



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Partnership Technical Advisory Committee

DATE: January 31, 2011

FR: Grace Cho and Ashley Nguyen

W. I.

RE: Draft Guidance for the Call for Projects

The Metropolitan Transportation Commission (MTC) will issue an open “call for projects” for the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) in February 2011. Project submittals are due to MTC on April 29, 2011. This deadline is important because MTC will be performing project performance assessments starting in May 2011.

MTC staff is seeking your input on the draft Call for Projects Guidance, shown in Attachment A. Below is a brief description of the project submittal process:

- 1) Each Congestion Management Agency (CMA) will coordinate the project submittal process for their respective county. Project sponsors are asked to coordinate with their respective CMA to submit projects. Sponsors of multi-county projects (i.e. BART, Caltrain, Caltrans, etc.) may submit projects directly to MTC. Members of the public are eligible to submit projects, but must secure a public agency sponsor before submitting the project to the CMA. MTC will also submit regional projects/programs for consideration.
- 2) CMAs are to conduct and document their public outreach process to solicit ideas for projects. SB 375, the legislation mandating the RTP/SCS, also requires a separate public participation plan for its development. MTC’s Public Participation Plan was amended in December 2010 to address this requirement and expand upon the procedures and services to comply with Title VI of the Civil Rights Act of 1964. The CMA’s outreach process must be consistent with the requirements of MTC’s Public Participation Plan, which is available at http://www.onebayarea.org/get_involved.htm.
- 3) MTC will assign to each county a target budget, which is intended as a general upper financial limit for the program of projects submitted by county. The county target budgets are calculated based on the county population shares of estimated RTP/SCS discretionary funding plus an additional 75 percent. The county target budget is established for purposes of setting a reasonable limit on project submittals and is not to be construed as the budget used for allocating funds to projects in the RTP/SCS.
- 4) CMAs are to establish project cost estimation guidelines for the project sponsors. CMAs are permitted to develop their own guidelines or can use other local, state, or federal project cost estimation guidance.
- 5) MTC has developed a set of basic criteria to assist project sponsors with determining what type of projects to submit. Project sponsors are encouraged to submit projects that meet one or more of the criteria.

- 6) CMAs are to bundle projects into programmatic categories, where possible. Projects which are not exempt from regional conformity cannot be placed into a programmatic category.

To submit a project, MTC has developed a web-based application form that allows sponsors to update current projects and submit new ones for consideration in the plan. The web-based project application will allow sponsors to:

- Identify projects in the current plan (Transportation 2035 Plan) that have been completed and are in operation, and mark them as a “dropped” project.
- Identify projects in the current plan that are no longer being proposed, and mark them as dropped project.
- Update project information for projects in the current plan that are proposed to be carried forward in the RTP/SCS.
- Add new projects for consideration in the RTP/SCS

The web-based project application form will be available on **March 1, 2011**. CMAs will help MTC by assisting project sponsors with the application, as well as reviewing and verifying project information prior to final submittal to MTC.

Schedule

Task	Date
Review and Solicit Input on Draft Call for Projects Guidance	PTAC: January 31, 2011 RAWG: February 1, 2011 Policy Advisory Council: February 9, 2011
MTC Planning Committee for Information	February 9, 2011
Issue Call for Projects Letter to CMAs	February 10, 2011
Open Web-Based Project Application Form for Use by CMAs/ Project Sponsors	March 1, 2011
Project Submittals Due	April 29, 2011
MTC Conducts Project-Level Performance Assessment	May – July 2011

Please see **Attachment B** for the RTP/SCS development schedule.