



TECHNICAL ADVISORY COMMITTEE MEETING NOTICE AND AGENDA

DATE & TIME: Thursday, March 12, 9:00 a.m. – 11:00 a.m.

LOCATION: City of San Pablo, Council Chambers
13831 San Pablo Avenue (at Church Lane)
San Pablo, California (Accessible by AC Transit #72 and #72R)

1. **Call to Order and Self-Introductions**
2. **Public Comment.** The public is welcome to address the TAC on any item that is not listed on the agenda. *Please fill out a speaker card and hand it to staff.*
3. **Minutes & Sign-In Sheet from February 12, 2015 meeting.** (Attachments; APPROVE)

AGENDA ITEMS

4. **Appointments to Technical Coordinating Committee (TCC)** (John Nemeth-WCCTAC staff; Attachment; Action-TAC appointment of three TCC representatives and one Alternate). At the February meeting, the TAC unanimously appointed Barbara Hawkins to fill a vacancy created by the departure of Michele Rodriguez from the TAC. However, based upon CCTA’s TCC bylaws, WCCTAC must now make appointments for the March 2015-March 2017 term. The TAC may either re-appoint existing representatives, appoint new representatives, or a combination of both. Current TCC representatives include Yvette Ortiz (El Cerrito) who serves at the TCC Chair, Chad Smalley (Richmond), and Barbara Hawkins (San Pablo). Lori Reese-Brown (Richmond) currently serves as the Alternate.
5. **High Capacity Transit Study Update – Selection of Consultant Team and Workplan** (Leah Greenblat-WCCTAC staff; Attachment) The Study Management Team interviewed three consultant teams on February 23rd and identified Parsons Brinckerhoff as its top-ranked team. WCCTAC staff is now working with this consultant team to develop a contract and anticipates that this agreement will be brought to the Board for its consideration at the March 27th meeting. Based on the consultant team’s proposal, WCCTAC staff prepared a preliminary draft project schedule in order for the TAC to provide feedback.

El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa
County

AC Transit

BART

WestCAT

6. SR2S Technical Assistance Funds – Requests to CCTA due March 31

CCTA recently issued a memo stating that a small amount of funding is available for Safe Routes to School technical assistance (see attached memo). In West County, based on the formula of students to population, the amount is a one-time \$22,800. WCCTAC is seeking suggestions for school sites that could benefit from the technical assistance being offered. This item is continued from last meeting.

7. West County Mobility Management Coordination (*Joanna Pallock- WCCTAC staff, No Attachment*). In early 2014, the WCCTAC Board discussed the proposed Countywide Mobility Management Plan. The proposed actions in that plan were never fully adopted by CCTA. In the meantime, West County organizations increased their efforts to obtain funds to expand mobility management coordination and service options. Today, staff will update the TAC on what new services are being rolled out in the next year and the challenges for paratransit operators in meeting the growing demand for their services.

8. San Pablo Avenue Bicycle Parking in West County (*John Nemeth-WCCTAC Staff; No Attachment-handout at the meeting*). At the February meeting, the TAC discussed this item, which involves the possibility of using TDM and/or other funds to add bike racks to San Pablo Avenue. The concept was raised by the WCCTAC Board in October during an overview of WCCTAC's TDM program. Since then, staff has surveyed the San Pablo Avenue corridor between El Cerrito and Crockett to develop an inventory of bike amenities/racks and to identify general opportunity areas. Following TAC review and discussion, this item will be brought to the WCCTAC Board for further direction.

9. Car-share Coming to West County (*Peter Engel-CCTA Staff, Lori Reese-Brown-Richmond staff; no Attachment*). CCTA recently secured funds from BAAQMD to establish car-share pods at Del Norte BART and El Cerrito Plaza BART stations. Peter Engel will describe the program. The City of Richmond is leading an additional neighborhood-based car-sharing effort in Richmond. Lori Reese-Brown will provide an overview of that program.

10. TAC and Staff Comments and Announcements

- a. Update on AC Transit Study – Plan ACT (*No Attachment*)
- b. 2015 Cycle 2 Active Transportation Program (ATP) Funding (*Attachment*)
- c. PDA Planning Grant Funds for Consultant Support (*Attachment - CCTA memo*)
- d. Technical Coordinating Committee (TCC) Report (*No Attachment*)

11. Other Business

12. Upcoming meetings:

- a. Board – Friday, March 27, 2015, 8:00 a.m. at El Cerrito City Council Chambers.
- b. TAC – Thursday, April 9, 2015, 9:00 a.m. at San Pablo City Council Chambers

-
- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.215.3217 prior to the meeting.
 - If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
 - Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's office.
 - Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
 - A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

This Page Intentionally Blank



Minutes of February 12, 2105 WCCTAC-TAC Meeting

1. **Self-Introductions:** (see attached sign-in sheet)
2. **Public Comment:** None
3. **Minutes and Sign-In Sheets: November 20, 2014** - Minutes approved.

AGENDA ITEMS

4. Technical Coordinating Committee (TCC) Vacancy

Discussion: With the recent replacement on the TAC of *Michele Rodriguez*, the TAC has one vacancy on the TCC.

Conclusion: The TAC nominated *Barbara Hawkins* to replace *Michele Rodriguez* as the WCCTAC TCC representative. Passed unanimously.

5. Update on I-80 ICM

Discussion: *Randy Durrenberger* from *Kimley Horn* discussed technical aspects of the I-80 Smart Corridor project. He noted that there will be a Caltrans before and after study to evaluate the impacts of the project. Equipment delivery dates and installation were provided, with more expected to be provided as the project gets closer to completion. The project is now expected to go live in the summer of 2015. *Ivy Morrison* from *Circlepoint* staff discussed public outreach efforts and showed a recently developed video that has been added to the project website. She also mentioned that a number of media sources had been running stories on the project. The emphasis of public communications has been on safety benefits.

6. Richmond-San Rafael Bridge I-580 Improvement Project

Discussion: *Chris Lillie* from *MTC* presented a PowerPoint overview of the I-580 Access Improvement Project. This is a \$74 million project to add one vehicular lane eastbound during commute hours on the Richmond-San Rafael Bridge, as well as a bike/ped lane westbound. This is a four year pilot project. The effort will also include a safe bike path to link Richmond to both Point Molate and the Bridge.

7. Funds from CCTA for SR2S Technical Assistance

Discussion: *Joanna Pallock* from *WCCTAC* staff explained the availability of \$22,800 for technical assistance from CCTA to focus on SR2S. She told the TAC that requests for consultants assistance must be submitted by March 31 to Julie Morgan of Fehr and Peers. Joanna pledge to remind all TAC member of the availability of these funds. The group suggested that the Koromatsu Middle School (formerly Portola Middle School and under construction) in El Cerrito might be a good candidate for technical assistance. However, before seeking technical assistance for this school, representatives from other jurisdictions wanted more time to consider other possible school locations.

8. San Pablo Avenue Bike Amenities Survey

Discussion: WCCTAC staff was asked by its Board to explore ways to deploy more bike racks on San Pablo Avenue, from El Cerrito to Crockett. TAC members were asked whether they have inventories, existing plans or studies that may be relevant to this effort. WCCTAC staff noted that they were planning to do an inventory of bike racks in March and would bring their findings back to the TAC.

9. Draft TDM Activity Plan

Discussion: TDM Manager, Danelle Carey, gave an overview of the proposed TDM activities planned for FY 15-16. TAC members were asked for their input. There were some questions from the TAC about how large employers need to be to be subject to the Bay Area Commuter Benefits Program (SB 1339) rules. There was also interest expressed in employer shuttles.

10. TAC & Staff Member Comments and Announcements –

Discussion: Staff reviewed current activities and efforts being carried out at WCCTAC.

Other Business – None

WCCTAC Technical Advisory Committee Meeting: FEBURARY 12, 2015

NAME	INITIALS	AGENCY	EMAIL	PHONE
Ray Akkawi		ACTC	rakkawi@alamedactc.org	510.208.7424
Dean Allison		Pinole	dallison@ci.pinole.ca.us	510.724.9010
Erik Alm		Caltrans	erik_alm@dot.ca.gov	510.286.6053
Aleida Andrino-Chavez	AA	Albany	achavez@albanyca.org	510.528.5759
Danelle Carey	DC	WCCTAC	dcarey@wcctac.org	510.210.5932
Brad Beck		CCTA	bbeck@ccta.net	925.256.4726
Wil Buller		AC Transit	wbuller@actransit.org	510.891.5414
Dave Campbell		EBBC	dcampbel@lmi.net	510.701.5971
Jim Cunradi		AC Transit	jcunradi@actransit.org	510.891.4841
Robert Del Rosario		AC Transit	rdelrosa@actransit.org	510.891.4734
Randy Durrenberger	RD	Kimley-Horn	randy.durrenberger@kimley-horn.com	510.350.0230
Peter Engel		CCTA	pengel@ccta.net	925.256.4741
Martin Engelmann		CCTA	mre@ccta.net	925.256.4729
Leah Greenblat		WCCTAC	lgreenblat@wcctac.org	510.210.5933
Dina El-Nakhal		Caltrans	Dina.el.nakhel@dot.ca.gov	510.286.6247
Barbara Hawkins	BH	City SP	Barbarah@sanpabloca.gov	510.215.3061
Jack Hall		CCTA	jhall@ccta.net	925.256.4743
Deidre Heitman		BART	dheitma@bart.gov	510.287.4796
Nathan Landau		AC Transit	NLandau@actransit.org	510.891.4792
Matt Kelly		CCTA	mkelly@ccta.net	925.256.4730
Hamid Mostowfi	HM	Berkeley	hmostowfi@ci.berkeley.ca.us	510.981.6403
Raj Murthy		ACTC	rmurthy@alamedactc.org	510.208.7470
John Nemeth	JN	WCCTAC	john@sanpabloca.gov	510.215.3221
Julie Morgan		Fehr and Peers	j.morgan@fehrandpeers.com	925.930.7100
Stephen Newhouse		AC Transit	snewhouse@actransit.org	510.891.4867
Hisham Noeimi	HN	CCTA	hnoeimi@ccta.net	925.256.4731
Yvettah Ortiz	YO	El Cerrito	yortiz@ci.el-cerrito.ca.us	510.215.4345
Joanna Pallock	JP	WCCTAC	joannap@sanpabloca.gov	510.215.3035
Bill Pinkham	BP	CBPAC Rep	Bpinkham3@gmail.com	510.734.8532
Coire Reilly	CR	CCHS	coire.reilly@hsd.cccounty.us	925.313.6252
Holly Smyth	HS	Hercules	hsmyth@ci.hercules.ca.us	510-245-6531
Winston Rhodes		Pinole	wrhodes@ci.pinole.ca.us	510.724.9832
Hector Rojas		Richmond	hector.rojas@ci.richmond.ca.us	510.620.6662
Robert Sarmiento	RS	CCC CD	robert.sarmiento@dcd.cccounty.us	925.674.7822
Chad Smalley	CS	Richmond	chadrick_smalley@ci.richmond.ca.us	510.412.2067
Holly Smyth		Hercules	hsmyth@ci.hercules.ca.us	510.245.6531
Jamar Stamps		CCC CD	jstam@cd.cccounty.us	925.335.1220
Steven Tam		Richmond	steven_tam@ci.richmond.ca.us	510.307.8091
Robert Thompson	RT	WestCAT	rob@westcat.org	510.724.3331
Lina Velasco		Richmond	lina.velasco@ci.richmond.ca.us	510.620.6841
Chris Lillie		BATA	clillie@mtc.ca.gov	510-817-5737
Leah Greenblat	LG	WCCTAC		
John Xu	JX	Caltrans	Zhougping.xu@dot.ca.gov	510.286.5577
Ivy Mornism		Circle point	i.mornisma@circlepoint.com	510-3334742

This Page Intentionally Blank

TECHNICAL COORDINATING COMMITTEE CHARTER

June 19, 1991

MISSION OF THE COMMITTEE

The Technical Coordinating Committee (TCC) provides advice on technical matters that may come before the Authority. The Committee members also act as the primary technical liaison between the Authority and the Regional Committees.

RESPONSIBILITIES OF THE COMMITTEE

The TCC provides advice on the following issues:

- review and comment on project design, scope and schedules
- development of priority transportation improvement lists for submittal to the Metropolitan Transportation Commission (MTC)
- review and comment on the Strategic Plan
- review and comment on the Congestion Management Program
- review of the regional Action Plans and the proposed merging of the Action Plans to form the Countywide Transportation Plan
- review and comment on the Growth Management Plan Implementation documents

COMMITTEE MEMBERSHIP

The Committee shall be composed of twenty four (24) technical staff members as follows:

1. Each Regional Committee to appoint three members representing the planning, engineering and transportation disciplines. (twelve members)
2. The Board of Supervisors to appoint three members representing the planning and engineering disciplines. (three members)
3. Each transit operator to appoint one representative: Bart, CCCTA, AC Transit, Tri Delta and WestCat. (five members)
4. The City County Engineering Advisory Committee shall appoint one member.
5. Caltrans, MTC, and the Bay Area Air Quality Management District (BAAQMD) each to have one ex-officio non voting member. (three members)

Appointments to the Committee shall be for a renewable two year term. The first term shall expire March 31 1993.

Notwithstanding the above formal membership roster, all interested technical staff will be welcome to attend and participate in the committee deliberations.

TECHNICAL COORDINATING COMMITTEE CHARTER

page 2

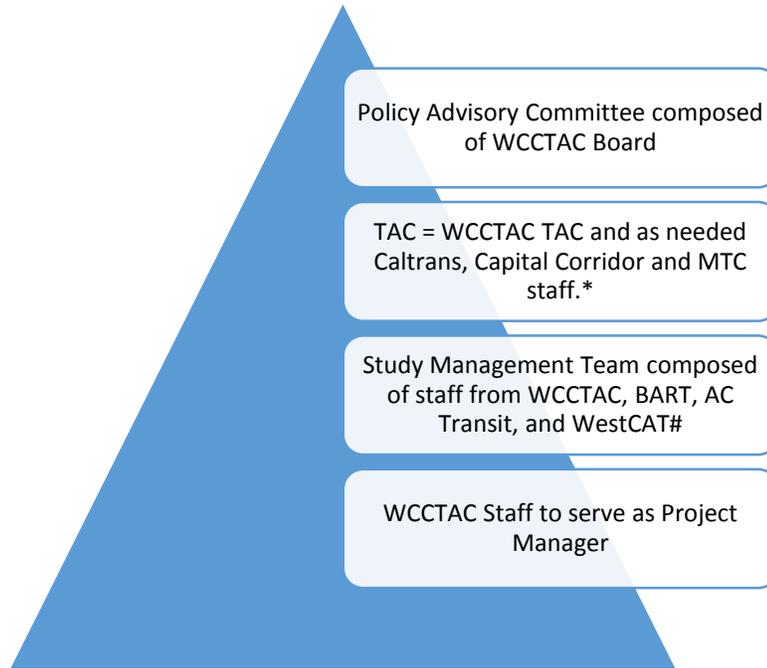
June 19, 1991

COMMITTEE ORGANIZATION

With the exception of the ex-officio members, each Committee member shall have one vote, although the preferred method of conducting business shall be by consensus. The Committee shall elect a chair and vice chair to serve a one year term. The initial term shall expire March 31, 1992.

The Committee may form sub-committees to deal with major programmatic issues. Full committee meetings shall be once per month, or as needed; with committee and sub committee meetings scheduled as necessary.

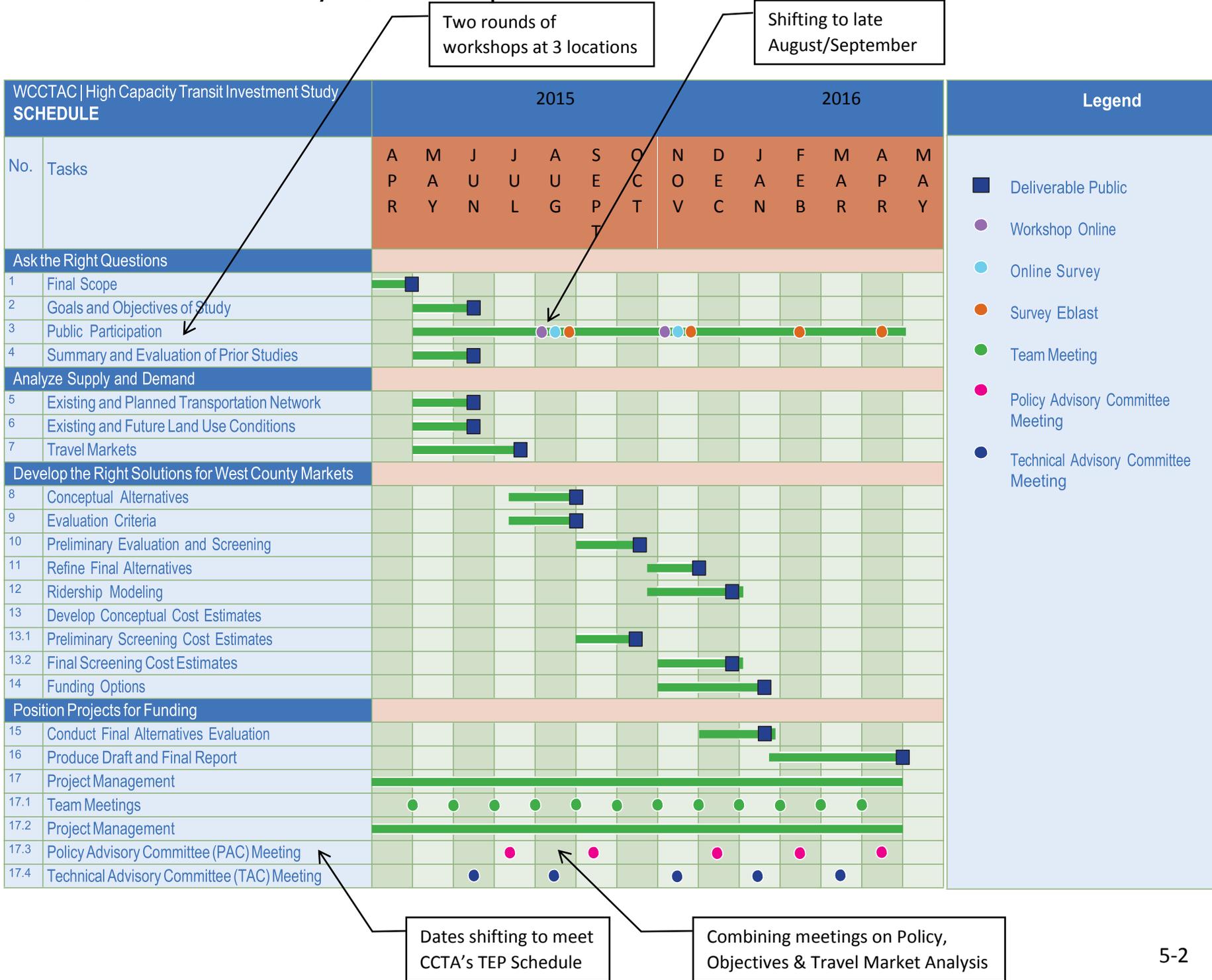
Organizational Structure of High Capacity Transit Investment Study



* TAC to be consulted prior to presentations and/or deliverables going to WCCTAC Board.

Study Management Team will provide guidance on study's development.

#1 Ranked Consultant's Initial Study Schedule with Proposed Modifications



Dates shifting to meet CCTA's TEP Schedule

Combining meetings on Policy, Objectives & Travel Market Analysis



MTC Carsharing Program Overview

Program

City CarShare (CCS), the Bay Area's only non-profit carshare provider, in conjunction with the Bay Area Climate Collaborative (BACC) and the Contra Costa Transportation Authority (CCTA), is implementing a program to provide the greenest fleet and most affordable carsharing options to Contra Costa and Alameda County neighborhoods, focusing on transit hubs and corridors, and to serve underserved communities. This program is being implemented with the support of the Metropolitan Transportation Commission (MTC).

Goals

The program will deploy shared vehicles to select communities in order to reduce car usage, improve the environment and support an enhanced quality of life with the expansion of round-trip carsharing services, including hybrids, plug-in hybrid electric vehicles (PHEVs), battery electric vehicles (BEVs), and a wheel-chair accessible van.

Potential Locations (subject to identification and analysis of viable locations)

- El Cerrito: at or near the North BART station
- Richmond: at or near the BART station
- Oakland: at or near the Fruitvale and West Oakland BART stations

Vehicles

The program will utilize a fleet mix that includes multiple types of vehicles, providing usage options in order to enable reduction in car ownership and greener driving. Additionally, ensure that underserved areas receive full service carsharing options.

- Approximately 14 vehicles total
- Including a mix of hybrid and plug-in vehicles
- At least 1 wheelchair accessible vehicle will be included to leverage City CarShare's, AccessMobile (wheelchair accessible vans)

Shared Mobility Model

In order to ensure environmental and social benefits are achieved, only the Round Trip (Classic) Carsharing model will be offered. To ensure long-term financial and operational viability, CCS' current network model of extending from, and leveraging, the existing CCS infrastructure will be applied.

Innovation & Technology

- BEV Infrastructure: a combination of in-ground, portable and solar –based charging stations will be utilized for electric vehicles.
- AccessMobile: best practices and advanced booking technology will be deployed
- Research: a component for research of usage, uptake and demographics will be studied

This Page Intentionally Blank

Metropolitan Transportation Commission Programming and Allocations Committee

February 11, 2015

Item Number 4b

Resolution No. 4172

- Subject:** Cycle 2 Regional Active Transportation Program (ATP) Guidelines
- Background:** The Legislature approved SB 99 and AB 101 in September 2013, establishing the Active Transportation Program (ATP). The ATP funding is distributed as follows:
- 50% to the state for a statewide competitive program (“Statewide Competitive ATP”);
 - 10% to the small urban and rural area competitive program to be managed by the state; and
 - 40% to the large urbanized area competitive program, with funding distributed by population and managed by the Metropolitan Planning Organization (“Regional ATP”).
- MTC is responsible for developing the guidelines for the Regional ATP, and for submitting the proposed projects to the California Transportation Commission (CTC) for adoption. Resolution No. 4172 establishes MTC’s policies, procedures, and project selection criteria for the Cycle 2 Regional ATP. MTC’s large urbanized share of the ATP provides about \$30 million in new funding to the nine-county MTC region for three years, FY2016-17 through FY2018-19.
- MTC’s Regional ATP Guidelines are based on CTC’s ATP Guidelines, scheduled for adoption on March 26, 2015. MTC staff recommends several changes from the Statewide Guidelines as summarized in Attachment 1. The proposed changes generally concern additional screening and evaluation criteria, local match requirement, and using MTC’s definition for Disadvantaged Communities as allowed.
- Upon CTC approval of MTC’s Regional ATP Guidelines, expected in March 2015, MTC will issue a call for projects for the regional program. Applications for the Regional ATP are due to MTC on June 1, 2015. MTC staff will recommend programming of projects from the Regional ATP in October via amendment to MTC Resolution No. 4172.
- Issues:** None.
- Recommendation:** 1) Refer MTC Resolution No. 4172 to the Commission for approval; 2) direct staff to submit MTC’s Regional ATP Guidelines to the California Transportation Commission; and 3) authorize a call for projects consistent with the guidelines.
- Attachments:** Attachment 1 – Regional ATP Guidelines Highlights
MTC Resolution No. 4172

Regional ATP Guidelines Highlights

Proposed Regional ATP Guidelines

MTC will follow the State Competitive ATP Guidelines, with the main changes from the Statewide ATP Guidelines noted below:

1. Additional screening criteria focused on project readiness.
2. Add additional evaluation criteria, as follows:
 - a. Consistency with Regional Priorities and Planning Efforts (such as Bay Trail and Regional Bike Network build-out and gap closures, and multi-jurisdictional projects). **Up to 5 points.**
 - b. Completion of Approved Environmental Document. Met by proof of an approved environmental document, and does not apply to planning activities or stand-alone non-infrastructure projects. **0 or 3 points.**
 - c. Consistency with OneBayArea Grant (OBAG) Complete Streets Policy. Met by updated General Plan Circulation Element or adopted complete streets policy resolution by September 30, 2015. **0 or 2 points.**
 - d. Countywide Plans/Goals Consistency. Met by Congestion Management Agency determination of consistency with countywide plans and/or goals. Inconsistent projects will receive a 2 point penalty. **0 or -2 points.**
 - e. Deliverability. Evaluators will review the project’s proposed schedule for deliverability. Projects deemed undeliverable or that have significant delivery risks will receive a 5 point penalty. **0 or -5 points.**
3. Use MTC’s Communities of Concern definition to meet the 25% requirement for projects benefiting “Disadvantaged Communities,” rather than other measures prescribed by CTC (such as Cal-Enviro-Screen and percent of subsidized school lunches), as allowed by state guidelines.
4. Maintain an 11.47% match requirement, with waivers for projects benefiting a Community of Concern, stand-alone non-infrastructure projects, and safe routes to schools projects. Also, MTC will waive local match for construction if pre-construction phases are funded entirely with non-federal and non-ATP funds.
5. Contingency Project List. MTC will also adopt a list of contingency projects, ranked in priority order based on the project’s evaluation score. MTC intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 2 Regional ATP. This will ensure that the Regional ATP will fully use all ATP funds, and minimize the loss of ATP funds to the region.

In addition to the above changes, all projects in the Regional ATP will be subject to regional policies, including Resolution 3606 deadlines, and submittal of a resolution of local support for all selected projects by February 1, 2016.

Other Information

Funding Amount:

The funding amounts for the Statewide and Regional ATP are below.

<u>Program</u>	<u>Programming Agency</u>	<u>Amount Available this Cycle</u>
Statewide Competitive ATP	CTC, Caltrans	\$180 million
Regional ATP	MTC	\$ 30 million

Schedule:

The current estimated schedule for the Cycle 2 ATP is below.

Milestone	Statewide ATP	Regional ATP
MTC Guideline Adoption	N/A	February 25, 2015
CTC Guideline Approval	March 25, 2015	March 25, 2015
Call for Projects	March 26, 2015	March 26, 2015
Application Due Date	June 1, 2015	June 1, 2015
Staff Recommendations	September 15, 2015	October 7, 2015
MTC Adoption	N/A	October 28, 2015
CTC Approval	October 22, 2015	December 10, 2015

Application and Evaluation:

MTC staff will prepare a supplemental application for projects competing for the Regional ATP that will address the above changes. The base application will remain the statewide application to avoid duplication. An evaluation committee will be formed to score and rank the submitted applications.

Programming in the TIP:

Project sponsors will be able to add the projects into the TIP following CTC approval of the Regional ATP program in December. ATP projects with federal funds will not receive obligation and the authorization to proceed until early 2016.

ATP Contacts:

For additional information, please go to the State ATP website (<http://www.catc.ca.gov/programs/ATP.htm>), MTC's ATP website (<http://www.mtc.ca.gov/funding/ATP/>), or contact the staff below.

<u>Responsibility</u>	<u>Contact</u>	<u>Section</u>
Guidelines and programming	Kenneth Kao, 510-817-5768	Programming
Application, evaluation, and scoring	Sean Co, 510-817-5748	Planning

Date: February 25, 2015
W.I.: 1515
Referred by: PAC

ABSTRACT

Resolution No. 4172

This resolution adopts the Active Transportation Program (ATP) Regional Program Cycle 2 Guidelines and Program of Projects for the San Francisco Bay Area, for submission to the California Transportation Commission (CTC), consistent with the provisions of Senate Bill 99 and Assembly Bill 101.

This resolution includes the following attachments:

Attachment A – Guidelines: Policies, Procedures and Project Selection Criteria

Attachment B – Regional Active Transportation Program of Projects

Further discussion of these actions is contained in the Summary Sheet to the MTC Programming and Allocations Committee dated February 11, 2015.

Date: February 25, 2015
W.I.: 1515
Referred by: PAC

RE: Adoption of Regional Active Transportation Program (ATP)
Cycle 2 Guidelines and Program of Projects

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4172

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

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

WHEREAS, MTC is the designated Metropolitan Planning Organization (MPO) for the nine-county San Francisco Bay Area region and is required to prepare and endorse a Transportation Improvement Program (TIP) which includes federal funds; and

WHEREAS, MTC is the designated recipient for federal funding administered by the Federal Highway Administration (FHWA) assigned to the MPO/Regional Transportation Planning Agency (RTPA) of the San Francisco Bay Area for the programming of projects (regional federal funds); and

WHEREAS, the California State Legislature passed and the Governor signed into law Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 354, Statutes 2013), establishing the Active Transportation Program (ATP); and

WHEREAS, MTC adopts, pursuant to Streets and Highways Code Section 2381(a)(1), an Active Transportation Program of Projects using a competitive process consistent with guidelines adopted by the California Transportation Commission (CTC) pursuant to Streets and Highways Code Section 2382(a), that is submitted to the CTC and the California Department of Transportation (Caltrans); and

WHEREAS, MTC has developed, in cooperation with CTC, Caltrans, operators of publicly owned mass transportation services, congestion management agencies, countywide transportation planning agencies, and local governments, guidelines to be used in the development of the ATP; and

WHEREAS, a multi-disciplinary advisory group evaluates and recommends candidate ATP projects for MTC inclusion in the Active Transportation Program of Projects; and

WHEREAS, the ATP is subject to public review and comment; now, therefore, be it

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

RESOLVED, that MTC approves the Active Transportation Program of Projects, as set forth in Attachment B of this resolution, and be it further

RESOLVED that the Executive Director or designee can make technical adjustments and other non-substantial revisions; and be it further

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

METROPOLITAN TRANSPORTATION COMMISSION

_____, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on February 25, 2015.

Date: February 25, 2015
W.I.: 1515
Referred by: PAC

Attachment A
Resolution No. 4172
Page 1 of 12

**2015 Regional Active Transportation Program
(ATP)**

Cycle 2

Guidelines

February 25, 2015

**MTC Resolution No. 4172
Attachment A**

**Metropolitan Transportation Commission
Programming and Allocations Section
<http://www.mtc.ca.gov/funding/>**

**2015 Regional Active Transportation Program (ATP) Cycle 2
Guidelines
Table of Contents**

Background	3
Development Principles	3
CTC Guidelines	4
ATP Development Schedule	4
ATP Regional Shares.....	4
Public Involvement Process	4
ATP Projects in the Transportation Improvement Program (TIP).....	4
Deviations from Statewide Policies	4
1. Application Process and Additional Regional Screening/Evaluation Criteria.....	4
2. Definition of Disadvantaged Communities.....	5
3. Match Requirement	6
4. Contingency Project List.....	6
Application Process	6
Project Application.....	6
Additional Project Screening Criteria, Including Readiness.....	6
Additional Project Evaluation Criteria	7
Additional Regional Policies	8
Title VI Compliance	8
MTC Resolution No. 3606 Compliance – Regional Project Delivery Policy	8
MTC Resolution No. 3765 Compliance – Complete Streets Checklist.....	9
Appendix A-1: ATP Development Schedule	10
Appendix A-2: MTC ATP Regional Shares	11
Appendix A-3: Regional ATP Project Application	12

2015 Regional Active Transportation Program Cycle 2 Guidelines

Background

In September 2013, the Governor signed Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 254, Statutes 2013) into law, creating the Active Transportation Program (ATP). The State envisions the ATP to consolidate a number of other funding sources intended to promote active transportation, such as the Bicycle Transportation Account and Transportation Alternatives Program, into a single program.

State and federal law segregate ATP funds into three main components, distributed as follows:

- 50% to the state for a statewide competitive program
- 10% to the small urban and rural area competitive program to be managed by the state
- 40% to the large urbanized area competitive program, with funding distributed by population and managed by the Metropolitan Planning Organization (MPO) – hereinafter referred to as the “Regional Active Transportation Program”

The California Transportation Commission (CTC) developed guidelines for the Cycle 2 ATP, expected to be approved on March 26, 2015. The CTC Guidelines lay out the programming policies, procedures, and project selection criteria for the statewide competitive program, as well as for the small urban/rural and large MPO regional competitive programs. Large MPOs, such as MTC, have the option of developing regional policies, procedures, and project selection criteria that differ from those adopted by CTC, provided the regional guidelines are approved by CTC.

This document serves as MTC’s Cycle 2 Regional ATP Guidelines that substantially follow those of the CTC, but include a number of differences based on the region’s existing policies and priorities. MTC adopted these Guidelines for the MTC Regional Active Transportation Program on February 25, 2015, for final consideration by the CTC in March 2015.

Development Principles

The following principles will frame the development of MTC’s Regional ATP.

- MTC will work with CTC staff, Caltrans, Congestion Management Agencies (CMAs), transit operators, regional Active Transportation Working Group, and interested stakeholders to develop the Regional Active Transportation Program.
- ATP investments must advance the objectives of the Regional Transportation Plan (RTP)/Sustainable Communities Strategy.
- MTC will exceed the 25% programming goal to projects benefiting disadvantaged communities.
- MTC will continue to work with Caltrans, CMAs, transit operators, and project sponsors to seek efficiencies and streamlining for delivering projects in the federal-aid process.
- MTC will continue to advocate that all project savings and un-programmed balances remain within the ATP program rather than redirected to the State Highway Account, and specifically that savings and balances in the 40% Large MPO programs remain within the regional programs, consistent with federal guidance on the Transportation Alternative Program (TAP).

CTC Guidelines

The California Transportation Commission (CTC) ATP Guidelines are expected to be adopted on March 26, 2015, and are available at: <http://www.catc.ca.gov/programs/ATP.htm>. The most current CTC Guidelines for the Active Transportation Program, as posted on the CTC website, are incorporated in MTC's Regional ATP Guidelines via this reference. All project sponsors are required to follow both the MTC and CTC ATP Guidelines in the development and implementation of the Regional ATP.

ATP Development Schedule

Development of the ATP will follow the schedule outlined in Appendix A-1 of this guidance.

ATP Regional Shares

Appendix A-2 of this guidance provides the MTC regional shares for Cycle 2 of ATP funding (FY 2016-17, FY 2017-18, and FY 2018-19), consistent with the ATP Fund Estimate expected to be approved by the CTC on March 26, 2015. Appendix A-2 also includes MTC's 25% programming goal to projects benefiting disadvantaged communities.

Public Involvement Process

In developing the ATP, MTC is committed to a broad, inclusive public involvement process consistent with MTC's Public Participation Plan, available at http://www.mtc.ca.gov/get_involved/participation_plan.htm.

ATP Projects in the Transportation Improvement Program (TIP)

Consistent with state and federal requirements, ATP funded projects must be programmed in the TIP prior to seeking a CTC allocation. Selected projects must complete and submit a Fund Management System (FMS) application by February 1, 2016 in order to be included in the TIP. In addition, MTC requires that a federal Request for Authorization (RFA) be submitted simultaneously with the ATP allocation request to Caltrans and CTC when the ATP project includes federal funds. Unless a state-only funding exception is granted, ATP funds will contain federal funds. Therefore, projects must receive a CTC allocation and a federal authorization to proceed prior to the expenditure of eligible costs or advertisement of contract award.

Deviations from Statewide Policies

Below are MTC-region specific policies as they apply to the Regional Active Transportation Program. These policies differ from CTC's Guidelines.

1. Application Process and Additional Regional Screening/Evaluation Criteria

MTC elects to hold a separate call for projects for the Regional Active Transportation Program, and has additional evaluation and screening criteria. Further information on these changes, as well as instructions on the application process are detailed later in this guidance.

Project sponsors may apply for either the State ATP program or Regional ATP program, or both. Sponsors applying to the State ATP program or to both the state and regional programs must submit a copy of their state application to MTC. In order to be considered for the regional program, including consideration if unsuccessful in the statewide program, applicants must meet all regional requirements and submit a regional application by the application deadline.

2. Definition of Disadvantaged Communities

The MTC region has already adopted a measure to define Disadvantaged Communities (DACs) known as “Communities of Concern”. MTC updated the Communities of Concern (COCs) definition in 2013 as a part of the *Plan Bay Area Equity Analysis Report*. For the purposes of meeting the 25% DAC minimum in the Regional ATP, MTC elects to use MTC’s COC definition.

MTC’s Communities of Concern are defined as those census tracts having either 1) significant concentrations of both low-income and minority residents, or 2) significant concentrations of any four or more of the following eight disadvantage factors: minority persons; low-income persons below 200% of the federal poverty level (about \$44,000 per year for a family of four); persons with Limited English Proficiency; zero-vehicle households; seniors aged 75 and over; persons with a disability; single-parent families; and housing units occupied by renters paying more than 50% of household income on rent. The concentration thresholds for these factors are described below.

Disadvantage Factor	% of Regional Population	Concentration Threshold
1. Minority Population	54%	70%
2. Low Income (<200% of Poverty) Population	23%	30%
3. Limited English Proficiency Population	9%	20%
4. Zero-Vehicle Households	9%	10%
5. Seniors Aged 75 and Over	6%	10%
6. Population with a Disability	18%	25%
7. Single-Parent Families	14%	20%
8. Rent-Burdened Households	10%	15%

Based on this definition, roughly 20% of the region’s population is located in Communities of Concern. MTC’s Communities of Concern definition of Disadvantaged Communities meets the State’s legislative intent, and has already been in use in the MTC region for planning and programming purposes.

Additional discussion of the Communities of Concern definition and methodology are included in the *Plan Bay Area Equity Analysis Report* and associated Appendix, available online at: http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Equity_Analysis_Report.pdf and http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Equity_Analysis_Report-

[Appendices.pdf](#). Further, applicants can find an online map showing precise locations of Communities of Concern at: <http://geocommons.com/maps/118675>.

3. Match Requirement

The CTC Guidelines does not require a match for Statewide ATP projects. The CTC Guidelines allow MPOs to define different match requirements for the Regional ATP.

Differing from CTC Guidelines, MTC elects to impose a match requirement for the regional ATP of 11.47%, with match waivers for projects benefiting a Community of Concern, stand-alone non-infrastructure projects, and safe routes to schools projects. As an added provision, a project sponsor may request the local match requirement be waived for the construction phase of an infrastructure project if the pre-construction phases are entirely funded using non-federal and non-ATP funds. This provision minimizes the number of federalized phases requiring an E-76 through Caltrans Local Assistance.

4. Contingency Project List

MTC will adopt a list of projects for programming the Regional ATP that is financially constrained against the amount of ATP funding available (as identified in the approved ATP Fund Estimate). In addition, MTC will include a list of contingency projects, ranked in priority order based on the project's evaluation score. MTC intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 2 Regional ATP. This will ensure that the Regional ATP will fully use all ATP funds, and that no ATP funds are lost to the region. The contingency list is valid until the adoption of the next Regional ATP Cycle.

Application Process

Project Application

Upon CTC concurrence of MTC's Regional ATP Guidelines, MTC will issue a call for projects for the Regional Active Transportation Program. Project sponsors must complete an application for each project proposed for funding in the ATP, consisting of the items included in Appendix A-3 of this guidance. Project sponsors must use the Project Programming Request (PPR) forms provided by Caltrans for all projects. The PPR must be submitted electronically in Microsoft Excel format for upload into the regional and statewide databases. All application materials, in the form of 3 hard copies and 1 electronic copy (via CD/DVD, portable hard drive, or USB thumb drive) must be physically received by MTC or postmarked no later than June 1, 2015 in order to be considered.

Additional Project Screening Criteria, Including Readiness

In addition to the CTC Guidelines, all projects included in the ATP must meet the following screening criteria.

- A. Prohibition of Multiple Phases in Same Year.** Project sponsors must provide sufficient time between the scheduled allocation of environmental funds and the start of design, right of way or construction. Therefore, projects may not have more than one phase programmed per fiscal

year, except for design and right of way, which may be programmed in the same fiscal year. Exceptions may be made on a case-by-case basis.

- B. Deliverability.** Project sponsors must demonstrate they can meet the expedited delivery timeframe imposed on the program by the CTC. Projects that can be delivered (receive a CTC allocation and federal authorization to proceed for federal funds) earlier, shall receive priority for funding over other projects. As specified in MTC's Regional Project Delivery Policy (MTC Resolution No. 3606, Revised), sponsors must submit the CTC allocation and obligation paperwork to Caltrans/CTC by November 1 of the programmed fiscal year, and receive the federal authorization to proceed (E-76 / federal obligation) by January 31 of the programmed fiscal year. There are no extensions to these deadlines.

Additional Project Evaluation Criteria

MTC will use the CTC project evaluation criteria as set forth in the CTC Guidelines, with additional criteria for the Regional Active Transportation Program. The additional criteria are:

- **Consistency with Regional Priorities and Planning Efforts. (0 to 5 points)**
Applicants shall describe the project's consistency with previously-approved regional priorities, and how the project supports *Plan Bay Area*. Points will be awarded for the degree of the proposed project's consistency with regional priorities, such as:
 - Consistency with *Plan Bay Area's* Healthy and Safe goals of reduction of particulate matter, collision reduction and encouragement of active transport
 - Consistency with MTC's Safe Routes to School Program
 - Bay Trail build-out
 - Regional Bike Network build-out
 - Gap closures in the Regional Bike Network
 - Multi-jurisdictional projects
- **Completion of Approved Environmental Document. (0 or 3 points)**
While the Active Transportation Program may fund pre-construction phases of projects, including the environmental document phase, the region prefers projects which are environmentally cleared in order to promote certainty in project delivery and project scope. Applicants that provide evidence of an approved environmental document consistent with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) will receive additional points. If requesting state-only funding, only CEQA documentation is required. Evidence may be provided by the following methods:
 - Photocopy of the approved environmental document cover and executive summary;
 - Link to the approved environmental document available online;
 - Full soft copy of the environmental document provided on the electronic copy of the application (CD/DVD/USB drive);
 - Documentation from Caltrans regarding environmental approval; and/or
 - Other Council/Board action, such as resolutions and/or Planning Department approval of environmental document.

This provision does not apply to planning activities or stand-alone non-infrastructure projects, which receive the full points to this criterion regardless of environmental status at the time of application. These projects must still follow any applicable CEQA or NEPA requirements to receive ATP funding.

- **Consistency with OBAG Complete Streets Policy. (0 or 2 points)**
Complete Streets are an essential part of promoting active transportation. To that end, additional points will be awarded to ATP project sponsors that supply documentation that the jurisdiction(s) in which the project is located meets the One Bay Area Grant (OBAG) Complete Streets Policy by September 30, 2015. The policy may be met by the jurisdiction either having updated the General Plan within the past four years to be consistent with the Complete Streets Act of 2008, or adopting a complete streets policy resolution. For further information regarding MTC's One Bay Area Grant (OBAG) Complete Streets Policy, refer to the OBAG Complete Streets website at:
http://www.mtc.ca.gov/funding/onebayarea/complete_streets.htm .
A sample complete streets policy resolution is available at:
http://www.mtc.ca.gov/planning/bicyclespedestrians/sample_OBAG_CS_resolution.doc.
- **Countywide Plans/Goals Consistency Determination. (0 or -2 points)**
Following the application due date, MTC will share the received applications with the County Congestion Management Agencies (CMAs) or Countywide Transportation Planning Agency (collectively referred to as "CMAs"). The CMAs will review the applications for consistency with adopted countywide transportation plans, active transportation plans, and/or other countywide goals, as applicable. The CMAs will provide MTC a list of projects determined to be inconsistent with countywide plans and/or goals no later than September 1, 2015. Inconsistent projects will receive a 2 point penalty; consistent projects will be held harmless.
- **Deliverability Determination. (0 or -5 points)**
The regional program evaluation committee, in consultation with MTC staff, will review each application's project delivery schedule for ability to meet regional deadlines as described in MTC Resolution No. 3606, Revised. Projects that are deemed unable to allocate ATP funds within the three programming years of Cycle 2 (FY 2016-17, 2017-18, and 2018-19) shall receive a 5 point penalty. Projects that are deemed able to allocate within the three programming years of Cycle 2 will be held harmless.

Additional Regional Policies

Title VI Compliance

Investments made in the ATP must be consistent with federal Title VI requirements. Title VI prohibits discrimination on the basis of race, color, disability, and national origin in programs and activities receiving federal financial assistance.

MTC Resolution No. 3606 Compliance – Regional Project Delivery Policy

The CTC ATP Guidelines establish timely use of funds and project delivery requirements for ATP projects. Missing critical milestones could result in deletion of the project from the ATP, and a permanent loss of funds to the region. Therefore, these timely use of funds deadlines must be

considered in programming the various project phases in the ATP. While the CTC Guidelines provide some flexibility with respect to these deadlines by allowing for deadline extensions under certain circumstances, the CTC is very clear that deadline extensions will be the exception rather than the rule. MTC Resolution No. 3606 details the Regional Project Delivery Policy for regional discretionary funding, which may be more restrictive than the State's delivery policy. All projects in the regional ATP are subject to the Regional Project Delivery Policy (MTC Resolution 3606), including the adoption of a Resolution of Local Support for selected projects by February 1, 2016. For additional information, refer to http://www.mtc.ca.gov/funding/delivery/MTC_Res_3606.pdf.

MTC Resolution No. 3765 Compliance – Complete Streets Checklist

MTC's Resolution No. 3765 requires project sponsors to complete a checklist that considers the needs of bicycles and pedestrians for applicable projects. The Complete Streets Checklist (also known as "Routine Accommodations Checklist") is available through MTC's website online at http://mtc.ca.gov/planning/complete_streets/. Furthermore, it is encouraged that all bicycle projects programmed in the ATP support the Regional Bicycle Network and county-wide bicycle plans. Guidance on considering bicycle transportation can be found in MTC's 2009 Regional Bicycle Plan (a component of Transportation 2035) and Caltrans Deputy Directive 64. MTC's Regional Bicycle Plan, containing federal, state and regional polices for accommodating bicycles and non-motorized travel, is available on MTC's Web site at: <http://www.mtc.ca.gov/planning/bicyclespedestrians/>.

METROPOLITAN TRANSPORTATION COMMISSION (MTC)
2015 Regional Active Transportation Program (ATP) Cycle 2
Appendix A-1: ATP Development Schedule (Subject to Change)
February 25, 2015

November 2014	CTC releases draft ATP Guidelines
January-February 2015	Draft Regional ATP Guidelines presented to Working Groups
February 11, 2015	MTC Programming and Allocations Committee (PAC) scheduled review and recommendation of final proposed Regional ATP Guidelines
February 25, 2015	MTC Commission scheduled adoption of Regional ATP Guidelines MTC submits adopted Regional ATP Guidelines to CTC for consideration
March 26, 2015	CTC scheduled adoption of State ATP Guidelines CTC scheduled release of ATP Call for Projects for Statewide Competitive Program CTC scheduled approval of MTC's Regional ATP Guidelines MTC scheduled release of ATP Call for Projects for Regional Program
June 1, 2015	State ATP Applications Due to CTC (Statewide Program) Regional ATP Applications Due to MTC (Regional Program)
September 15, 2015	CTC releases staff recommendation for ATP Statewide Competitive Program
October 7, 2015	MTC releases staff recommendation for ATP Regional Program
October 2015	Working Group discussions of staff recommendations
October 14, 2015	MTC Programming and Allocation Committee (PAC) scheduled review and recommendation of final ATP Regional Program
October 22, 2015	ATP Statewide Program Adoption: CTC scheduled to adopt statewide program and transmit unsuccessful projects to the Regions for consideration
October 28, 2015	ATP Regional Program Adoption: MTC Commission scheduled approval of ATP regional program and transmittal to CTC for consideration
December 10, 2015	CTC Approval of ATP Regional Program: CTC scheduled to approve Regional Program
February 1, 2016	TIP Amendment Deadline: Successful ATP project sponsors to submit 2015 TIP Amendment, including Resolution of Local Support
April 27, 2016	MTC Commission scheduled to approve TIP Amendment to add ATP projects into federal TIP
May 31, 2016	TIP Approval: FHWA/FTA anticipated approval of ATP projects in federal TIP
November 1, 2016	Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2016-17
January 31, 2017	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2016-17
November 1, 2017	Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2017-18
January 31, 2018	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2017-18
November 1, 2018	Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2018-19
January 31, 2019	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2018-19

Shaded Area – Actions by State, CTC or Caltrans

**Metropolitan Transportation Commission (MTC)
 2015 Regional Active Transportation Program (ATP) Cycle 2**

**Appendix A-2: MTC ATP Regional Share Targets
 FY 2016-17 through FY 2018-19
 February 2015**

ATP Regional Share

All numbers in thousands

Fund Source	FY 2016-17	FY 2017-18	FY 2018-19	Total
Federal TAP	\$5,252	\$5,252	\$5,252	\$15,756
Federal Other	\$1,915	\$1,915	\$1,915	\$5,745
State	\$2,908	\$2,908	\$2,908	\$8,724
Total ATP Regional Share	\$10,075	\$10,075	\$10,075	\$30,225

Disadvantaged Communities Target

Classification	FY 2016-17	FY 2017-18	FY 2018-19	Total
25% - Benefiting Disadvantaged Communities	\$2,519	\$2,519	\$2,519	\$7,557
75% - Anywhere in the Region	\$7,556	\$7,556	\$7,556	\$22,668
Total ATP Regional Share	\$10,075	\$10,075	\$10,075	\$30,225

METROPOLITAN TRANSPORTATION COMMISSION (MTC)
2015 Regional Active Transportation Program (ATP) Cycle 2

Appendix A-3: Regional ATP Project Application

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

1. Cover letter on Agency letterhead signed by the applicant's Chief Executive Officer or other officer authorized by the applicant's governing board
 - a. If the proposed project is implemented by an agency other than the project sponsor, documentation of the agreement between the two entities must be included
 - b. If proposing matching funds, the letter should include confirmation that these matching funds are available for the proposed project
2. Project application forms
 - a. Statewide ATP Application Form, available at <http://www.catc.ca.gov/programs/ATP.htm>
 - b. Regional ATP Supplemental Application Form, available at <http://www.mtc.ca.gov/funding/ATP/>, including back-up documentation, as applicable, such as:
 - i. Community of Concern benefit evidence
 - ii. Environmental Documentation certification evidence
 - iii. OBAG Complete Streets Policy compliance
3. Project Programming Request (PPR) form
 - a. Available at: http://www.dot.ca.gov/hq/transprog/allocation/ppr_new_projects_9-12-13.xls
4. Complete Streets Checklist
 - a. Available at: http://mtc.ca.gov/planning/complete_streets/
 - b. Not necessary for Planning or Non-Infrastructure projects.

Note: Selected projects are also required to provide a Resolution of Local Support for the project no later than February 1, 2016.

Planning Committee **STAFF REPORT**

Meeting Date: March 4, 2015

Subject	Approval of Ten Cooperative Agreements and Four Consultant Contracts for the Priority Development Area (PDA) Planning Grants
Summary of Issues	<p>In September 2014, the Authority approved \$2.7 million in PDA Planning Grants for ten sponsors and a list of five on-call consultant teams. Following that approval, sponsors reviewed the consultant statements of qualification and selected the teams to provide planning services for the PDA projects. Working with Authority staff and contract managers, the sponsors have selected a consultant team to work with and, together with the selected consultant teams, have developed summary work scopes. The work scopes will be included in the cooperative agreements between the Authority and each sponsor, and in the contracts with the consultant teams.</p>
Recommendations	<p>Approve the work scopes for PDA Planning Grants, and the signing of cooperative agreements between the Authority and project sponsors and the execution of four consultant agreements with the four consultant teams chosen by the project sponsors.</p>
Financial Implications	<p>The Metropolitan Transportation Commission (MTC) has allocated \$2.745 million to the Authority to fund the PDA Planning Grants. The local match will be provided by a combination of local staff time, Authority staff time and, if necessary, direct local contributions.</p>
Options	<p>Delay approval of the cooperative agreements and contracts</p>
Attachments	<p>A. Template Cooperative Agreement B. Summary Work Scopes for the PDA Planning Grants</p>
Changes from Committee	

Background

As part of its Resolution 4035, MTC allocated \$2.745 million to the Authority to fund the PDA Planning Grant Program in Contra Costa. According to Resolution 4035, “Grants will be made to jurisdictions to provide support in planning for PDAs in areas such as providing housing, jobs, intensified land use, promoting alternative modes of travel to the single occupancy vehicle, and parking management.” To carry out the program and minimize the administrative overhead for local sponsors, the Authority agreed to the process where:

- The Authority would approve PDA Planning Grants to local jurisdictions for planning within one of their PDAs.
- The Authority would contract with several consultant teams that would provide the actual support for the planning grants.
- The Authority would contract with a manager or managers who would oversee the process of implementing the program and handling contracts and invoicing.

In 2014, the Authority approved agreements with two contract planning managers to provide this support; Paul Fassinger of Countywide Transportation Plan (CTP) Consulting and Paul Krupka of Krupka Consulting. In September, the Authority approved a list of ten PDA Planning Grants and five consultant teams to provide support for those planning projects.

In the intervening four months, the contract managers have worked with local sponsors to select the consultant team they wish to work with, and have assisted the sponsors and consultant teams to develop summary work scopes for the projects. Those work scopes will be included both in the cooperative contracts between the local sponsors and the Authority and in the agreements between the consultant teams and the Authority. The following table lists the projects to be funded, the sponsors, and their consultant teams selected to support them, and the amounts of PDA Planning Grants for each project.

<i>Project</i>	<i>Sponsor</i>	<i>Consultant Team</i>	<i>Grant</i>
City of Oakley Downtown PDA Market Study	Oakley	Perkins & Will	\$100,000
San Pablo Avenue Complete Streets	Contra Costa County	Arup	\$300,000
PDA Market and Fiscal Analysis	Martinez	Opticos	\$200,000
Moraga Center Specific Plan Implementation Strategy	Moraga	Opticos	\$150,000
SCS by Strengthening Public Health Plan	San Pablo	Opticos	\$149,000
Grant, Salvio, and Oak Street Corridor Plan	Concord	Arup	\$250,000

<i>Project</i>	<i>Sponsor</i>	<i>Consultant Team</i>	<i>Grant</i>
Downtown Congestion Study for Implementing Lafayette's PDA	Lafayette	Arup	\$450,000
El Cerrito San Pablo Ave PDA Implementation Plan	El Cerrito	Opticos	\$317,000
San Ramon IRH Trail Bike/Ped Overcrossings Bollinger Canyon & Crow Canyon Rd – Environmental Clearance	San Ramon	Arup	\$150,000
North Downtown Specific Plan	Walnut Creek	Raimi	\$650,000
Total			\$2,716,000

As noted above, the total available from MTC is \$2.745 million while the grant requests total only \$2,716 million, a difference of \$29,000. Staff proposes to divide this amount among the four consultant teams selected based on the consultant teams' share of the grants. The breakdown of proposed grant and contingency amounts are shown in the following table.

<i>Consultant Team</i>	<i>Agreement No.</i>	<i>Grant Amounts</i>	<i>Share</i>	<i>Contingency</i>	<i>Total Contract Amount</i>
Arup	422	\$1,150,000	42%	\$12,300	\$1,162,300
Perkins & Will	423	\$100,000	4%	\$1,100	\$101,100
Opticos	424	\$816,000	30%	\$8,700	\$824,700
Raimi	425	\$650,000	24%	\$6,900	\$656,900
Total Grants		\$2,716,000	100%	\$29,000	\$2,745,000
Total Available Funding		\$2,745,000			
Difference/Contingency		\$29,000			

Authority staff is working with the consultant teams to finalize the contracts. In parallel, Authority staff and contract managers are also working with the sponsors to finalize cooperative agreements. A template cooperative agreement is included in Attachment A. Three of the sponsors — Concord, San Ramon and Contra Costa County — have asked for revisions to the model agreements and staff is working to develop mutually acceptable agreements. Any substantive changes to the template cooperative agreement will be brought to the Authority for review.

Approval of this item would authorize the Chair and the Executive Director to execute Cooperative Agreements: PDA.1.OAK, PDA.2.CCC, PDA.3.MTZ, PDA.4.MOR, PDA.5.SANP, PDA.6.CONC, PDA.7.LAF, PDA.8.EC, PDA.9.SANR, and PDA.10.WC in accordance with the template.

<i>Cooperative Agreement No.</i>	<i>Project</i>	<i>Sponsor</i>	<i>Grant Amounts</i>
PDA.1.OAK	City of Oakley Downtown PDA Market Study	Oakley	\$ 100,000
PDA.2.CCC	San Pablo Avenue Complete Streets	Contra Costa County	\$ 300,000
PDA.3.MTZ	PDA Market and Fiscal Analysis	Martinez	\$ 200,000
PDA.4.MOR	Moraga Center Specific Plan Implementation Strategy	Moraga	\$ 150,000
PDA.5.SANP	SCS by Strengthening Public Health Plan	San Pablo	\$ 149,000
PDA.6.CONC	Grant, Salvio, and Oak Street Corridor Plan	Concord	\$ 250,000
PDA.7.LAF	Downtown Congestion Study for Implementing Lafayette's PDA	Lafayette	\$ 450,000
PDA.8.EC	El Cerrito San Pablo Ave PDA Implementation Plan	El Cerrito	\$ 317,000
PDA.9.SANR	San Ramon IRH Trail Bike/Ped Overcrossings Bollinger Canyon & Crow Canyon Rd – Environmental Clearance	San Ramon	\$ 150,000
PDA.10.WC	North Downtown Specific Plan	Walnut Creek	\$ 650,000