

El Cerrito

TECHNICAL ADVISORY COMMITTEE MEETING NOTICE & AGENDA

Hercules

DATE & TIME: Thursday, April 11, 2024 • 9:00 AM – 11:00 AM
LOCATION: WCCTAC Offices • 6333 Potrero Ave. at San Pablo Avenue, El Cerrito, CA 94530
TRANSIT OPTIONS: Accessible by AC Transit #72, #72R, #72M & El Cerrito del Norte BART

Pinole

1. **CALL TO ORDER**
Estimated Time:* 9:00 AM

Richmond

2. **PUBLIC COMMENT**
Estimated Time:* 9:00 AM, (3 minutes)

San Pablo

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. Please limit your comments to 3 minutes. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The WCCTAC TAC may direct staff to investigate and/or schedule certain matters for consideration at a future TAC meeting.

Contra Costa
County

3. **CONSENT CALENDAR**
Estimated Time:* 9:03 AM, (2 minutes)

A. **Minutes from the February 8, 2024, meeting**
Recommendation: Approve as presented

Attachment: Yes

AC Transit

4. **REGULAR AGENDA ITEMS**

A. **Appointment to the Technical Coordinating Committee**
Description: The CCTA's Technical Coordinating Committee consists of three representatives from each Regional Transportation Planning Committee with terms two-year terms. CCTA notified WCCTAC that one of the appointee's term expires in May. There is no limit to the number of times that an appointee may serve. Currently Allan Panganiban from the City of San Pablo holds this position.

BART

Recommendation: Forward a recommendation to the WCCTAC Board for a TCC representative to serve a two-year term.

Attachments: No

WestCAT

Presenter/Lead Staff: Leah Greenblat, WCCTAC staff

*Estimated Time**: **9:05 AM**, (10 minutes)

B. WCCTAC Work Program for FY24-25

Description: Each year WCCTAC staff prepares a work program in association with the development of the upcoming fiscal year's budget. The draft work program is brought to the TAC for its review and comment prior to the Board's review.

Recommendation: Review, provide comments to staff and forward a recommendation to the WCCTAC Board.

Attachments: Yes

Presenter/Lead Staff: John Nemeth, WCCTAC staff

*Estimated Time**: **9:15 AM**, (30 minutes)

C. TDM 2.0 Update

Description: WCCTAC staff will provide an update on proposed changes to the TDM program, including TFCA policies and procedures that were reviewed by CCTA's Planning Committee on April 4.

Recommendation: Receive information and provide feedback.

Attachments: Yes

Presenter/Lead Staff: Coire Reilly, WCCTAC staff

*Estimated Time**: **9:45 AM**, (15 minutes)

D. Status Update on San Pablo Avenue Multi-modal Study

Description: Since the completion of Phase 2 of the study, a working group has met periodically to provide updates on work occurring on SPA and to strategize on the implementation of the recommendations.

Recommendation: Receive update and provide comment.

Attachments: No

Presenter/Lead Staff: Leah Greenblat, WCCTAC Staff and participants in the San Pablo Ave. Transit Priority Working Group.

*Estimated Time**: **10:00 AM**, (10 minutes)

E. Annual STMP Fee Adjustment for FY 2024-2025

Per the STMP Master Cooperative Agreement, STMP fees are adjusted each year to account for inflation. The fee adjustment goes into effect on July 1. TAC members are responsible for distributing the adjusted fees to appropriate staff and ensuring they are incorporated into each participating agencies fee schedule. WCCTAC staff annually shares this information with the WCCTAC Board for information purposes and provides it to the TAC.

Recommendation: Information only. TAC and Agency members that participate in collecting STMP fees are requested to begin their internal processes of implementing the fee adjustment to take effect July 1, 2024.

* Estimated time for consideration is given as a service to the public. Please be advised that an item on the agenda may be considered earlier or later than the estimated time.

Attachment: Yes, Draft April 26, 2024, WCCTAC Board staff report regarding FY 24-25 STMP Fee Adjustment

Presenter/Lead Staff: Leah Greenblat, WCCTAC Staff

Estimated Time:* **10:10 AM**, (10 minutes)

5. **STANDING ITEMS**

A. **Technical Coordinating Committee (TCC) Report**

Description: TCC representatives will report on the last TCC meeting.

Recommendation: Receive update.

