeline, public hearings and opportunities for public comment on the draft and recommended project and program lists that will be submitted to MTC. A fully documented summary of outreach, how the outreach followed MTC's Public Participation Plan, as well as comments received and responses to comments addressing project/program inclusion will be submitted to MTC.*

2. Agency Coordination: Work closely with local jurisdictions, transit agencies, MTC, Caltrans, and stakeholders to identify projects for consideration in the RTP/SCS. *Alameda CTC has begun and will continue to inform elected officials, the public, stakeholders, local jurisdictions, transit operators and other partners of the call for projects, submission timelines and public commentary periods, and will be responsible for assigning passwords to local jurisdiction staffs, fielding questions about the project application form, reviewing and verifying project information, and submitting projects to MTC.*

3. Title VI Responsibilities: Ensure the public involvement process provides underserved communities access to the project submittal process as in compliance with Title VI of the

Civil Rights Act of 1964. *Alameda CTC has developed a public participation approach specifically designed for broad engagement, which will also address the Title VI requirements. The CWTP is subject to Title VI and therefore, all work associated with the update of the CWTP has been planned to meet these requirements and will be documented as described above.*

4. County Target Budgets: Ensure that the County project list fits within the target budget defined by MTC for the county. *Alameda CTC will use the targeted budget of \$11.76 Billion supplied by MTC as a starting point to guide the County's recommended project list with the understanding that additional work will be conducted after the call for projects to hone in on a more financially constrained list of projects and programs that fit within the RTP/SCS financially constrained envelope. The final list of projects and programs included in the CWTP and TEP will not necessarily be as constrained as the list submitted to MTC for inclusion in the RTP.*

5. Cost Estimation Review: Establish guidelines for estimating project costs. *Alameda CTC has developed a cost estimating guide specifically for use with this call for projects and which may also be used for a second more refined effort related to projects that could be included in the TEP. The Alameda County cost estimating guidelines has been finalized and placed on the Alameda CTC website. All project submittals will be evaluated prior to submission to MTC to ensure that appropriate cost estimates were used.*

6. General Project Criteria: Identify whether projects meet basic project parameters and criteria as outlined by MTC. *Alameda CTC will communicate MTC's criteria to project sponsors, encouraging submission of projects that support the goals and performance targets adopted by MTC in January 2011. These basic project criteria, which have been articulated in MTC's Call for Projects Guidance, are as follows:*

- Support the goals and performance targets of the RTP/SCS (adopted by MTC)
- Serves as a regionally significant component of the regional transportation network. A regionally significant transportation project serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region, major planned development such as new retail malls, sports complexes, etc., or major transportation terminals as well as most terminals themselves.)
- Support focused growth by serving existing housing and employment centers – FOCUS Priority Development Areas
- Derives from an adopted plan, corridor study, or project study report (e.g., countywide transportation plan, regional bicycle plan, climate action plans, etc.)

Based on information that will be presented to the Committees and the Commission, there may be additional screening criteria proposed that reflect the goals and targets from the CWTP-TEP process. This process will build on on-going programs and information gathered from the Working Groups, Committees and the public participation process.

7. Programmatic Categories. *As directed in MTC's call for projects, Alameda CTC will group similar types of projects and programs that are exempt from regional air quality conformity and do not add capacity or expand the transportation network into broader programmatic*

categories. This process will build on on-going programs and information gathered from the Working Groups, Committees and the public participation process.

Alameda CTC Timeline for the Call for Projects

Table 1 describes the timeline for project and program solicitation, submission, evaluation, approvals and delivery to MTC.

Table 1: 2011 Call for Projects Timeline

Alameda CTC: CWTP-TEP Process Timeline		MTC/ABAG: SCS-RTP Process Timeline	
Activity	Date	Activity	Date
Update on Call for Projects	ACTAC: 2/1 CAWG: 2/3 TAWG: 2/10 SC: 2/24	Official Call for Projects Release to CMAs	February 14
Alameda CTC Issues Call for Projects Guidance and Schedule	February 25		
Alameda CTC issues access codes to Alameda County jurisdictions	March 1	MTC Web Based Application Available	March 1
MTC Training on on-line Application	March	Define Project Performance Assessment Methodology	Through April
Update on Call for Projects	ACTAC: 3/1 CAWG: 3/3 TAWG: 3/10 PPLC/PPC: 3/14 SC: 3/24	Release Initial Vision Scenario	March 11. Seek stakeholder feedback through end of April
Sponsor Submittals to Alameda CTC	April 12, 5 p.m.		
Alameda CTC preliminary evaluations	April 12-21		
Mailout of Draft list to Steering Committee	April 21		
Steering Committee Meeting/Approval of DRAFT project/program list	April 28		
Submission of draft list to MTC	Friday, April 29		
Mailout of draft list to Alameda CTC Committees and Working Groups: ACTAC, CAWG, TAWG, PPLC and PPC	May 2		

Advisory Committee meetings discussion of draft list	ACTAC: 5/3 CAWG: 5/5 TAWG: 5/12		Adopt Project Performance Methodology	April 27
Revised list submitted to PPLC, PPC	May 6 (via email)			
PPLC/PPC Review final draft list	May 9			
Alameda CTC additional evaluation	May 10-19			
Steering Committee Mailout	May 19			
Steering Committee Meeting/Public Hearing/ Recommendation of final list to full Alameda CTC Commission for approval of project/program list	May 26			
Alameda CTC Commission Approval of Final project/program list	May 26			
Submission of list to MTC	Friday, May 27		MTC Project Performance Evaluation and Selection Process for Projects for Detailed SCS Scenarios	May – July

Fiscal Impact

There is no fiscal impact at this time.

