

FY 2013-14

# OVERALL WORK PROGRAM

FOR PLANNING ACTIVITIES IN  
THE SAN FRANCISCO BAY AREA



METROPOLITAN  
TRANSPORTATION  
COMMISSION



Association of  
Bay Area Governments

**FINAL**  
**MAY 2013**

**FY 2013-14**  
**OVERALL WORK PROGRAM**  
**FOR THE**  
**SAN FRANCISCO BAY AREA**

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## List of Transportation Planning Acronyms

AA/DEIS	Alternatives Analysis/Draft Environmental Impact Statement AA has been replaced by MIS
ABAG	Association of Bay Area Governments
AC Transit	Alameda-Contra Costa Transit District
ADA	Americans with Disabilities Act
ADAP	Airport Development Aid Program
ALUC	Airport Land Use Commission
AMTRAK	National Railroad Passenger Corporation
Admin.	Administration Committee (MTC committee)
ARB	Air Resources Board
BAAQMD	Bay Area Air Quality Management District
BAC	Bay Area Council
BART	San Francisco Bay Area Rapid Transit District
BATA	Bay Area Toll Authority
BCDC	Bay Conservation and Development Commission
BHO	Bridge and Highway Operations
CAAA	Clean Air Act Amendments of 1990
Caltrain	Penninsula Commute Service
Caltrans	California Department of Transportation
CAP	Clean Air Plan
CAPH	California Association for the Physically Handicapped
CCCTA	Central Contra Costa Transit Authority
CCMP	Comprehensive Conservation and Management Plan (ABAG)
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
Clipper	Regional single transit pass program
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CMS	Congestion Management System
COG	Council of governments
CTC	California Transportation Commission
CARB	California Air Resource Board
CEQA	California Environmental Quality Act
DMV	Department of Motor Vehicles, California
DOT	Department of Transportation
EBMUD	East Bay Municipal Utility District
EBRPD	East Bay Regional Park District
ECCTA	East Contra Costa Transit Authority
EDP	Early Deployment Plan
EIR	Environmental impact report (state)
EIS	Environmental impact statement (federal)
EPA	Environmental Protection Agency

FAA	Federal Aviation Administration
FARE	Financial Accounting Reporting Element
FCAA	Federal Clean Air Act
FHWA	Federal Highway Administration
FRA	Federal Railway Administration
FTA	Federal Transit Administration
GGBH&TD	Golden Gate Bridge, Highway and Transportation District
GIS	Geographical Information System
GPS	Global Positioning System
GHG	Green House Gas
HCD	Housing and Community Development
HEW	Department of Health, Education and Welfare
HIP	Housing Incentive Program
HUD	Department of Housing and Urban Development, U.S.
IGC	Inter-Governmental Council, Santa Clara County
IGR	Intergovernmental Review
IMS	Intermodal Management System
IPG	Intermodal Planning Group
ITS	Institute of Transportation Studies, U.C. Berkeley, or Intelligent Transportation Systems, formerly IVHS
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IVHS	Intelligent Vehicle Highway System; no longer used, now ITS
JARC	Job Access and Reverse Commute Program
JPB	Joint Powers Board (San Mateo County)
LAFCO	Local Agency Formation Committee
LAVTA	Livermore Amador Valley Transportation Authority
LCC	League of California Cities
LIRAQ	Livermore Regional Air Quality Model
L&GO	Legislation and Governmental Organization Committee, ABAG
LPA	Legislation and Public Affairs committee, MTC
LTEE	Land Use, Transportation, Economic & Environmental
LWV - BA	League of Women Voters - Bay Area
MALDEF	Mexican American Legal Defense Education Fund
MAP 21	Moving Ahead for Progress in the 21st Century
MARAD	Maritime Administration, U.S.
MCAC	Minority Citizens Advisory Committee, MTC
MIS	Major Investment Studies
MOU	Memorandum of understanding
MPO	Metropolitan planning organization
MTC	Metropolitan Transportation Commission
MTS	Metropolitan Transportation System
Muni	San Francisco Municipal Railway

NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NORCAL	Northern California Ports and Terminals Bureau
NSF	National Science Foundation (ABAG)
NTIS	National Technical Information Service
OCCUR	Oakland Citizens Committee for Urban Renewal
OEDCI	Oakland Economic Development Council, Inc.
OMB	Office of Management and Budget, U.S.
OPR	Office of Planning and Research, California
OWP	Overall Work Program
OWPA	Overall Work Program Agreement
P&A	Programming and Allocations committee
PCC	Paratransit Coordinating Council
PCS	Peninsula Commute Service
PEA	Planning Emphasis Area
PENTAP	Peninsula Transit Alternatives Project
PMS	Pavement Management System
POC	Planning and Operations Committee
Prop 84	Proposition 84 - State of California Strategic Growth Plan Bond
PTMS	Public Transportation Management System
RAPC	Regional Airport Planning Committee, ABAG/MTC
RIDES	Rides for Bay Area Commuters, Inc.
RPC	Regional Planning Committee, ABAG
RTA	Regional Transit Association
RTCC	Regional Transit Coordinating Council
RTIP	Regional Transportation Improvement Program (state requirement)
RTP	Regional Transportation Plan
RTPA	Regional transportation planning agency
RWQCB	Regional Water Quality Control Board
SAFE	Service Authority for Freeways and Expressways
SAFETEA	Safe, Accountable, Flexible and Efficient Transportation Equity Act of 2004
SamTrans	San Mateo County Transit District
SIP	State Implementation Plan (for air quality)
SMSA	Standard Metropolitan Statistical Area
SPAC	Seaport Planning Advisory Committee, MTC/BCDC
SP&R	State Planning and Research
SPUR	San Francisco Planning and Urban Research
SRTP	Short Range Transit Plan
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TCA	Transportation Coordination and Access (MTC Committee)
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program

TDA	Transportation Development Act
TETAP	Traffic Engineering Technical Assistance Program
TFCA	Transportation Funding for Clean Air
TIP	Transportation Improvement Program (federal requirement)
TLC	Transportation Land-Use Connection
TMP	Traffic Management Program
TP & D	Transportation Planning and Development Account
TravInfo®	Bay Area Advanced Traveler Information System
TRB	Transportation Research Board, National
Toll Credit	Non Federal Share – Section 1905 of SAFETEA-LU
TSM	Transportation Systems Management
UGM	Urban goods movement
USGS	U.S. Geological Survey (ABAG)
VTA	Valley Transportation Authority
West CAT	Western Contra Costa Transit
WRCB	California Water Resources Control Board
WETA	Water Emergency Transit Authority

**CHAPTER 1.1: PROSPECTUS**

**ASSOCIATION of BAY AREA GOVERNMENTS**

**FY 2013-2014**

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## ABAG PROSPECTUS

### I. ORGANIZATION AND MANAGEMENT

This chapter describes inter-agency agreements, agency organization and institutional relationships established among regional and local agencies to carry out regional planning.

#### A. Institutional Arrangements and Cooperative Agreements

Regional planning in the nine-county San Francisco Bay Area (see Attachment 1 on page 1.1.18) is conducted by ABAG, BAAQMD, RWQCB, BCDC, Caltrans, and MTC. Each agency performs specific planning functions that are coordinated by a series of institutional arrangements and cooperative agreements. ABAG is the comprehensive planning agency for the region, and has negotiated agreements (Memoranda of Understanding/Agreement) with most of the functional agencies to promote coordination and consistency of the planning process, to avoid duplication of efforts and to ensure that all decision-making at the regional level is consistent with ABAG's overall goals and policy framework for the Bay Area. There are two types of cooperative agreements in effect: planning and policy development, and Federal Program Review Memoranda of Agreement (Executive Order 12372). The following is a list of cooperative agreements currently in effect or being negotiated.

##### 1. Combined Policy Development and Project Review Agreements

ABAG and MTC are linked with Caltrans for the transportation planning and project review process through a tripartite agreement. In that document, ABAG and MTC agree to share transportation planning resources for regional land-use planning. MTC agrees to recognize ABAG's adopted Projections as the basis for the preparation of the Regional Transportation Plan (RTP). The agreement has an appendix which identifies the relative responsibilities of ABAG and MTC in airport planning. In keeping with the requirements of SB 375 (Steinberg) ABAG and MTC are jointly responsible for development of the Sustainable Communities Strategy for the region and working jointly to development the Plan. ABAG has primary responsibility for the land use component and Regional Housing Need Allocation process.

##### 2. Policy Development Agreements

ABAG, BAAQMD, MTC and Caltrans are jointly engaged in development and updating of the Region's air quality plans. In this program, ABAG, BAAQMD and MTC are co-lead planning agencies. The BAAQMD is responsible for preparing the State-mandated Clean Air Plan to satisfy the California Clean Air Act. ABAG, BAAQMD and MTC work to prepare air quality plans to meet federal requirements. The ongoing inter-agency air quality planning program

involves the public, special interests, and elected officials in planning and implementing air quality planning programs.

3. Memoranda of Agreement

ABAG, as the Areawide Clearinghouse for review of applications for federal grants, had a number of Memoranda of Agreement, required under OMB Circular A-95, Part IV: Coordination of Planning in Multi-jurisdictional Areas. Circular A-95 was rescinded by Executive Order No. 12372 in 1982. New state-designated project review procedures were established as of October 1, 1983. Under these procedures, Memoranda of Agreement required under OMB A-95 remain in effect.

B. Organizational Structure

The Association of Bay Area Governments (ABAG) is the council of local governments formed in 1961 to address regional land use related problems in the San Francisco Bay Region through cooperative action of cities and counties. For planning purposes, the region is defined as the following nine counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma. All 101 cities in the Bay Area, and all nine counties, are members of ABAG.

ABAG policy is determined annually by its General Assembly. Delegates to the General Assembly are elected officials from member cities and counties. Each city and county has one vote, and a majority of both city and county votes is required for action. The General Assembly adopts the budget and the annual work program, and reviews policy actions of the Executive Board.

The 38-member Executive Board, made up of local elected officials (representation is based on population), meets bi-monthly to make operating decisions, appoint committees, authorize expenditures, and recommend major policy decisions to the General Assembly. Staff advisor to the Executive Board is the ABAG Executive Director.

See Organizational Structure - Attachment 2 on page 1.1.19.

C. Committee Structure

Three categories of committees serve the Executive Board.

1. Standing Committees and Responsibilities

Standing committees, except for the Regional Planning Committee (RPC) as described in (d), below, are composed entirely of elected officials (with the exception of representatives of the City of San Francisco as provided in the Bylaws).

- a. The Administrative Committee ensures internal communications among ABAG standing committees and acts for the Executive Board in the months that the Board does not meet. The Executive Director and Assistant Executive Director provide staff services.
- b. The Finance and Personnel Committee of the Executive Board is specified in the Bylaws. Its responsibilities deal with financial, administrative and personnel matters. The committee reviews and monitors expenditures and prepares and recommends personnel policies and budget. The financial and budgetary status of the Association is reported to the General Assembly. The Finance Director provides staff services.
- c. The Legislation and Governmental Organization Committee studies and develops recommendations for General Assembly and/or Executive Board approval on ABAG's goals, legislative program, organization, and all aspects of existing and future regional organizations. It studies and makes recommendations on proposals for governmental reorganization. It reviews current federal and state legislation impacting member governments and regional planning. Its membership is geographically balanced and includes representation from large to small jurisdictions. The Senior Communication Officer provides staff services under the direction of the Assistant Executive Director.
- d. The Regional Planning Committee (RPC) is responsible for developing comprehensive planning policies and procedures for General Assembly and Executive Board approval. It initiates regional and subregional activities related to conservation and development, reviews reports and plans prepared by joint policy committees, task forces, and advisory committees, and makes recommendations regarding regional planning policy. Representation includes local elected officials from all nine Bay Area counties and from regional agencies to ensure coordination during plan development. The RPC also includes the following special and public interest representation: Business, Economic Development, Environment, Housing, Labor, Minorities, Public Interest, Recreation/Open Space, Special Districts, Redevelopment Agencies, Education and the Silicon Valley Manufacturing Group. The Planning Director provides staff services.

## 2. Interagency Committees and Responsibilities

Interagency committees are standing committees with responsibilities and staffing from ABAG and other governmental organizations. They submit recommendations concerning specific plan content.

- a. The Joint Policy Committee (JPC) was established by a joint

ABAG/MTC Task Force in December 2003 to facilitate progress relative to regional issues. In 2004, Senate Bill 849 called for the addition of the BAAQMD to the JPC. Since that time, the Bay Conservation and Development commission (BCDC) has become a formal member of the JPC. The JPC coordinates the regional planning efforts of ABAG, BAAQMD and MTC and pursues implementation of the Bay Area's Smart Growth Vision. In 2005, the JPC adopted a Consolidated Work Program for Implementing and Refining the Bay Area's Smart Growth Vision. In 2007 and 2008 the JPC has been providing feedback and guidance for FOCUS, a voluntary, incentive-based development and conservation strategy for the Bay Area. Also in 2007, the JPC completed a six month study of climate change strategies. Since the passage of SB 375 (Steinberg), the JPC has played a key role in reviewing and commenting on the Sustainable Community Strategy and Plan Bay Area, as it is called. The JPC has twenty voting members; including five from each agency's governing board. The Secretary of the State of California's Business, Transportation and Housing Agency is an ex officio member.

- b. The Regional Airport Planning Committee is a joint committee of ABAG, BCDC and MTC that studies and makes recommendations regarding airport development, policies, and proposed legislation. It also monitors, updates, and refines the Regional Airport System Plan, and formulates policy guidelines for an aviation element in MTC's Regional Transportation Plan.

### 3. Task Forces and Advisory Committees

Task forces and advisory committees, usually of limited duration, are established to provide policy direction in specific subject areas. Members may be elected or non-elected officials of member jurisdictions or citizens with special expertise or from target stakeholder or interest groups. Every attempt is made to obtain ethnic and racial diversity among participants.

In addition, technical advisory committees, with membership of technicians, professionals and/or citizens with special expertise, are assembled as required, by ABAG's management staff. These committees have, in the past, focused on household and employment forecasts, air quality, housing supply and affordability, homelessness, economic development, water quality, solid and hazardous waste management, and earthquake preparedness issues.

### D. Policy-making Process

ABAG's policy-making process involves local elected officials on standing committees who study, develop, and recommend regional policies and implementation programs for approval by the Executive Board and General Assembly.

Regional issues are also raised by individual city or county members of the Executive Board. Requests for initiation of study and policy development activities are considered by the Executive Board and, if accepted, referred to appropriate standing committees or a task force or advisory committee of elected officials and public members that may be formed for the duration of a study.

Implementation of regional policies, plans, and programs is effected by local units of government acting individually or jointly. Consistency of local government actions with regional objectives is assured by actively involving local decision-makers in each step of the regional planning process. The plan and project review function provides the opportunity for ABAG to assist local governments in the coordination of efforts to better serve local needs and to implement regional goals and objectives.

## II. MAJOR PROGRAMS

### A. Regional Planning/Implementation

**Analytic, Data and Information Services** - The foundation of effective public policy is good analysis. Critical to good analysis is the maintenance and constant update of ABAG's various data bases: land use, employment and income and demographics, and the tools to evaluate that data. These data bases serve as the basis for forecasts that are used by local planning organizations, the Metropolitan Transportation Commission (MTC) and the California Department of Transportation (Caltrans) for travel forecasts. This data is used in a set of regional models to produce demographic, economic forecasts that define future land use patterns. Because they have implications for a variety of local actions that go hand in hand with transportation planning, they greatly concern local jurisdictions, and variety of groups that represent interests within the region.

Working closely with MTC has always been critical, but the passage of SB 375 requires a greater level of coordinated land use and transportation modeling and planning in the next Regional Transportation Plan, which is part of Plan Bay Area. ABAG is responsible, along with MTC, for the Sustainable Communities Strategy or Plan Bay Area as it is called. While our current demographic, economic and land use forecasting efforts have formed the basis of this strategy, better coordination with transportation modeling, scenario analysis and significant public outreach, negotiation and discussion have been required.