Attachment: No

Presenter/Lead Staff: WCCTAC's TCC Representatives & WCCTAC Staff

Estimated Time:* **10:20 AM** (5 minutes)

B. **Staff and TAC Member Announcements**

Description: TAC members or WCCTAC staff can make comments or announcements.

Recommendation: Receive update.

Attachment: No

Presenter/Lead Staff: WCCTAC Staff and TAC Members

Estimated Time:* **10:25 AM** (5 minutes)

6. **ADJOURNMENT**

Description / Recommendation: Adjourn to the next regular meeting of the TAC on Thursday, May 9, 2024. The next meeting of the WCCTAC Board is Friday, April 26, 2024.

Estimated Time:* **10:30 AM**

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC TAC meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 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 WCC-TAC'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.

* Estimated time for consideration is given as a service to the public. Please be advised that an item on the agenda may be considered earlier or later than the estimated time.

El Cerrito

DRAFT

WCCTAC TAC Meeting Action Minutes

Hercules

MEETING DATE: February 8, 2024

Pinole

MEMBERS PRESENT: Jarrett Mullen, El Cerrito; Allan Panganiban, San Pablo; Jamar Stamps, Contra Costa County; Jim Cunradi, AC Transit; Sanjay Mishra, Pinole; Finn Wurtz, WestCAT; Mike Roberts, Hercules

Richmond

GUESTS: Tim Haile and Matt Kelly, CCTA; Robert Prinz, Bike East Bay; Bill Pinkham, WCCTAC Citizen Representative to CBPAC; David Berman, AC Transit; Rob Thompson, WCCTAC, Steve Price

STAFF PRESENT: John Nemeth, Leah Greenblat, and Coire Reilly

San Pablo

ACTIONS LISTED BY: WCCTAC Staff

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ITEM	ITEM/DISCUSSION	ACTION/SUMMARY
1.	Call to Order	The meeting was called to order at 9:04 AM
2.	Public Comment	Steve Price will be walking El Cerrito Plaza with management to identify bike improvements.
3.	Consent Calendar: A. Minutes from January 11, 2024, Meeting.	Jamar Stamps moved, and Finn Wurtz seconded. Consent calendar approved unanimously.

AC Transit

BART

Regular Agenda Items

WestCAT

4A.	TDM 2.0	Tim Haile, CCTA Executive Director presented an overview of the CCTA, TDM and the changing government requirements that have led to the proposed modifications he is calling TDM 2.0.
4B.	AC Transit Realign Update	David Berman from AC Transit gave a brief update and status report on the AC Transit Realign process.

ITEM	ITEM/DISCUSSION	ACTION/SUMMARY
4C.	San Pablo Avenue Planning	Matt Kelly, CCTA and Leah Greenblat, WCCTAC provided an update on the multimodal corridor planning effort. TAC members suggested topics for Phase 3.
Standing Items:		
5A.	Technical Coordinating Committee (TCC) Report	There had been no meeting since November, so there was no update.
5B.	Staff and TAC Member Announcements	None.
6.	Adjournment	The meeting adjourned at 12:09 PM.

**WCCTAC
FISCAL YEAR 2024-25
DRAFT WORK PROGRAM**

WCCTAC's activities may be grouped into the following five major areas: Planning and Programming (General Operations), Special Projects, Transportation Demand Management (TDM), Sub-regional Transportation Mitigation Fee Program (STMP), and Office Administration.

Planning and Programming (General Operations)

This program area relates to WCCTAC's function as the Regional Transportation Planning Committee (RTPC) for West Contra Costa County under Measure J. It also includes transportation planning efforts resulting from the agency's Joint Powers Agency function. Activities in this program area are mainly funded with annual member agency contributions and, to a smaller extent, Measure J dollars.

MEASURE J PROGRAMMING

1. Program and administer West County's Measure J projects and programs, including:
 - a. Low Income Student Bus Pass Program (Measure J 21b)
 - b. Additional Bus Transit Enhancements (Measure J 19b)
 - c. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
 - d. Sub-regional needs (Measure J 28b)

COUNTY-WIDE AND REGIONAL PLANNING AND FUNDING

2. Work with CCTA on the development of the Countywide Transportation Plan.
3. Work with the CCTA and WCCTAC member agencies on the development of new and updated Community-based Transportation Plans in West Contra Costa County.
4. Work with Contra Costa County Public Works on its Vision Zero Technical Advisory Committee.
5. Monitor Action Plan compliance by reviewing certain proposed projects, General Plans or Amendments, and work to advance goals, objectives and actions contained in the West County Action Plan.
6. Partner with CCTA on the development of training sessions to assist local jurisdictional staff with Growth Management Program checklist compliance.
7. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
8. Monitor the Link21 effort to improve and coordinate the regional rail network in Northern California and provide input as needed.

9. Participate in follow-up activities related to the countywide Accessible Transportation Strategic Plan.
10. Assist local jurisdictions in the implementation of a low stress bike network in West County through the identification of funding opportunities.

I-80 and I-580 CORRIDORS

11. Continue to monitor and participate, if possible, in MTC's Bus on Shoulder Study and advocate for its implementation on I-80, consistent with the recommendations in WCCTAC's West County Express Bus Implementation Plan.
12. Continue to monitor the progress of implementing the recommendations in MTC's I-80 Design Alternatives Assessment and keep the WCCTAC TAC and Board informed. This includes the implementation of transit, bike lane and pedestrian improvements on Richmond Parkway at the Richmond Parkway Transit Center
13. Continue to monitor and participate in MTC's implementation of HOV lanes on I-580. This work also includes modifications at the westbound Richmond Parkway off-ramp.
14. Continue to monitor and participate in MTC's implementation of open-tolling on the east end of the Richmond-San Rafael Bridge.
15. Continue to monitor and participate, if possible, in MTC, BATA and Caltrans analysis and recommendations for the westbound shoulder of the Richmond-San Rafael Bridge.
16. Continue to work with CCTA, the City of Richmond, and other regional partners to mitigate traffic impacts on local streets in communities adjacent to I-580 and the Richmond-San Rafael Bridge.
17. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County.
18. Work with Hercules, CCTA, and CCJPA on securing funding for the Hercules Hub, formerly known as the Regional Intermodal Transportation Center, in Hercules.
19. Work with CCTA to identify funding or address other project development needs for key projects such as the San Pablo Dam Rd interchange or Central Ave. phase 2.
20. Provide updates to the WCCTAC Board on I-80 corridor issues as needed.
21. Continue to monitor and update the WCCTAC TAC and Board on AC Transit's Realign Project.

SUB-REGIONAL ACTIVITIES

22. Continue advancement of recommendations of the West County High-Capacity Transit Study, the West Contra Costa County Express Bus Implementation Plan and the San Pablo Avenue Multimodal Corridor Study, Phase 2.
23. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.
24. Monitor plans for and construction of transit-oriented development and supporting access improvements at both El Cerrito BART Stations and work with BART and El Cerrito.
25. Work with CCTA, AC Transit and the cities of El Cerrito, Richmond and potentially San Pablo to develop a scope of work for Phase 3 of the San Pablo Avenue Multimodal Corridor Study which focuses on outreach to businesses and community members to advance the concepts identified in Phase 2.

FUNDING OPPORTUNITIES

26. Monitor grant opportunities, inform member agencies, assist member agencies with their grant applications, provide letters of support, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities include Active Transportation Infrastructure Investment Program (ATIIP) which focuses on building networks of connected bicycle and pedestrian infrastructure improvements, Active Transportation Program (ATP) grants for pedestrian and bicycle improvements, Program for Arterial System Synchronization (PASS) for adjusting signal timing, as well as federal 5310 grants for senior and disabled transportation.
27. Finalize the selection of a consultant bench to assist WCCTAC staff with preparing grant applications.
28. Monitor and apply as appropriate for Regional Measure 3 funds for Richmond Parkway and San Pablo Avenue projects.
29. Advocate for the inclusion of planned West County transportation projects in future funding measures (e.g., Bay-Area and County-wide).
30. Seek funding to advance and implement the projects recommended in Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA and ACTC and local jurisdictions.
31. Take the lead in applying for grants for planning and implementation of multi-jurisdictional improvements, in partnership with member agencies.

FORMAL BODIES

32. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), the Active Transportation Specific Plan (ATSP) Task Force, the West County Mobility Management Group, the West County Senior Coalition, CCTA Technical Coordinating Committee (TCC), CCTA Growth Management Task Force, and the Caltrans District 4 Pedestrian Advisory Committee.

Special Projects

As a Joint Powers Agency, WCCTAC may apply for and receive various grants that advance the transportation goals of West Contra Costa. WCCTAC can also serve as a lead for certain studies or projects using other agency contributions. In the upcoming fiscal year, WCCTAC will:

1. Manage the Travel Training Program funded by Measure J 28b. This will involve teaching groups and individuals to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services. Explore other funding sources for the program
2. Finalize the Caltrans-funded, draft Richmond Parkway Transportation Plan, also known as the Richmond Parkway Environmental Justice and Regional Mobility Plan.

Transportation Demand Management (TDM)

This program promotes transportation alternatives to the single occupant vehicle by encouraging walking, bicycling, transit, carpooling, and vanpooling, and is coordinated with the larger countywide 511 Contra Costa Program. It is funded on a reimbursement basis by Measure J and grants from the Air District.

Currently, CCTA is working to amend the policies and procedures for disbursing TFCA funds for TDM. The CCTA may also modify focus areas in the TDM program to put more emphasis on reducing VMT. The following section of the workplan is subject to change and may depend on funding availability. Additionally, WCCTAC may deliver some of these activities in conjunction with CCTA and potentially with the support of CCTA's on-call consultant team.

In the upcoming fiscal year, the TDM program will:

1. Manage the Employer-Based Trip Reduction Program, which includes employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations.
2. Manage the West County "Pass2Class" program that provides free transit passes to students at the beginning of the school year.

3. Manage the Commuter Benefit program, which includes the countywide programs Guaranteed Ride Home, Try Transit, Take 10, and Secure Your Cycle Programs.
4. Co-lead Bike to Wherever Days 2025 with other regional partners.
5. Support Local Agency Climate Action plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
6. Continue to implement strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa Employers.
7. Assist in the promotion of the new City of Richmond e-shuttle service that allows students and seniors to ride for free.
8. Implement bicycle and pedestrian improvements at Del Norte BART station, using repurposed Air District funds
9. Implement the Summer Youth Pass program, which provides discounted bus passes for youth during summer months.

Sub-regional Transportation Mitigation Fee Program (STMP)

WCCTAC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program went into effect on July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Collect, administer, and track funds and reporting forms.
2. Provide monitoring reports on revenue collected and status of local reporting.
3. Develop funding agreements with project sponsors for any Board-approved funding allocations.
4. Manage calls for projects based on Board direction, and allocate funds to eligible, Board-approved projects.
5. Respond to inquiries from local agencies and members of the public.
6. Review and process appeal and exemption requests.
7. Monitor and update, as needed, the expiration dates of existing STMP funding agreements.

8. Complete the required five-year review and update of the 2019 STMP and its nexus study.

Administration

In the upcoming fiscal year, staff will:

1. Complete the implementation process for WCCTAC's transition to Doing Business As the West Contra Costa Transportation Commission.
2. Maintain, update, and expand content on the agency's website.
3. Continually evaluate work and meeting practices, post Covid.
4. Complete digitizing and organizing WCCTAC records including funding agreements, resolutions, minutes, and Board and TAC meeting packets.
5. Continue implementation of invoice tracking system.
6. Explore office options and/or prepare for lease renewal.
7. Complete approval process for the 2023 amendments to the Joint Powers Agreement

TO: WCCTAC Board

MEETING DATE: April 11, 2024

FR: Coire Reilly, Program Manager

RE: TDM 2.0 and TFCA Policy and Procedures

REQUESTED ACTION

Provide input to staff on next steps

BACKGROUND AND DISCUSSION

At the January 11 TAC meeting, Ying Smith from CCTA presented proposed changes to the Transportation Demand Management (TDM) program and introduced new policies and procedures for how CCTA will allocate Transportation Fund for Clean Air (TFCA) funds in the future. The TAC submitted a letter to the WCCTAC Board with concerns about the proposed changes in preparation for the Board's February 23, 2024 meeting where CCTA Executive Director Tim Haile also presented on a number of topics, including changes to the TDM program.

Following that presentation, the Board discussed the matter again at its March 22, 2024 meeting. During that discussion, WCCTAC staff expressed concern that the drafts of the policies and procedures were not aligned with what had been discussed in conversation with CCTA staff. The Board gave direction to WCCTAC staff to work towards aligning the policies with the agreements as much as possible.

WCCTAC staff proposed edits to the policies and procedures for the TFCA program to CCTA and many of these proposed changes were incorporated into a later version of the document. WCCTAC staff still has concerns that the language in the policy document does not preclude CCTA from retaining a large portion or even all of the TFCA funds in any given year. While CCTA staff has stated that that is not their intent, and the new policy language does include Regional Transportation Planning Committees (RTPCs), such as WCCTAC, more in the overall decision-making process, WCCTAC staff would like to see this point addressed in future iterations of the policy to ensure that RTPCs will retain a predictable sense of funding to the subregions on any given year.