Attachments

Preliminary list of potential programs and a summary of currently adopted 2008 CWTP projects (sent under separate cover)

This page intentionally left blank



Memorandum

Date: March 7, 2011

To: Programs and Projects Committee

From: Arthur L. Dao, Executive Director
James O'Brien, Project Controls Team

Subject: **Approval of Deadline Extension for Environmental Clearance and/or Full Funding for Two Specific Capital Projects in the Measure B Transportation Sales Tax Program: Route 92/Clawiter-Whitesell Interchange and Reliever Route (ACTIA 15); and Dumbarton Rail Corridor (ACTIA 25)**

Recommendation

It is recommended that the Commission approve extensions to the deadlines for environmental clearance and/or full funding for two capital projects in the ACTIA Measure B Transportation Sales Tax Program as described below:

1. Route 92/Clawiter-Whitesell Interchanges Improvements (ACTIA 15) -- Approve 3-month extension for the environmental approvals deadline from March 31, 2011 to June 30, 2011; and,
2. Dumbarton Rail Corridor Project (ACTIA 25) -- Approve two one-year extensions for both the environmental approvals and full funding deadlines from March 31, 2011 to March 31, 2013.

Summary

The ACTIA Measure B Transportation Sales Tax Program, approved by the voters in 2000, includes a set of "Implementing Guidelines" for the administration of the Measure B fund. These guidelines include deadline requirement for each Measure B capital project to secure environmental approvals and full funding in a timely manner. The guidelines also include a provision for project sponsors to appeal to the Alameda CTC for one or more one-year extensions to one or both of the deadlines.

The City of Hayward has submitted a request for a three-month extension to the current environmental approvals deadline of March 31, 2011, for the Route 92/Clawiter-Whitesell Interchanges Improvements project (See attached request letter from City of Hayward), and the San Mateo County Transportation Authority has submitted a request for two one-year extensions (See attached request letter from San Mateo County Transportation Authority).

A summary of the current environmental approvals and full funding deadlines for projects with approved extensions is provided in Table 1 below. The recommended extensions are noted in the table.

Table 1: Summary of Current Deadlines for Projects with Approved Extensions				
ACTIA Project No.	Project Name	Sponsor	Board Approved Extension	
			Environmental Clearance Deadline	Full Funding Deadline
ACTIA 7A	Telegraph Avenue Corridor Bus Rapid Transit	AC Transit	3/30/2012	--
ACTIA 15	Route 92/ Clawiter Whitesell I/C and Reliever Route	City of Hayward	3/31/2011 Requesting three-month extension to 6/30/2011	--
ACTIA 25	Dumbarton Rail Corridor	SMCTA	3/31/2011 Requesting two one-year extensions to 3/31/2013	3/31/2011 Requesting two one-year extensions to 3/31/2013

Fiscal Impacts

There are no fiscal impacts at this time.

Attachments

Attachment A -- Request letter from City of Hayward (ACTIA 15)

Attachment B -- Request letter from San Mateo County Transportation Authority (ACTIA 25)



CITY OF
HAYWARD
 HEART OF THE BAY

February 25, 2011

Mr. Arthur Dao, Executive Director
 Alameda County Transportation Commission
 1333 Broadway, Suite 300
 Oakland, CA 94612

RE: Request for a Time Extension for Scoping, Preliminary Engineering and Environmental Approval of ACTIA Project No. 15 – SR 92/Clawiter-Whitesell Interchange and Reliever Route Project

Dear Mr. Dao:

The City of Hayward requests that the Alameda County Transportation Commission (Alameda CTC) Board grant a provisional three month extension to June 30, 2011 for the completion of the preliminary engineering and environmental approval process for Phase 1 of the Route 92/Clawiter-Whitesell Interchange and Reliever Route project.

As reported in the latest Strategic Plan update, the City of Hayward resumed work on this project after the ACTIA Board approved a City proposal to revise the project scope, eliminating the West A Street extension and replacing it with signal and related improvements along the Winton Avenue corridor. This action was necessary due to issues arising from the reclassification of the Hayward Executive Airport which affected the feasibility of the West A Street Extension segment of the project. Previously, the ACTIA Board approved an extension to the environmental clearance deadline to March 31, 2011 so the City could pursue other alternatives that would mitigate or minimize the impacts. The City determined that the impacts to the existing airport, golf course and the adjacent residential development that would result from the alternatives were not acceptable and therefore proposed a revised project scope to replace the West A Street segment.

The City has now completed the environmental documents and staff has recommended it for adoption by the City Council at the Public Hearing scheduled for March 22, 2011. On February 17, 2011, the City held a public information meeting to provide information and details of the proposed project. A public review period has been established and the environmental documents are currently available for review by the public and interested agencies. Based on the comments received to date, the City anticipates the adoption to occur as scheduled. However, we are requesting a provisional extension to cover the possibility that the Council may defer the adoption if significant concerns are raised by the Council Members or by the property owners affected by the project. A three month extension should provide sufficient time for providing additional information and resolving any issues that may be raised. The City appreciates Alameda CTC staff's assistance in this time extension process.

Very truly yours,


 Fran David
 City Manager

cc: Robert A. Bauman, Director of Public Works
 Morad Fakhrai, Deputy Director of Public Works
 Stefan Garcia, Project Manager, Alameda CTC

Office of the City Manager

777 B Street • Hayward • CA • 94541-5007
 Tel: 510-583-4300 • Fax: 510-583-3601 • Website: www.hayward-ca.gov

This page intentionally left blank



March 2, 2011

Mr. Arthur Dao
Executive Director
Alameda County Transportation Commission
1333 Broadway, Suite 300
Oakland, CA 94612

Re: Request for a Time Extension for the Environmental Approval and Full Funding
Dumbarton Rail Corridor Project- ACTIA Project 25

Dear Mr. Dao:

The San Mateo County Transportation Authority (TA) requests an extension to the Environmental Approval and Full Funding of March 31, 2011 as prescribed in the Implementation Guidelines of the voter-approved Measure B Expenditure Plan.

The Dumbarton Rail Corridor Project, ACTIA No. 25 will not meet the March 31, 2011 deadline for Environmental Approval or be fully funded by that date. The TA is requesting the Alameda County Transportation Authority for two one- year extensions.

Additional efforts to update ridership forecasts and refine the project alternatives for improved cost effectiveness were recommended by the project's Policy Advisory Committee (PAC). These efforts resulted in extending the time to complete a technical analysis prior to proceeding with the full environmental process.

In November of 2010 the PAC (after approvals from both the Project Development Team and the Citizens Advisory Panel) gave the project team direction to proceed with the following:

- Proceed with planning, design and environmental process, including the preparation and publication of the EIS/EIR
- Complete 15% design
- Prepare a solid funding plan acceptable to the Federal Transit Administration (FTA)

The DRC project staff has presented the outcome of the PAC meeting to the TA Board.

If you have any questions please do not hesitate to contact me. We look forward to working with ACTC to deliver this important transportation improvement program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marian Lee', is written over a white rectangular area. The signature is fluid and cursive.

Marian Lee
Executive Officer

ec: William Hurrell, PCJPB
Hilda Lafebre, PCJPB

This page intentionally left blank



Memorandum

DATE: March 3, 2011
TO: Programs and Projects Committee
From: John Hemiup, Senior Transportation Engineer
Subject: Approval of CMA TIP funding for the East Bay SMART Corridor

Recommendation

It is recommended that the Commission approve the advancement of \$400,000 in CMA TIP funding for the Operations and Maintenance (O&M) of the East Bay SMART Corridors Program, to be paid back from the future Vehicle Registration Fee (VRF) revenue, subject to a VRF funding program guideline to be adopted by the Commission in the future.

Background

The East Bay SMART Corridors program is a cooperative effort by the Alameda County Transportation Commission (Alameda CTC) and 17 other partner agencies to operate and manage a multi-modal advanced transportation management system (ATMS) along four corridors:

- Interstate 80 /San Pablo Avenue Corridor,
- Interstate 880 Corridor,
- International Boulevard/Telegraph Avenue/East 14th Street (INTEL) Corridor, and,
- Interstate 580 Tri-Valley Corridor

The former ACCMA has utilized various funding sources to finance the Operations & Maintenance (O&M) of the SMART Corridors Program for the last eight years. Anticipated federal funding for O&M has not been available for the last three years, from FY 2008-09 through FY 2010-11. To deal with the Program insolvency, funding from the CMA Fund Exchange Program (CMA TIP) was utilized to supplement the O&M budget in FY 2009-10. In the current fiscal year (2010-11), given the financial constraints of the ACCMA and other partner agencies, many of the O&M services have been suspended. However, with a scant amount of available funding, minimum services to maintain electrical power and communication lines are being maintained.

With the passage of the Vehicle Registration Fee (VRF) in Alameda County, future revenue is anticipated to provide a funding source for the O&M for the East Bay SMART Corridors Program. However, based on current information, revenues from the VRF will not be available until the second quarter of FY 2011-12. Therefore, staff is recommending that funding from the

CMA TIP be advanced in the interim to cover minimal O&M expenses for FY 2010-11, and be paid back with future VRF funding.

Current Funding Shortfall

The SMART Corridors O&M program has a projected operating budget of \$654,000 for FY 2010-11.

Funding contributions of \$200,000 from AC Transit and \$54,000 from Tri-Valley Transportation Council (TVTC) are anticipated for this fiscal year, resulting in a shortfall of \$400,000. VRF revenues are anticipated to be made available for the East Bay SMART Corridor O&M cost contingent on the approval of a VRF program/guidelines and specific project/program funding plans. It is proposed that VRF eligible expenses will be reimbursed by the VRF program and a like amount of funds paid back to the CMA TIP programs.

Staff will continue to explore other revenue sources or contributions from local agencies where the field devices are located, to supplement the O&M expenses for the East Bay SMART Corridor in the future.

Financial Impact

This action will fully fund East Bay SMART Corridors O&M expenses for FY 10/11. If additional VRF funds are approved as anticipated, the additional revenue and any payback would be included in the FY 11/12 budget.



Memorandum

Date: March 7, 2011

To: Programs and Projects Committee

From: Arun Goel, Project Manager
James O'Brien, Project Controls Team

Subject: **Approval of Right of Way Transfer from ACTIA to Caltrans for ACTIA 12 - I580/Castro Valley Interchanges Improvements Project**

Recommendation

It is recommended that the Commission approve the transfer of right of way that was acquired in the name of the Alameda County Transportation Improvement Authority (ACTIA) for the construction of the I-580/Castro Valley Interchanges Improvements project (ACTIA 12) to Caltrans. The property to be transferred to Caltrans is limited to property acquired by ACTIA and incorporated into the State Highway System operating right of way. The transfer requires that the Commission authorize the Executive Director to sign the appropriate Grant Deed which will serve as the document to be recorded to validate the transfer.

Summary

The Alameda County Transportation Improvement Authority (ACTIA) acquired properties required to construct the I-580/Castro Valley Interchanges Improvements project. Upon completion of the construction of the project, specific portions of the acquired parcels are required to transfer to Caltrans as operating freeway right of way. The remaining portions of the parcels not needed for Caltrans operating right of way will be disposed as excess land.

For projects sponsored by local agencies and located within the State Highway right of way, it is common that the sponsor, ACTIA in this case, acquires the necessary properties in their name and then transfers the portion of the right of way that is required for operation of the State Highway System to Caltrans. A Grant Deed is required to legally document the transfer.

Fiscal Impacts

There are no fiscal impacts at this time.

This page intentionally left blank



Memorandum

DATE: March 3, 2011

TO: Programs and Projects Committee

From: Tess Lengyel, Programs and Public Affairs Manager
Matt Todd, Manager of Programming

Subject: **Approval of Countywide Safe Routes to Schools Program Scope of Services and RFP Implementation Timeline**

Recommendation

It is recommended the Commission approve the scope of services for inclusion in the Countywide Safe Routes to Schools (SR2S) Program Request for Proposals (RFP). Based on the delay in releasing the RFP, a revised implementation timeline is detailed below. ACTAC reviewed and recommended approval of the RFP outline at its January 4, 2011 meeting. This item was requested to be brought back in March at the February Commission meeting.

Summary

Alameda CTC is receiving funding from MTC for the implementation of a countywide SR2S program. In 2010, a proposed SR2S program was developed with input from the Commission, ACTAC, and other partners and was approved to submit to MTC on July 22, 2010. Attached is a scope of services for the RFP for the programmatic elements of the Alameda County SR2S Program, to be released in March, if approved by the Commission. The Safe Routes to Schools Capital Technical Assistance Program (SR2S Cap-TAP) and Capital Program are also a part of the overall SR2S program, and will be implemented independently by Alameda CTC staff. The release of the RFP was approved by the Commission in January and then requested to come back through Committees and the full Commission again in March to ensure the project scope was addressing the issues and concerns raised by Commissioners. A summary of Commissioner concerns is noted below.

Discussion

The Metropolitan Transportation Commission (MTC) created and funded a new SR2S grant program under the Climate Initiatives category of the Regional Transportation Plan. The focus of this new MTC program is to reduce greenhouse gases by promoting walking, biking, transit, and carpooling to school. Through this program, MTC is providing \$3.22 million in Congestion Mitigation Air Quality (CMAQ) funds to Alameda CTC for the Alameda County SR2S program. This funding is being matched with \$420,000 in Measure B Bicycle and Pedestrian Safety Funds, bringing the total program budget to \$3.64 million.

A final approved program for an Alameda County SR2S program was submitted to MTC in July 2010. The program was developed by Alameda CTC staff, with input from ACTAC, ACCMA and ACTIA Board members, and two public workshops. It was approved on July 22, 2010, at the Alameda CTC Board. It was designed to be a comprehensive countywide program that includes both programmatic and capital project components that target students, schools, and staff in all grade levels and that builds upon the existing SR2S program.

There are four elements in the countywide program, all of which will operate in tandem to form a coordinated effort:

- Three programmatic elements that are part of the proposed SR2S RFP addressed in this memo:
 - K-8 Program to operate comprehensive SR2S programs in a minimum of 90 schools
 - New High School program, to operate in approximately 10-13 schools
 - New Commute Alternatives program to reduce faculty and staff drive-alone trips in approximately 1-2 school districts
- A capital element, which will be implemented independently:
 - Provides both capital technical assistance for project development and funding to construct capital projects.

Issues and concerns raised by Commissioners

During the January and February Commission meetings, several comments were raised by Commissioners regarding how a future SR2S program should be implemented in Alameda County, including:

- Does the RFP reflect the lessons learned from the existing SR2S implementation?
- How will contractor tailor the program to meet the different community needs throughout the county?
- How will public health be integrated into the program?
- Expanded evaluation efforts are needed for the program.
- How will the contractor ensure that parents are involved?
- How can we get more data on who lives and walks/bikes within a quarter mile of a school and even out to ½ mile? How can we make sure to reach people who are within those distances of schools and who may not walk or bike? How can we change their behavior to do so?
- We should be able to implement a program that could be recognized as a national model.
- This program needs to be in every area of the County. Fremont and the Tri-Valley and Tri-Cities need to be equitably represented
- Concern over the commute alternatives program.
- Concern about the lack of funding for crossing guards; these guards are essential to the parent and community support of these programs and ultimately the safety of the children walking and biking to school
- For long-term funding, this could be a program that could be considered for the Transportation Expenditure Plan

Staff believes most of these concerns are addressed in the RFP and will evaluate teams that submit proposals on how effectively they respond to the general requirements of the RFP noted

below. The only areas that are outside of the RFP scope of services are the long-term funding for continuation of the program and the crossing guards. Staff has contacted and coordinated with MTC to determine if crossing guards could be funded through the TAP-CAP program. Use of the federal funds available to implement the program are not eligible for crossing guards; however, staff is pursuing other possible opportunities for finding fund sources to support crossing guards.

Requirements of the RFP

The Consultant teams responding to the SR2S RFP will be required to identify how their proposed approach will address the overall countywide SR2S program goals, which are to:

- Establish one cohesive countywide program that is implemented equitably throughout the County, with all elements integrated and coordinated efficiently, even if implemented by different entities;
- Build upon lessons learned and continue successes, including the current K-8 SR2S program which will be operating in 90 schools by June 2011;
- Create two new and effective countywide programs (high school and commute alternatives);
- Effectively coordinate with partner agencies to implement and expand the program;
- Address traditional SR2S 5 E's (Education, Encouragement, Engineering, Enforcement, Evaluation), as well as a 6th E, Emission Reductions.

In addition to the above, the consultant must address how it will meet performance measures it proposes as part of the scope of work.

As a part of the responses to each task in the scope of services (Attachment A), the consultant is expected to address the integration of the following items for the continuation and expansion of an Alameda County SR2S Program:

- Identify opportunities and activities that can support long-term achievement of sustained mode shift and emissions reductions, and include examples of experiences and the proposed approach to achieving mode shift.
- Define and rationalize realistic mode shift goals and targets through the use of proposed performance measures.
- Describe how multiple partners will be engaged in the SR2S program to establish successful partnerships, including strategies for low-income communities.
- Describe how the proposed approach will tailor the SR2S program to each unique community and how the program will aim to expand participation at each school site, including identifying and reaching out to students and families within a half-mile radius of each school where a SR2S program will be implemented.
- Describe past experiences in flexibly responding to cuts in city and school resources, and how those experiences influence the proposed SR2S program approach.
- Describe the consultant staff composition and how the proposed approach will identify the needs of and support the multi-cultural and different incomes level of communities throughout Alameda County.

- Describe effective engagement experiences with parents, educators, city staff and others that have expanded involvement in the SR2S Program and how the proposed approach will implement multi-faceted engagement in the Alameda County program.
- Describe the proposed approach to address barriers to involvement in a SR2S program for parents and staff at schools.
- Describe how the proposed approach will address public health issues and benefits related to walking and biking.
- Describe how the consultant will engender and support school champions and volunteer leaders with the aim of achieving support for the program from school administrators.

Alameda CTC staff proposes to release one RFP for the three programmatic elements in late March 2011. A team would be hired to operate and provide coordination among the three elements for a two-year period, beginning July 2011. The team will also be responsible for integrating bicycle safety education classes for children, which are currently being offered through a Measure B grant-funded project with the East Bay Bicycle Coalition, into the countywide SR2S program. The new BikeMobile project, recently funded through a competitive regional SR2S grant, will also be administered in concert with this contract.

RFP Implementation Timeline

Proposed SR2S Programmatic Elements Implementation Timeline UPDATE

Date	Activity
Dec 2010	ACTAC provided input on RFP Tasks List
March 24, 2011	Alameda CTC RFP scope of services
March 25, 2011	Release RFP (for programmatic components)
April 18, 2011	Mandatory Pre-Bid Meeting
April 28, 2011	Proposals Due
Week of May 16, 2011	Consultant Interviews
June 23, 2011	Approval of Consultant by Alameda CTC
July 1, 2011	Start of new countywide SR2S Program Contract
June 30, 2013	Completion of SR2S Program Contract

Attachment

Attachment A - Alameda County SR2S Program RFP Scope of Services

**ALAMEDA COUNTYWIDE SAFE ROUTES TO SCHOOLS PROGRAM
REQUEST FOR PROPOSALS (RFP)
SCOPE OF SERVICES**

The Alameda CTC seeks consultant assistance to administer the continuation and expansion of the Alameda Countywide Safe Routes to Schools (SR2S) programs. The Alameda CTC has funded the Alameda Countywide SR2S Program since 2007 using local sales tax funds (Measure B). The initial program was focused on North and Central Alameda County. Since 2009 the program serves the entire county. MTC created and funded a new SR2S grant program under the Climate Initiatives category of the Regional Transportation Plan. The focus of this new MTC program is to reduce greenhouse gases by promoting walking, biking, transit, and carpooling to school.

In July 2010, the Alameda Countywide SR2S program was approved by the Alameda CTC. The program was developed by Alameda CTC staff, with input from the Alameda County Technical Advisory Committee (ACTAC), the Alameda CTC Board members, and two public workshops. It is designed to be a comprehensive countywide program that includes both programmatic and capital project components that target students, schools, and staff in all grade levels and that builds upon the existing SR2S program.

A consultant will be selected to operate and provide coordination among the three programmatic elements for a two-year period, beginning July 2011. The team will also be responsible for integrating bicycle safety education classes for children, which are currently being offered through a Measure B grant-funded project with the East Bay Bicycle Coalition, into the countywide SR2S program. The new BikeMobile project, recently funded through a competitive regional SR2S grant, will also be administered in concert with this contract.

There are four elements in the countywide program, all of which will operate in tandem to form a coordinated effort:

- Three programmatic elements that are part of this RFP include:
 - K-8 Program to operate comprehensive SR2S programs in a minimum of 90 schools
 - New High School program, to operate in approximately 10-13 schools
 - New Commute Alternatives program to reduce faculty and staff drive-alone trips in approximately 1-2 school districts
- A capital element, which will be implemented separately from this RFP scope of services:
 - Provides both capital technical assistance for project development and funding to construct capital projects.

The consultant is required to identify how its proposed approach will address the overall countywide SR2S program goals, which are:

- Establish one cohesive countywide program that is implemented equitably throughout the County, with all elements integrated and coordinated, even if implemented by different entities;

- Build upon lessons learned and continue successes, including the current K-8 SR2S program which will be operating in 90 schools by June 2011;
- Create two new and effective countywide programs (high school and commute alternatives);
- Effectively coordinate with partner agencies to implement and expand the program;
- Address traditional SR2S 5 E's (Education, Encouragement, Engineering, Enforcement, Evaluation), as well as a 6th E, Emission Reductions.

In addition to the above, the consultant must address how it will meet performance measures it proposes as part of the scope of work (a draft list is included in Task 1).

As a part of the responses to each task below, the consultant is expected to address the integration of the following items for the continuation and expansion of an Alameda Countywide SR2S Program:

- Identify opportunities and activities that can support long-term achievement of sustained mode shift and emissions reductions, and include examples of experiences and the proposed approach to achieving mode shift.
- Define and rationalize realistic mode shift goals and targets through the use of proposed performance measures.
- Describe how multiple partners will be engaged in the SR2S program to establish successful partnerships, including strategies for low-income communities.
- Describe how the proposed approach will tailor the SR2S program to each unique community and how the program will aim to expand participation at each school site, including identifying and reaching out to students and families within a half-mile radius of each school where a SR2S program will be implemented.
- Describe past experiences in flexibly responding to cuts in city and school resources, and how those experiences influence the proposed SR2S program approach.
- Describe the consultant staff composition and how the proposed approach will identify the needs of and support the multi-cultural and different income level of communities throughout Alameda County.
- Describe effective engagement experiences with parents, educators, city staff and others that have expanded involvement in the SR2S Program and how the proposed approach will implement multi-faceted engagement in the Alameda Countywide program.
- Describe the proposed approach to address barriers to involvement in a SR2S program for parents and staff at schools.
- Describe how the proposed approach will address public health issues and benefits related to walking and biking.
- Describe how the consultant will engender and support school champions and volunteer leaders with the aim of achieving support for the program from school administrators.

TASK 1 – PROJECT INITIATION, MANAGEMENT AND COORDINATION

The consultant will oversee the implementation of all SR2S Program elements throughout the life of the project, ensuring that all program elements are integrated and implemented as a

PAGE 2

unified countywide program, and that it is delivered equitably throughout Alameda County. The work for this task includes managing the program funding, grant compliance and providing regular progress updates to Alameda CTC. The consultant will complete all funding requirements in accordance with federal funding and Alameda CTC reporting requirements for Measure B funds.

The consultant will prioritize developing expertise among its locally-based program partners, as appropriate, to ensure a sustainable program. In addition, the Consultant will ensure that the program is fully integrated with school-related bicycling and walking programs and activities not funded through this contract, including efforts being carried out by local jurisdictions. The consultant will ensure that the new BikeMobile program is integrated with the overall program, per Task 6. Upon request, the consultant may be requested to provide input on potential capital project benefits for access improvements to school facilities.

As a part of this task, the consultant will further develop the program elements and define the work products and performance measures (sample measures are included below) in greater detail, as well as develop and maintain a detailed overall project schedule, including deliverable due dates. All program evaluation activities will be coordinated, and summary reports will be prepared. Program evaluation must be coordinated with evaluation efforts being developed by MTC and its consultants. One project manager will be designated to serve as a single point of contact for Alameda CTC, and will oversee and lead the Alameda Countywide Safe Routes to Schools program.

Additional coordination under this task includes working with MTC and its consultants on MTC's Regional School and Youth Outreach Program (RSYOP). These efforts will include serving on a regional Technical Advisory Committee (TAC), which will develop a work plan for this effort, provide input on and share technologies, test new program elements developed out of this process, and potentially implement programs that are outcomes of MTC's RSYOP. It is anticipated that serving on the TAC and providing input and testing programs is covered as part of this contract; however, if a program is requested to be implemented on behalf of MTC, the Alameda CTC understands that appropriate funding levels, not included in this scope of work, will be provided.

Sample project performance measures and program goals may include, but are not limited to, the following:

Overall Program

- percent or lbs. of emissions reduced (criteria pollutants and greenhouse gas emissions)
- percentage and number of SOV trips reduced
- vehicle miles traveled reduced
- # of new partners
- others

K-8 Program

- # of elementary schools with comprehensive SR2S program

- # of middle schools with comprehensive SR2S program
- # of students attending these schools
- mode shift by families/students as a result of the project
- # of students receiving in-class presentations
- # of students attending assembly programs
- # of students participating in after-school activities
- # of biking and walking school-wide events
- # of students receiving in-class bike safety education and training
- # of teachers who received training
- # of after-school providers who received training
- # of schools provided with resources/assistance (not part of comprehensive program)
- # of parents, volunteers and community members involved
- increase in bus ridership
- # of bike rodeos
- # of family cycling workshops

High School Program

- # of high schools with comprehensive SR2S program
- mode shift by students as a result of the program
- Trips (and/or vehicle miles) reduced due to program
- # of students involved in implementing the program
- # of students participating (attendees at events, signup on web site, etc.)
- # of training events
- reduction in # of cars parked in school lot
- increase in bus ridership

Ridesharing/carpool program

- % reduction in total vehicle trips (or vehicle miles travelled) to schools
- mode shift by participants as a result of the project
- # of staff and faculty contacted through presentations, emails or other contacts
- % of faculty and staff participating in program
- # of parents participating, if applicable
- # of students participating, if applicable
- reduction in # of cars parked in school lot
- increase in bus ridership

BikeMobile

- Trips (and/or vehicle miles) reduced due to bike repairs made
- Trips (and/or vehicle miles) reduced due to person-contacts made
- # of school visits
- # of other site visits
- # of bike repairs made
- # of kids reached with promotions

- # of students who report bicycling to school as a result of the program

Proposed project measures and goals will need to respond to any MTC program requirements, which are still being developed.

Task 1 Deliverables:

- Kick-off meeting notes, with follow-up tasks*
- Refined schedule, task budgets, deliverables, and performance measures*
- Participation on MTC's Technical Advisory Committee for its Regional School and Youth Outreach Program, and coordination with MTC on performance measure development and project evaluation*
- Monthly progress reports detailing project activities, coordination efforts and goal achievement*
- Meetings with Alameda CTC staff, including preparation of summary notes*
- Meetings with team partners to ensure adherence to project schedule and deliverables*
- Summary evaluation of all program elements, submitted once per year*
- Annual summaries showing distribution of program activities throughout the county.*

TASK 2 – COMMUNICATIONS AND OUTREACH STRATEGY

The Program will require extensive coordination between local jurisdictions, school districts, community organizations, and the general public. The consultant will develop a branding strategy for the coordinated program, as well as an approach to effectively make information about the various program elements easily accessible to all stakeholder groups, including in multiple languages as necessary. Strategies will include a program web site, newsletters, and printed materials, at a minimum. As required by the Metropolitan Transportation Commission (MTC) and to maximize the efficient use of resources, the consultant will coordinate these efforts with MTC's regional SR2S activities.

Task 2 Deliverables:

- Memo outlining draft communications and outreach strategy, including descriptions, schedule, and budget for each item. Coordinate with MTC and its consultants on regional strategies and document how implementation will occur in Alameda County between the county and regional strategies.*
- An Alameda County SR2S web site to provide access to information about all program elements, including listing of major activities, contact information, and resources for local program participants to utilize.*
- Regular newsletters.*
- Maintain updated and effective print materials, including in multiple languages, as necessary.*

TASK 3 – SAFE ROUTES TO SCHOOLS GRADES K-8 PROGRAM

This task provides for the continuation of the existing Alameda Countywide Safe Routes to Schools program in grades K-8, which is scheduled to be implementing comprehensive programs in 90 schools by July 2011. The specific 90 schools may change over time, but the total number

of participating schools with comprehensive programs will remain or increase if additional funding can be secured.

Each school will have a comprehensive program designed to meet the specific needs of that school, but will at a minimum include regular contact with the consultant, the provision of resources to maintain an ongoing SR2S program throughout the year, and program evaluation at the schools site. Program evaluation will need to be coordinated with MTC's evaluation efforts. Comprehensive programs will be designed to be the most effective for each school site and to be within the overall budget. They may include bicycle safety education, general assemblies, puppet shows, walk audits, trainings for students, staff, and parents; technical and programmatic support regarding the implementation of activities such as walking school buses, assemblies, monthly Walk to School Days, and collaboration with law enforcement.

The program will also continue to offer web-based resources and provide technical assistance to schools that do not have comprehensive programs. Local task forces made of up key community stakeholders, which may include parents, teachers, elected officials and others, will be utilized and/or developed to assist in defining the reach of the program around the school site, the program needs, determining the program components, and assisting with program delivery. The curriculum and educational materials will be regularly revised to follow the current best practices.

The consultant will integrate family cycling clinics and bicycle rodeos – both of which have previously been funded and implemented as stand-alone projects – into the K-8 program, along with the new BikeMobile program (described in Task 6). School site visits made by the BikeMobile must be integrated into programs at schools both with and without comprehensive SR2S programs, as appropriate.

Task 3 Deliverables:

- a) *Building on the current K-8 program, develop a revised work plan to maximize program effectiveness. Include performance measures, schedule, and detailed task budgets.*
- b) *Maintain and revise curriculum and educational and promotional materials to keep them up-to-date and in line with current best practices.*
- c) *Marketing materials, including press releases and handouts.*
- d) *Program evaluation approach memo and coordination with MTC on evaluations.*
- e) *Program evaluation final report at the end of years 1 and 2.*
- f) *Program integration approach memo*

TASK 4 – SAFE ROUTES TO SCHOOLS HIGH SCHOOL PROGRAM

This is a new program element for the Alameda Countywide Safe Routes to School program. The consultant will research effective strategies for use in encouraging high school students to reduce emissions from school-based trips by using transportation modes such as bicycling, walking, transit, or ridesharing. Based on an assessment of best practices, the consultant will develop recommended program elements, and a proposed project schedule and detailed task budgets.

The consultant will tailor the program to the unique needs of high school students, and may include elements such as social marketing tools, student involvement in program design, and parking management strategies. The program will be implemented in 5 high schools in Year 1, with 5-8 more high schools to be added in Year 2. High schools selected in Year 1 should represent schools of various types and sizes within Alameda County to test the viability of program elements in different contexts. Similar to Task 3, the consultant will integrate the BikeMobile program (described in Task 6) into the high school program, as appropriate.

Task 4 Deliverables:

- a) *Summary memo on best practices for high school Safe Routes to School programs, or other programs successful in increasing bicycle, pedestrian, or rideshare trips among high school students.*
- b) *Final recommendation on program approach, elements and schools to target over the two years.*
- c) *Develop detailed schedule, budget and performance measures.*
- d) *Program evaluation approach memo, including survey instrument and summary of current demographics and commute patterns among students at targeted schools.*
- e) *Program evaluation final report at the end of years 1 and 2.*

TASK 5 – SAFE ROUTES TO SCHOOLS COMMUTE ALTERNATIVES PROGRAM

This Task focuses primarily on reducing the percentage of single occupant vehicle (SOV) trips made by school staff and teachers, and to encourage ridesharing, carpooling and transportation options that support clean air by reducing or eliminating greenhouse gas and other pollutant emissions.

The program will target 1 to 2 school districts for implementation. Based on an assessment of best practices for Transportation Demand Management (TDM) strategies, as well as resources currently available in Alameda County, the consultant will assess how these populations can take advantage of, and coordinate with, new and existing TDM programs, such as the 511.org School Pool program. As appropriate, customized approaches will be developed to further address the needs of staff and teachers in the targeted school districts. The consultant will recommend appropriate technology to utilize, including consideration of traditional methods and innovative approaches such as dynamic ridesharing.

The consultant will also investigate the feasibility of including parents and eligible students as carpool participants or drivers, as well as participation in the program by school district office staff.

Task 5 Deliverables:

- a) *Work with Regional Rideshare Program to survey origins and destinations and current commuting patterns of school staff and teachers.*
- b) *Research memo summarizing the targeted populations' needs and constraints.*
- c) *Best practices memo to determine most effective strategies for addressing the target populations. Memo should include assessment of feasibility for including school district*

staff in the program and the potential inclusion of high school students as either drivers or passengers.

- d) Work plan, budget and schedule to implement program, with a strategy, time frame, and estimated budget for potential expansion throughout Alameda County.*
- e) Program evaluation results at the end of years 1 and 2.*

TASK 6 – INTEGRATION OF BIKEMOBILE PROGRAM INTO ALAMEDA COUNTYWIDE SR2S PROGRAM

The BikeMobile program, through which Cycles of Change (a local non-profit organization) will provide bicycle repair, maintenance lessons, and also promote bicycling at sites around the county, including schools, is a new component of the SR2S program. The program has its own dedicated funding source, which includes some funding for coordination with the overall countywide SR2S program.

The consultant will have full responsibility for fully integrating, monitoring and reporting for the BikeMobile program, including ensuring that it is implemented as one element in the overall Alameda Countywide SR2S program. This includes consultant staff time for work to coordinate with BikeMobile staff on BikeMobile visits that coincide with other SR2S programming, and to assist with school-site logistics for the BikeMobile visits.

Task 6 Deliverables:

- a) Memo summarizing the strategy and specific steps to integrate the BikeMobile program into the Alameda Countywide SR2S program.*
- b) Memo defining the deliverables, performance measures, task budgets, and schedule for the final selected approach for implementing the BikeMobile program.*
- c) All activities of the BikeMobile Program will be reported on a monthly basis under Task 1.*