ABAG has made substantial improvements to its models during the 2011-12 fiscal year in anticipation of the next Regional Transportation Plan. ABAG will also continue to work with MTC to coordinate our computer models to insure appropriate levels of consistency and integrate the requirements of SB 391.

Because of the complexity of the changes to the regional planning process envisioned in SB 375, ABAG and its regional partners will continue with outreach on this issue. We will be taking the opportunity to build on a strong outreach effort that has been made in previous years.

SB 375 also requires that the RTP and Sustainable Communities Strategy be coordinated with the Regional Housing Need Allocation Process (RHNA) process. In the last RHNA cycle ABAG's Executive Board adopted the final 2006-2014 RHNA numbers in November 2008. We anticipate Executive Board Approval of the next round, which is part of the SCS in July, 2013. Local jurisdictions must have approved housing elements for their general plans by December 2014. ABAG has provided technical assistance and information to local jurisdictions to assist state planning and reporting requirements. These efforts may include an annual housing report and a survey of housing production. In Fiscal 2013-14 ABAG will continue to provide assistance as SB 375 also changes the requirements for RHNA to require consistency with the Sustainable Communities Strategy to be developed as part of the next Regional Transportation Plan.

**Planning Services** - Over the years, ABAG has developed a broad base of staff expertise in smart growth, land-use, housing, economic development, environmental quality and protection, and earthquake preparedness and recovery planning. These capabilities are focused on providing leadership in the Bay Area relative to regional land-use planning and sustainable growth and assisting local governments with complex local and regional planning issues. Products include preparation of conservation and development strategies and plans, position and issue papers, workshops, conferences and seminars on timely regional topics, and review of federal grant applications and development projects.

Implementation of FOCUS, the Bay Area's Regional Blueprint Plan - a multi-agency initiative led by the Association of Bay Area Governments with support from MTC as well as BAAQMD and BCDC has become a major element of the SCS. FOCUS encompasses 170 preferred areas for development (Priority Development Areas or PDAs) and 98 conservation (Priority Conservation Areas or PCAs) and directs financial incentives, resources, and support to those areas. Together, the PDAs represent approximately three percent of the region's total land area but have self-identified the capacity to accommodate more than half the region's projected housing growth to 2035.

The FOCUS Initiative emphasizes planning for complete communities, not just for isolated infill projects. Complete communities are more effective at moderating traffic and growth in Vehicle Miles Traveled (VMT) because residents can walk and bike to many everyday needs and connections to transit are enhanced. Successful projects can serve as models to other jurisdictions developing compact communities and help to further regional goals. FOCUS and the linked regional programs related to transportation, housing, and modeling described above provide the 9-county Bay Area with a solid base upon which to implement SB375 in the region.

In July 2007 over 50 local government entities in the region expressed interest in having PDAs in their city or county. In November 2007, the ABAG Executive Board adopted the nominated Priority Development Areas. Since that time, the Executive Board has approved Employment Centers and Rural Areas as designations for potential funding.

**Air Quality** - For nearly twenty years, ABAG has worked cooperatively with the BAAQMD and MTC in developing regional air quality plans to meet federal Clean Air

Act requirements. ABAG has supported plan implementation by assisting cities and counties to incorporate air quality supportive measures into their policies and programs. - ABAG coordinates with MTC and the BAAQMD to monitor and support implementation of the region's Clean Air Plan (CAP)) to meet 1988 California Clean Air Act Requirements. The region is required to update the CAP every three years. To help the region attain the state ozone standard, ABAG has taken a leadership role in regional efforts to promote "smart growth" through the FOCUS Initiative, a smart-growth based RHNA methodology and policy-based *Projections*.

**Water Quality** - Established in 1987, the San Francisco Estuary Project is a federal-state-local partnership working to restore water quality and manage the natural resources of the San Francisco Bay-Delta Estuary while maintaining the region's economic vitality. Mandated under the federal Clean Water Act's National Estuary Program, the Estuary Project oversees and tracks implementation of the *Comprehensive Conservation and Management Plan (CCMP)*, a blue print for action to protect, enhance, and restore the Estuary. The Governor and US Environmental Protection Agency Administrator approved the *CCMP* in 1993.

The San Francisco Estuary Project and its partners completed many projects and activities in 2008 that support the Project's mandate to protect, enhance, and restore the San Francisco Bay-Delta Estuary through implementation of actions in the Comprehensive Conservation and Management Plan (CCMP). Continuing the important work of the recent past when the Project completed a comprehensive review and update of the 1993 CCMP, we initiated a Strategic Planning review. The strategic planning objective was to refine our efforts and direct attention to the top regional environmental priorities facing the Estuary.

The Project ably supported the highly successful Fifth Biennial CalFed Science Conference held in October 2008, attended by over 1200 managers and scientists. The Project is managing over 30 grants and contracts totaling over \$20 million directed at reducing pollutants, improving stream protections, decreasing watershed erosion, improving subtidal habitats of the Bay, improving stormwater quality, increasing the function and extent of bay wetlands, and improving public understanding of Clean Water Act issues.

- Working with BCDC, the California Coastal Conservancy, and NOAA on the San Francisco Bay Subtidal Habitat Goals Project, a collaborative interagency effort to establish a comprehensive and long-term management vision for protection, restoration, and appropriate use of San Francisco Bay Subtidal habitats;
- Implementing LID storm water and flood protection projects in the West Coast Estuaries Initiative grant including wetland restoration in City of Hercules, stream restoration in City of Pinole, monitoring replacement of impermeable pavement in San Mateo County and training students in wetland restoration; and
- Initiating work on 17 local projects across the estuary through \$5 million in grant funds recently awarded by the US EPA.

**Earthquake and Hazard Preparedness and Recovery Planning** - ABAG's Earthquake and Hazards Program focuses on identifying actions that can be undertaken by local governments, residents, and businesses to mitigate hazards and prepare for disasters. Together, these actions will work toward the regional goal identified in the Local Hazard Mitigation Plan for the Bay Area adopted by both ABAG and MTC - to maintain and enhance a disaster-resistant region by reducing the potential loss of life, property damage, and environmental degradation from natural disasters, while accelerating economic recovery from those disasters. ABAG continues to produce hazard maps, together with understandable documentation predicting functionality of our housing and transportation systems following major earthquakes and other disasters. ABAG has also initiated a major disaster resiliency initiative designed to help the region recover from a major disaster.

**Bay Trail Development** - The San Francisco Bay Trail Project, staffed by ABAG and funded by ABAG, MTC, and State park bonds assists cities, counties and special districts around the region with planning, design and construction funding to complete a 500-mile trail system along the Bay shoreline. With 325 miles in place, the trail connects 47 shoreline cities to the Bay, to each other, and to more than 130 parks, shoreline interpretive and recreational facilities, wildlife preserves and public open spaces.

ABAG staff planners work to ensure that the trail is incorporated into local general plans; city, county and regional bike plans; and shoreline development projects. Bay Trail staff has helped refine the design for public access within or adjacent to several large-scale improvement projects, including Eastshore State Park (Emeryville, Berkeley, Albany, and Richmond), Oakland's Waterfront Pathway, Hunter's Point Naval Shipyard (San Francisco), Highway 237, and Highway 101. Bay Trail staff also is working to incorporate public access into plans for the conversion of seven military bases around the region, as well as the South Bay Salt Pond Restoration area, North Bay wetlands, and across all major toll bridges.

Bay Trail maps have been updated to reflect new trail segments, waterfront destinations, and recommended hikes/bike rides.

B. **Local Services**

**Technical Assistance** - Drawing on capabilities developed in ABAG's planning and service programs, technical assistance is made available to local and state governments and the private sector in accord with ABAG's policies on cost reimbursement. Services include: data development and analysis; assistance in developing plans and plan elements; conducting special studies and demonstrations, and report preparation, media consultation and support and GIS.

D. **Conference Services**

ABAG conference services offer conference organization, logistics and production assistance to public and private sectors. ABAG has produced conferences, workshops and training programs for as many as 10,000 people and as few as 25. ABAG conference

services offer complete packages from concept to delivery including announcements, organizing and development conference materials and registration.

E. **Citizen Participation**

The goal of ABAG's citizen participation program is to involve Bay Area residents in regional and sub-regional planning, and to ensure two-way communication. ABAG is dedicated to informing citizens of its research, planning programs and services as well as encouraging citizen involvement in the development of those activities. As an integral part of the continuing operation of the Association, citizen participation is solicited at two levels: interaction with ABAG policy boards and committees and education through the public information services of the Communications and Government Affairs Office.

Citizen participation takes place in the following ways and areas:

- Policy Boards and Committees are comprised of locally elected officials
- Standing committees, task forces, and advisory committees include members of community groups, representative so special interests and staff members of governmental and non-governmental agencies. All meetings are noticed, and are open to the public.
- Public discussions/public hearings are held on major issues being considered by ABAG policy committees, such as: growth management, housing, economic development, air and water quality, safety, recreation, regional strategies; projections of population, land use, employment and housing; State legislation and constitutional revision proposals.
- There is an opportunity for public comment at every ABAG public meeting, providing the opportunity for citizens to express their views on any item on or off the agenda.

**Communications Program**

The Communications and Government Affairs staff provide information to members and citizens about ABAG, its research, services, regional planning activities, and state and federal legislation issues of regional concern; and solicits member and citizen participation in decision-making. Basic objectives are:

- To ensure that citizen involvement in ABAG decision-making is timely and that ABAG activities and policies are communicated to a regional audience;
- To employ modern communication techniques to reach the members and public through print and electronic media, to obtain greater public understanding of regional issues, and encourage inquiries and public contact with the agency;

- To utilize the Internet, through abagOnline, to disseminate ABAG information nationally and internationally as well as locally, regionally and statewide;
- To work with libraries, schools, community organizations, and other government agencies on cooperative educational programs, to expand the numbers of informed and involved citizens;
- To assist the ABAG staff in planning, coordinating, and facilitating meetings, conferences, seminars and General Assembly, to ensure wide public involvement; and
- To create, promote and produce special events to involve the public directly in ABAG programs.

**F. Equal Opportunity**

ABAG maintains a fundamental commitment to achieving a more equitable distribution of the region's resources among Bay Area residents. Particular effort is given to improving resource accessibility and service to disadvantaged populations. The Affirmative Action Officer monitors, reports progress, and advises the Executive Director regarding annual objectives. Outreach to ethnic minorities remains part of ABAG's recruitment efforts. Training and advancement of ethnic minorities, women, and the disabled remain high among ABAG priorities. Also, the Agency remains committed to other components of its overall Affirmative Action Program including contracting with minority consultants and banks, and minority involvement in ABAG policy bodies and committees. ABAG is also committed to increasing opportunities for workers with disabilities.

The Regional Plan for the San Francisco Bay Area includes the following Equal Opportunity policies:

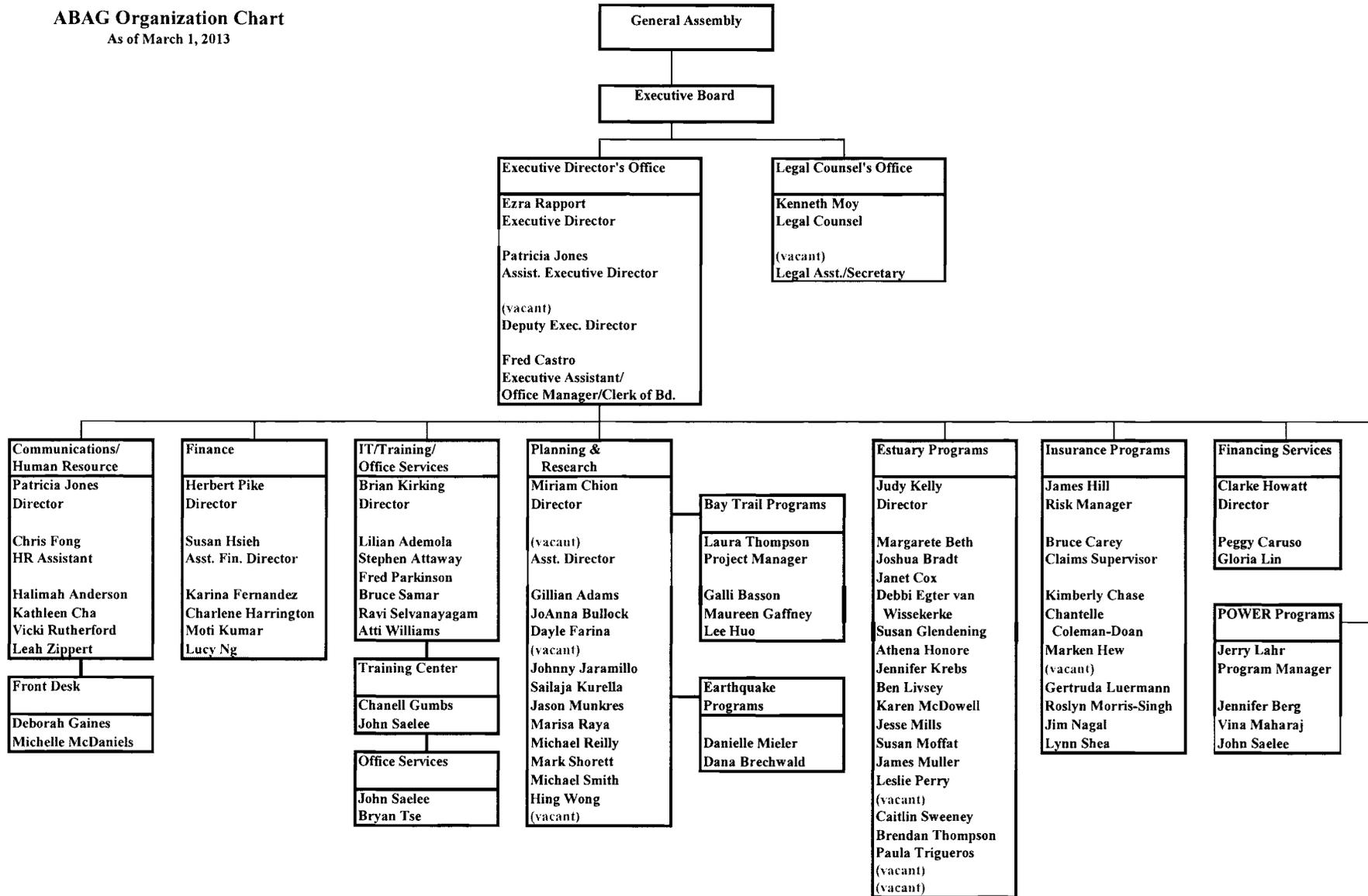
- a. Citizen participation and input in regional decision-making. Alienation must be avoided. Minorities, especially low income minorities, tend to have minimal participation in the political process at all levels. They should be brought into the areas of political decision-making as much as possible.
- b. Gaining and maintaining Economy/efficiency through units of government that deliver effectively such services as sanitation, police and fire protection, recreation, as well as health and welfare services.
- c. Legitimacy. In order for the preceding values to be maximized in a system of regional governance, the system must be perceived as legitimate. This can come about only if the economic and social needs of low income and minority people are made an explicit part of regional objectives, policies, and actions.
- d. Indian Tribes. Continue to meet with the Bay Area Tribal Summit to share information about FOCUS and other planning initiatives that may be of interest to

tribal governments. Continue to send announcements about upcoming conferences and workshops to the tribal governments.

**ATTACHMENT 1  
San Francisco Bay Area Map**



**ABAG Organization Chart**  
As of March 1, 2013



**METROPOLITAN TRANSPORTATION COMMISSION**

**CHAPTER 1: MTC PROSPECTUS**

**FINAL  
FY 2013-14**

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### Attachment

Attachment 1: MTC Staff Organization Chart

# MTC PROSPECTUS

## I. Introduction and Purpose

The Overall Work Program (OWP) guides the collaborative metropolitan transportation planning process which involves the Metropolitan Transportation Commission (MTC), the Association of Bay Area Governments (ABAG) and the California Department of Transportation (Caltrans), as well as more than 150 partner organizations in the nine-county San Francisco Bay Area Region (Region). Specifically, the OWP establishes the transportation planning objectives to be achieved and assigns the institutional responsibility and funding to complete the work for the Region. The OWP structure includes:

Section I - PROSPECTUS: In this section, ABAG and MTC outline objectives and institutional arrangements, as well as the schedule to achieve these objectives;

Section II – UNIFIED PLANNING WORK PROGRAM: In this section, ABAG, Caltrans and MTC describe specific activities to be undertaken during the year to accomplish the objectives; and

Section III – BUDGET: This section summarizes the regional planning funds available to ABAG and MTC during FY 2013-14.

Moving ahead for the projects in the 21<sup>st</sup> century (MAP 21): A Legacy for Users (MAP-21) requires metropolitan planning organizations (MPOs) to work cooperatively with federal and state agencies, local transportation agencies, local governments, public transit operators, tribal governments, and various stakeholders to develop regional transportation plans and transportation improvement programs for urbanized areas of the state. The plans and programs are intended to further the national interest: to encourage and promote the safe and efficient management, operation, and development of surface transportation systems. These systems should serve the mobility of people and freight, and foster economic growth and development within and through urbanized areas, while minimizing transportation-related fuel consumption and air pollution.

The Region produces two documents—updated periodically—that comply with federal legislation requirements: the *Regional Transportation Plan* (RTP) and the *Transportation Improvement Program* (TIP). The Commission adopted the current RTP, known as *Transportation 2035: Change in Motion* in April 2009 and the 2011 TIP in October 2010. As stipulated in MAP-21, these documents provide for the development and integrated management and operation of transportation facilities that function as a regional system as well as the state and national intermodal transportation systems. These plans and their corresponding policies, strategies and investments embody the eight MAP 21 planning factors as follows:

- support the economic vitality of the region, especially its global competitiveness, productivity and efficiency;
- increase the safety of the transportation system;
- increase the security of the transportation system;
- increase accessibility and mobility for people and freight;

- protect and enhance the environment; Promote energy conservation improve the quality of life, and promote consistency across and between modes, people and freight between transportation improvements and state and local planned growth and economic development patterns;
- enhance transportation system integration and connectivity;
- promote efficient management and operation, and
- emphasize the preservation of the existing transportation system.

This OWP describes the tasks and products proposed by the region to implement the transportation system and services articulated in MAP 21 and goals embodied in MTC's RTP.

## **II. Bay Area Implementation of FY2013-14 Planning Emphasis Areas**

Overall Approach: The Bay Area's transportation system is complex with many interrelated functions, ownership, areas of responsibility and dynamic relationships with land use and air quality. Addressing these complexities, MTC partners with three other regional agencies – Bay Area Air Quality Management District (BAAQMD), Association of Bay Area Governments (ABAG), and Bay Conservation and Development Commission – to cooperatively work on regional planning efforts through the Joint Policy Committee (JPC) Among the JPC's current initiatives are regional economic development and climate protection.

As part of the current RTP update MTC and ABAG will be developing a combined regional land use plan and transportation investment strategy as part of a Sustainable Communities Strategy (SCS/RTP, known as Plan Bay Area) pursuant to Sustainable Communities and Climate Protection Act of 2008 (SB 375 – Steinberg, or known simply as SB 375); this effort is currently underway, with an expected SCS/RTP adoption in June 2013. MTC also collaborates with the Bay Area Partnership to improve the overall efficiency and operation of the region's transportation network, including developing strategies for financing and transportation improvements. Furthermore, MTC staff works with a citizen-based Policy Advisory Council on key planning and policy issues for purposes of informing Commission discussions and decisions. Public outreach and involvement activities are ongoing as part of these planning efforts.

The FHWA California Division, in consultation with FTA Region IX, has determined that the planning emphasis areas (PEA's) for California's transportation planning and air quality program in Federal FY 2013-14 are:

- Core Planning Functions
- Performance Management
- Safety and,
- Livability/Sustainability
- State of Good Repair

The discussion below highlights the areas in MTC's work program that relate to the PEAs.

## **Core Planning Functions**

### Public Participation and Education

As outlined in MTC's Public Participation Plan adopted in 2010, MTC's public involvement process aims to give the public ample opportunities for early and continuing participation in critical transportation projects, plans and decisions, and to provide full public access to key decisions. Public participation is essential in developing planning and funding priorities for the Regional Transportation Plan and Transportation Improvement Program to identify issues of concern and issue areas that require further analysis, discussion, and input to Commission decisions. The Public Participation Plan outlines the Commission's guiding principles for conducting public outreach includes detailed information on opportunities for public engagement.

MTC fully documents the public participation process implemented during the development of the Regional Transportation Plan and Transportation Improvement Program, reports on the key messages heard from the public, and provides responses on how those comments are addressed in the planning process.

### Regional Transportation Plan

The Regional Transportation Plan (RTP) sets forth a regional policy and investment framework to maintain, manage and strategically expand the Bay Area's State highways, streets and roads, and transit systems. Over the years, the scope of the RTP has broadened beyond addressing the region's mobility and surface transportation infrastructure needs to include innovative ways to integrate transportation and land use, improve air quality, and address social equity and climate change. The RTP planning process has greatly expanded to include intensive interagency collaboration and public outreach and involvement. The Commission's current RTP – *Transportation 2035: Change in Motion* – offers new perspectives, policies and strategies for looking at transportation and its relationship to our built and natural environments. The next RTP, Plan Bay Area is currently under development. Plan Bay Area will not only address federal planning requirements as set forth in SAFETEA-LU and MAP-21 but also CASenate Bill 375 which calls for better integration of transportation, housing and land use as a way to reduce greenhouse gas emissions. In the Bay Area, MTC is working with ABAG as well as CMA's, Caltrans District 4, BAAQMD, BCDC, transit agencies and local jurisdictions to develop a plan in which the Sustainable Communities Strategy (SCS) is fully integrated and internally consistent with the RTP. Plan Bay Area is expected to be adopted in Spring 2013.

### Federal Transportation Improvement Program

The federally required Transportation Improvement Program (TIP) is a comprehensive listing of all Bay Area surface transportation projects that are to receive federal funding or are subject to a federally required action, or are considered regionally significant for air quality conformity purposes. The 2011 TIP was adopted by the Commission on October 27, 2010 and approved by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) on December 14, 2010. It is valid through December 13, 2014. The TIP must be financially constrained by year, meaning that the amount of dollars committed to the projects (also referred as "programmed") must not exceed the amount of dollars estimated to be available. All projects included in the TIP must be consistent with the Regional Transportation Plan (RTP) and the TIP must be analyzed to determine if the program complies or "conforms" with the federal air quality plan (known as the State Implementation Plan or SIP) and regulations.

MTC develops the TIP in cooperation with the Bay Area Partnership of federal, state and regional agencies; county congestion management agencies (CMAs); public transit providers; and city and county public works representatives. The Bay Area's 2011 TIP includes approximately 1,000 transportation projects, and a total of approximately \$11.1 billion in committed federal, state and local funding over the four-year TIP period through fiscal year 2014.

#### Annual Project List

The current FTIP project list for 2013 encompasses approximately 1200 transportation projects.

#### Congestion Management Plan

In 2009 Caltrans replaced their Highway Congestion Monitoring Program (HICOMP) Report, conducted by both MTC and Caltrans with their Mobility Performance Report (MPR). This new report uses data collected every day with a new standard statewide methodology for measuring freeway traffic congestion.

#### Work Program Development

The planning program funds that MAP-21 provides to MTC are used for developing the long-range transportation plan, which integrates our overall transportation planning activities, including airport/seaport, intermodal facilities, transit, bicycle/pedestrian and corridor planning activities.

The work elements included in this OWP have been developed in additional detail as was previously requested by Caltrans and FHWA staffs through past state audits and federal MPO certifications. The reader will note that the work elements described in this OWP update have been expanded to provide more detail on program descriptions, objectives, planning factors addressed, key products and key implementation milestones.

As mentioned above, MTC and ABAG are jointly preparing an RTP/SCS update, which requires integration of land use and transportation plans as required by SB 375. This SCS/RTP effort will culminate into an integrated plan that identifies a preferred land use plan that promotes more focused development and better jobs/housing fit that is supported by a transportation network that fosters smarter growth and economic vitality in the region.

#### **Performance Management**

Performance-based planning is systematic and analytic. It expresses policy in terms of quantifiable objectives, sets-up a decision-making framework to evaluate both transportation policies and investments, and through continued evaluation of performance trends, gives decision-making bodies an opportunity to make adjustments in policy and/or investment priority when needed. In this vein, the Commission continues to embrace a performance-based approach to its long-range transportation planning and programming activities to focus on measurable outcomes of potential investments and the degree to which these investments support stated policies.

The use of performance measures is not new to Bay Area planning and programming. SB 1492 (Statutes of 2002) requires the Commission to establish performance measurement criteria on both a project and corridor level to evaluate and prioritize all new investments for consideration in the Regional Transportation Program. MTC has conducted performance assessments for the 2001 Regional Transportation Plan, Transportation 2030 Plan in 2005, and the Transportation 2035 Plan in 2009. These assessments will be a central focus for 2013 SCS/RTP to ensure that the transportation network supports the region's land use vision. In summary, the adopted performance targets for the 2014 SCS/RTP include:

- Climate Protection
- Adequate Housing
- Healthy and Safe Communities
- Reduce the number of injuries and fatalities from all collisions
- Increase the average time walking or biking per person per day
- Open Space and Agricultural Preservation
- Equitable Access
- Economic Vitality
- Transportation System Effectiveness
- Maintain the transportation system in a state of good repair

FHWA and FTA anticipate that an emphasis on measuring the outcomes of the planning process via performance measures will be a key feature in the new MAP-21. This work program continues to emphasize the use of performance measures and performance monitoring in the development of the Regional Transportation Plan and the Transportation Improvement Program. Additional performance measures may be added to test other performance objectives. MTC is working with staffs from FHWA, FTA and Caltrans local government and stakeholders to define appropriate performance measures for the upcoming long-range plan.

### **Safety**

23 CFR 450.206 and 23 CFR 450.306 requires the State and Metropolitan transportation planning process be continuous, cooperative, and comprehensive, and provide consideration and implementation of projects, strategies, and services that will increase the safety of the transportation system for motorized and non-motorized users. 23 CFR 450.306 also requires the metropolitan transportation planning process to be consistent with the Strategic Highway Safety Plan, as specified in 23 U.S.C. 148, and other transit safety and security planning and review processes, plans, and programs, as appropriate. Furthermore 23 CFR 450.216 requires that the Federal Transportation Improvement Program (FTIP)/Federal Statewide Transportation Improvement Program (FSTIP) include all safety projects included in the State's SHSP.

In January 2011, MTC adopted a set of 10 performance targets for the Sustainable Communities Strategy/Regional Transportation Plan update to be adopted in 2013. The adopted targets include a target to reduce by 50% the number of injuries and fatalities from all collisions (including bike and pedestrian). See [http://apps.mtc.ca.gov/meeting\\_packet\\_documents/agenda\\_1599/Revised\\_-\\_tmp-3987.pdf](http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1599/Revised_-_tmp-3987.pdf).

The current RTP, *Transportation 2035*, also includes a goal to improve the safety of the transportation system. It includes the following specific performance objectives:

- Reduce fatalities from motor vehicle collisions by 15% from today by 2035
- Reduce bicycle and pedestrian fatalities attributed to motor vehicle collisions by 25% (each) from 2000 to 2035
- Reduce bicycle and pedestrian injuries attributed to motor vehicle collisions by 25% (each) from 2000 to 2035

(For a list of all Transportation 2035 performance objectives, see [http://apps.mtc.ca.gov/meeting\\_packet\\_documents/agenda\\_1599/Revised\\_-\\_tmp-3987.pdf](http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1599/Revised_-_tmp-3987.pdf).)

In setting safety goals and objectives, MTC aims for consistency with the California Strategic Highway Safety Plan (SHSP). MTC staff actively participates in the development and implementation of the SHSP. As discussed above, the performance targets in the RTP reflect priorities and goals in the SHSP, including reducing fatalities and injuries for drivers, cyclists and pedestrians. Among the programs discussed in the RTP and listed in the TIP include Safe Routes to Schools projects, as well as projects that will encourage safer conditions for bicyclists and pedestrians regionwide. Additionally, the goals set in the RTP influence both the project selection criteria and in turn the TIP development.

When MTC develops the RTP, we solicit potential investments from Caltrans, county congestion management agencies, and transit operators. These parties participate actively in the discussion of investment trade-offs. In addition, MTC participates actively with other regional and state agencies in emergency response planning and annual exercises. This process allows for compliance and consistency with state and federal emergency management practices among security programs and projects.

As noted above, Safety goals are identified in the region's current Regional Transportation Plan (Transportation 2035), and projects achieving these goals and objectives are included in the TIP. Discrete safety projects in the TIP are generally drawn from federal programs such as Safe Routes to Schools, Highway Safety Improvement Program, Hazard Elimination, Rail-Highway Crossings, High Risk Rural Roads, etc. Caltrans is responsible for project selection; and on their direction, MTC includes the projects funded by these programs in the TIP. Several MTC programs such as TLC, the Bicycle/Pedestrian Program, Freeway Service Patrol, and Arterial Operations provide significant safety benefits to bicyclists, pedestrians, and drivers. In addition, bridge tolls have funded seismic safety projects for Bay Area bridges, Doyle Drive/ Presidio Parkway and the Transbay Tube Retrofit. Finally, the FTA Section 5307 formula program dedicates 1% of the program funding to security projects.

Only projects consistent with the Regional Transportation Plan (RTP) were included in the 2011 TIP as required by federal law. This means that even fully funded projects were excluded from the 2011 TIP if they were inconsistent with the RTP. Projects are reviewed for consistency with the RTP, other security plans and programs as they are submitted for various funding programs, and as they are amended into the TIP for the first time. Projects are routinely amended into the TIP to include projects stemming from the SHSP as well the other security programs and plans. Additionally, in conjunction with transit operators, MTC programs state Proposition 1B Transit Security Grant Program funds for transit system safety, security, and disaster response projects.

Lastly, MTC focuses on safety in numerous different venues as part of its planning processes, including, but not limited to:

- increased interaction with members of the public health field through its Policy Advisory Council, the pedestrian and bicycle advisory groups, technical ad hoc committee on performance measurement, and other groups focused on development of the Sustainable Communities Strategy/Regional Transportation Plan.
- MTC has sponsored numerous Community-Based Transportation Planning efforts, in which safety figure prominently as a community concern.
- MTC chairs an emergency planning committee composed of mass transit operators, Caltrans and the California Emergency Management Agency (CalEMA) to jointly

undertake preparedness planning and to conduct annual exercises to address regional disasters.

- MTC played a key role in developing the California Statewide Motorist Aid Committee (representing Caltrans, CHP and local/regional agencies) that coordinates policy and implementation of the Freeway Service Patrol and Call Box programs.
- Executive staffs from MTC, Caltrans, and the California Highway Patrol meet regularly to address matters related to freeway management and safety considerations.

### **Livability/Sustainability**

Specifically, SB 375 calls upon metropolitan planning organizations (MPOs) in 18 regions in California to develop an integrated transportation, land-use and housing plan known as a Sustainable Communities Strategy, with the ultimate goal of reducing greenhouse gas (GHG) emissions for cars and light-duty trucks. In the Bay Area, MTC and ABAG have the principal role of preparing the SCS.

While the primary goal of SB 375 is to reduce GHG emissions (California's 2006 Global Warming Solutions Act (SB 32) calls for a 20% reduction in GHG emissions from all economic sectors; SB 375 established land use and transportation GHG emission reductions), there are several co-benefits of an integrated land use and transportation planning:

- Integrating land uses (jobs, stores, schools, homes, etc.) and encouraging more complete communities can reduce automobile trips and emissions.
- Clustering more homes, jobs and other activities around transit can make it easier to make trips by foot, bicycle or public transit.
- Planning land uses and transportation together can help improve the vitality and quality of life for our communities, while improving public health.

The SCS will reflect the "Three E" goals of sustainability — Economy, Environment and Equity. The vision will be crafted with guidance from local government officials and Bay Area residents to help support a prosperous and globally competitive economy, provide for a healthy and safe environment, and produce equitable opportunities for all Bay Area residents. MTC and ABAG have established targets or benchmarks for measuring our progress toward achieving these goals as mentioned above, which are consistent with the principles in the Livability/Sustainability PEA.

ABAG and MTC will develop the SCS in partnership with the Bay Area Air Quality Management District and the San Francisco Bay Conservation and Development Commission. The four regional agencies will team with local governments, county congestion management agencies, local planning and public works directors, city and county managers, public transit agencies, interested residents, stakeholders and community groups to ensure that all those with a stake in the outcome are actively involved in the Strategy's preparation.

ABAG administers the state-required Regional Housing Need Allocation (RHNA). State law requires that the RHNA follow the development pattern specified in the SCS. ABAG will adopt the next RHNA at the same time that MTC adopts the RTP. Local governments will then have another 18 months to update their housing elements. Related zoning changes must follow within three years.

MTC must adopt the SCS as part of its next RTP, which is due in 2013. Because state and federal law require everything in the plan to be consistent, the RTP's investments must be consistent with the SCS and local land-use plans and must be judged to be realistically achievable in the RTP's 25-year planning horizon.

### **State of Good Repair**

Over the next 25 years, MTC estimates that the cost to rehabilitate and maintain the region's transportation capital assets will approach \$100 billion for an ideal state of repair. Even with the bulk of the region's funding dedicated to maintaining and operating the existing system, a sizeable capital need of roughly \$40 billion remains. MTC has dedicated significant resources and efforts, in concert with our partner agencies, to identify the capital asset needs and to prioritize the investments that will be most cost-effective in maintaining the capital infrastructure.

To this end, the current plan under development, Plan Bay Area, established the following performance metrics related to maintaining the transportation system in a state of good repair:

- Increase local road pavement condition index (PCI) to 75 or better
- Decrease distressed lane-miles of state highways to less than 10 percent of total lane-miles
- Reduce average transit asset age to 50 percent of useful life

For streets and roads, MTC has developed and maintains a pavement asset management program that is used by nearly all of the Bay Area jurisdictions. The MTC Pavement Management Program (PMP) StreetSaver® is a computer-assisted decision-making tool designed to help cities and counties prevent pavement problems through judicious maintenance, and to diagnose and repair existing problems in a timely, cost-effective manner. MTC also dedicates a significant portion of its federal dollars to pavement rehabilitation projects.

For transit, MTC is using FTA funds to develop a regional transit capital inventory that details the transit capital assets for the region's twenty-plus transit operators. The transit capital inventory work has been developed closely with the transit operators and is currently used to calculate current and future replacement and rehabilitation needs and costs. Future enhancements will add asset condition information to allow better prioritization of asset replacement and rehabilitation projects in a constrained funding environment. Additionally, MTC is working with transit operators to develop the current system into a tool that the transit operators can use for asset management on an ongoing basis. MTC has been active in FTA roundtables on State of Good Repair, state-level work on transit asset management and capital planning, and is eager to continue partnering to advance the region's data and analytical framework for asset management, consistent with new policies established in MAP-21.

Through longstanding policy, MTC dedicates nearly all of its FTA formula funds to rehabilitation and replacement capital projects. The analytical tools discussed above, coupled with a Transit Capital Priorities policy, are used to assign funding to the most critical transit capital replacement needs. In addition, the Commission has established multi-year funding agreements for the replacement of the BART and Caltrain fleets that help to manage these large concentrated investments while still maintaining other important regional asset replacement.

### **III. MTC Organization**

This section provides a description of the planning area and the MTC organization structure (including its committees, citizen-based advisory council and task forces) and illustrates the transportation planning decision-making process. It also includes a description of the four-agency Joint Policy Committee.

#### **Planning Area**

The Bay Region embraces the nine counties that touch San Francisco Bay (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma) and includes 101 municipalities. More than 7 million people reside within its 7,000 square miles.

The region MTC serves is unique in that there are eight primary public transit systems as well as numerous other local transit operators, which together carry nearly 500 million passengers per year. The region's varied geography has given rise to a diverse range of public transit modes: antique cable cars and historic streetcars; high-speed ferries; diesel commuter rail and electric-powered rapid transit rail; diesel and natural gas buses; and electric trolley buses. The combined annual operating budget of the transit agencies is over \$2 billion, placing this region among the top transit centers in the nation. In addition, there are numerous specialized services for elderly and disabled travelers (referred to as paratransit service), nearly 20,000 miles of local streets and roads, 1,400 miles of highway, six public ports and three major commercial airports.

#### **Metropolitan Transportation Commission**

Created by the state Legislature in 1970 (California Government Code § 66500 et seq.), the MTC is the transportation planning, coordinating and financing agency for the nine-county San Francisco Bay Area. MTC functions as both the regional transportation planning agency — a state designation — and, for federal purposes, as the region's metropolitan planning organization (MPO). The Commission Procedures Manual, which is dated November 25, 1981 and as revised periodically by MTC resolution action, sets forth the agency's bylaws and rules. The Commission Procedures Manual outlines the Commission and commissioners, Commission officers, Commission meetings and the conduct of business, and Commission committees (see MTC Resolution No. 1058, Revised).

The Commission's work is guided by a 21-member policy board, eighteen of whom are voting members. Oakland and San Jose each have a seat appointed by the City's Mayor. Fourteen commissioners are appointed directly by local elected officials (each of the five most populous counties has two representatives appointed by board of supervisors and the mayors of the cities within that county, respectively; the four remaining counties' respective board of supervisors appoint one commissioner each, selected from a list of three nominees furnished by the respective Mayor's Selection Committee to represent both the cities and the board of supervisors of that county). In addition, two members represent regional agencies — the Association of Bay Area Governments (ABAG) and the Bay Conservation and Development Commission (BCDC). BCDC's appointee is required to be a resident of San Francisco and approved by the Mayor of San Francisco. The ABAG representative may not be from the Counties of Alameda or Santa Clara or from the City and County of San Francisco. Finally, three nonvoting members have been appointed to represent federal and state transportation agencies and the federal housing department, i.e., the California Business, Transportation and Housing Agency, the U.S. Department of Transportation, and the U.S. Housing and Urban Development Department.

### **MTC Committees**

Six standing committees (comprising seven or more commissioners each) make recommendations to the full Commission. The six committees are Administration, Executive, Legislation, Planning, Operations, and Programming and Allocations. The responsibilities of these six committees are listed below. A select committee on Transit Sustainability has been established to oversee the project on this subject.

<b>MTC Committee</b>	<b>Responsibilities</b>
Administration Committee	<ul style="list-style-type: none"> <li>• Oversight of Agency Operations</li> <li>• Financial Reports/Audits</li> <li>• Agency Budget</li> <li>• Contracts</li> <li>• Commission Procedures</li> </ul>
Executive Committee	<ul style="list-style-type: none"> <li>• Acts on matters of urgency brought before it by the Chair between Commission meetings</li> <li>• Acts on other matters assigned by Commission Chair</li> </ul>
Legislation Committee	<ul style="list-style-type: none"> <li>• Annual MTC Legislative Program</li> <li>• Positions on proposed Legislation &amp; Regulation</li> <li>• Public Involvement and Limited English Population Plans</li> <li>• Public Information/Media</li> <li>• Policy Advisory Council</li> </ul>
Planning Committee	<ul style="list-style-type: none"> <li>• Agency Work Program</li> <li>• Regional Transportation Plan</li> <li>• Sustainable Communities Strategy</li> <li>• Corridor Studies</li> </ul>
Operations Committee	<ul style="list-style-type: none"> <li>• Oversight of Transportation System Management &amp; Operational Activities</li> <li>• Customer Service Programs</li> <li>• Agency Contracts Re: System Management &amp; Operations</li> </ul>
Programming and Allocations Committee	<ul style="list-style-type: none"> <li>• Fund Estimate</li> <li>• Fund Allocations</li> <li>• Fund Programming</li> <li>• State Transportation Improvement Program (STIP)</li> <li>• Federal Transportation Improvement Program (TIP)</li> </ul>

### **Bay Area Headquarters Authority**

The Bay Area Headquarters Authority or “BAHA” is a joint exercise of powers authority created by a Joint Exercise of Powers Agreement (the “BAHA Agreement”) between the Authority and MTC. BAHA was created to plan, acquire, and develop office space and facilities and undertake related activities by exercising the common powers of the Authority and MTC and the powers separately conferred by law. The Authority authorized a contribution of up to \$215,450,000 to BAHA pursuant to the BAHA Agreement for purposes of acquiring and developing an office facility at 390 Main Street in San Francisco, California (the “Administration Building”). BAHA acquired the office facility at 390 Main Street for a purchase price of \$92 million and has spent approximately \$1.3 million as of June 2012 toward development of the facility. Portions of the building may be sold, and portions may be leased to the Bay Area Air Quality Management District (the “Air District”), the Association of Bay Area Governments, and other governmental

or private tenants, in addition to being the headquarters of MTC and the Authority. BAH has entered into a Lease Purchase Agreement with the Air District under which the Air District will lease an area equivalent to one floor and will have the option to purchase such space and a Memorandum of Understanding with the Association of Bay Area Governments (ABAG) reflecting an agreement for ABAG to purchase approximately 70,000 square feet in the building.

### **Bay Area Infrastructure Financing Authority**

The Bay Area Infrastructure Financing Authority or “BAIFA” is a joint exercise of powers authority created by a Joint Exercise of Powers Agreement between the Authority and MTC. In December 2006, BAIFA issued its \$972,320,000 State Payment Acceleration Notes (“SPANs”), the net proceeds of which are being used to finance a portion of the Seismic Retrofit Program described in this Information Statement. The BAIFA SPANs have no claim on and are not payable from toll revenues collected by the Authority. As of November 1, 2012, the aggregate principal amount of BAIFA SPANs outstanding was \$325,270,000.

### **SAFE**

MTC Commissioners convene as the Service Authority for Freeways and Expressways (SAFE) for purposes of managing the Region’s call boxes and Freeway Service Patrol programs, in cooperation with Caltrans and the CHP.

### **BATA**

MTC Commissioners convene as the Bay Area Toll Authority (BATA) for purposes of overseeing improvements and operations of the seven state-owned toll bridges in the Bay Area. The Bay Area Toll Authority (BATA) was created by the California Legislature in 1997 to administer the base \$1 auto toll on the San Francisco Bay Area’s seven state-owned toll bridges. On January 1, 1998, MTC began operations as BATA. In August 2005, the California Legislature expanded BATA’s responsibilities to include administration of all toll revenue and joint oversight of the toll bridge construction program with Caltrans and the California Transportation Commission. There is a cooperative agreement between Caltrans and the Bay Area Toll Authority (effective April 25, 2006) relating to toll collection and accounting, toll bridge operations and maintenance, toll bridge capital improvement program, financial management and financing for the seven state-owned toll bridges.

### **Policy Advisory Council**

The Policy Advisory Council was created by the Commission in November 2009 to incorporate and supersede several MTC citizen advisory committees. As with the previous advisory committees, the mission of the Policy Advisory Council is to advise the Commission on transportation policies in the Bay Area, incorporating diverse perspectives relating to the environment, the economy and equity. The Council advises the Commission and its staff through the appropriate MTC standing committees on matters within MTC’s jurisdictions and as assigned by the Commission.

Membership of the Policy Advisory Council is structured around interests related to the economy, the environment and social equity. In the areas of economy and the environment, there are a total of nine members, with four members representing economic interests and four bringing an environmental perspective; the ninth member represents either category. In addition, five of the nine are from each of the five most populous Bay Area counties – Alameda, Contra Costa, San Francisco, San Mateo and Santa Clara.

In the area of social equity, nine members (one from each county) represent communities of color and issues affecting low income communities or environmental justice. Of these, four members

represent communities of color and four members represent environmental justice/low-income issues; the ninth member represents either category. In addition, nine members (one from each county) represent issues related to transportation for seniors and persons with disabilities. Four members represent seniors and four members represent people with disabilities; the ninth member represents either category.

### **The Bay Area Partnership**

The Bay Area Partnership Board is a confederation of the top staff of various transportation agencies in the region (MTC, public transit operators, county congestion management agencies, city and county public works departments, ports, Caltrans, U.S. Department of Transportation) as well as environmental protection agencies. The Partnership works by consensus to improve the overall efficiency and operation of the Bay Area's transportation network, including developing strategies for setting funding priorities for transportation improvements. This institutional framework ensures that widely varying local needs are recognized, but also requires that the partner agencies work with each other to coordinate services where their systems intersect or overlap. The Bay Area Partnership is a forum for communication, at many levels: at ad hoc meetings of the committee of the whole and regular meetings of its staff technical committees.

### **Air Quality Conformity Task Force**

MTC's Air Quality Conformity Task Force serves as the forum for interagency consultation on the regional conformity analysis of the RTP and TIP, certain project-level conformity (such as the PM2.5 hot-spot analyses), development of the State Implementation Plan, and other planning areas such as the regional travel demand model development and monitoring of transportation control measures. The Conformity Task Force is open to all interested agencies, but includes staff of federal agencies (FHWA, FTA, EPA), Caltrans, California Air Resources Board, ABAG, BAAQMD, CMAs, County transportation agencies: all CMAs, and transit operators.

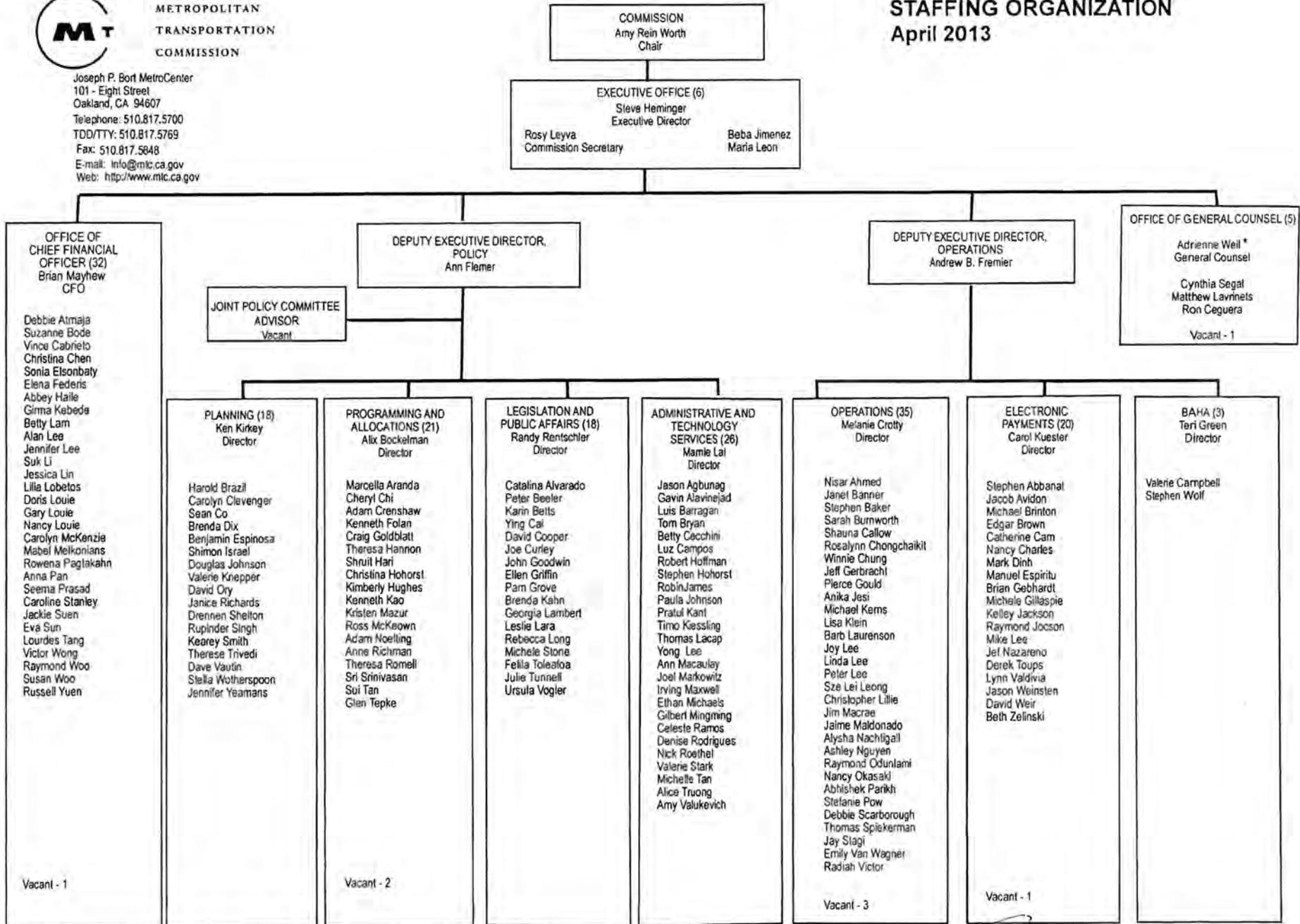
### **Joint Policy Committee**

The Joint Policy Committee (JPC) coordinates the regional planning efforts of MTC, the Association of Bay Area Governments (ABAG), the Bay Area Air Quality Management District (BAAQMD), and the Bay Conservation and Development Commission. Among the JPC's current initiatives are regional economic development and climate protection. The JPC has twenty voting members: five from the Executive Board of ABAG, five from the BAAQMD Board of Directors, five BCDC Commissioners, and five MTC Commissioners. A representative of Secretary of the State of California's Business, Transportation and Housing Agency is a non-voting member.



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# STAFFING ORGANIZATION April 2013



185 Positions

\* Advises Commission Directly

Steve Heminger  
Executive Director

**DRAFT**

**INTERAGENCY AGREEMENT**

**between**

**METROPOLITAN TRANSPORTATION COMMISSION**

**and**

**ASSOCIATION OF BAY AREA GOVERNMENTS**

**for**

**PLANNING**

**FISCAL YEAR 2013-2014**

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Agreement, the FY 2013-14 Overall Work Program, and the Planning Regulations, will share in the financial cost of carrying on these activities.

## **2.0 INTERAGENCY AGREEMENT ADMINISTRATION**

The administration of this Agreement will be conducted jointly by the Deputy Executive Director of ABAG and the Deputy Executive Director, Policy of MTC, or their designees.

Day-to-day management of individual projects required under this Agreement is assigned to the appropriate Program Manager of ABAG and Section Director of MTC.

## **3.0 FUNDING**

ABAG and MTC mutually agree that, pursuant to the pass-through formula in Appendix A, incorporated herein by reference, MTC shall pay ABAG a total of four million, five hundred twenty five thousand, nine hundred sixteen dollars (\$4,525,916) for Fiscal Year 2013-14 subject to any reductions required under this Section 3.0. Payment shall be from the following sources in the following amounts:

General Fund	\$927,000
FTA 5303	\$230,916
FHWA PL	\$1,000,000
PDA PL	\$660,000
STP PL	\$658,000
Proposition 84	\$1,000,000
HUD Grant	\$50,000
<b>Total</b>	<b>\$4,525,916</b>

ABAG agrees that TDA planning funds will constitute the local matching funds to FHWA and FTA funding. TDA planning funds are based on amounts projected in MTC's adopted Fund Estimate for FY 2013-14, as amended on or before July 1, 2013.

Funding from FTA and FHWA shall be contingent upon approval by these agencies of the FY 2013-14 Overall Work Program and its supplements. Should the U.S. Department of Transportation ("DOT") agencies amend the OWP to reduce the amounts of FHWA PL funds or FTA Section 5303 or 5307 Planning funds available to the region, MTC and ABAG shall reduce their shares of DOT funds proportionally and shall amend the OWP tasks as necessary to reflect the reduced level of funding.

## **4.0 SCOPE OF WORK**

In consideration of the funding detailed in Section 3, ABAG will conduct comprehensive planning and associated technical activities set forth in the Scope of Services, attached as Appendix B and incorporated herein by reference. The work shall fulfill the following conditions:

**INTERAGENCY AGREEMENT BETWEEN  
METROPOLITAN TRANSPORTATION COMMISSION  
AND  
ASSOCIATION OF BAY AREA GOVERNMENTS**

THIS AGREEMENT is entered into this first day of July, 2013, by and between the METROPOLITAN TRANSPORTATION COMMISSION (hereafter "MTC") and the ASSOCIATION OF BAY AREA GOVERNMENTS (hereafter "ABAG").

RECITALS

WHEREAS, MTC has been designated for the San Francisco Bay Region as the federal Metropolitan Planning Organization ("MPO") and the state Regional Transportation Planning Agency ("RTPA"); and

WHEREAS, ABAG has received designation by the Governor as the Regional Clearinghouse for the San Francisco Bay Region under Executive Order 12372 and its implementing regulations (48 Fed. Reg. 29284 (1983)) and the State's Intergovernmental Review Process, and has also been designated by the United States Department of Housing and Urban Development and the California State Office of Planning and Research as the "Comprehensive Planning Agency" under the Combined Federal Highway Administration and Federal Transit Administration Statewide and Metropolitan Planning Regulations (23 CFR Part 450 and 49 CFR Part 613) (hereinafter, "the Planning Regulations"); and

WHEREAS, the Planning Regulations require that a continuing, comprehensive, and cooperative planning process be carried on by MTC as the MPO for the San Francisco Bay Region, which must be coordinated with the Intergovernmental Review Regional Clearinghouse function performed by ABAG; and

WHEREAS, MTC is the eligible recipient of certain Federal Highway Administration ("FHWA") and Federal Transit Administration ("FTA") and state Transportation Development Act ("TDA") planning funds for the San Francisco Bay Region that MTC may "pass through" to ABAG in order to assist comprehensive land use and other planning which are necessary components of the metropolitan transportation planning process required under 23 CFR 450.300 *et seq.*; and

WHEREAS, MTC and ABAG intend by this Agreement to set forth the terms and conditions, funding, and scope of work for continuing the ABAG/MTC joint land use and transportation planning program (hereafter "Joint Program") for the 12-month period from July 1, 2013, to June 30, 2014 and to fulfill the intent of Executive Order 12372, the Planning Regulations, and the Environmental Protection Agency air quality conformity regulations in 40 CFR Part 51;

NOW THEREFORE, the parties agree as follows:

**1.0 GENERAL**

ABAG assumes the responsibility for certain comprehensive planning and technical activities and products that support the planning functions of both agencies. MTC, in accordance with this

- (a) ABAG shall provide the following to MTC in order to fulfill the requirements of 23 CFR 450.300 *et seq.* in the following respects:
  - (i.) development and maintenance of regional projections, consistent with MTC's travel demand forecasting techniques, of demographics, population (including location of minority concentrations), employment, and land use; and
  - (ii.) analysis of the regional impacts that may be requested by MTC in connection with corridor, Regional Transportation Plan or related planning efforts.
- (b) Intergovernmental Review. ABAG shall fulfill roles pursuant to Executive Order 12372 and the State Intergovernmental Review process, as well as pursuant to Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 as amended, Section 401 of Title IV of the Intergovernmental Cooperation Act of 1968, and Section 176 (c) of the Clean Air Act, in a manner consistent with MTC review responsibilities.
- (c) JPC and RAPC. ABAG shall provide appropriate staffing support for joint ABAG/MTC committees: presently the Joint Policy Committee (“JPC”), and the Regional Airport Planning Committee (“RAPC”).

ABAG shall prepare and submit to MTC for approval an annual Scope of Services to achieve the above objectives. Compliance with federal and state financial reporting and auditing requirements shall be ABAG's responsibility.

From time to time, special joint planning studies not embraced by this agreement may be undertaken by ABAG on behalf of or jointly with MTC, in which case additional funding may be provided subject to mutually satisfactory negotiation of a detailed scope of service.

#### **4.1 ABAG/MTC EXCHANGE OF SERVICES**

MTC and ABAG agree to exchange the following services: ABAG will provide Internet connection services to MTC and MTC will provide library services and some intranet support services to ABAG. See Appendix D, attached hereto and incorporated herein, for details of services to be provided by each agency.

#### **5.0 BUDGET**

The Budget for the Scope of Services in Appendix B is set forth in Appendix C, attached hereto and incorporated by reference. ABAG will conduct comprehensive planning and technical activities in conformance with the budget. The budget shall not be revised without prior written approval of MTC.

#### **6.0 METHOD OF PAYMENT**

MTC agrees to pay ABAG for services provided under this Agreement on the following basis:

- (a) After the end of each month, ABAG will submit to MTC an invoice for reimbursement of costs incurred during that month pursuant to this agreement. This invoice will be accompanied by a monthly financial summary report.

- (b) Within fifteen (15) days of receipt of each monthly invoice, MTC will remit payment of TDA, FTA and FHWA funds to ABAG, so long as MTC has received those funds. In the event that MTC has not received funds from any source, ABAG's invoiced amount shall be paid in proportion to the funds received by MTC. The invoiced amount not paid to ABAG shall be paid within fifteen (15) days of receipt of funds from the delinquent funding source.
- (c) Any withholding of payment by MTC, per Section 8 of this Agreement, may be applied to subsequent requisitions.

## **7.0 REPORTS AND PRODUCTS DELIVERABLE**

- (a) Progress Reports: No later than the fifteenth calendar day of the month following the end of each quarter, ABAG shall submit narrative progress reports and three (3) copies of each deliverable project to MTC. ABAG will prepare these reports for each of the work elements funded by transportation planning funds.
- (b) Products Deliverable: ABAG agrees to develop products as described under the Scope of Work. Three (3) copies of each such product shall be included as part of the quarterly report, if not previously delivered for forwarding to Caltrans/FHWA.

## **8.0 DELAYS AND FAILURE TO PERFORM**

Whenever ABAG encounters any difficulty that will delay timely performance of work, ABAG shall notify MTC in writing. ABAG also agrees to work with the appropriate MTC Section Director to work out a mutually satisfactory course of action.

Where MTC determines failure on ABAG's part in achieving completion of a specified product, and/or failure on ABAG's part to consider MTC recommendations aimed at facilitating progress toward that product, and/or failure on ABAG's part in meeting requirements as listed in Section 10 of this Agreement, MTC must notify ABAG within three weeks of receipt of quarterly progress reports and quarterly financial statements. MTC may impose such sanctions as it or the state or federal governments may determine appropriate, including, but not limited to, withholding of commensurate payment due under this Agreement until compliance is achieved.

## **9.0 AMENDMENTS**

This Agreement may be amended by mutual agreement of ABAG and MTC at any time during the contract year.

## **10.0 LAWS AND REGULATIONS**

ABAG shall comply with any and all laws, statutes, ordinances, rules, regulations or requirements of the federal, state or local government, and of any agency thereof, which relate to or in any manner affect the performance of this Agreement. Title 49 Code of Federal Regulations Part 18; Circular 4220.1E of the FTA; and the latest FTA Master Agreement (Form FTA MA(13), 10/06) are each incorporated herein by reference as though set forth in full, and shall govern this Agreement except as otherwise provided herein. Those requirements imposed

upon MTC as "Recipient" are hereby imposed upon ABAG, and those rights reserved by DOT, FHWA, FTA or Government are hereby reserved by MTC.

### **11.0 FEDERAL REQUIREMENTS**

The federal requirements in Appendix E, attached hereto and incorporated herein by this reference, are applicable to this Agreement.

### **12.0 USE OF CONSULTANTS**

ABAG may subcontract for performance of portions of the work within the Joint Planning Program subject to the written approval by MTC. Subcontracts using FHWA funds are subject to prior approval by FHWA according to its respective regulations, guidelines and manuals. All federally funded subcontracts entered into by ABAG are subject to the procurement requirements set forth in 49 Code of Federal Regulations Section 18.36 and the applicable federal clauses in Appendix E.

ABAG will include applicable provisions in Appendix E in every subagreement, including procurement of materials and leases of equipment. ABAG will take such action with respect to any subagreement or procurement agreement as MTC, the State, or agency of DOT may direct as a means of enforcing such provisions, including sanction for noncompliance.

ABAG will include the following clause in consultant contracts entered into to carry out this Agreement:

The Contractor shall immediately and before proceeding furnish to ABAG a duly executed Certificate of Insurance indicating the Contractor has purchased Workers' Compensation, Commercial General Liability, and Auto Liability in amounts satisfactory to ABAG.

### **13.0 AUDIT AND INSPECTION OF RECORDS**

- (a) Accounting Records. ABAG will provide thorough and complete accounting for all funds expended in the performance of this work, to the extent that such funds are provided by MTC as set forth in Section 3 of this Agreement, to the degree necessary to permit regular examination by MTC, state, federal, and ABAG auditors. All accounting records, data, and supporting documentation will remain available for review and audit for a period of not less than three years after submission by MTC of the final expenditure report for federal contracts providing funds under this Agreement.
- (b) Single Audit. ABAG shall be responsible for meeting audit requirements of the "Single Audit Act of 1984" as implemented by OMB Circular A-133 and any revision or supplement thereto, and 49 CFR Part 18.26. In accordance with PUC Section 99245, ABAG shall be responsible to ensure that its Single Audit includes a certification that TDA funds allocated to it by MTC were expended in conformance with applicable laws and rules and regulations of the Act. Annually and within 180 days after the end of each fiscal year, ABAG shall submit a copy of its Single Audit to MTC.

- (c) Inspection of Records. ABAG shall permit MTC, DOT, FTA, FHWA or the Comptroller General of the United States and their authorized representatives to have access to ABAG's books, records, accounts, and any and all work products, materials, and other data relevant to this Agreement, for the purpose of making an audit, examination, excerpt and transcription during the term of this Agreement and for the period specified in Section 1.2(a). ABAG shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, work products, materials and data for that period of time. ABAG further agrees to include in all its subcontracts hereunder over \$100,000 a provision to the effect that the subcontractor agrees that MTC, DOT, FTA, FHWA or the Comptroller General or any of their duly authorized representatives shall have access to and the right to examine any directly pertinent books, documents, papers, and records of such subcontractor for the term specified above.
- (d) Cost Allocation Plan. In accordance with the requirements of OMB Circular A-87, Part X of the Federal Register (Volume 48, No. 18, January 28, 1981), ABAG shall prepare an annual Cost Allocation Plan for PL funds, which shall be retained by ABAG for audit by a designated Federal agency. Annually, within 180 days after the end of each fiscal year, ABAG shall submit a copy of its Cost Allocation Plan to MTC.
- (e) Third Party Agreements. ABAG shall be responsible for auditing third-party contracts and agreements.

#### **14.0 OWNERSHIP OF WORK PRODUCTS**

Subject to the provisions of the FTA Master Agreement (Form FTA-MA(13), October 2006) and Section 2 of Appendix E, all reports, drawings, plans, studies, memoranda, computation sheets and other documents assembled or prepared by or for, or furnished to, ABAG under this Agreement shall be the joint property of MTC and ABAG, and shall not be destroyed without the prior written consent of MTC.

#### **15.0 INDEMNIFICATION**

ABAG shall indemnify, defend, and hold harmless MTC, its Commissioners, representatives, agents and employees from and against all claims, injury, suits, demands, liability, losses, damages and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of ABAG, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this Agreement. In addition to any other remedy authorized by law, so much of the money due ABAG under this Agreement as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages.

#### **16.0 LITIGATION: JOINT PRODUCTS**

If during the Fiscal Year 2013-14 any litigation is brought against MTC and ABAG regarding the process pursued in the development of products or plans jointly adopted by both agencies, and if ABAG chooses not to participate in a joint defense and share joint costs, MTC will retain a percentage of TDA-based pass-through funds as required to pay for MTC's litigation defense expenses and for any court mandated awards or fees, as may be levied as a result of such

litigation, to mitigate the fiscal impact on MTC's budget. The amount of withheld pass-through funds shall not exceed 50% of the expenses incurred by MTC, or \$100,000, whichever is less, in order to afford ABAG the ability to plan for any impact on its annual budget that such retention may cause.

**17.0 DRUG-FREE WORKPLACE**

ABAG shall comply with the provisions of Government Code § 8350 *et seq.*, the Drug-Free Workplace Certification requirement and with the U.S. DOT regulations "Drug-Free Workplace Requirements Grants" in 49 CFR Part 29, Subpart F.

**18.0 TERMINATION**

This Agreement may be terminated on written notice from one party given to the other at least ninety (90) days prior to commencement of the fiscal year in which termination is to take effect.

**19.0 SUPERSEDURE**

This Agreement supersedes and terminates the prior agreement entered into by MTC and ABAG dated effective July 1, 2012.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date indicated above.

**METROPOLITAN TRANSPORTATION  
COMMISSION**

**ASSOCIATION OF BAY AREA  
GOVERNMENTS**

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Ann Flemer,  
Deputy Executive Director, Policy

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Ezra Rapport, Executive Director

**APPENDIX A**  
**MTC/ABAG FUNDING FORMULA**

Commencing with fiscal year 1993-94 and continuing each fiscal year thereafter, MTC shall annually pass through to ABAG, as set forth below, an amount equivalent to fifteen percent (15%) of the new federal general planning funds (U.S. DOT) and ten percent (10%) of the new TDA planning funds anticipated to be received by MTC during the given fiscal year. Funds appropriated in earlier fiscal years shall not be included in the pass-through computation.

Revenues "anticipated" by MTC, for the purpose of calculating ABAG's share, shall mean:

- **TDA:** County Auditors' estimates received by MTC by February 1, preceding the fiscal year in question, or as amended by MTC prior to July 1 of the fiscal year in question.
- **FHWA:** Estimates provided by FHWA, through Caltrans, in February preceding the fiscal year in question.
- **FTA:** Estimates provided by FHWA, through Caltrans, in February preceding the fiscal year in question.
- **PDA PL:** Priority Development Area Planning Funds provided by MTC .
- **STP PL:** Station Area Planning estimates provided by MTC
- **Proposition 84:** State Proposition 84 Grant Funding
- **HUD:** U.S. Department of Housing and Urban Development Sustainable Communities Partnership Grant Funds

If additional DOT money for special planning studies should become available, ABAG may propose work programs for such studies and negotiate with MTC for additional funds as provided in Section 3 of this agreement.

Funding from FTA and FHWA shall be contingent upon approval by these agencies of the OWP for the coming year. Should the DOT agencies amend the OWP after the above dates to reduce the amounts of FHWA or FTA funds, MTC and ABAG shall endeavor to reduce their shares of DOT funds proportionally and shall amend the OWP tasks as necessary to reflect the reduced level of funding.

**APPENDIX B  
SCOPE OF SERVICES  
FISCAL YEAR 2013-2014**

The Scope of Services detailed in this appendix describes the work ABAG will carry out during FY 2013-2014 pursuant to Section 4.0 of the Agreement, which delineates ABAG's planning responsibilities.

**WORK ELEMENT**

**Work Element 1.1 (101001): Planning Services and Research Modeling and Analysis**

**1. Planning Services**

**Project Description**

After investing three years of extensive time and resources in the development of Plan Bay Area, the process will reach completion with the scheduled adoption of the final SCS, RTP and EIR in summer 2013. ABAG will work cooperatively with MTC and local government partners to implement the plan by means of directing staff time and resources to the PDA Growth and Implementation Strategy.

It is apparent that resources necessary to implement Plan Bay Area are not currently available. A dedicated effort is needed to realize the vision for the region. Staff will develop and pursue a legislative agenda that seeks to identify funding and adopt policies that advance PDA growth and development.

The planning objectives for fiscal year 2013-2014 are to:

- Identify and implement affordable housing production and economic development strategies that support the land use pattern in the SCS
- Develop and pursue a legislative agenda to identify and obtain funding to advance growth in PDAs
- Jointly complete land-use supportive policies to implement the SCS with MTC
- Coordinate implementation of the One Bay Area Grant (OBAG) with MTC
- Coordinate the implementation of the Transit Oriented Affordable Housing Fund with MTC
- Implement the Regional Prosperity Plan, HUD-funded Sustainable Communities Initiative with MTC
- Manage PDA Planning grants
- Provide technical assistance to PDAs
- Identify model infrastructure projects in PDAs for Transportation for Livable Communities (TLC) program funding
- Assess the PDAs relative to infrastructure needs, employment centers, and transit access.
- Develop policy related to planned capacity for employment growth in relation to housing and transportation

- Establish and implement the OBAG Priority Conservation Areas program

### Planning Factors Addressed

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- Increase the accessibility and mobility of people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasis the preservation of the existing transportation system

### Previous Accomplishments

Previous accomplishments include adoption of 169 Priority Development Areas, other areas designated as Employment Investment Areas and Rural Investment Areas and completion of work related to RTP EIR. Policy background papers on housing, jobs, opens space, complete communities and resiliency were also completed.

### Work Plan

Task No.	Task Description	Work Products	Start Date	End Date
1	Develop, manage, and monitor progress on the overall work plan and schedule for PDA Growth and Implementation Strategy including provide coordination of strategic investments relative to capital infrastructure	<ul style="list-style-type: none"> <li>▪ Technical memos and reports</li> <li>▪ Administer planning grants</li> <li>▪ Identify technical assistance projects</li> <li>▪ Develop potential funding mechanisms related to PDAs</li> </ul>	7/01/13	6/30/14
2	Bring items to HUD Sustainable Communities Initiative, and other ABAG and MTC Committees for review and input	<ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentation Materials</li> <li>▪ Technical reports</li> <li>▪ Meeting agendas and notes</li> </ul>	7/01/13	6/30/14
3	Present PDA and PCA items to the MTC Commission and ABAG	<ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentation</li> </ul>	7/01/13	6/30/14

	Executive Board for review and approval	<ul style="list-style-type: none"> <li>Materials</li> <li>▪ Technical reports</li> <li>▪ Meeting agendas and notes</li> </ul>		
4	Attend and present the PDA Growth & Implementation Strategy and PCA Program at meetings of transportation agencies, local jurisdictions, and others, as requested	<ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentation Materials</li> <li>▪ Technical reports</li> <li>▪ Meeting agendas and notes</li> </ul>	7/01/13	6/30/14
5	Implement PCA program; provide support for protection PCAs in coordination of other agencies	<ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentations</li> </ul>	7/01/13	6/30/14
6	Work with MTC to support RAPC	<ul style="list-style-type: none"> <li>▪ Attend/host meetings, participate in TAC</li> </ul>	7/01/13	6/30/14
7	Continue working with SFEP, BCDC, the JPC and other stakeholders on sea level rise	<ul style="list-style-type: none"> <li>▪ Attend meetings, assist with report development, present findings</li> </ul>	7/01/13	6/30/14
8	Publish Intergovernmental Review Newsletter and clear projects which have complied with intergovernmental review procedures	<ul style="list-style-type: none"> <li>▪ Published newsletter</li> </ul>	7/01/13	6/30/14
9	Provide external communication support for planning activities	<ul style="list-style-type: none"> <li>▪ Outreach materials for local governments and external stakeholders</li> </ul>	7/01/13	6/30/14

### **Anticipated Future Activities**

#### *PlanBayArea and the PDA Growth and Implementation Strategy*

Plan Bay Area identifies integrated planning and policy measures that are necessary to accommodate the Bay Area's future growth in a manner that provides for a high quality of life, a sound economic future and incorporates state and regional climate change goals to meet the challenge of a Sustainable Bay Area.

Plan Bay Area integrates several existing planning processes to meet the challenge of creating a more sustainable region. It provides a new 30-year land use strategy for the Bay Area that is realistic and identifies areas to accommodate future housing and employment in a manner that makes our cities and neighborhoods more vital and resilient while retaining farmland and green space. It encompasses strategies to build stronger connections between housing, employment,

and transportation in a manner that leads to a strong, competitive world-class regional economy, a healthy and sustainable environment and improved opportunities for all Bay Area residents. In 2013-2014, through Plan Bay Area, the Bay Area will advance a PDA Growth and Implementation Strategy that will support compact development through the OneBayArea grant program that directs infrastructure-related funding to communities seeking to advance focused growth.

Plan Bay Area is not just about assigning housing need to places or achieving greenhouse gas targets. The primary goal is to build a sustainable Bay Area which continues to thrive and prosper under the changing circumstances of the twenty-first century. By directly confronting the challenges associated with a shifting global economy, environmental challenges including climate change, and the need to connect the places where we live and work throughout region's transportation network, Plan Bay Area should help us achieve a Bay Area which is both more livable and more economically competitive on the world stage. A successful Plan Bay Area will:

- Strengthen the Bay Area's globally important economy in a manner that benefits all of our citizens and our workforce
- Recognize and support compact walkable places where residents and workers have access to services and amenities to meet their day-to-day needs
- Reduce long commutes and decrease reliance that increases energy independence and decreases the region's carbon consumption
- Support complete communities which remain livable and affordable for all segments of the population, maintaining the Bay Area as an attractive place to reside, start or continue a business, and create jobs
- Support a sustainable transportation system and reduce the need for expensive highway and roadway expansions, freeing up resources for other more productive public investments including a well-maintained efficient, regional transit network
- Provide increased employment accessibility and housing and transportation affordability to our most vulnerable populations
- Conserve water and decrease our dependence on imported food stocks and their high transport costs
- Preserve and enhance the region's rich mosaic of agricultural lands, scenic vistas, recreational lands and trails and critical habitats for future generations

Plan Bay Area builds upon significant local and regional efforts toward sustainable planning. The development of Plan Bay Area will include analysis and adoption of the SCS Scenario, support for local Housing Elements (not funded under Interagency Agreement), and PDA and PCA implementation.

#### *Regional Planning Committee*

The Regional Planning Committee (RPC) is one of the agency's standing committees and encompasses representation from local governments, as well as public agency and non-profit organizations. Organizations represented on the RPC include those with an emphasis on affordable housing, education, environmental protection, the home building industry, and smart growth. The RPC hears issues of regional concern, covering a range of planning issues, and

makes policy recommendations to the ABAG Executive Board on these issues. The RPC has an important role to play given ABAG's expanding role in coordinating planning initiatives in the Bay Area.

The RPC continues to advance a significant effort pertaining to Regional Recovery Planning. Recovery Planning related to the period from six months to several years after a major disaster. The RPC has been developing expertise from a policy perspective regarding important issues that will need to be addressed following a major event in preparation for the RPC's role as the Regional Recovery Planning body for the Bay Area. Given the prediction that the Hayward Fault will experience a major seismic event in the relative near term, the RPC's work on recovery planning is critically important and will be further advanced through an expanded partnership with local governments, utility districts, economic development interests, and federal and state agencies in this fiscal year. The RPC will continue to play a key role in considering key policy issues relative to the development of the Bay Area's Sustainable Communities Strategy.

In Fiscal Year 2013-2014, the RPC will address and make policy recommendations to the Executive Board pertaining to important regional planning issues including the PDA Growth and Implementation Strategy, advancing a Regional Recovery Plan for the Bay Area, and the integration of disaster resilience and sea level rise efforts.

#### *Clearinghouse*

ABAG provides information to public and private agencies and the public related to public capital improvement projects and their potential environmental impacts. In 2006, ABAG streamlined the operation of the clearinghouse providing improved access to and distribution of public review documents. In Fiscal Year 2013-2014 ABAG will continue its clearinghouse functions including tracking of public projects to allow review and discussion of regionally significant projects.

#### *Regional Airport Planning Commission*

The Regional Airport Planning Commission (RAPC) is a joint committee of ABAG, the Metropolitan Transportation Commission, and the Bay Conservation and Development Commission. It oversees preparation of the Regional Airport Systems Analysis, which then becomes part of the Regional Transportation Plan. RAPC also provides a forum for discussion of land use, non-air transportation, and environmental issues related to airports. In Fiscal Year 2013-2014 ABAG will staff and provide leadership to advance RAPC's work program

#### *Intergovernmental Coordination*

In Fiscal Year 2013-2014, coordination between the ABAG Planning Program and our regional agency partners, as well as local governments, will continue to be vigorous and extensive. As incentive packages for priority areas related to development and conservation are implemented the role of ABAG's Planning Program as a lead coordinating entity in the Bay Area will continue to expand. As work advances on the development of the PDA Growth and Implementation Strategy, inter-agency collaboration will be necessary on levels beyond the significant advances of recent years. In addition, ABAG's Planning Program provides staff support for a broad range

of regional planning-related organizations including the Bay Area Planning Directors' Association.

Staff will continue working with MTC, other regional agencies, local, state and federal agencies to attain regional planning goals. Anticipated work tasks include the following.

- Supervise preparation of ABAG Overall Work Program for 2013-14, in cooperation with MTC and Caltrans
- Negotiate Interagency Agreement and Scope of Services with MTC
- Provide executive and resource staff support to the Joint Policy Committee for regional planning coordination, including guidance and staff support for the Senior Policy Advisor for PDA Implementation and Growth Strategy and HUD Sustainable Communities Initiative reporting to the MTC and ABAG executive directors
- Work with MTC to develop a joint calendaring system for use by staff of both agencies in scheduling meetings and events
- Provide executive and management staff support to RAPC, and special task forces and advisory committees as required
- Maintain liaison with governmental officials at all levels and key private sector officials
- Develop and maintain links with local governments related to land use activities including Bay Area Planning Directors Association, county-wide planning directors associations, congestion management agencies, and other professional planning organizations. Provide input and mutual support with local governments on public engagement strategies to implement various planning initiatives

#### *Public Information/Regional Liaison*

Public information and Regional Liaison activity planned for fiscal year 2013-14 mirror activities from the current time period and include the following work tasks.

- Provide staff support for ABAG General Assembly, policy committees and advisory groups
- Offer and support partner agency public workshops related to regional comprehensive planning issues and services of benefit to local governments
- Provide MTC with data files of updated rosters for local elected officials
- Provide MTC with contact lists (electronic format) as required for outreach efforts of mutual interest to MTC and ABAG.
- Continue to expand the Speaker's Bureau concept to elected official Ambassadors who provide information about ABAG's Planning and Service Programs, the PDA Implementation and Growth Strategy regional climate action initiatives and other special initiatives.
- Continue to work with partner agencies on the development of messaging to better inform the public and stakeholders about PlanBayArea.

Major products and deliverables include announcements, brochures, packet materials and graphics for various events including General Assemblies, executive board and administrative committee meetings and preparation of outreach material, fact sheets, and OpEd pieces as required. Deliverables also include updated mailing lists of members, interest groups, news media outlets on a continuous basis

*Other planning tasks:*

- Promote efficient system management and operation
- Emphasis the preservation of the existing transportation system
- Maintain Area wide Clearinghouse Notification and Review function according to Intergovernmental Review Guidelines established by the State (under Executive Order 12372) and pursuant to Federal laws requiring review of grant applications by areawide planning organizations
- Participate in the development and implementation of air quality planning documents.
- Review Environmental Impact Reports (“EIRs”) for projects that may impact airports and support the activities of the RAPC
- Continue support of ABAG Regional Planning Committee as a forum for discussion of regionally significant issues including housing, environmental, water and legislative issues. Programming may include workshops, presentations and studies that form the basis for land use and transportation linkages
- Integrate the work of the Regional Earthquake Program with sea level rise efforts in the region

## **2. Regional Modeling and Analysis**

### **Project Description**

- Maintain and expand databases to support transportation planning, infrastructure investment and assessment of land use decisions, and economic development
- Undertake studies focusing on the constraints to economic growth, the locational choice of jobs and housing, and other demographic issues.
- Update and document models to improve their operation and effectiveness for forecasting
- Provide forecasting, customized data, analysis and recommendations to local governments, congestion management agencies and the private sector
- Work with member governments and adjoining regions to improve databases and model assumptions.
- Where appropriate, provide technical assistance to member governments in support of MTC's transportation planning responsibilities, and consistent with the agreed goals of the regional agencies
- Provide data, forecasting and analysis for the development of policies related to the PDA Growth and Implementation Strategy and the Projections
- Development of Projections forecast series
- Prepare housing data for local jurisdictions as required by HCD

### **Planning Factors Addressed**

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

### **Previous Accomplishments**

- Revision of the UrbanSim Land Use Model
- Improved linkage with MTC's travel model
- Comprehensive Land Use Inventory
- Economic and Demographic Forecast materials
- Annual Housing Survey
- Fair Housing and Equity Assessment
- Housing policy analysis reports

## Work Plan

Task No.	Task Description	Work Products	Start Date	End Date
1	Refinement of Land Use models, particularly the UrbanSim distributional model	<ul style="list-style-type: none"> <li>▪ Technical memos and reports</li> <li>▪ Data products</li> </ul>	7/01/13	6/30/14
2	Conduct economic analysis that supports PDA growth and implementation strategy	<ul style="list-style-type: none"> <li>▪ Technical memos and reports</li> <li>▪ Data Products</li> </ul>	7/01/13	6/30/14
3	Prepare projections forecast	<ul style="list-style-type: none"> <li>▪ Technical memos and reports</li> <li>▪ Data Products</li> </ul>	7/01/13	6/30/14

## Anticipated Future Activities

### *Land Use Model (UrbanSims), Model Implementation, Economic Analysis and Demographic Forecast*

With the increased coordination in regional planning, the expectations and requirements for data and modeling have increased, and the quality of our demographic data and economic analysis has improved. The development of new land use models and tools will continue to be a priority in the coming year. Our research staff will analyze information on migration and demographic information as well as the restructuring of the regional economy in the Bay Area.

In coordination with the MTC transportation model and in collaboration with UC Berkeley, the revised land use model will allow us to better understand development trends areas across neighborhoods. It will also allow us to use land use, local planning and economic information to perform a sophisticated statistical analysis that can be displayed in 3-D images.

Efforts will continue to improve information on the existing housing development, costs of construction, and commercial and residential rents in the region. Understanding of existing construction and information on costs of development and local plans are fundamental to making reliable forecasts and performing thoughtful planning.

In 2013, staff will complete the process for the Regional Housing Need Allocation (RHNA) for 2014-2022. While there are many similarities to the previous rounds of the RHNA process, it has become more complex because of the requirements for consistency with the SCS and eligibility for the OneBayArea grant program. This coordination is an opportunity for progress on housing issues in our region.

Anticipated accomplishments include the following work tasks:

- Provide technical assistance to PDAs
- Continue to improve the data used in our analysis and planning. Improve computer models and other tools used to analyze information and identify planning strategies
- Coordinate with MTC on the PDA Growth and Implementation Strategy and other projects
- Support local jurisdictions on the development of Housing Elements for 2014-2022

**APPENDIX C**  
**ABAG BUDGET SUMMARY**  
**MTC/ABAG JOINT PROGRAM, FY 2013-14**

WORK ELEMENT	FTA 5303	FHWA PL	General Fund (matching funds)	STP PL	PDA PL	Proposition 84	HUD	TOTAL
Regional planning, modeling, research and outreach, including intergovernmental coordination	\$230,916	\$1,000,000	\$927,000	\$658,000	\$660,000	\$1,000,000	\$50,000	\$4,525,916
Totals	\$230,916	\$1,000,000	\$927,000	\$658,000	\$660,000	\$1,000,000	\$50,000	\$4,525,916

**APPENDIX D**  
**ABAG/MTC EXCHANGE OF SERVICES**

ABAG will provide the following services to MTC:

- a. ABAG will provide and maintain basic Internet connections to MTC for email, Web and File Transfer Protocol (“FTP”).
- b. ABAG will share with MTC capacity on ABAG’s fractional T3 line.
- c. ABAG will assist with domain name resolution and registration.
- d. ABAG will provide a firewall for MTC that is an extension of ABAG’s firewall.
- e. ABAG will support installation of Virtual Private Network (“VPN”) remote over-the-net access by MTC staff.
- f. Should additional extensions of service or improvements be needed, ABAG will consult with MTC. (Pursuant to separate agreements, ABAG and MTC will continue to share the purchase costs of upgrading and maintaining the PIX firewall, CISCO edge router, VPN concentrator and the Intrusion Detection System. MTC is not responsible for any additional maintenance costs for current equipment.)
- g. ABAG will house MTC servers as mutually agreed, including those of the Regional Transit Information System/511 Transit project. For those servers, ABAG will monitor the servers, report any outages immediately to MTC staff, and, when possible, restore, or assist MTC in restoring, service. A separate agreement may be implemented to share additional infrastructure and air conditioning costs attributable to MTC projects, subject to further discussion.
- h. ABAG will maintain filter configuration on access router.
- i. ABAG will support SMTP (outgoing email) relay for mtc.ca.gov.
- j. ABAG staff will provide advice and assistance regarding basic Internet infrastructure services. This includes daily administration of network infrastructure, connectivity (including secondary, back-up connectivity), firewall, Domain Name Server (“DNS”), routing, email and intrusion detection for ABAG and MTC. ABAG will provide MTC staff with a response to such service requests within one hour, during normal business hours.
- k. ABAG will provide hosting and housing services in a secure, air-conditioned room.

**CHAPTER 2.2: UNIFIED WORK PROGRAM**

**CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)**

**FY 2013-14**

## **Caltrans Work Elements**

### **Goals and Objectives**

Caltrans Work Elements advance the vision of the California Transportation Plan (CTP) to promote prosperous economy, improve social equity, enhance and preserve the State's valuable natural resources while avoiding costly project overruns and delays in planning and developing transportation infrastructure. Caltrans having the responsibility to be the steward of the federal transportation planning funds the region receives ensures that the Federal Planning Factors and Planning Emphasis Areas are considered and addressed in the San Francisco Bay Area's Overall Work Program.

Caltrans planning activities support goals established in regional transportation planning guidelines to improve transportation mobility, address federal air quality criteria pollutants and ensure that the statewide regional transportation planning activities address tribal, local, regional, and statewide mobility and economic needs.

With the passage of Assembly Bill 32 and Senate Bill 375, the reduction of greenhouse gases (GHG) has become one of the key priorities in transportation planning. Caltrans has responded to these legislative initiatives through planning activities that aim to achieve the goals and intent of the authors, by promoting an integrated, multimodal transportation system. Another key piece of legislation for Statewide planning is SB 391 (Liu 2009).

Senate Bill 391 requires the State's long-range transportation plan, the CTP, to address how the State will achieve maximum feasible reductions in GHG emission by identifying the statewide, integrated multimodal transportation system. In response to this requirement, Caltrans has prepared the California Interregional Blueprint Interim Report, December 2012 that combines statewide transportation goals with regional transportation and land use plans to produce a unified multimodal transportation strategy. It integrates proposed interregional highway, transit, intercity passenger rail, high-speed rail (HSR), freight movement, aviation, and other transportation system and strategic plans into a common framework for analysis. This strategic framework provides the basis for the State's CTP to be developed by December 15, 2015.

**TRANSPORTATION PLANNING**

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TRANSPORTATION PLAN ..... 2.2.4

WORK ELEMENT 6.2 – STATEWIDE TRANSPORTATION PROJECT INVENTORY (STPI)..... 2.2.5

WORK ELEMENT 6.3 – PLANNING/PROGRAMMING LIAISON..... 2.2.6

WORK ELEMENT 6.4 – SYSTEM PLANNING..... 2.2.7

WORK ELEMENT 6.5 – PARTNERSHIP PARTICIPATION/PLANNING GRANTS..... 2.2.8

WORK ELEMENT 6.6 – OVERALL WORK PROGRAM MANAGEMENT..... 2.2.10

WORK ELEMENT 6.7 – LOCAL DEVELOPMENT/INTER-GOVERNMENTAL REVIEW (LD/IGR)... 2.2.12

WORK ELEMENT 6.8 – CALTRANS PROJECT PLANNING..... 2.2.13

WORK ELEMENT 6.9 – NATIVE AMERICAN LIAISON..... 2.2.14

WORK ELEMENT 6.10 – ENVIRONMENTAL JUSTICE PLANNING STUDIES PROGRAM..... 2.2.15

WORK ELEMENT 6.11 – COMMUNITY PLANNING AND PUBLIC ENGAGEMENT..... 2.2.17

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WORK ELEMENT 6.15 – TRANSIT COORDINATION..... 2.2.24

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WORK ELEMENT 9.3 – TRANSPORTATION MONITORING..... 2.2.40

**Work Element 6.1 – California Interregional Blueprint (CIB) & California Transportation Plan (CTP)**

**Objectives**

- To assist Caltrans headquarters Division of Transportation Planning (Sacramento), in meeting the goals and intent of Senate Bill (SB) 391 (Liu):
- Identify the statewide integrated multimodal transportation system.
- Develop a California Transportation Plan by December 31, 2015 that identifies the integrated multimodal system needed to achieve maximum feasible greenhouse gas emission reductions.
- To disseminate the latest information on any update of the state plan to the Department’s internal functional units and with external partners, including tribal governments.

**Description**

The California Transportation Plan (CTP) is a statewide, long-range transportation plan to meet our future mobility needs and reduce greenhouse gas (GHG) emissions. The CTP defines performance-based goals, policies, and strategies to achieve our collective vision for California's future, statewide, integrated, multimodal transportation system. The CTP is prepared in response to Federal and State requirements and is updated every five years.

The CTP 2040 was initiated with the development of the California Interregional Blueprint (CIB) in early 2010 in response to Senate Bill 391 (Liu, 2009). The CIB is a state level transportation blueprint that articulates the State's vision for an integrated multimodal transportation system that complements regional transportation plans and land use visions. The CIB provides the foundation for the CTP 2040, which will conclude with plan approval by the Secretary of the Transportation Agency (formerly Business, Transportation, and Housing Agency) in December 2015.

**Previous and Ongoing Related Work**

Work with HQ staff to continue sharing information on the state’s initiatives relating to the update of the CIB and California Transportation Plan 2040.

**Current Tasks**

- Review & comment on Draft Materials.
- Participate in Monthly Teleconference updates.
- Share the CIB/CTP 2040 updates with the Metropolitan Transportation Commission as well as other stakeholders including the Tribal Governments.
- Assist HQ in coordinating HQ/District-MPO Visit(s).
- Assist HQ in coordinating any public workshops held in the District.

**Products**

CTP 2040

**Estimated Completion Date**

Ongoing 2012/13 to 2015/16

**Estimated Cost by Funding Source**

Not funded through the OWP process

**Estimated Person-Months and Cost**

N/A

**Work Element 6.2 – Statewide Transportation Project Inventory (STPI)**

**Objectives**

Using GIS software, the STPI tool displays the transportation system including programmed and planned projects. It shows where transportation investment is currently underway (programmed) and where it will be (planned) over the next 25 years. Included in the dataset are highway, rail, airport, bicycle, pedestrian, and transit improvement projects at both the State and regional levels.

STPI’s sketch-level datasets assist transportation planners and professionals to visualize project locations relative to other geographic features. The datasets are useful in identifying and assessing gaps, overlaps, and inconsistencies in planned transportation projects, in addition to providing preliminary environmental impact analyses. The tool can help analysts and decision-makers provide strategies for meeting future transportation needs and identify improvement priorities. It also provides opportunities to improve timing and coordination of projects.

**Description**

In 1998 during the update of the California Transportation Plan, a team comprised of Department staff and regional agency partners identified the need to integrate existing long-range plans of both the State and regional transportation planning agencies by creating a map, using GIS software, of the current and planned transportation system. In January of 2001, the first version of the California Transportation Investment System (CTIS) GIS Tool was released. The CTIS tool has since been upgraded and superseded by STPI.

**Previous and Ongoing Related Work**

- A consultant team is being brought in to populate the STPI database with planned project information.
- Programmed project data (STIP/SHOPP) is available internally.

**Tasks**

- Provide input to development of STPI tool, including appropriate data fields.
- Coordinate with HQ/consultant team charged with populating STPI database.
- Review and verify data for District in updated STPI tool.
- Evaluate tool and provide feedback for future tool improvement.

**Products**

**Estimated Completion Date**

- Updated STPI GIS Database that includes current planned and programmed projects

Ongoing

**Estimated Cost by Funding Source**

**Estimated Person-Months and Cost**

Not funded through the OWP process

N/A

**Work Element 6.3 – Planning/Programming Liaison**

**Objectives**

- To strengthen the connections between the Department’s long-range planning efforts, the Metropolitan Transportation Commission’s (MTC) regional planning and project selection process, and the District’s advance planning (Major Investment Studies/Project Study Reports) and programming functions.
- To support a comprehensive project identification, selection and programming process.

**Description**

Provide a liaison role between Caltrans Planning, Programming, Operations and Design as well as coordination of local, State and federal programming [i.e. TIP/STIP - Interregional Transportation Improvement Program (ITIP) & State Highway Operations and Protection Program (SHOPP)], and planning documents (California Transportation Plan, Interregional Transportation Strategic Plan (ITSP), Regional Transportation Plan/Sustainable Communities Strategy, and Countywide Transportation Plans).

**Previous and Ongoing Related Work**

- Monitor & Coordinate with Statewide Planning & Programming Initiatives (California Transportation Plan (CTP 2040); CTC STIP Guidelines and exercises.
- Monitor & Coordinate with the Regional Transportation Plan (RTP), Sustainable Communities Strategy (SCS), and Countywide Transportation Plan Development.
- Monitor 10-Year SHOPP Plan development and biennial STIP & SHOPP Cycles.

**Current Tasks**

- Coordination with headquarters on the California Transportation Plan (CTP 2040) Update.
- Coordination with MTC on 2013 RTP/SCS development (Plan Bay Area), adoption of the “Preferred Scenario” and emerging new “Policy Initiatives”.
- Liaison between Office of System & Regional Planning and Headquarters Division of Transportation Planning on all Interregional Transportation Improvement Program (ITIP) issues.
- Monitor MAP 21 Implementation, next Federal Reauthorization efforts, and any new Federal Economic Stimulus Initiatives (ARRA, TIGER, etc).

**Estimated Cost by Funding Source**

**Estimated Person-Months and Cost**

Not funded through the OWP process

N/A

## Work Element 6.4 – System Planning

### Objectives

- To continue to serve as the principal mechanism for Caltrans long-range transportation planning at the corridor and system levels.
- To incorporate and propose long-range solutions to the impacts of projected growth in the Bay Area in System Planning documents.
- To analyze the multimodal system for the purpose of integrating plans with a goal to enhance the interregional and regional movement of people and freight.
- To conduct transportation corridor planning in a way that defines how a travel corridor is performing, understands why it is performing that way, and recommends system management strategies to address problems within the context of a collaborative long-range planning vision.
- To incorporate Complete Streets in system planning processes and products by addressing transportation needs, safety and efficient access for all legal users of the system.
- To support Sustainable Community Strategies (SCS) by incorporating Smart Mobility Framework principles into system planning process and products.
- To represent the State's interests by ensuring the region-to-region transportation needs are addressed, including the to-and-through movement of people and freight.
- To integrate principles of the Interregional Transportation Strategic Plan (ITSP) and Traffic Operations Strategies (TOPS) into the analysis and evaluation of all State highway corridors within District 4.
- To assist Program Management in coordination and presentation of information on (1) the Interregional Improvement Program (IIP) through a focused analysis of the Interregional Road System (IRRS) corridors traversing District 4, and (2) the Regional Improvement Program (RIP) and corridors defined in coordination with MTC and the nine Bay Area CMAAs.

### Tasks

- Update and lead the analysis and preparation of Transportation Concept Reports for each of the District's 56 routes.
- In concert with appropriate District functional units and partner agencies, support activities related to the ongoing development and update of Transportation Concept Reports, Corridor System Management Plans, the ITSP, as well as the District System Management Plan (DSMP) and, as part of it, the Project List.
- Participate fully in the development of the Regional Transportation Plan (RTP) with respect to project information and project selection.
- Provide assistance in the process to (1) relinquish existing State Highway System route segments to local agencies; and (2) adopt existing local arterials or newly constructed road facilities as route segments into the System. Relinquishment and route adoption are to be implemented only by mutual agreement between the State and appropriate local agencies.
- Review Caltrans documents including, but not limited to, Project Initiation Documents, Excess Land documents, and Air Space Review and related documents with regard to System Planning issues.
- Provide System Planning expertise to Local Development/Intergovernmental Review staff in their review of partner agency documents that impact the State Highway System.
- In concert with appropriate HQs functional units and partner agencies, support activities related to the 2010 Urban Area Boundary (adjustment) update requested by FHWA.
- In concert with appropriate HQs functional units and partner agencies, support activities related to the ongoing review and processing of Functional Classification change requests.

## **Work Element 6.5 – Partnership Participation/Planning Grants**

### **Objectives**

- Participation in corridor transportation studies in a partnership, interdisciplinary environment.
- Provide expertise to and coordinate transportation-planning efforts with partners to assure that multi-modal transportation strategies are considered prior to the selection of a preferred set of transportation improvements for a transportation system corridor.
- Serve as a liaison between internal Caltrans partners and external partners including Tribal Governments to ensure the dissemination of information and coordination of planning efforts.

### **Description**

The District planning staff participates in coordinated, external planning studies in a partnership environment. This includes full participation by staff in corridor studies that seek to develop preferred transportation strategies to address local, regional and interregional transportation system problems. Partnership Studies Staff members work with Congestion Management Agencies and other Local and Regional Transportation Planning Agencies in evaluating identified transportation system improvements as to their costs, environmental and social impacts and overall effectiveness. Staff members represent the interests of the Department in Congestion Management Agency meetings and transportation planning studies, as well as provide technical expertise and information as requested. District planning staff may also assist local and regional transportation planning agencies in developing and preparing Consolidated Planning Grant Applications.

### **Previous and Ongoing Related Work**

- Develop partnerships with the Metropolitan Transportation Commission, Congestion Management Associations (CMAs), Local and Regional Transportation Planning Agencies by participating in transportation corridor partnership studies.
- Attend and participate in CMA, Local and Regional Transportation Planning Agency meetings and Technical Advisory Committees (TAC).
- Participate and assist CMAs, Local and Regional Transportation Planning Agencies on designated projects and studies having regional and statewide benefits and/or addressing critical transportation system problems.

### **Tasks**

- Provide expertise to CMAs, Local and Regional Transportation Planning Agencies on a range of transportation issues in a multi-jurisdictional environment.
- Participate, assist and consult with other Department functional units on transportation projects and studies.
- Assist in conflict resolution among partner agencies.
- Help build consensus on transportation solutions among partner agencies.
- Represent Caltrans before CMAs, Local and Regional Transportation Planning Agencies to discuss projects, plans and studies.
- As an active partner, attend and participate in CMAs, Local and Regional Transportation Planning Agencies, Policy and Technical Advisory Committee meetings as necessary.
- Coordinate with MTC, CMAs, and other Local and Regional Transportation Planning Agencies to solicit Consolidated Planning Grant proposals.

- Participate in partnership transportation planning studies; provide Quality Assurance, participate in the development of major corridor planning studies, and coordinate participation of other Department functional units as appropriate.

**Products**

N/A

**Estimated Completion Date**

N/A

**Estimated Cost by Funding Source**

Not funded through the OWP process

**Estimated Person-Months and Cost**

N/A

## Work Element 6.6 – Overall Work Program Management

### Objectives

To fulfill the State's responsibility in carrying out the review, monitoring, and approval responsibility of the Metropolitan Transportation Commission's (MTC) Overall Work Program (OWP), in concert with Caltrans headquarters Office of Regional Interagency Planning.

### Description

Regulations and Statutes authorizing regional transportation planning are found primarily in Titles 23 and Title 49 of United States Code (USC), and in Section 65080 et seq., and 29532 et seq., of the California Government Code. Governing regulations are found in the Code of Federal Regulations (CFR) and the California Code of Regulations.

Federal accounting and auditing requirements are as per Titles 48 and 49 USC and CFR, and Office of Management and Budget (OMB) and Federal Transit Administration (FTA) Circulars and guidance. State accounting and auditing requirements are as per the Government Code, the Public Utilities Code, the Public Contracts Code, and the Health and Safety Code.

### Previous and Ongoing Related Work

- Monitor development and progress of the OWP planning activities and products. (regional)
- Administer Federal FHWA PL and FTA Section 5303 formulary funds. (regional)
- Administer the remaining federal discretionary transportation planning grant funds under FTA 5304.
- Administer State Proposition 84 funds.
- Coordinate with HQ and MTC staff the needed changes to improve process and content in the Request for Reimbursement and Quarterly Progress Reporting submittals.
- Assist Planning Managers in submitting Close-out packages.

### Tasks

- Transmit to MTC the federal and state guidance for the development of the annual OWP. (regional)
- Review all drafts OWPs to ensure that they meet the needs of statewide programs and/or policies.
- Circulate Draft OWP with a comment transmittal memo to HQ ORIP District Liaison and other reviewers.
- Collect all Draft OWP comments to include in comprehensive letter to MTC.
- Ensure all comments are included in the Final OWP.
- Develop Caltrans in-house Work Elements for the region's planning activities. (regional)
- Submit to MTC quarterly reports on Caltrans Work Elements.
- Review MTC's quarterly reports for consistency and progress towards completion of their deliverables as noted in the OWP, and submit to HQ ORIP District Liaison.
- Attend Annual MPO meetings and represent the Department on related issues.
- Provide recommended OWP approval letter to FHWA/FTA by June 1st.
- Approve and send all additional OWP documents, i.e., Amendments, Certifications and Assurances to ORIP District Liaison.
- Review all RFRs to ensure expenditures are accurate, for eligible activities, for delivered products, and completed in accordance with work elements in the OWP and Federal and State Requirements.
- Approve and submit FHWA Partnership Planning, FTA 5304 Transit Planning and Regional Blueprint Planning Grants Quarterly Progress Reports and Close-out Packages.

- Approve and submit Prop 84 RFRs and QPRs.
- Review, approve and submit to HQ ORIP MTC's Year End Package.

<b>Products</b>	<b>Estimated Completion Date</b>
• Caltrans Work Elements for the OWP annual update	February 2013
• Progress reports on Caltrans OWP activities	Quarterly
• Reimbursement of CPG funds	Monthly
• Participation at policy level meetings	As Needed
• Amendment Approval	Periodic
• Close-out packages for Discretionary funded projects	As Needed

<b>Estimated Cost by Funding Source</b>	<b>Estimated Person-Months and Cost</b>
Not funded through the OWP process	N/A

**Work Element 6.7 – Local Development/Inter-Governmental Review (LD/IGR)**

**Objectives**

To review and comment on federal, state and local environmental documents prepared pursuant to the National Environmental Policy Act and the California Environmental Quality Act to ensure that individual and cumulative impacts to state transportation facilities are identified and properly mitigated.

**Description**

Local Development-Intergovernmental Review (LD-IGR) is a mandated ongoing statewide effort focused primarily on avoiding, eliminating, or reducing to insignificance, potential adverse impacts of local development on the transportation system. This function reviews environmental documents and development plans submitted by lead agencies to evaluate the potential impacts of proposed projects on state facilities and pursue and monitor appropriate mitigation measures.

**Previous and Ongoing Related Work**

Caltrans has been reviewing environmental documents and plans for local development projects and transmitting written comments to lead agencies regarding potential impacts these projects may have on state facilities. Coordination meetings with lead agencies and developers are held when needed. Encroachment permits are reviewed for compliance with CEQA and to ensure that agreed upon mitigation measures are implemented.

**Tasks**

- Coordinate Caltrans review of environmental documents and development plans.
- Coordinate with and solicit comments from Caltrans functional units regarding local development projects that may potentially impact state facilities.
- Submit written comments to lead agencies on proposed projects and environmental documents.
- Review encroachment permits for compliance with CEQA and to ensure agreed upon mitigation measures are implemented.
- Coordinate and attend meetings with lead agencies, Tribal Governments, and developers to discuss local development projects.
- Attend public hearings, Tribal Council meetings, and local agency meetings related to land-use when necessary
- Conduct and/or attend scoping meetings when necessary.
- Coordinate with Headquarters on legislation related to the CEQA process.

**Products**

**Estimated Completion Date**

- Written comments to lead agencies on their proposed projects and environmental documents. Ongoing
- Documents on Tribal government-to-government relations Ongoing

**Estimated cost by funding source**

**Estimated Person-Months and Cost**

TBD

N/A

**Work Element 6.8 – Caltrans Project Planning**

**Objective**

To improve transportation by enhancing the movement of people, goods and services.

**Description**

The major activity for this work element is the preparation and delivery of Project Initiation Documents (PIDs) in their many forms including Project Study Reports (PSRs). PIDs study project purpose and needs, scopes, develop and evaluate different alternatives, propose tentative project development schedules, and estimate support and capital costs and schedules for programming purposes. They ensure that transportation projects are feasible, constructible, and viable.

**Previous and Ongoing Related Work**

- Implement guidance and requirements of SB 45 and AB 1477.
- Work in partnership with appropriate regional and local agencies (including Tribal Governments) on designated projects that are needed on the State or regional transportation systems.
- Prepare or provide oversight for the development of PIDs for projects that are in the current Regional Transportation Plan (RTP), Countywide Plans, or other transportation planning documents and are candidates for the State Transportation Improvement Program (STIP), voter-approved tax measure transportation improvement funding, and other funding sources/programs.
- Implement the updated guidance to streamline PID process for locally funded projects on State facilities. Implement the updated PID guidance to streamline process of State Highway Operations and Protection Program (SHOPP) projects.
- Prepare PIDs for projects currently listed in the 10-Year SHOPP Plan and are candidate projects for SHOPP.
- Prepare PIDs for projects eligible for Regional Measures 1 and 2 Toll Bridge Program funding.
- Prepare/review Transportation Enhancement Program applications for funding of enhancement.

**Tasks**

- Prepare FY 2013-16 PID workload for SHOPP and NonSHOPP to align PID workload with program capacity.
- Implement procedures established in MOU between Caltrans and MTC covering PSRs.
- Provide expertise to local agencies on the initiation of transportation projects.
- Provide coordination between engineering, highway operation, environmental, and right of way functions in the development of PIDs.
- Provide analysis of alternatives to eliminate fatal flaws.
- Coordinate the formation of project development teams to ensure stakeholder input into project initiation and preprogramming phases.
- Include life cycle cost analysis (LCCA) whenever appropriate.
- Include value analysis reviews whenever appropriate.

**Products**

New projects and special studies are subject to priorities and resources provided for those specific purposes.

**Estimated Completion**

Ongoing

**Estimated Cost by Funding Source**

Not funded through the OWP process

**Estimated Person-Months and Cost**

N/A

**Work Element 6.9 – Native American Liaison**

**Objectives**

- Establish clear lines of communication with the six federally recognized tribes.
- Be cognizant of the issues relating to Tribal Governments and Native American organizations, groups, and individuals.
- Establish clear roles and responsibilities within Caltrans District 4.
- Partner/formulate with MTC on best practices for Tribal Government inclusion into the region’s transportation planning process.
- Coordinate, consult with and involve Tribal Governments.

**Description**

Provide liaison staff to implement State and Federal laws and directives to be sensitive to the Native American interests, and encourage active participation by Tribal Governments and Native American organizations, groups, and individuals in developing and implementing transportation plans and projects.

**Previous and Ongoing Related Work**

- District general consultation with tribal governments.
- Provide Tribal Governments and Native American community relevant transportation planning guidelines and information to tribes and tribal community based organizations.
- Assist in the development of Tribal transportation plans and transportation planning efforts when requested by Tribal Governments.
- District participation in the Department’s Native American Advisory Committee (NAAC).

**Tasks**

- District participation in the Departmental Native American Advisory Committee (NAAC)
- Develop and maintain active working relationships with Native American organizations, communities, groups, and individuals by encouraging participation in the transportation planning and programming processes through Public Participation efforts.
- Establish and maintain government-to-government relations with Tribal Governments through coordination and consultation efforts.

**Products**

- Improved and continuing working relationships and communication between the Department/District and local Native American tribal governments, community based organizations, groups, and individuals.
- Documentation of Tribal government-to-government relations.

**Estimated Cost by Funding Source**

**Estimated Completion Date**

Not funded through OWP process

Ongoing

## **Work Element 6.10 – Environmental Justice Planning Studies Program**

### **Objectives**

To demonstrate the principles of Environmental Justice (EJ), as outlined in various State and federal statutes and directives, in the transportation investment decisions made by Caltrans and other public agencies and private organizations.

To promote greater public involvement of traditionally under-represented and under-served populations such as the elderly, disabled, low-income, and minority (i.e., African-American, Hispanic, Asian-American, American Indian/Alaskan Native, and Pacific Islander) community groups and leaders in transportation decisions and context sensitive planning, to prevent or mitigate disproportionate, adverse impacts of transportation projects while improving mobility, access and quality of life for diverse communities.

### **Description**

Environmental Justice Planning supports and encourages efforts by all and diverse communities to integrate land use and transportation decisions, projects, plans, and activities.

Environmental Justice Planning is a collaborative, comprehensive, and integrated process. The results of this process are intended to ensure that transportation investments are made that promote sustainable communities, provide for a resilient economy, foster the highest and best land uses, and expand transportation choices in an equitable manner to people in all segments of society. In balancing transportation investments, economic prosperity, community livability, and environmental protection, Caltrans will achieve widespread public involvement and equity in individual transportation choices.

### **Previous and Ongoing Related Work**

- Coordinate on a continuous basis with the Headquarters in regards to Environmental Justice Planning, Smart Growth, Livable Communities, and Public Participation concepts and policies.
- Coordinate with the Metropolitan Transportation Commission (MTC) and local agencies in regards to the Environmental Justice Planning Grants Program.

### **Tasks**

- Interface with the MTC, local agencies, Native American Tribal Governments, private and non-profit organizations, community-based organizations and transit agencies, to address Environmental Justice, Smart Growth, and Livable Communities issues.
- Coordinate participation of other Department functional units as appropriate.
- Provide assistance to applicants in applying for Environmental Justice Planning Grants.
- Monitor EJPG contracts.
- Review Project Study Reports (PSRS) and Project Reports for Title VI, Environmental Justice compliance.
- Conduct outreach efforts to traditionally under-represented and under-served populations such as the elderly, disabled, low-income, and minority (i.e., Black, Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) community groups and leaders.

**Products**

- Management of EJ Grants
- