

Attachment A

Draft Call for Projects Guidance

Project sponsors with projects vying for future state or federal funding must have their project identified in the financially constrained RTP/SCS. CMAs will be the main point of contact for local sponsoring agencies and members of the public submitting projects for consideration for inclusion in the 2013 SCS/RTP. Sponsors of multi-county projects (i.e. Caltrans, BART, Caltrain, etc.) may submit directly to MTC. Members of the public are eligible to submit projects, but must secure a public agency sponsor and coordinate the project submittal with their CMA.

CMAs will assist MTC with the Call for Projects by carrying out the following activities:

1. Public Involvement and Outreach

- ***Conduct countywide outreach to stakeholders and the public to solicit project ideas.***
CMAs will be expected to implement their public outreach efforts in a manner consistent with MTC's Public Participation Plan (MTC Resolution No. 3821), which can be found at http://www.onebayarea.org/get_involved.htm. CMAs are expected, at a minimum, to:
 - Explain the local Call for Projects process, informing stakeholders and the public about the opportunities for public comments on project ideas and when decisions are to be made on the list of projects to be submitted to MTC;
 - Hold public meetings and/or workshops at times which are conducive to public participation to solicit public input on project ideas to submit;
 - Hold at least one public hearing providing opportunity for public comment on the list of potential projects prior to submittal to MTC;
 - Post notices of public meetings and hearing(s) on their agency website; include information on how to request language translation for individuals with limited English proficiency. If agency protocol has not been established, please refer to MTC's Plan for Assisting Limited English Proficient Populations.
 - CMA staff will be expected to provide MTC with a link so the information can also be viewed on the website OneBayArea.org;
 - Hold public meetings in central locations that are accessible for people with people with disabilities and by public transit;
 - Offer language translations and accommodations for people with disabilities, if requested at least three days in advance of the meeting.
- ***Document the outreach effort undertaken for the local call for projects.*** CMAs are to provide MTC with:
 - A description of how the public was involved in the process for nominating and/or commenting on projects for inclusion in the RTP/SCS. Specify whether public input was gathered at forums held specifically for the RTP/SCS or as part of an outreach effort associated with, for example, an update to a countywide plan;
 - A description of how the public engagement process met the outreach requirements of MTC's Public Participation Plan, including how the CMA ensured full and fair participation by all potentially affected communities in the project submittal process.

- A summary of comments received from the public, with an indication of how public comments helped inform the recommended list of projects submitted by the CMA. Or conversely, a rationale should be provided if comments from the public were not able to be accommodated in the list of candidate projects.

2. Agency Coordination

- ***Work closely with local jurisdictions, transit agencies, MTC, Caltrans, and stakeholders to identify projects for consideration in the RTP/SCS.*** CMAs will assist with agency coordination by:
 - Communicating this Call for Projects guidance to local jurisdictions, transit agencies, Caltrans, and stakeholders and coordinate with them on the online project application form by assigning passwords, fielding questions about the project application form, reviewing and verifying project information, and submitting projects as ready for review by MTC
 - Working with members of the public interested in advancing a project idea to find a public agency project sponsor, and assisting them with submitting the project to MTC;
 - Developing freeway operations and capacity enhancement projects in coordination with MTC and Caltrans staff.
 - Developing transit improvements in coordination with MTC and transit agency staff.

3. Title VI Responsibilities

- ***Ensure the public involvement process provides underserved communities access to the project submittal process as in compliance with Title VI of the Civil Rights Act of 1964.***
 - Assist community-based organizations, communities of concern, and any other underserved community interested in submitting projects;
 - Remove barriers for persons with limited English proficiency to have access to the project submittal process;
 - For additional Title IV outreach strategies, please refer to MTC's Public Participation Plan found at: http://www.onebayarea.org/get_involved.htm

4. County Target Budgets

- ***Ensure that the County project list fits within the target budget defined by MTC for the county.***
 - MTC will assign counties a target budget based on a population share formula with an additional 75% mark up of the preliminary estimated discretionary funds. This formula approach is consistent with the formula used in Transportation 2035 Plan.
 - County target budgets are intended as a starting point to guide each CMA in recommending a project list to MTC by providing an upper financial limit.

- County target budgets are not intended as the financially constrained RTP/SCS budget. CMAs and MTC will continue to discuss further and select projects later in the process that fit the RTP/SCS financially constrained envelope.

5. Cost Estimation Review

- ***Establish guidelines for estimating project costs.*** CMAs are to establish cost estimation guidelines for use by project sponsors. The guidelines may be developed by the CMAs or CMAs can elect to use other accepted guidelines produced by local, state or federal agencies. MTC has identified the following cost estimation guidelines available for use:
 - Federal: National Cooperative Highway Research Program's Guidance for Cost Estimation and Management for Highway Projects During Planning, Programming, and Preconstruction (http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_w98.pdf)
 - State: Caltrans' Project Development Procedures Manual Chapter 20, Project Development Cost Estimates (http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt20.pdf)
 - Local: Contra Costa Transportation Authority (CCTA) Cost Estimation Guide (http://ccta.net/assets/documents/Cost_Est_Guide_Documentation.pdf)
- ***Review and verify with MTC that each project has developed an appropriate cost estimate prior to submittal.***

6. General Project Criteria

- ***Identify whether projects meet basic project parameters as outlined by MTC.*** CMAs will encourage project sponsors to submit projects which meet one or more of the general criteria listed below:
 - Supports the goals and performance targets of the RTP/SCS (see **Attachment A.1**);
 - Serves as a regionally significant component of the regional transportation network;
 - Derives from an adopted plan, corridor study, or project study report (e.g., countywide transportation plan, regional bicycle plan, Freeway Performance Initiative corridor study, etc.);
 - Supports focused growth by serving existing housing and employment centers within the existing urban footprint and/or urban growth boundaries.
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7. Programmatic Categories

- CMAs should group similar projects, which are exempt from regional air quality conformity that do not add capacity or expand the transportation network into broader programmatic categories rather than submitting them as individual projects for consideration in the RTP/SCS. See **Attachment A.2** for guidance on the programmatic categories.

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Timeline

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 Online Project Application Form for Use by CMAs/ Project Sponsors	March 1, 2011
Close of Project Submittal Period	April 29, 2011
MTC Conducts Project-Level Performance Assessment and Selection Process for Projects for Detailed SCS Scenarios	May – July 2011