In the past, the CCTA allocated TFCA funds to the RTPCs based on a jobs and population formula. The newly proposed process would take "countywide" programs off the top of the total TFCA funds available, and then the rest of the funds would be allocated among the subregions. (RTPCs and CCTA can apply for "countywide" funds/projects, according to the proposed policy.)

CCTA staff presented the draft policy to CCTA's Planning Committee on April 4, 2024. Commissioner Kelley expressed concerns that she had heard from others about funding flowing to the subregions, which CCTA staff reassured would continue. At the meeting, CCTA staff presented an example program where CCTA would retain money off the top total to run an incentive program that would replace at least some of the current programs that are run by the subregions. The Planning Committee approved the policy and procedures with no changes.

In addition to the new policies, at a meeting on April 3 of the TDM program managers representing all four RTPCs and CCTA's consultant group, CCTA staff stated that they would leave the process for allocating subregional TFCA funds to the RTPCs but that there should be a "call for projects" for TFCA. CCTA has requested that RTPCs submit their proposed projects by May 24. Since this deadline is so soon (and also falls on a Board meeting date), WCCTAC staff is recommending that the TAC allow WCCTAC staff to decide what to apply for this year. There will be more time to discuss the funds and solicit applications next year. (At the January TAC meeting, no agencies expressed interest in applying individually for the funds.) WCCTAC staff can present on proposed projects at the May TAC meeting.

A. Purpose

To guide the annual allocation of Transportation Fund for Clean Air (TFCA) 40% Fund by establishing fund allocation principles and program/project selection procedure.

B. Goal and Objectives:

- Reduce Vehicle Miles Travelled (VMT)
- Reduce air pollution and Green House Gases (GHG) emissions

C. Program Background

In 1991, the California State Legislature authorized the Bay Area Air Quality Management District (Air District) to impose a \$4 surcharge on motor vehicles registered within the Bay Area to fund projects clean air projects. The Air District allocates this revenue through its TFCA program to fund eligible programs and projects. The statutory authority and requirements of the TFCA program are set forth in California Health and Safety Code (HSC) Sections 44241 and 44242.

Forty percent (40%) of these TFCA funds are pass-through funds to the designated county program manager in each of the nine counties within the Air District's jurisdiction based on the county's proportionate share of fee-paid vehicle registration. The remaining sixty percent (60%) of these funds are awarded by the Air District to eligible programs and projects implemented directly by the Air District and to a grant program known as the Regional Fund.

The Contra Costa Transportation Authority (Authority) has been designated as the Administering Agency (previously called Program Manager) for the TFCA 40% Fund in Contra Costa County and is responsible for administering the County program including annually adopting a program of projects that meet the legislative requirements of the program.

The Air District annually adopts policies for the TFCA 40% Fund. The *Transportation Fund for Clean Air 40% Fund Expenditure Plan Guidance (Guidance) for Fiscal Year Ending 2025* was used to guide the development of the Authority TFCA Policy.

D. Eligible Fund Recipients

Cities, County, public transit agencies, Regional Transportation Planning Committees (RTPCs), and the Authority. Other public agencies and non-public entities are encouraged to work directly with eligible project sponsors to submit projects.

E. Eligible Project Types and Screening

Based on the eligible project categories included in the Air District Guidance and in consideration of the local needs, all the following Project Types are eligible for funding:

- Bicycle and Pedestrian Projects: infrastructure projects, bike parking, bike share. (Policy #s 30, 31 & 33)
- Ridesharing Services: carpool, vanpool, or other rideshare services, financial subsidy/incentive for transit or rideshare, and Guaranteed Ride Home. (Policy #27)
- First- and Last-Mile Connections: transit services providing short-distance connections between mass transit and commercial hubs or employment centers. (Policy #29)
- Vehicle- and Fuel-based Projects: alternative fuel vehicles (including trucks and buses), alternative fuel infrastructure. (Policy #s 22 & 24)
- Telecommuting: Implementation of demonstration projects in telecommuting. (Policy #34)

Other Eligible Projects: Other projects eligible under the Guidance can be considered. These projects will be subjected to Case-by-Case Approval (Policy #3) by the Authority and the Air District.

Eligibility Screening: For projects to be considered for funding, they must meet the eligibility requirements established by the Air District's current TFCA 40% Fund. Consistent with the policies, a key factor in determining eligibility is a project's Cost Effectiveness (CE) ratio and reduction of VMT.

Project sponsors are encouraged to consult with Authority staff on eligibility, CE calculations, and project readiness/ delivery scheduling. Upon request, Authority staff will provide technical assistance to project sponsors in formulating the project definition and CE calculation.

F. Fund Allocation Principles

- a. Each of the four Contra Costa County subregions should receive proportional TFCA benefit based on the jobs-housing formula (Formula). The Formula is based on the numbers of jobs and housing units, at equal weights, in each City and unincorporated areas.
- b. Countywide programs/projects: Programs/projects that are available to or benefit all County residents or commuters in all geographic areas. These programs/projects will be funded from the County total. Countywide programs/projects will be identified and developed in collaboration with RTPCs. A countywide program/project may be sponsored by the Authority and/or RTPCs and could be jointly implemented with the Authority and RTPCs. If jointly implemented, funding will be determined by both the Authority and RTPCs to implement the countywide program.
- c. Subregional programs/projects: Programs/projects that benefit one or more subregions, but not the entire population in the County. After subtracting the cost of the countywide programs/projects, the remaining funds will be allocated to subregional programs/projects using the Formula. RTPCs will recommend

subregional programs/projects to the Authority. Eligible recipients will coordinate proposed programs/projects with RTPCs. A subregional program/project may be sponsored by an RTPC and/or the Authority and could be implemented jointly with RTPC and the Authority. If jointly implemented, funding will be determined by both RTPC and the Authority to implement the subregional program.

- d. The benefit to each subregion is calculated as the sum of the TFCA funds to countywide programs/projects, distributed per the Formula, and the TFCA funds allocated to the subregional programs/projects. See the appendices for a sample calculation of the countywide programs/projects and allocation to the subregional programs/projects.
- e. The RTPCs will prioritize subregional programs/projects and submit recommendations to the Authority. Programs/projects with the highest CE ratio and reduction of VMT should be given priority consideration.
- f. The role of the Authority Board is to approve programs, projects, CE findings, and funding.

G. Timely Use of Funds and Project Readiness

The Authority is required to fully allocate the TFCA 40% funds annually, or risks the funds being returned to the Air District. The intent of TFCA is to fund projects that achieve surplus emission reductions within two years. Timely use of funds is an important consideration.

- Project Readiness – Priority will be given to programs/projects that are ready to proceed and have a realistic implementation schedule, budget, and funding package. Infrastructure projects can be considered for TFCA funding when the 65% design and environmental clearance are completed. Programs/projects that cannot realistically commence within one calendar year and be completed within a two-year period will have lower priority. Project sponsors may be advised to resubmit these programs/projects for a future TFCA programming cycle.
- The following is a list of activities that should be completed prior to allocating TFCA funds to ensure the successful completion of programs/projects:
 - Planning (e.g., design)
 - Jurisdictional approval (e.g., permits)
 - Legislative approvals (e.g., CPUC)
 - Environmental review/approvals (e.g., EIR, negative declaration)
- The Authority may approve no more than two one-year extensions to the TFCA expenditure period if significant progress has been made on the project. For FYE 2025, the Authority has the discretion to grant project extensions up to December 31, 2028. Any additional project extensions must be requested to the Air District.
- Recurring programs/services (e.g. TDM and transit services): a new program's start date can't occur before the previous program's end date. If there is unspent fund from the

previous program, the project sponsor must close the project. The Authority may reallocate the unspent funds to a future cycle fund to the County total.

H. Project and Program Reporting:

- Project sponsors are required to report performance to comply with the Air District's requirement. Measurable and reportable VMT reduction (data-driven approach) is preferred over self-reporting data.
- Benefits to Priority Communities – Project sponsors are required to report investment on the Highly Impacted Communities or Episodic Areas as defined by the Air District's Community Air Risk Evaluation (CARE) Program. Additionally, positive impact to Equity Priority Communities (EPC), whether the project is directly located in an Equity Priority Community (see Air District map) or can demonstrate benefits to Priority Populations defined by SB 535 disadvantaged communities and AB 1550 low-income communities should be documented.
- A detailed budget is required. At a minimum, the budget should show categories for labor, expenses, and incentives (if applicable). If a project includes multiple sub-categories, expenses should be further assigned to each project sub-categories and by fund source.
- The reporting requirements are included in the funding agreement template.
- The Authority is responsible for reporting the metrics at the countywide level.
- All TFCA projects are required to be audited after completion. Generally, TFCA projects are audited every other year.

Appendices (subject to periodic updates by administrative actions)

1. Annual Program Schedule and Actions

Dates	Air District Mandate	Action
January/February		<ul style="list-style-type: none"> Project Eligibility Screening Begins Air District releases fund estimates
February Authority Board Meeting	X	<ul style="list-style-type: none"> Authority Board adopts Expenditure Plan (County fund total amount)
February to April		<ul style="list-style-type: none"> Authority Board considers Policy updates, if necessary Authority assists project sponsors in project documents
May or June Authority Board Meeting	X	<ul style="list-style-type: none"> Authority Board approves Air District/Authority agreement
Mid-May		<ul style="list-style-type: none"> Project sponsors submit draft countywide and sub-regional Project Information Forms with Cost Effectiveness calculations, budget, and TFCA funds requested.
By end of May		<ul style="list-style-type: none"> Authority and RTPC recommends countywide and sub-regional projects
Early June		<ul style="list-style-type: none"> Project sponsors submit the final CE calculation and Project Information Form, per the Guidance.
June		<ul style="list-style-type: none"> RTPC selection and approval of subregional projects.
July Board Authority Meeting		<ul style="list-style-type: none"> Authority staff presents the final projects to the Authority Board for approval.
August		<ul style="list-style-type: none"> Sponsors execute agreements with Authority and project implementation may begin
Sept. – Oct.	X	<ul style="list-style-type: none"> Authority submits all project documents to Air District

2. *Transportation Fund for Clean Air 40% Fund [Expenditure Plan Guidance](#) For Fiscal Year Ending 2025, Bay Area Air Quality Management District*

3. Project Information Form

4. Cost Effectiveness Worksheet

5. Funding Agreement Template

6. Job-Housing Formula Allocation to Subregions

Job -Housing Formula Allocation to Subregions	
Subregion/Implementer	% of Program
Central County/CCTA	30.70%
East County/CCTA	26.60%
Southwest/SWAT	20.50%
West County/WCCTAC	22.20%

Note: The Formula is updated regularly as demographic data is updated.

7. Sample Allocation Calculation

TFCA Fund Allocation Calculation - Sample Only		
<i>Note: Project names and costs are for illustration purpose only.</i>		
TFCA County Total	\$ 1,747,938	
Countywide Programs/Projects - Serving All Residents		
Project	Sponsor	Cost
Pass2Class	CCTA	\$320,000
Guaranteed Ride Home	WCCTAC	\$60,000
Spare the Air Transit Incentives	CCTA	\$135,000
Vanpool	SWAT	TBD
Countywide Project Total		\$515,000
Subregional Programs/Projects - Sponsors TBD	\$ 1,232,938	
Subregion	% of Program	Benefit
Central County	30.70%	\$378,512
East County	26.60%	\$327,961
Southwest	20.50%	\$252,752
West County	22.20%	\$273,712

Benefit Distributed to Subregions				
Subregion	% of Program	Total	Countywide	Subregional
Central County	30.70%	\$536,617	\$158,105	\$378,512
East County	26.60%	\$464,951	\$136,990	\$327,961
Southwest	20.50%	\$358,327	\$105,575	\$252,752
West County	22.20%	\$388,042	\$114,330	\$273,712
TFCA County Total		\$ 1,747,938		

TO: WCCTAC Board

MEETING DATE: April 26, 2024

FR: Leah Greenblat, Transportation Planning Manager

RE: **FY 24-25 Annual STMP Fee Adjustment**

REQUESTED ACTION

Information only.

BACKGROUND AND DISCUSSION

The 2019 STMP Update became effective on July 1, 2019. The Master Cooperative Agreement, signed by all partner agencies, specifies an automatic annual fee adjustment so that the fees keep up with construction related inflation. The agreement specifies that the fee adjustment is based on the Engineering News Record’s February San Francisco Bay Area Construction Cost Index that covers the prior twelve months. This year that rate was 0.7%. WCCTAC staff is in the process of notifying partner agencies of this impending annual fee adjustment, which becomes effective July 1, 2024, so it may be incorporated into their local fee schedules.

Given the recent state of inflation, this year’s fee increase is surprisingly low especially compared to last year’s adjustment which was 7.1%. It should be noted that Engineering New Record’s Bay Area Construction Cost Index is a tool commonly used by jurisdictions to make annual fee adjustments. The implementation of a different fee increase would require all six member jurisdictions to amend the Master Cooperative Agreement and related ordinances.

The FY 23-24 and FY 24-25 STMP fees are shown below.

FY 23-24 STMP Fee Rate		
Type of Fee	STMP Fee per Unit	STMP Fee per Square ft.
Single Family	\$ 6,916	
Multi Family	\$ 3,407	
Senior Housing	\$ 1,868	
Hotel (per room)	\$ 4,426	
Storage Facility		\$ 0.97
Retail / Service		\$ 8.38
Industrial		\$ 7.07
Office		\$ 11.09
Other (per AM pk hr trip)	\$ 9,346	

FY 24-25 STMP Fee Rate		
Type of Fee	STMP Fee per Unit	STMP Fee per Square ft.
Single Family	\$ 6,964	
Multi Family	\$ 3,431	
Senior Housing	\$ 1,881	
Hotel (per room)	\$ 4,457	
Storage Facility		\$ 0.98
Retail / Service		\$ 8.44
Industrial		\$ 7.12
Office		\$ 11.17
Other (per AM pk hr trip)	\$ 9,411	

The STMP Quarterly Reporting form for FY 24-25 is included as an attachment. Local agency staff should begin using this version to report STMP fees after July 1, 2024.

ATTACHMENT

A. FY 2024-2025 STMP Quarterly Reporting Form

**West County Subregional Transportation Mitigation Program (STMP) Developer Fees
 JURISDICTIONS' QUARTERLY TRANSMITTAL REPORT FORM for FY 2024-2025**

Jurisdictions are required to submit this completed form to WCCTAC no later than 30 days following the close of each calendar quarter;
 whether or not there are fees to submit, continuing through the life of the Master Cooperative Agreement.

Check Appropriate Box:

All sections of the report must be completed.
 Attach check, payable to WCCTAC, to this report.
 Submit check and completed transmittal report to:
 WCCTAC
 6333 Potrero Ave., Suite 100
 El Cerrito, CA 94530

Fiscal Year: _____
Reporting Period:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FY Q1	FY Q2	FY Q3	FY Q4
July-Sept	Oct-Dec	Jan-Mar	Apr-June
31-Oct	30-Jan	30-Apr	31-Jul

Fee Submittal Due Date:

Jurisdiction's Name:

Contact Name:

Contact Email:

No development to report this period. OR **Notes:**
 Insert below the # of Units or # of Sq. Ft. to calculate the amnt. of fee collected.
 List each project or project component separately. Add rows as needed.

Type of Fee	Project Address	Development Name	STMP Fee per Unit	STMP Fee per Square ft.	Total # Units or Sq. Ft.	STMP \$ Collected
Single Family			\$ 6,964			\$ -
Multi Family			\$ 3,431			\$ -
Senior Housing			\$ 1,881			\$ -
Hotel (per room)			\$ 4,457			\$ -
Storage Facility				\$ 0.98		\$ -
Retail / Service				\$ 8.44		\$ -
Industrial				\$ 7.12		\$ -
Office				\$ 11.17		\$ -
Other (per AM pk hr trip)			\$ 9,411			\$ -
TOTAL FEES COLLECTED:						\$ -

This should be the amount of your check to WCCTAC. 

If a jurisdiction is collecting STMP fees for a development application at a rate different than what is currently in effect, provide on the following page the name and address of each development and which reason applies:

- A. The development project is subject to a development agreement executed on _____;
- B. The development submitted a vesting tentative map that was approved on _____;
- C. Other (explain legal basis for development not paying current adopted rates; n.b., a development application submitted in a prior year alone is an insufficient explanation) _____.

During the reporting period, has your agency granted:

- | | | |
|--|------------------------------|-----------------------------|
| 1. STMP Fee Credits to any development? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. STMP Fee Waivers/Exemptions to any development? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes to either of the above, please respond to the questions on the next page.

If STMP Credits were granted, for each development complete the questions below:

1. What is the name and address of the development project receiving the credit?
2. What was the dollar value of the credit?
3. Which of the 20 STMP Projects was the credit used for?
4. What elements of the STMP project were completed with the credited funds?

If Waivers/Exemptions of STMP Fees were granted, for each development, complete the questions below:

1. Were all other local fees waived/exempted for the development project? Yes No
2. Briefly explain why the development project's STMP fee was waived/exempted?

Respond to Different Fee Rates/Credit and Waiver/Exemption Questions here: