



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

Commission Chair
Supervisor Scott Haggerty, District 1

Commission Vice Chair
Councilmember Rebecca Kaplan,
City of Oakland

AC Transit
Director Elsa Ortiz

Alameda County
Supervisor Richard Valle, District 2
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART
Director Thomas Blalock

City of Alameda
Mayor Marie Gilmore

City of Albany
Mayor Peggy Thomsen

City of Berkeley
Councilmember Laurie Capitelli

City of Dublin
Mayor Tim Sbranti

City of Emeryville
Vice Mayor Ruth Atkin

City of Fremont
Mayor Bill Harrison

City of Hayward
Councilmember Marvin Peixoto

City of Livermore
Mayor John Marchand

City of Newark
Councilmember Luis Freitas

City of Oakland
Vice Mayor Larry Reid

City of Piedmont
Vacant

City of Pleasanton
Mayor Jerry Thome

City of San Leandro
Councilmember Michael Gregory

City of Union City
Mayor Carol DuTra-Vernaci

Executive Director
Arthur L. Dao

Programs and Projects Committee

Monday, March 10, 2014, 12:00 p.m.
1111 Broadway, Suite 800
Oakland, CA 94607

Mission Statement

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund, and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County.

Public Comments

Public comments are limited to 3 minutes. Items not on the agenda are covered during the Public Comment section of the meeting, and items specific to an agenda item are covered during that agenda item discussion. If you wish to make a comment, fill out a speaker card, hand it to the clerk of the Commission, and wait until the chair calls your name. When you are summoned, come to the microphone and give your name and comment.

Recording of Public Meetings

The executive director or designee may designate one or more locations from which members of the public may broadcast, photograph, video record, or tape record open and public meetings without causing a distraction. If the Commission or any committee reasonably finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities must be discontinued or restricted as determined by the Commission or such committee (CA Government Code Sections 54953.5-54953.6).

Reminder

Please turn off your cell phones during the meeting. Please do not wear scented products so individuals with environmental sensitivities may attend the meeting.

Glossary of Acronyms

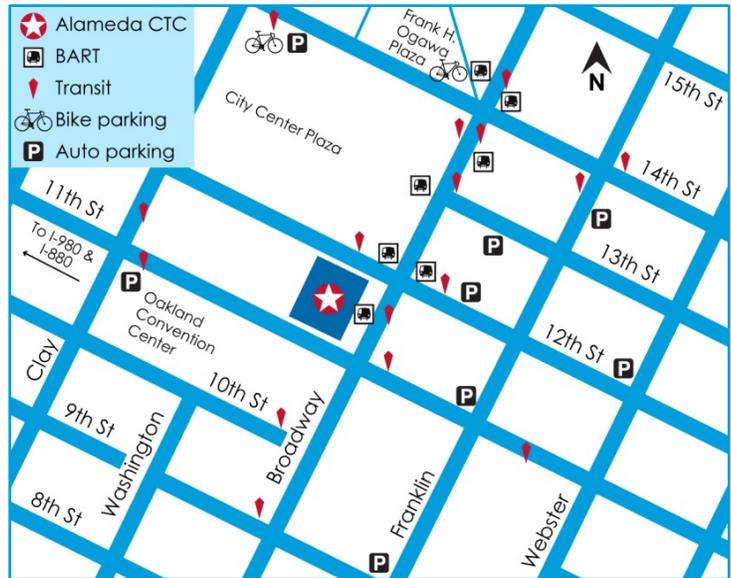
A glossary that includes frequently used acronyms is available on the Alameda CTC website at www.AlamedaCTC.org/app_pages/view/8081.

Location Map

Alameda CTC

1111 Broadway, Suite 800
Oakland, CA 94607

Alameda CTC is accessible by multiple transportation modes. The office is conveniently located near the 12th Street/City Center BART station and many AC Transit bus lines. Bicycle parking is available on the street and in the BART station as well as in electronic lockers at 14th Street and Broadway near Frank Ogawa Plaza (requires purchase of key card from bikelink.org).



Garage parking is located beneath City Center, accessible via entrances on 14th Street between 1300 Clay Street and 505 14th Street buildings, or via 11th Street just past Clay Street. To plan your trip to Alameda CTC visit www.511.org.

Accessibility

Public meetings at Alameda CTC are wheelchair accessible under the Americans with Disabilities Act. Guide and assistance dogs are welcome. Call 510-893-3347 (Voice) or 510-834-6754 (TTD) five days in advance to request a sign-language interpreter.



Meeting Schedule

The Alameda CTC meeting calendar lists all public meetings and is available at www.AlamedaCTC.org/events/upcoming/now.

Paperless Policy

On March 28, 2013, the Alameda CTC Commission approved the implementation of paperless meeting packet distribution. Hard copies are available by request only. Agendas and all accompanying staff reports are available electronically on the Alameda CTC website at www.AlamedaCTC.org/events/month/now.

Connect with Alameda CTC

www.AlamedaCTC.org



facebook.com/AlamedaCTC



[@AlamedaCTC](https://twitter.com/AlamedaCTC)



youtube.com/user/AlamedaCTC



Programs and Projects Committee Meeting Agenda

Monday, March 10, 2014, 12 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

1. Pledge of Allegiance

Chair: Vice Mayor Larry Reid, City of Oakland

Vice Chair: Mayor Bill Harrison, City of Fremont

Commissioners: Ruth Atkin, Laurie Capitelli, Carol Dutra-Vernaci, Luis Freitas, Nate Miley

Ex-Officio Members: Scott Haggerty, Rebecca Kaplan

Executive Director: Arthur L. Dao

Clerk: Vanessa Lee

2. Roll Call

3. Public Comment

4. Consent Calendar

Page A/I

4.1. [February 3, 2014 PPC Meeting Minutes](#)

1 A

Recommendation: Approve the February 3, 2014 meeting minutes.

5. Programs

5.1. [Alameda CTC Transportation Fund for Clean Air \(TFCA\) FY 2014-15 Program Guidelines](#)

5 A

Recommendation: Approve the annual update to the Alameda CTC Transportation Fund for Clean Air (TFCA) Program Guidelines to conform to the Air District's Board-adopted FY 2014-15 TFCA County Program Manager Fund Policies.

5.2. [One Bay Area Grant \(OBAG\) Program - Local Streets and Roads \(LSR\) Funding](#)

29 A

Recommendation: Approve a revision to the One Bay Area Grant (OBAG) Program to defer Albany's OBAG Local Streets and Roads project funding.

5.3. [Third Cycle Lifeline Program Backfill for Lapsed Job Access and Reverse Commute \(JARC\) Funding](#)

35 A

Recommendation: Approve an Exchange of Measure B Funding to Backfill Lapsed Job Access and Reverse Commute (JARC) funding from the Third Cycle Lifeline Program.

5.4. [Wheelchair and Scooter Breakdown Transportation Service \(WSBTS\) and Hospital Discharge Transportation Service \(HDTs\) Contract Amendment](#)

41 A

Recommendation: Authorize an amendment to the existing agreement A12-0010 with MV Transportation, Inc. for an additional not-to-exceed budget of \$20,000 and a maximum six (6) months time extension to provide uninterrupted program services until a replacement contract is finalized.

6. Projects

- | | | |
|--|----|---|
| 6.1. East Bay Greenway Project – Segment 7A (APN 635.1): Contract Amendment to Existing Design Services Agreement | 43 | A |
| <p>Recommendation: Authorize the Executive Director to execute an amendment to the existing agreement A10-0026 with HQE, Inc. for an additional not-to-exceed budget of \$10,000 for design support services during construction for the East Bay Greenway Project – Segment 7A (APN 635.1).</p> | | |
| 6.2. Time Extension Only Amendments | 45 | A |
| <p>Recommendation: Approve and authorize the Executive Director to execute amendments for requested time extensions (as shown in Table A) in support of the Alameda CTC's Capital Projects and Program delivery commitments.</p> | | |
| 6.3. Transportation Expenditure Plan (TEP) Update (Verbal) | | I |

7. Committee Member Reports (Verbal)

8. Staff Reports (Verbal)

9. Adjournment

Next Meeting: April 14, 2014

All items on the agenda are subject to action and/or change by the Commission.



Programs and Projects Committee
Meeting Minutes
Monday, February 3, 2014, 12 p.m.

4.1

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

1. Pledge of Allegiance

2. Roll Call

The Clerk conducted a roll call. All members were present, except the following:
Commissioner Bill Harrison

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. January 13, 2014 PPC Meeting Minutes

4.2. California Transportation Commission January 29, 2014 Meeting Summary

Commissioner Kaplan moved to approve the Consent Calendar. Commissioner Atkin seconded the motion. The motion passed unanimously (Harrison absent).

5. Programs

5.1. Measure B Special Transportation for Seniors and People with Disabilities (Paratransit) Gap Grant Cycle 5 Capital and Matching Grant Applications

John Hemiup recommended that the Commission approve the requests for Gap Grant Capital and Matching funding. He stated that the Alameda CTC received one grant application for capital purchasing funds and one application for grant matching funds. John concluded by stating that the fiscal impact for approving these two grant requests is \$69,373 and is included in the budget.

Commissioner Atkin motioned to approve the item. Commissioner Capitelli seconded the motion. The motion passed unanimously (Harrison absent).

5.2. Transportation Fund For Clean Air (TFCA) FY 2014-15 Expenditure Plan Application

Jacki Taylor recommended that the Commission approve Resolution 14-004 regarding the submittal of the TFCA FY 2014-15 Expenditure Plan Application. Jacki stated that the Alameda CTC is responsible for programming 40% of TFCA funding. She stated that the FY 2014-15 TFCA Expenditure Plan Application includes approximately \$3.348 million in funding for projects. Jacki concluded by informing the committee that the staff memo would be revised for the Commission meeting with updated guidelines.

Commissioner Kaplan motioned to approve this item. Commissioner Atkin seconded the motion. The motioned passed unanimously (Harrison absent).

5.3. Transportation Expenditure Plan Update (Verbal)

Tess Lengyel provided the committee with an update on the Transportation Expenditure Plan. She stated that the plan was now available on the Alameda CTC website in addition to the calendar of City Council Presentations for TEP approval. She concluded by stating that the final action for the plan will come to the full Commission in June.

This item was for information only.

6. Projects

6.1. Route 92/Clawiter – Whitesell Interchange and Reliever Route Project (PN 615.0): Measure B Funding Allocation and an Amendment to the Funding Agreement with the City of Hayward

Hank Haugse recommended that the Commission approve Measure B Funding Allocation and (2) Authorize the Executive Director to execute an Amendment to the Funding Agreement with the City of Hayward for the project. Hank stated that this will allow the City of Hayward to move \$14.5 million of Measure B funds into the construction phase of the project.

Commissioner Kaplan moved to approve this item. Commissioner Harrison seconded the motion. The motion passed unanimously (Harrison absent).

6.2. Various Projects: Encumbrance Authorization for Construction Phase of the Project

Raj Murthy recommendation that the Commission approve an increase to the construction phase encumbrance and authorize all contractual actions relative to the use of the authorized construction budget for eight (8) projects. Additional information was provided at the meeting and the recommendation to approve an increase to the construction phase budget for a cumulative total not to exceed amount of \$5,672,710, was revised to a total not to exceed amount of \$1,059,000. Raj stated that the projects require additional encumbrance authority to provide design support, construction management services and to implement construction change orders to complete the projects.

Commissioner Capitelli moved to approve this item. Commissioner Kaplan seconded the motion. The motion passed unanimously (Harrison absent).

6.3. Various Projects: Encumbrance Authorization for Right of Way Phase of the Project

Raj Murthy recommended that the Commission approve an increase to the right of way phase encumbrance and authorize all contractual actions relative to the use of the authorized right of way phase budget for five (5) projects for a cumulative total not to exceed amount of \$30,317,400. Raj stated that the projects require additional right of way phase encumbrance to address permit requirements, unforeseen construction problems, utility relocations, and other right of way actions.

Commissioner Kaplan wanted to know the reason for encumbrance increases. Raj stated the increase is substantially based on the fact that the projects are moving into the allocation phase.

Commissioner Kaplan moved to approve this item. Commissioner Capitelli seconded the motion. The motion passed unanimously (Harrison absent).

6.4. East Bay Greenway Project – Segment 7A (ACTC No. 635.1): East Bay Greenway Project – Segment 7A (PN 635.1): Approval of the Issuance of a Request for Proposals (RFP) for Path Maintenance and Authorization to Negotiate and Execute a Contract

Connie Fremier recommended that the Commission authorize the procurement of a contractor to perform path maintenance for East Bay Greenway Project – Segment 7A (PN 635.1) (2) Authorize all contractual actions relative to the use of the maintenance budget for a total not-to-exceed amount of \$350,000. Connie stated that it was agreed through a Memorandum of Understanding that the Alameda CTC would be responsible for maintaining segment 7A of the project and intends to procure a contractor to perform maintenance once the construction work is completed.

Commissioner Capitelli wanted to know the how long the contract would be for. Connie stated that the contract would be for three years.

Commissioner Kaplan wanted to know if the contract included graffiti abatement. Connie stated that the contract does address graffiti abatement.

Commissioner Kaplan moved to approve the item. Commissioner Miley seconded the motion. The motion passed unanimously (Harrison absent).

6.5. I-80 Integrated Corridor Mobility Project (PN 791.1/791.2): Cooperative Agreements (District Agreements 04-2300-A1 & 04-2301-A1) with Caltrans

Connie Fremier recommended that the Commission approve the Cooperative Agreements (District Agreement Nos. 04-2300-A1 & 04-2301-A1) with Caltrans to amend existing agreements to change the invoice procedure for reimbursement of funds. Connie stated that coop agreement amendments changed the process for fund reimbursement and subsequently Caltrans will invoice Alameda CTC for services performed by Caltrans instead of retaining the funds as designated in the original agreements.

Commissioner Freitas motioned to approve this item. Commissioner Dutra-Vernaci seconded the motion. The motion passed unanimously (Harrison absent).

6.6. Regional Measure 2: Project No. 29 Savings Plan

Matt Todd recommended that the Commission approve distribution of Regional Measure 2 Project No. 29 funds savings to the I-880 North Safety and Operational Improvements at 23rd 29th Avenues (PN 717.0) and AC Transit's Bus Rapid Transit projects. (2) Authorize the Executive Director, or his designee, to negotiate and execute all necessary agreements and contracts for the allocation and use of RM2 funds to deliver the I-880 North Safety and Operational Improvements at 23rd 29th

Avenues (PN 717.0) project. Matt stated that staff proposes using \$2.3 million of project 29 savings to program the Alameda CTC sponsored I-880 North Safety and Operational Improvements at 23rd 29th Avenues project and \$0.6 million to program AC Transit's BRT project.

Commissioner Kaplan moved to approve this item. Commissioner Dutra-Vernaci seconded the motion. The motion passed unanimously (Harrison absent).

7. Committee Member Reports

There were no committee member reports.

8. Staff Reports

There were no staff reports.

9. Adjournment/ Next Meeting

The meeting adjourned at 1:30 p.m. The next meeting is:

Date/Time: Monday, March 10, 2014 @12:00 p.m.

Location: Alameda CTC Offices, 1111 Broadway, Suite 800, Oakland, CA 94607

Attested by:



Vanessa Lee,
Clerk of the Commission



DATE: March 3, 2014

SUBJECT: Alameda CTC Transportation Fund for Clean Air (TFCA) FY 2014-15 Program Guidelines

RECOMMENDATION: Approve the annual update to the Alameda CTC Transportation Fund for Clean Air (TFCA) Program Guidelines to conform to the Air District's Board-adopted FY 2014-15 TFCA County Program Manager Fund Policies.

Summary

TFCA funding is generated by a vehicle registration fee collected by the Bay Area Air Quality Management District (Air District) to fund eligible projects that result in the reduction of motor vehicle emissions. Per the enabling legislation, the Alameda CTC's Guidelines are required to be reviewed annually and were last approved by the Commission in February 2013. The recommended updates to the Alameda CTC Guidelines are consistent with Air District Board-adopted FY 2014-15 TFCA County Program Manager Fund Policies, included as Attachment B.

Discussion

TFCA funding is generated by a \$4.00 vehicle registration fee collected by the Air District. Eligible projects are to result in the reduction of motor vehicle emissions and achieve surplus emission reductions beyond what is currently required through regulations, ordinances, contracts, or other legally binding obligations. Projects typically funded with TFCA include shuttles, bicycle lanes and lockers, signal timing and trip reduction programs. As the TFCA Program Manager for Alameda County, the Alameda CTC is responsible for programming 40 percent of the revenue generated in Alameda County for this program. Five percent of new revenue is set aside for the Alameda CTC's administration of the TFCA program. Per the Alameda CTC TFCA Guidelines, 70 percent of the available funds are to be allocated to the cities/county based on population, with a minimum of \$10,000 to each jurisdiction. The remaining 30 percent of the funds are to be allocated to transit-related projects on a discretionary basis.

The total amount of available TFCA is required to be completely programmed on an annual basis. A jurisdiction may borrow against its projected future share in order to receive more funds in the current year, which can help facilitate the programming of all available funds. Projects proposed for TFCA funding are required to meet the eligibility and cost-effectiveness requirements of the TFCA program.

Statute requires a TFCA County Program Manager to annually review its programming guidelines. Annual revisions the Alameda CTC's Guidelines are generally made to maintain consistency with updates to TFCA legislation and the Air District's current TFCA Policies.

The recommended Alameda CTC Guidelines conform to the Air District's Board-adopted FY 2014-15 TFCA County Program Manager Fund Policies (Attachment B). The Guidelines also reflect Air District guidance and include provisions specific to the administration of Alameda County's TFCA program, such as funding distribution formula and timely use of funds milestones to ensure that projects comply with Air District Policies and guidance and are completed within the ultimate time frame required by the Air District.

Edits and clarifications to the Alameda CTC Guidelines for FY 2014-15 include:

- In Section III, clarified that Air District TFCA Policies may allow certain project types, on a case by case basis, to exceed the standard cost effectiveness limit,
- In Section X, updated the project initiation milestone to reflect that projects approved for FY 2014-15 funding must commence by the end of calendar year 2015. This milestone deadline will be tracked in the Alameda CTC's TFCA At Risk report, and
- Additional edits included throughout to further clarify program compliance and facilitate timely project delivery.

The Air District's FY 2014-15 TFCA County Program Manager Fund Policies (Attachment B) include the following changes to project eligibility:

- For shuttle operations projects: (1) TFCA eligibility is limited to "peak commute" hours as defined by the Air District, (2) duplication of service definition is clarified, and (3) for pilot shuttles in Air District-identified Community Air Risk Evaluation (CARE) areas, the cost-effectiveness threshold has been increased to \$500K/ton for the first year of service, and
- Bikesharing (Bay Area Bike Share) projects are now included in the Air District TFCA Policies as eligible, if a project expands the existing system's service area or fleet size, and required plans have been completed.

While the specific eligibility and evaluation criteria for eligible project types are not detailed in the Alameda CTC's TFCA Guidelines, these changes to the Air District's Policies will affect the eligibility of certain project types and how they are evaluated for TFCA.

Next Steps

The TFCA FY 2014-15 Expenditure Plan Application, identifying \$3.35 million in TFCA funding available for projects, was approved by the Commission last month. The Commission-reviewed Guidelines will be included with the annual TFCA call for projects material, which is scheduled for release following the March Commission meeting, with applications due in late April 2014.

Fiscal Impact: There is no fiscal impact.

Attachments

A. FY 2014-15 Alameda CTC TFCA County Program Manager Fund Guidelines

B. Air District's FY 2014-15 TFCA County Program Manager Fund Policies

Staff Contacts

[Matt Todd](#), Principal Transportation Engineer

[Jacki Taylor](#), Program Analyst

This page intentionally left blank



ALAMEDA COUNTY TRANSPORTATION COMMISSION

**TRANSPORTATION FUND FOR CLEAN AIR (TFCA)
COUNTY PROGRAM MANAGER FUND
FY2014-15 PROGRAM GUIDELINES**

**ALAMEDA COUNTY TRANSPORTATION COMMISSION
TRANSPORTATION FUND FOR CLEAN AIR (TFCA)
COUNTY PROGRAM MANAGER FUND
FY 2014-15 PROGRAM GUIDELINES**

TABLE OF CONTENTS

I. BACKGROUND	3
II. ELIGIBLE PROJECTS.....	3
III. TFCA COST EFFECTIVENESS	4
IV. GENERAL PROGRAM STRUCTURE.....	5
V. PROGRAM SCHEDULE	6
VI. APPLICATION PROCESS	6
VII. MONITORING REQUIREMENTS	7
VIII. INSURANCE REQUIREMENTS	7
IX. AGREEMENT, REPORTS AND AUDIT REQUIREMENTS.....	9
X. TIMELY IMPLEMENTATION OF PROJECTS AND USE OF FUNDS.....	9
XI. REIMBURSABLE COSTS AND FUNDING REIMBURSEMENTS	10

I. BACKGROUND

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

To fund the implementation of TCMs and MSMs, the State Legislature, through AB 434 (Sher; Statutes of 1991) and AB 414 (Sher, Statutes of 1995), authorized 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 percent 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.

AB 414 references the trip reduction requirements in the Congestion Management Program (CMP) legislation and states that Congestion Management Agencies (CMAs) 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 also 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 TFCA 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 CAP, and 4) are not planning or technical studies.

II. ELIGIBLE PROJECTS

Only projects that result in the reduction of motor vehicle emissions are eligible for TFCA funding. Projects must achieve surplus emission reductions beyond what is currently required through regulations, ordinances, contracts, or other legally binding obligations at the time of the execution of a project-specific fund transfer agreement between the program manager (Alameda CTC) and the project sponsor.

Consistent with the project types authorized under the California Health and Safety Code (HSC) Section 44241, projects and programs eligible for TFCA funds include:

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, transit signal preemption, bus stop relocation and "smart streets";
5. Implementation of rail-bus integration and regional transit information systems;
6. Implementation of demonstration projects in telecommuting and in congestion pricing of highways, bridges and public transit;
7. Implementation of vehicle-based projects to reduce mobile source emissions, including, but not limited to light duty vehicles with a gross vehicle weight (GVW) of 10,000 pounds or lighter, engine repowers (subject to Air District approval on a case-by-case basis), engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations;
8. Implementation of smoking vehicles program;
9. Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program; and
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.

The Air District annually adopts policies for the County Program Manager Fund. The current Air District Policies, provided as Appendix A, further define eligible projects and also establish criteria for calculating emissions reductions (i.e., TFCa cost-effectiveness). Projects that are authorized by HSC Section 44241 and achieve TFCa cost-effectiveness, but do not fully meet the Air District's current TFCa Policies are subject to Air District approval on a case-by-case basis.

TFCa funds may not be used for:

- Planning activities that are not directly related to the implementation of a specific project;
- The purchase of personal computing equipment for an individual's home use;
- Projects that provide a direct or indirect financial transit or rideshare subsidy for shuttle/feeder bus service exclusively for the grantee's employees; or
- Covering the costs of developing TFCa grant applications.

III. TFCa COST EFFECTIVENESS

The Air District requires the evaluation of all proposed and completed projects 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 (NOx), and weighted particulate matter ten 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 TFCAs cost effectiveness, on an individual project basis, that is equal to or less than either: (1) the standard threshold of \$90,000 of TFCAs funds per ton of total ROG, NOx and weighted PM₁₀ emissions reduced (\$/ton), or (2) another threshold as identified in the Air District Policies for a specific project type. Project sponsors are required to provide the data necessary to evaluate projects for TFCAs cost-effectiveness. This may include, but is not limited to, transit ridership, verifiable survey data, bicycle counts, and results from comparable projects.

IV. GENERAL PROGRAM STRUCTURE

As the overall program manager in Alameda County, the Alameda CTC is 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 Alameda CTC must program the TFCAs revenue received each year within the Air District's allowable time period. Any unallocated funds may be reallocated by the Air District.

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

- A maximum of 5% of the annual revenue to the Alameda CTC for program implementation and administration.
- As follows, 70% of the remaining funds to be allocated to the cities/county based on population:
 - A minimum of \$10,000 to each jurisdiction.
 - City population will be updated annually based on State Department of Finance (DOF) estimates.
 - The 70% funds will be programmed annually in its own call for projects or in a coordinated call for projects with like funding sources.
 - A city or the county, with approval from the Alameda CTC, may choose to roll its annual 70% allocation into a future program year.
 - A jurisdiction may borrow against its projected future year share in order to use rolled over funds from other jurisdictions available in the current year.
 - Relinquished funds from a city's or the county's completed projects are made available to the same jurisdiction through its 70% allocation for reprogramming to future projects.
 - The Commission may also program against future TFCAs revenue for projects that are larger than the annual funds available.
- As follows, 30% of the remaining funds to be allocated to transit-related projects on a discretionary basis:
 - The 30% funds will be programmed annually in its own call for projects or in a coordinated call for projects with like funding sources.
 - 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 TFCAs cost-effectiveness evaluation. When this calculation is not sufficient to prioritize candidate projects, the

Alameda CTC Commission may also consider the emissions reductions per total project dollar invested for the project and the matching funds provided by the project sponsor.

- o Relinquished funds from completed discretionary projects are returned to the 30% revenue for reprogramming in future funding cycles.
- o The Commission may also program against future TFCA revenue for projects that are larger than the annual funds available.

The minimum TFCA funding request is \$50,000, unless the project sponsor can show special and unusual circumstances to set this limit aside.

V. PROGRAM SCHEDULE

Below is the schedule for the FY [2014-15](#) program:

February	Resolution adopted by Commission endorsing the programming of FY 2014-15 TFCA funds consistent with the TFCA Expenditure Plan Application.
March	Expenditure Plan Application due to Air District. Annual review of Alameda County TFCA Program Guidelines by Commission. Alameda CTC will issue a call for projects.
April	Project applications due to Alameda CTC. Semi-annual project status reports due to Alameda CTC.
May	Review of summary of applications by Commission. Alameda CTC submits Semi-annual Report to Air District by May 31 st .
July	Program approval by Commission.
September	Draft fund-transfer agreements distributed. For on-going projects, annual status reports due to Alameda CTC.
October	Alameda CTC submits Annual Report to Air District by October 31 st .

Schedule subject to modification based on schedule changes imposed by the Air District and/or previous programming actions by the Alameda CTC.

VI. APPLICATION PROCESS

Project sponsors shall complete the Alameda CTC TFCA funding application. The application is updated annually and may be included in a coordinated call for projects process that consolidates like fund sources. The type of information required for the application includes the following:

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 the project schedule and applicable milestones.
5. Project Data: Applicants shall submit the requested project-related data necessary to determine eligibility and calculate the estimated emissions reductions and cost-effectiveness.
6. Transportation Control Measures (TCM) and Mobile Source Measures (MSM): Applicants shall list the applicable TCMs and/or MSMs from the Air District's most recently approved Clean Air Plan.

VII. MONITORING REQUIREMENTS

The Air District requires a pre- and post-project evaluation of emissions reductions. The first is an estimate of the projected emissions reduction. Sponsors must provide data for this calculation in the project application.

Sponsors must also conduct post-project monitoring and/or surveys (known as the monitoring requirements) as specified in the fund transfer agreement for the project. This information is required for the post-project evaluation of emissions reductions.

Project sponsors requesting TFCA reimbursement for monitoring costs shall provide the estimated cost in the TFCA application. The cost of collecting data to fulfill the TFCA monitoring requirements may be considered an administrative project cost. Administrative project costs reimbursed by TFCA are limited to a total of 5% of the TFCA funds received.

VIII. INSURANCE REQUIREMENTS

Each Project Sponsor must maintain general liability insurance, property insurance, workers compensation insurance and additional insurance as appropriate for specific projects, with coverage amounts as specified in the fund-transfer agreement, throughout the life of the project.

Verification of Coverage

Project Sponsors are required to provide certificates and/or other evidence of the insurance coverage prior to the execution of a fund-transfer agreement. Project Sponsors shall continue to provide certificates and/or other evidence of the insurance coverage, as required, throughout the project period and until the project has been completed. Certificates, policies and other evidence provided shall specify that the Air District and Alameda CTC shall receive 30 days advanced notice of cancellation from the insurers.

Minimum Scope of Insurance

This section provides guidance on the insurance coverage and documentation typically required for TFCA Program Manager Fund projects. Note that the Air District and/or

Alameda CTC reserves the right to require different types or levels of insurance for specific 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 \$1,000,000.

Acceptability of Insurers

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

The following table lists the types of insurance coverage generally required for each project type. The requirements may differ in specific cases.

Project/ Contract Activity	Insurance Required
<ul style="list-style-type: none"> • Vehicle Purchase and lease / Engine retrofits 	<ul style="list-style-type: none"> • Automobile Liability and • Automobile Physical Damage
<ul style="list-style-type: none"> • Operation of shuttle services <u>and vanpools</u> 	<ul style="list-style-type: none"> • Commercial General Liability, • Automobile Liability, • Automobile Physical Damage, and • <u>Workers Compensation (shuttle services).</u>
<ul style="list-style-type: none"> • Construction projects including: bicycle/pedestrian overpass; bicycle facilities including bike paths, lanes, and routes; smart growth and traffic calming; and vehicle infrastructure. 	<ul style="list-style-type: none"> • Commercial General Liability, • Automobile Liability and • Workers Compensation
<ul style="list-style-type: none"> • Bicycle lockers and racks • Arterial management and signal timing • Transit marketing programs • <u>Other ridesharing projects</u> 	<ul style="list-style-type: none"> • Commercial General Liability
<ul style="list-style-type: none"> • Guaranteed Ride Home programs • Transit pass subsidy or commute incentives 	<ul style="list-style-type: none"> • None

IX. AGREEMENT, REPORTS AND AUDIT REQUIREMENTS

The Air District and the Alameda CTC annually enter into a "master" fund transfer agreement and the execution of this agreement constitutes final approval and obligation for the Air District to fund a project. Any project costs incurred prior to the execution of the annual "master" agreement will not be reimbursed.

Additionally, project sponsors must enter into a project-specific 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 audit requirements. An executed agreement between the Alameda CTC and a 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 three months from the date the funding agreement is provided to the project sponsor. After the three month deadline has passed, any funding associated with an unexecuted funding agreement may be considered unallocated and may be reprogrammed.

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

Project sponsors must fulfill the funding agency credit requirements specified in the project-specific funding agreement, crediting both the Air District and Alameda CTC as funding agencies, and is to provide, upon request, documentation that such credit was given.

The Air District may conduct performance and fiscal audits of TFCA-funded projects to ensure that all TFCA funds have been spent in accordance with the applicable Air District TFCA County Program Manager Policies and executed TFCA funding agreement. 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 TFCA Timely Use of Funds Policy, -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 project-specific fund transfer agreements to project sponsors.
2. Project sponsors must execute a project-specific fund transfer agreement with the Alameda CTC within three months of receipt of the agreement from 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 fund transfer agreement may be considered unallocated and may be reprogrammed.

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. For the FY 2014-15 program, the Alameda CTC will not approve an extended schedule with a project start date beyond calendar year 2015.
- 3.4. Project sponsors must expend TFCA funding within two years from the date of the Alameda CTC's first receipt of the TFCA revenue from the Air District. The Alameda CTC 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. Additional schedule extension requests can only be granted with approval from the Alameda CTC Commission and Air District.
- 4.5. Project sponsors must submit requests for reimbursement at least once ~~per fiscal year~~, every six months, but not more than once per month. Costs incurred within a fiscal year, defined as the period from July 1st to June 30th, are to be included in a reimbursement request submitted within ~~six (6)~~two months after the end of the fiscal year in which the costs were incurred. All final requests for reimbursement are to be submitted no later than the submittal date of the Final Project Report.
- 5.6. Project sponsors must submit semi-annual progress reports within the period established by the Air District.
- 6.7. Project sponsors must submit required Final Project Reports (project monitoring reports) within three months of project completion or, as applicable, within three months after the post-project evaluation period as established in the project-specific fund transfer agreement.

A monitoring report will be periodically presented to Alameda CTC Committees to inform 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 TFCA 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. REIMBURSABLE COSTS AND FUNDING REIMBURSEMENTS

The date the annual "master" fund transfer agreement between the Air District and Alameda CTC is executed sets the date from which eligible project costs may be incurred. Project sponsors may only request reimbursement for eligible, documented project expenses after a project-specific fund transfer agreement with the Alameda CTC has been executed. All reimbursable project costs must be identified in the budget from the approved grant application and conform to the project scope included in the project expenditure plan of an executed project-specific fund transfer agreement. TFCA funds may be used for project implementation costs as follows:

- Project implementation costs are charges associated with implementing a specific TFCA-funded project, including:
 - Documented hourly labor charges (salaries, wages, and benefits) directly and solely related to implementation of the TFCA project,
 - Shuttle driver labor and equipment maintenance costs,
 - Capital costs, including equipment, [procurement](#) and installation,
 - Operator or personnel training directly related to project implementation,
 - Contractor/vendor labor charges related to the TFCA project,
 - Travel, and training and associated personnel costs that are directly related to the implementation of the TFCA-funded project (e.g., the cost of training mechanics to service TFCA-funded natural gas clean air vehicles),
 - Indirect costs associated with implementing the project, including reasonable overhead costs (supported by a federally-approved Indirect Cost Allocation Plan (ICAP)), incurred to provide a physical place of work (e.g., rent, utilities, office supplies), general support services (e.g., payroll, reproduction) and managerial oversight, and
 - Sponsor may choose not to charge any indirect costs to a TFCA project.
- Project administration costs include invoicing and reporting activities related to the administration of the TFCA funding may be considered eligible for reimbursement on a case-by-case basis provided the project sponsor requests and justifies the reimbursement in the approved grant application and the costs are identified in the expenditure plan of the executed project-specific fund transfer agreement. Reimbursable administrative project costs are limited to a maximum of 5% of the total TFCA reimbursed per project.

For each reimbursement request, a TFCA "Request for Reimbursement of Funds" form is required. The form must have an original signature by an authorized person, and should be sent to the attention of Alameda CTC's Financial Officer. The required form will be attached to the fund transfer agreement (or otherwise provided by Alameda CTC). Project sponsors must submit requests for reimbursement at least once every six months, but not more than once per month. Costs incurred within a fiscal year, defined as the period from July 1 to June 30, are to be included in a reimbursement request submitted within two months after the end of the fiscal year in which the costs were incurred. All final requests for reimbursement are to be submitted no later than the submittal date of the Final Project Report.

The reimbursement request form must be accompanied by the following documentation:

1. Direct Costs: Direct project costs are directly and solely related to the implementation of the project. Documentation includes copies of paid invoices and evidence of payment.
2. Labor Charges: 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.

Documentation of hourly charges includes payroll records indicating job title, hourly pay rate, and time sheets indicating time worked on project (other accounting methods to allocate and document staff time will be considered on a case by case basis).

3. Indirect Costs: Reasonable indirect project implementation costs may be considered eligible for reimbursement with TFCA funds on a case-by-case basis provided the project sponsor requests and justifies the reimbursement in the approved grant application. For the purposes of determining "reasonable" overhead costs, the Alameda CTC may allow indirect costs to be charged to and reimbursed by TFCA if the sponsor has a federally-approved indirect rate, as identified through a federally-approved Indirect Cost Allocation Plan (ICAP). Sponsor will be required to submit an Indirect Cost Rate proposal for approval in advance. The required documentation for indirect project costs would be similar to what is required for direct costs and hourly labor charges.
4. Administrative Costs: Administrative costs that are reimbursable to a project sponsor are limited to a maximum of 5% of the total TFCA funds received and include TFCA invoicing and reporting activities. Administrative project costs may be considered eligible for reimbursement with TFCA funds on a case-by-case basis provided the project sponsor requests and justifies the reimbursement in the approved grant application. The required documentation for administrative project costs would be similar to what is required for direct costs and hourly labor charges.

Appendix D: Board-Adopted TFCA County Program Manager Fund Policies for FYE 2015

Adopted December 18, 2013

The following Policies apply only to the Transportation Fund for Clean Air (TFCA) County Program Manager Fund.

BASIC ELIGIBILITY

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

Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and these Air District Board of Directors adopted TFCA County Program Manager Fund Policies for FYE 2015.

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

2. **TFCA Cost-Effectiveness:** Projects must achieve TFCA cost-effectiveness, on an individual project basis, equal to or less than \$90,000 of TFCA funds per ton of total emissions reduced, unless a different value is specified in the policy for that project type. (See "Eligible Project Categories" below.) Cost-effectiveness is based on the ratio of TFCA funds divided by the sum total tons of reactive organic gases (ROG), oxides of nitrogen (NO_x), and weighted particulate matter 10 microns in diameter and smaller (PM₁₀) reduced (\$/ton). All TFCA-generated funds (e.g., TFCA Regional Funds, reprogrammed TFCA funds) that are awarded or applied to a project must be included in the evaluation. For projects that involve more than one independent component (e.g., more than one vehicle purchased, more than one shuttle route, etc.), each component must achieve this cost-effectiveness requirement.

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

3. **Eligible Projects, and Case-by-Case Approval:** Eligible projects are those that conform to the provisions of the HSC section 44241, Air District Board adopted policies and Air District guidance. On a case-by-case basis, County Program Managers must receive approval by the Air District for projects that are authorized by the HSC section 44241 and achieve Board-adopted TFCA cost-effectiveness but do not fully meet other Board-adopted Policies.
4. **Consistent with Existing Plans and Programs:** All projects must comply with the transportation control measures and mobile source measures included in the Air District's most recently approved plan for achieving and maintaining State and national ambient air quality standards,

which are adopted pursuant to HSC sections 40233, 40717 and 40919, and, when specified, with other adopted State, regional, and local plans and programs.

5. **Eligible Recipients:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing with the Air District (Policy #8).
 - A. Public agencies are eligible to apply for all project categories.
 - B. Non-public entities are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle and infrastructure projects, and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).
6. **Readiness:** Projects must commence by the end of calendar year 2015. “Commence” includes any preparatory actions in connection with the project’s operation or implementation. For purposes of this policy, “commence” can mean the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle/feeder bus and ridesharing service, or the delivery of the award letter for a construction contract.
7. **Maximum Two Years Operating Costs:** Projects that provide a service, such as ridesharing programs and shuttle and feeder bus projects, are eligible to apply for a period of up to two (2) years. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

APPLICANT IN GOOD STANDING

8. **Independent Air District Audit Findings and Determinations:** Grantees who have failed either the fiscal audit or the performance audit for a prior TFCA-funded project awarded by either County Program Managers or the Air District are excluded from receiving an award of any TFCA funds for five (5) years from the date of the Air District’s final audit determination in accordance with HSC section 44242, or duration determined by the Air District Air Pollution Control Officer (APCO). Existing TFCA funds already awarded to the project sponsor will not be released until all audit recommendations and remedies have been satisfactorily implemented. A failed fiscal audit means a final audit report that includes an uncorrected audit finding that confirms an ineligible expenditure of TFCA funds. A failed performance audit means that the program or project was not implemented in accordance with the applicable Funding Agreement or grant agreement.

A failed fiscal or performance audit of the County Program Manager or its grantee may subject the County Program Manager to a reduction of future revenue in an amount equal to the amount which was inappropriately expended pursuant to the provisions of HSC section 44242(c)(3).
9. **Authorization for County Program Manager to Proceed:** Only a fully executed Funding Agreement (i.e., signed by both the Air District and the County Program Manager) constitutes the Air District’s award of County Program Manager Funds. County Program Managers may only incur costs (i.e., contractually obligate itself to allocate County Program Manager Funds) after the Funding Agreement with the Air District has been executed.
10. **Insurance:** Both the County Program Manager and each grantee must maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific projects, with required coverage amounts provided in Air District guidance and final amounts specified in the respective grant agreements.

INELIGIBLE PROJECTS

11. **Duplication:** Grant applications for projects that provide additional TFCA funding for existing TFCA-funded projects (e.g., Bicycle Facility Program projects) that do not achieve additional emission reductions are ineligible. Combining TFCA County Program Manager Funds with other TFCA-generated funds that broaden the scope of the existing project to achieve greater emission reductions is not considered project duplication.
12. **Planning Activities:** A grantee may not use any TFCA funds for planning related activities unless they are directly related to the implementation of a project or program that results in emission reductions.
13. **Employee Subsidies:** Projects that provide a direct or indirect financial transit or rideshare subsidy or shuttle/feeder bus service exclusively to the grantee's employees are not eligible.

USE OF TFCA FUNDS

14. **Cost of Developing Proposals:** Grantees may not use TFCA funds to cover the costs of developing grant applications for TFCA funds.
15. **Combined Funds:** TFCA fund may be combined with other grants (e.g., with TFCA Regional Funds or State funds) to fund a project that is eligible and meets the criteria for all funding sources.
16. **Administrative Costs:** The County Program Manager may not expend more than five percent (5%) of its County Program Manager Funds for its administrative costs. The County Program Manager's costs to prepare and execute its Funding Agreement with the Air District are eligible administrative costs. Interest earned on County Program Manager Funds shall not be included in the calculation of the administrative costs. To be eligible for reimbursement, administrative costs must be clearly identified in the expenditure plan application and in the Funding Agreement, and must be reported to the Air District.
17. **Expend Funds within Two Years:** County Program Manager Funds must be expended within two (2) years of receipt of the first transfer of funds from the Air District to the County Program Manager in the applicable fiscal year, unless a County Program Manager has made the determination based on an application for funding that the eligible project will take longer than two years to implement. Additionally, a County Program Manager may, if it finds that significant progress has been made on a project, approve no more than two one-year schedule extensions for a project. Any subsequent schedule extensions for projects can only be given on a case-by-case basis, if the Air District finds that significant progress has been made on a project, and the Funding Agreement is amended to reflect the revised schedule.
18. **Unallocated Funds:** Pursuant to HSC 44241(f), any County Program Manager Funds that are not allocated to a project within six months of the Air District Board of Directors approval of the County Program Manager's Expenditure Plan may be allocated to eligible projects by the Air District. The Air District shall make reasonable effort to award these funds to eligible projects in the Air District within the same county from which the funds originated.
19. **Incremental Cost (for the purchase or lease of new vehicles):** For new vehicles, TFCA funds awarded may not exceed the incremental cost of a vehicle after all rebates, credits,

and other incentives are applied. Such financial incentives include manufacturer and local/state/federal rebates, tax credits, and cash equivalent incentives. Incremental cost is the difference in cost between the purchase or lease price of the new vehicle, and its new conventional vehicle counterpart that meets the most current emissions standards at the time that the project is evaluated.

20. **Reserved.**

21. **Reserved.**

ELIGIBLE PROJECT CATEGORIES

22. Alternative Fuel Light-Duty Vehicles:

Eligibility: For TFCA purposes, light-duty vehicles are those with a gross vehicle weight rating (GVWR) of 8,500 lbs. or lighter. Eligible alternative light-duty vehicle types and equipment eligible for funding are:

- A. Purchase or lease of new hybrid-electric, electric, fuel cell, and CNG/LNG vehicles certified by the CARB as meeting established super ultra low emission vehicle (SULEV), partial zero emission vehicle (PZEV), advanced technology-partial zero emission vehicle (AT-PZEV), or zero emission vehicle (ZEV) standards.
- B. Purchase or lease of new electric neighborhood vehicles (NEV) as defined in the California Vehicle Code.
- C. CARB emissions-compliant vehicle system retrofits that result in reduced petroleum use (e.g., plug-in hybrid systems).

Gasoline and diesel (non-hybrid) vehicles are not eligible for TFCA funds. Funds are not available for non-fuel system upgrades, such as transmission and exhaust systems, and should not be included in the incremental cost of the project.

23. Alternative Fuel Medium Heavy-Duty and Heavy Heavy-Duty Service Replacement Vehicles (low-mileage utility trucks in idling service):

Eligibility: For TFCA purposes, medium and heavy-duty service vehicles are on-road motor vehicles with a GVWR of 14,001 lbs. or heavier. Eligible alternative fuel service vehicles are only those vehicles in which engine idling is required to perform the vehicles' primary service function (for example, trucks with engines to operate cranes or aerial buckets). In order to qualify for this incentive, each new vehicle must be placed into a service route that has a minimum idling time of 520 hours/year, and a minimum mileage of 500 miles/year. Eligible MHDV and HHDV vehicle types for purchase or lease are:

- A. New hybrid-electric, electric, and CNG/LNG vehicles certified by the CARB or that are listed by the IRS as eligible for a federal tax credit pursuant to the Energy Policy Act of 2005.

Scrapping Requirements: Grantees with a fleet that includes model year 1998 or older heavy-duty diesel vehicles must scrap one model year 1998 or older heavy-duty diesel vehicle for each new vehicle purchased or leased under this grant. Costs related to the scrapping of heavy-duty vehicles are not eligible for reimbursement with TFCA funds.

24. Alternative Fuel Heavy-Duty Replacement Vehicles (high mileage):

Eligibility: For TFCA purposes, Alternative Fuel Heavy-Duty Vehicles are defined as follows: Light-heavy-duty vehicles (LHDV) are those with a GVWR between 8,501 lbs. and 14,000 lbs., medium-heavy-duty vehicles (MHDV) are those with a GVWR between 14,001 lbs. and 33,000 lbs., and heavy-heavy-duty vehicles (HHDV) are those with a GVWR equal to or greater than 33,001 lbs. Eligible LHDV, MHDV and HHDV vehicle types for purchase or lease are:

- A. New hybrid-electric, electric, and CNG/LNG vehicles certified by the CARB or that are listed by the IRS as eligible for a federal tax credit pursuant to the Energy Policy Act of 2005.

TFCA funds may not be used to pay for non-fuel system upgrades such as transmission and exhaust systems.

Scrapping requirements are the same as those in Policy #23.

25. **Alternative Fuel Bus Replacement:**

Eligibility: For purposes of transit and school bus replacement projects, a bus is any vehicle designed, used, or maintained for carrying more than 15 persons, including the driver. A vehicle designed, used, or maintained for carrying more than 10 persons, including the driver, which is used to transport persons for compensation or profit, or is used by any nonprofit organization or group, is also a bus. A vanpool vehicle is not considered a bus. Buses are subject to the same eligibility requirements listed in Policy #24 and the same scrapping requirements listed in Policy #23.

26. **Alternative Fuel Infrastructure:**

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

TFCA-funded infrastructure projects must be available to and accessible by the public. Equipment and infrastructure must be designed, installed and maintained as required by the existing recognized codes and standards and approved by the local/state authority.

TFCA funds may not be used to pay for fuel, electricity, operation, and maintenance costs.

- 27. **Ridesharing Projects:** Eligible ridesharing projects provide carpool, vanpool or other rideshare services. Projects that provide a direct or indirect financial transit or rideshare subsidy are also eligible under this category.

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

These projects are intended to reduce single-occupancy vehicle commute-hour trips by providing the short-distance connection between a mass transit hub and one or more commercial or employment centers. All of the following conditions must be met for a project to be eligible for TFCA funds:

- a. The project's route must provide connections only between mass transit hubs, e.g., a rail or Bus Rapid Transit (BRT) station, ferry or bus terminal or airport, and distinct commercial or employment areas.
- b. The project's schedule must coordinate with the transit schedules of the connecting mass transit services.
- c. The project may not replace or duplicate existing local transit service or service that ceased to operate within the past five years. Any proposed service that would transport commuters along any segment of an existing or any such previous service is not eligible for funding.
- d. The project must include only commuter peak-hour service, i.e., 5:00-10:00 AM and/or 3:00-7:00 PM.

Shuttle/feeder bus service applicants must be either:(1) a public transit agency or transit district that directly operates the shuttle/feeder bus service; or (2) a city, county, or any other public agency.

Project applicants that were awarded FYE 2014 TFCA County Program Manager Funds that propose identical routes in FYE 2015 may request an exemption from the requirements of Policy 28. c. These applicants would have to submit a plan demonstrating how they will come into compliance with this requirement within the next three years.

Pilot shuttle/feeder bus service projects are defined as new routes that are at least 70% unique and have not been in operation in the past five years. In addition to meeting the conditions listed above, pilot projects must also comply with the following:

- a. Applicants must provide data supporting the demand for the service, including letters of support from potential users and providers;
- b. Applicants must provide written documentation of plans for financing the service in the future;
- c. Projects located in Highly Impacted Communities as defined in the Air District Community Air Risk Evaluation (CARE) Program must not exceed a cost-effectiveness of \$500,000/ton during the first year of operation, \$125,000/ton for the second year of operation, and \$90,000 by the end of the third year of operation (see Policy #2);
- d. Projects located outside of CARE areas must not exceed a cost-effectiveness of \$125,000 per ton of emissions reduced for the first two years of project operation.
- e. Projects located in CARE areas may receive a maximum of three years of TFCA funds under the Pilot designation; projects located outside of CARE areas may receive a maximum of two years of TFCA funds under this designation. After these time periods, applicants must apply for subsequent funding under the shuttle/feeder bus service designation, described above.

29. **Bicycle Projects:**

New bicycle facility projects that are included in an adopted countywide bicycle plan or Congestion Management Program (CMP) are eligible to receive TFCA funds. Eligible projects are limited to the following types of bicycle facilities for public use that result in motor vehicle emission reductions:

- A. New Class-1 bicycle paths;
- B. New Class-2 bicycle lanes;
- C. New Class-3 bicycle routes;
- D. New bicycle boulevards;
- E. Bicycle racks, including bicycle racks on transit buses, trains, shuttle vehicles, and ferry vessels;
- F. Bicycle lockers;
- G. Capital costs for attended bicycle storage facilities;
- H. Purchase of two-wheeled or three-wheeled vehicles (self-propelled or electric), plus mounted equipment required for the intended service and helmets; and
- I. Development of a region-wide web-based bicycle trip planning system.

All bicycle facility projects must, where applicable, be consistent with design standards published in the California Highway Design Manual.

30. **Bay Area Bike Share**

These projects make bicycles available to individuals for shared use for completing first- and last-mile trips in conjunction with regional transit and stand-alone short distance trips. To be eligible for TFCA funds, bicycle share projects must work in unison with the existing Bay Area Bike Share Project by either increasing the fleet size within the initial participating service areas or expanding the existing service area to include additional Bay Area communities. Projects must have a completed and approved environmental plan and a suitability study demonstrating the viability of bicycle sharing. Projects must not exceed a cost-effectiveness of \$500,000/ton.

31. **Arterial Management:**

Arterial management grant applications must identify a specific arterial segment and define what improvement(s) will be made to affect traffic flow on the identified arterial segment. Projects that provide routine maintenance (e.g., responding to citizen complaints about malfunctioning signal equipment) are not eligible to receive TFCA funds. Incident management projects on arterials are eligible to receive TFCA funds. Transit improvement projects include, but are not limited to, bus rapid transit and transit priority projects. For signal timing projects, TFCA funds may only be used for local arterial management projects where the affected arterial has an average daily traffic volume of 20,000 motor vehicles or more, or an average peak hour traffic volume of 2,000 motor vehicles or more (counting volume in both directions). Each arterial segment must meet the cost-effectiveness requirement in Policy #2.

32. **Smart Growth/Traffic Calming:**

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

- A. The development project and the physical improvements must be identified in an approved area-specific plan, redevelopment plan, general plan, bicycle plan, pedestrian plan, traffic-calming plan, or other similar plan; and
- B. The project must implement one or more transportation control measures (TCMs) in the most recently adopted Air District plan for State and national ambient air quality standards. Pedestrian projects are eligible to receive TFCA funds.

C. The project must have a completed and approved environmental plan.

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



Memorandum

5.2

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

DATE: March 3, 2014

SUBJECT: One Bay Area Grant (OBAG) Program - Local Streets and Roads (LSR) Funding

RECOMMENDATION: Approve Resolution 14-005, regarding a revision to the One Bay Area Grant (OBAG) Program to defer Albany's OBAG Local Streets and Roads project funding.

Summary

One of the requirements to receive One Bay Area Grant (OBAG) funding was for jurisdictions to obtain California State Department of Housing and Community Development (HCD) certification of their general plan's housing element by January 31, 2013. The City of Albany was granted a one-year extension to the deadline, to January 31, 2014, but currently is not estimated to receive HCD certification until March 2014 at the earliest. Failure to meet this OBAG requirement has precluded Albany from receiving \$149,000 programmed to a Local Streets and Roads (LSR) project in Albany. The Metropolitan Transportation Commission (MTC) has requested the funds be reprogrammed in order to keep this funding within Alameda County. Alameda CTC staff is recommending, as reflected in Resolution 14-005, provided as Attachment A: (1) a deferral of Albany's receipt of the \$149,000 to the next federal LSR cycle and (2) programming \$149,000 of federal OBAG funds to another LSR project being implemented by an agency that has met all the OBAG program requirements (City of Oakland). The advance of federal LSR funds to the City of Oakland and the deferred use of the federal LSR funds by Albany will be accounted for through the LSR component of the next federal funding cycle.

Background

MTC's OBAG program, detailed in MTC Resolution 4035, is a regional program funded with Cycle 2 federal Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) and covers four fiscal years, 2012-13 through 2015-16. A portion of the OBAG funds were programmed by the Alameda CTC for Local Streets and Roads (LSR) preservation and by formula were sub-allocated to cities, including Albany. One of the eligibility requirements of MTC Resolution 4035 was for jurisdictions to obtain California State Department of Housing and Community Development (HCD) certification of the housing element of a city's general plan by January 31, 2013. Albany received a one-

year extension to the deadline to January 31, 2014. The following summarizes Albany's status within the HCD certification process:

- Albany submitted its draft housing element to HCD On October 28, 2013,
- On December 26, 2013, the HCD provided a letter regarding its review of Albany's draft housing element, requesting revisions,
- Albany staff completed the requested revisions in January 2014,
- The revised housing element was reviewed by Albany's Planning and Zoning Commission on February 12, 2014,
- The revised housing element is scheduled for final approval by the City Council on March 3, 2014, and
- Following the City Council's March action, the revised draft housing element will be submitted to the HCD.

In light of Albany's efforts to meet the HCD certification deadline, Alameda CTC staff is proposing to defer Albany's receipt of the \$149,000 of OBAG funds for a Local Streets and Roads (LSR) project in Albany to the LSR component of the next federal funding cycle and to program the \$149,000 of OBAG funding to an existing City of Oakland OBAG LSR project. As summarized in the below table, the advance of federal LSR funds to the City of Oakland and the deferred use of the federal LSR funds by Albany will be accounted for through the LSR component of the next federal funding cycle.

Staff considers Oakland a good candidate for receiving the advanced LSR funding because it has met all OBAG program requirements and has a large "complete streets" LSR project, Lake Merritt BART Bikeways, programmed in FY 2014-15 with a large amount of local matching funds. This allows for changing the project's funding mix, while at the same time maintaining the required minimum local matching funds without negatively impacting the project's deliverability. Both Albany and Oakland staff are agreeable to the proposal.

Funding Cycle	Albany LSR Project	Oakland LSR Project
OBAG	(\$149,000)	\$149,000
Next Federal Cycle (LSR Component)	\$149,000	(\$149,000)
Net Funding	\$0	\$0

Fiscal Impact: There is no fiscal impact.

Attachments

- A. Alameda CTC Resolution 14-005

Staff Contacts

[Matt Todd](#), Principal Transportation Engineer

[Jacki Taylor](#), Program Analyst

This page intentionally left blank



**ALAMEDA COUNTY TRANSPORTATION COMMISSION
RESOLUTION 14-005**

Commission Chair
Supervisor Scott Haggerty, District 1

Commission Vice Chair
Councilmember Rebecca Kaplan,
City of Oakland

AC Transit
Director Elsa Ortiz

Alameda County
Supervisor Richard Valle, District 2
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART
Director Thomas Blalock

City of Alameda
Mayor Marie Gilmore

City of Albany
Mayor Peggy Thomsen

City of Berkeley
Councilmember Laurie Capitelli

City of Dublin
Mayor Tim Sbranti

City of Emeryville
Vice Mayor Ruth Atkin

City of Fremont
Mayor Bill Harrison

City of Hayward
Councilmember Marvin Peixoto

City of Livermore
Mayor John Marchand

City of Newark
Councilmember Luis Freitas

City of Oakland
Vice Mayor Larry Reid

City of Piedmont
Mayor John Chiang

City of Pleasanton
Mayor Jerry Thorne

City of San Leandro
Councilmember Michael Gregory

City of Union City
Mayor Carol Dutra-Vemaci

Executive Director
Arthur L. Dao

Authorizing the reprogramming of \$149,000 One Bay Area Grant (OBAG) Surface Transportation Program (STP) funds from the City of Albany to the City of Oakland and the withholding of \$149,000 from Oakland's share of the LSR component of the next federal STP cycle.

WHEREAS, the Metropolitan Transportation Commission (MTC) is the MPO for the nine counties of the San Francisco Bay region and is responsible for programming Regional Discretionary Federal Surface Transportation Program (STP) Funds; and

WHEREAS, MTC's federal Cycle 2 One Bay Area Grant (OBAG) Program included STP funds and eligible recipients are to comply with OBAG program requirements; and

WHEREAS, the Alameda County Transportation Commission (Alameda CTC) approved a funding program on June 27, 2013, which included federal OBAG STP funding for Local Streets and Roads preservation projects; and

WHEREAS, to be eligible for OBAG funds, jurisdictions were to obtain California State Department of Housing and Community Development (HCD) certification of their general plan's housing element by January 31, 2013; and

WHEREAS, Albany received a one-year extension to the HCD certification deadline to January 31, 2014, but was unable to meet the deadline and therefore is not an eligible to receive OBAG funds; and

WHEREAS, to ensure that the OBAG funds are not lost to the region, MTC has requested the funds to be programmed to another OBAG project in federal fiscal year (FFY) 2014-15; and

WHEREAS, the Alameda CTC has proposed a deferral of Albany's receipt of the \$149,000 programmed through OBAG for LSR improvements in Albany to the LSR component of the next federal STP funding cycle; and

WHEREAS, the City of Oakland is an eligible recipient of OBAG funding; and

WHEREAS, the Alameda CTC has proposed to instead program the \$149,000 of OBAG funding to a City of Oakland OBAG project as an advance from the LSR component of the next federal STP cycle; and

WHEREAS, the Alameda CTC has proposed to withhold \$149,000 of OBAG funding from the City of Oakland's share of the LSR component of the next federal STP cycle; and

WHEREAS, the Alameda CTC has proposed to direct the \$149,000 withheld from the City of Oakland's share of the LSR component of the next federal STP cycle to the City of Albany for LSR preservation; and

NOW, THEREFORE, BE IT RESOLVED, that the Alameda CTC programs \$149,000 to the City of Oakland's LSR preservation project previously approved for OBAG funding; and

BE IT FURTHER RESOLVED, that the Alameda CTC by adopting this resolution does hereby state that the Alameda CTC will withhold \$149,000 from the City of Oakland's share of the LSR component of the next federal STP cycle and make the withheld funds available to the City of Albany for LSR preservation; and

BE IT FURTHER RESOLVED, that a copy of this resolution will be transmitted to the MTC.

Duly passed and adopted by the Alameda County Transportation Commission at the regular meeting of the Board held on Thursday, March 26, 2014, in Oakland, California by the following votes:

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

SIGNED:

ATTEST:

Scott Haggerty, Chairperson

Vanessa Lee, Clerk of the Commission



DATE: March 3, 2014

SUBJECT: Third Cycle Lifeline Program Backfill for Lapsed Job Access and Reverse Commute (JARC) Funding

RECOMMENDATION: Approve an Exchange of Measure B Direct Local Distribution Funding to Backfill Lapsed Job Access and Reverse Commute (JARC) funding from the Third Cycle Lifeline Program and authorize the Executive Director to enter into all necessary agreements.

Summary

The Third Cycle of the Lifeline Transportation Program, which provides funding to projects that improve mobility for the region's low-income communities, has a shortfall of approximately \$2 million due to lapsed Job Access and Reverse Commute (JARC) funding, due to a delay in certification of the funding grants by the U.S. Department of Labor. The Metropolitan Transportation Commission (MTC) has proposed a backfill strategy to replace the lapsed funding with other sources that addresses the eligibility limitations of the replacement funds and maintains project funding levels. An exchange of approximately \$1.03 million of AC Transit Measure B Direct Local Distribution funds for State Transit Assistance (STA) is recommended to allow for the funding of the complete Third Cycle Lifeline Transportation program in Alameda County. The exchange will also replace a like amount of AC Transit Measure B Direct Local Distribution fund with STA funds provided by MTC. The exchanged funds will support the San Leandro LINKS shuttle (\$310,089) and the City of Oakland's Broadway "Free B" shuttle (\$723,000).

Background

MTC requested about \$2 million of Federal Transit Administration (FTA) Jobs Access and Reverse Commute (JARC) in 2013 to be used to fund projects selected through the Third Cycle Lifeline Program. A portion of the JARC funds identified for the program lapsed on September 30, 2013 due to delays in U.S. Department of Labor certification of the FTA grants for the JARC funds. The delays were the result of a dispute over potential conflicts between the California Public Employees' Pension Reform Act (PEPRA) and federal transit labor law. MTC's request for the lapsed JARC funds to be reinstated was denied. The lapsed JARC funds were programmed to the MTC's regional Third Cycle Lifeline Transportation Program, which funds projects that improve mobility for the region's low-income communities. Forty percent of the lapsed funding was identified for projects within Alameda County.

Proposed Backfill

In order to maintain full funding for the Third Cycle Lifeline Program, MTC has developed a plan to replace all of the lapsed JARC funds by redistributing the available funds among the projects and allocating new funds from future Lifeline cycles (regional plan detailed in Attachment A). The proposed plan will better align the available funding with eligible project sponsors and will not impact the total funding available to each project. MTC's Lifeline Program allows for nonprofit or local agency (non-transit agency) sponsors, but the funding available to MTC for the backfill is limited to transit agencies. In order to make local funds available to shuttle projects operated by cities, for the affected projects in Alameda County, an exchange is proposed between STA and Measure B (from AC Transit's share of Measure B Direct Local Distribution funds for Mass Transit). To facilitate this exchange, AC Transit is proposed to receive approximately \$1.03 million of additional STA funding from MTC in lieu of a like amount of its Measure B pass-through funding. The exchanged Measure B funds are to be programmed as follows: (1) \$310,089 to the San Leandro Transportation Management Organization's LINKS shuttle and (2) \$723,000 to the City of Oakland's Broadway "Free B" shuttle. For both projects, the Measure B funding is to be used for shuttle operations as originally approved for the Third Cycle Lifeline Program, provided as Attachment B.

Approval process

The MTC Commission and AC Transit Board of Directors approved the backfill proposal in February 2014 and the Alameda CTC Commission will consider this item in March 2014. Upon approval by all three agencies, the Alameda CTC will enter into an exchange agreement with AC Transit as well as Measure B funding agreements with the cities of San Leandro and Oakland. AC Transit will allocate the STA funds through the FTA.

Fiscal Impact: There is no fiscal impact.

Attachments

- A. MTC's Regional Third Cycle Lifeline Transportation Program Backfill Proposal
- B. Alameda CTC Third Cycle Lifeline Transportation Program

Staff Contacts

[Matt Todd](#), Principal Transportation Engineer

[Jacki Taylor](#), Program Analyst

Programming & Allocations Committee, February 12, 2014, Item 2g, Attachment A

Lifeline Transportation Program Cycle 3 Funding Revisions

Revised MTC Program following FY2010-11 Lapse

Sponsor	Project	FY2010-11 & FY2011-12 JARC Total	FY2010-11 JARC Shortfall	Revised FY2011- 12 JARC	Backfill		Balance
					STA	FY2013-14 5307	
Cycles of Change	Neighborhood Bicycle Centers/2012 Ops	10,000	-	10,000	-	-	0
Cycles of Change	Neighborhood Bicycle Centers	360,000	155,248	360,000	-	-	0
City of Oakland	Oakland Broadway Shuttle	723,000	311,790	-	723,000	-	0
San Leandro Transp Mgmt Org	San Leandro "LINKS" Shuttle	371,000	124,992	60,911	310,089	-	0
City of Alameda	Estuary Crossing Shuttle Service	187,957	81,056	187,957	-	-	0
City of Concord	Monument Neighborhood Shuttle	161,648	80,598	-	161,648	-	0
Contra Costa County E&HS Dept	KEYs Auto Loan Program	129,500	64,672	129,500	-	-	0
Contra Costa County E&HS Dept	Taxi Referral Program	147,832	73,606	109,948	-	37,884	0
City of Richmond	Easy Go Program	140,000	60,374	140,000	-	-	0
Peninsula Family Services	Ways to Work Auto Loans	375,000	161,717	375,000	-	-	0
City of East Palo Alto	Weekday Community Shuttle	123,368	53,202	123,368	-	-	0
City of East Palo Alto	Weekday Evening Shuttle	76,872	33,151	76,872	-	-	0
San Mateo Human Services Agency	Taxi Vouchers	60,000	25,875	60,000	-	-	0
City of East Palo Alto	Weekend Shuttle	59,557	25,684	59,557	-	-	0
Outreach & Escort, Inc.	Family Transportation Services	1,010,002	461,829	548,173	461,829	-	0
MTC	Admin & Tech Asst (LTP3)	278,679	69,669	189,666	89,013	-	0
TOTAL MTC PROGRAM:		\$ 4,214,415	\$ 1,783,462	\$ 2,430,952	\$ 1,745,579	\$ 37,884	\$ -

Revised Transit Operator Program following FY2010-11 Lapse

Sponsor	Project	FY2010-11 & FY2011-12 JARC Total	FY2010-11 JARC Shortfall	Revised FY2011- 12 JARC	Backfill		Balance
					STA	FY2013-14 5307	
AC Transit	Preserve Ops in Comm of Concern	54,367	45,986	8,381	-	45,986	0
Santa Rosa CityBus	Roseland Operations	249,123	124,214	124,909	-	124,214	0
TOTAL OPERATOR PROGRAM:		\$ 303,490	\$ 170,200	\$ 133,290	\$ -	\$ 170,200	\$ -

TOTAL BACKFILL	
STA	FY2013-14 5307
\$ 1,745,579	\$ 208,084

TOTAL PROGRAM: \$ 4,517,905 \$ 1,953,662 \$ 2,564,242

This page intentionally left blank

Cycle 3 Lifeline Transportation Program - Approved May 24, 2012

Previously Approved Cycle 3 Programming:				Total Funding Available and Amount Approved (by fund source)				
Project Rank	Sponsor	Project/Program & Description	Project Type ²	Funding Request	STA ¹	JARC	STP	Total
NA	Alameda CTC	Update Community-Based Transportation Plans	4	\$ 475,000	\$ 5,094,237	\$ 2,177,386	\$ 2,130,539	\$ 9,402,162
		Five CBTPs have been completed in Alameda County to date, between the years of 2004 and 2009. Priority for updates will be for CBTPs completed prior to 2008. It is estimated the approximately 3-4CBTP updates will be funded.					\$ 475,000	\$ 475,000
NA	Cycles of Change	Neighborhood Bicycle Centers/ "Bike-go-Round" - 2012 Operations	2	\$ 45,000		\$ 45,000		\$ 45,000
		Neighborhood Bicycle Centers / "Bike-go-Round" provides free bikes and safety training to referred low-income adults for their work commute. An extension of the Lifeline Cycle 2 funded program for calendar year 2012.						
Remaining Balance for Cycle 3 Discretionary Program:					\$ 5,094,237	\$ 2,132,386	\$ 1,655,539	\$ 8,882,162

Proposed Final Program for Cycle 3 Balance:				Funding Recommendation (by fund source)					
Project Rank	Sponsor	Project/Program	Description	Project Type ²	Funding Request	STA ¹	JARC	STP	Total Lifeline \$ Recommended
1	Oakland Public Library, City of Oakland ³	A Quicker, Safer Trip to the Library to Promote Literacy	"A Quicker, Safer Trip to the Library to Promote Literacy" will transport preschool and kindergarten students, teachers and interested parents by bus to the West Oakland Library for story time and to check out library books. Program will transport approximately 7 classes per week to the library by bus. Request is for 3 years of program operations.	1, 2	\$ 185,000	\$ 185,000			\$ 185,000
2	Cycles of Change	Neighborhood Bicycle Centers/ "Bike-go-Round"	Bike-go-Round program offers bicycle education and distribution services for low-income Oakland Residents to use bicycles for work commuting. The funding requested is for three years of program operations which would provide training for 1,500 participants and distribute 600 bikes over a 3-year period.	2	\$ 360,000		\$ 360,000		\$ 360,000
3	AC Transit ^{4,5}	Preservation of Existing Services in Communities of Concern	The Lifeline funds will be utilized to restructure and/or continue service to several key communities of concern in the Southern, Central and Northern portions of Alameda County. Request is for 3 years of service.	1	\$ 5,500,000	\$ 4,129,771	\$ 525,429		\$ 4,655,200
4	Alameda County Public Works	Hathaway Avenue Transit Access Improvements	Cherryland is a low-income community with many transit-dependent residents and the lack of sidewalks limits access to AC Transit. The Hathaway Avenue Project includes curb, gutter, ADA pedestrian ramps, landscape, and sidewalks along Hathaway Avenue between Rondale Court and Hayward City limits.	3	\$ 430,000		\$ 430,000		\$ 430,000
5	BART	BART Transbay Owl Express Bus Service	This project will provide express owl bus service departing from the Market Street corridor in downtown San Francisco from 12:30am - 1:45am to key BART stations along the Yellow (Concord) and Green (Fremont) BART lines on Friday and Saturday nights after the BART system has closed. This is a multicounty request. \$200K has been requested from Contra Costa County. This is a one-year pilot project.	1	\$ 297,800	\$ 297,800			\$ 297,800
6	City of Oakland	Oakland Broadway Shuttle	The Broadway Shuttle is a free downtown shuttle linking major transit stations such as the AC Transit 20th St Hub, BART, Amtrak Capitol Corridor, and the Alameda/Oakland/SF Ferry. The route is on Broadway between Embarcadero and 27th St from 7am-7pm Mon-Th; 7am-1am Fri; and 6pm-1am Sat. The Lifeline request also includes expanding weekday evening service until 10pm Mon-Thurs, for a 3-year period.	1	\$ 1,063,380		\$ 723,000		\$ 723,000

Proposed Final Program for Cycle 3 Balance:					Funding Recommendation (by fund source)					
Project Rank	Sponsor	Project/Program	Description	Project Type ²	Funding Request	STA ¹	JARC	STP	Total Lifeline \$ Recommended	
7	LAVTA	WHEELS Route 14 Service Provision	The WHEELS Route 14 provides service to residents and employees of the central district of Livermore by connecting low-income communities to employment opportunities and regional transportation services via the Livermore Transit Center. Funding request is for Rte 14 operations which has previously received both Lifeline and JARC funding. Request is for 3 years of service.	1	\$ 550,000	\$ 366,000			\$ 366,000	
8	AC Transit	East Bay Bus Rapid Transit Terminus/SL BART Improvements	AC Transit, in coordination with BART and the City of San Leandro, is proposing to expand the transit center at the San Leandro BART station to accommodate the East Bay Bus Rapid Transit Project (BRT) terminus, other AC Transit routes, and other transit services.	3	\$ 1,546,513			\$ 1,225,539	\$ 1,225,539	
9	San Leandro Transportation Mgmt Organization (SLTMO)/ San Leandro	San Leandro "LINKS" Shuttle	LINKS is a free shuttle service from the San Leandro BART station to businesses in West San Leandro. LINKS Shuttle runs two 32 passenger vehicles during commute hours between the San Leandro BART station and hundreds of employers in West San Leandro. Service is jointly managed by the SLTMO and the City of San Leandro. Request is for 3 years of service.	1	\$ 505,000		\$ 336,000		\$ 336,000	
10	City of Alameda Public Works ⁶	Estuary Crossing Shuttle Service Extension	The project would extend the existing Estuary Crossing Shuttle service an additional three years from August 2013 to August 2016. The proposed project includes multi-lingual outreach/marketing and a new bus stop at Willie Stargell Avenue and Fifth Street, which is adjacent to low-income public housing. Request is for 3 years of service.	1, 3	\$ 503,432		\$ 187,957		\$ 187,957	
11	Union City Transit, City of Union City	Operation Support for Route 2	This request is for 1 year of Route 2 operations. The route serves Union City's low income areas and connects UC Intermodal Station with the Decoto neighborhood as well as job centers along Whipple Rd corridor.	1	\$ 347,000	\$ 115,666			\$ 115,666	
					Total Recommended	\$ 11,288,125	\$ 5,094,237	\$ 2,132,386	\$ 1,655,539	\$ 8,882,162
					Lifeline Amount Available	\$ 5,094,237	\$ 2,132,386	\$ 1,655,539	\$ 8,882,162	
					<i>Amount Requested Over/Under Amount Available</i>	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:

1. This amount is 95% of the total STA target of \$5,362,355. Programming up to 95% per MTC direction.
2. 1 = Transit Operations; 2 = Program Operations; 3 = Capital; 4 = Other.
3. BART has agreed to be the FTA sponsor for the STA funds.
4. For the Cycle 3 Lifeline Program, funding requests are limited to a maximum of \$5 million per project.
5. The 5% unprogrammed STA balance is \$268,118. If available in the future, is recommended for AC Transit Preservation of Existing Service.
6. The recommendation is for shuttle operations and marketing. The proposed bus stop improvements are not eligible for JARC funding.



Memorandum

5.4

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

DATE: March 3, 2014

SUBJECT: Wheelchair and Scooter Breakdown Transportation Service (WSBTS) and Hospital Discharge Transportation Service (HDTS) Contract Amendment

RECOMMENDATION: Authorize an amendment to the existing agreement A12-0010 with MV Transportation, Inc. for an additional not-to-exceed budget of \$20,000 and a maximum six (6) months' time extension to provide uninterrupted program services until a replacement contract is finalized.

Summary

Alameda CTC has funded and administered the Wheelchair & Scooter Breakdown Transportation Service (WSBTS) Program and the Hospital Discharge Transportation Service (HDTS) using Measure B Special Transportation for Seniors and People with Disabilities (Paratransit) discretionary grant funds.

This amendment request for an additional not-to-exceed budget of \$20,000 and a maximum six (6) months' time extension will allow MV Transportation, Inc., the current contractor, to provide uninterrupted services until a replacement contract is finalized.

Background

Alameda CTC has funded, with Measure B paratransit grant funds, and administered, on a County-wide level, the Wheelchair & Scooter Breakdown Transportation Service (WSBTS) Program since 2003 and the Hospital Discharge Transportation Service (HDTS) since 2006.

The WSBTS provides countywide transportation to people in mechanical or motorized wheelchairs or scooters in the event of a mechanical breakdown. The program will also retrieve and deliver a wheelchair if an individual is taken to a hospital in an emergency. The HDTS provides same day, door-to-door transportation for individuals who have no other resources for transportation home, or to a nursing facility, following discharge from hospitals in Alameda County.

Both services are presently being provided by MV Transportation, Inc. under Agreement No. A12-0010. Agreement No. A12-0010 was executed on July 1, 2012 for a total not-to-exceed amount of \$50,000. One amendment, for time only, was granted on June 30, 2013.

The process to procure a replacement contract for these crucial services is underway. RFP A14-0002 to provide Wheelchair and Scooter Breakdown Transportation Service (WSBTS) and Hospital Discharge Transportation Service (HDS) in Alameda County was advertised on February 14, 2014 and it is anticipated that a contract can be executed by April 30, 2014.

Staff recommends that the Commission authorize the Executive Director or his designee to amend Agreement No. A12-0010 with MV Transportation, Inc. for an additional not-to-exceed budget of \$20,000 and a maximum six (6) months' time extension, as required, to provide uninterrupted program services until a replacement contract is finalized.

Fiscal Impact: \$20,000 of Measure B Special Transportation for Seniors and People with Disabilities (Paratransit) discretionary grant funds is available to fund this agreement extension.

Staff Contact

[Trinity Nguyen](#), Sr. Transportation Engineer

[Jacki Taylor](#), Program Analyst



Memorandum

6.1

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

DATE: March 3, 2014

SUBJECT: East Bay Greenway Project – Segment 7A (APN 635.1): Contract Amendment to Existing Design Services Agreement

RECOMMENDATION: Authorize the Executive Director to execute an amendment to the existing agreement A10-0026 with HQE, Inc. for an additional not-to-exceed budget of \$8,000 for design support services during construction for the East Bay Greenway Project – Segment 7A (APN 635.1).

Summary

The Alameda CTC is the sponsor of the East Bay Greenway Project – Segment 7A. The project is a half-mile segment of the East Bay Greenway Trail located between 75th and 85th Avenues, adjacent to San Leandro Street and beneath the aerial Bay Area Rapid Transit (BART) tracks, in the City of Oakland.

This amendment request for an additional not-to-exceed budget of \$8,000 will allow HQE, Inc. to provide continued design support services as required during construction.

Background

The East Bay Greenway – Segment 7A project is a half-mile segment of the East Bay Greenway Trail and is located between 75th and 85th Avenues, adjacent to San Leandro Street and beneath the aerial BART tracks in the City of Oakland. The project started construction in October 2013 and is anticipated to be completed by spring 2014.

An estimated budget of \$35,000 was initially established for design support services during construction. In order to complete the project, additional design support services during construction are needed to address unanticipated field conditions beyond the initial estimate. A summary of previous and proposed amendments for A10-0026 is shown in Table A.

Staff recommends that the Commission authorize the Executive Director or his designee to amend A10-0026-A3 with HQE Inc. for an additional not-to-exceed budget of \$8,000 for design support services during construction for the East Bay Greenway Project.

Table A: Contract A10-0026 Summary

Contract Status	Work Description	Value	Total Value
Original Contract	Preliminary engineering, environmental studies and environmental document	\$500,000	\$500,000
Amendment No. 1	Additional scope to prepare the plans specifications and estimate	\$477,659	\$977,659
Amendment No. 2	Additional scope to provide design services during construction	\$35,000	\$1,012,659
Proposed Amendment No. 3	Additional budget for design services during construction	\$8,000	\$1,020,659

Fiscal Impact: The recommended action will authorize the encumbrance of \$8,000 of Measure B project funds transferred from the City of Oakland.

Staff Contact

[Stewart Ng](#), Deputy Director of Programming and Projects

[Connie Fremier](#), Project Controls Team



Memorandum

6.2

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

DATE: March 3, 2014

SUBJECT: Time Extension Only Amendments

RECOMMENDATION: Approve and authorize the Executive Director to execute amendments for requested time extensions (as shown in Table A) in support of the Alameda CTC's Capital Projects and Program delivery commitments.

Summary

Alameda CTC enters into professional services agreements with firms, project funding and grant agreements with project sponsors to provide the services necessary to meet the Capital Projects and Program delivery commitments. Agreements are entered into based upon estimated known project needs for scope, cost, and schedule.

One agreement has been identified with justifiable needs for a time extension and is recommended for approval.

Background

Through the life of an agreement, situations may arise that warrant the need for a time extension.

The most common and justifiable reasons include:

- (1) Sole source services that are not available through any other source (eg: Engineer of Record and Proprietary software).
- (2) Delays in the procurement of new replacement contract.
- (3) Project delays.
- (4) Extended project closeout activities.

Staff recommends that the Commission authorize the Executive Director of Alameda CTC to amend the listed agreements as shown in Table A (Attachment A).

Fiscal Impact: There is no fiscal impact.

Attachments

A. Table A: Contract Time Extension Summary

Staff Contact

[Trinity Nguyen](#), Sr. Transportation Engineer

A. Table A: Contract Time Extension Summary

Index No.	Contract No.	Firm/Agency	Project/Services	Contract Amendment History	Time Request	Reason Code	Fiscal Impact
1	10R301000	California Highway Patrol	Traffic control related services for projects on I-580, I-680, I-880, and I-80	A1: Additional time	2 years	1	None

- (1) Sole source services that are not available through any other source.
- (2) Delays in the procurement of new replacement contract.
- (3) Project delays.
- (4) Extended project closeout activities.

This page intentionally left blank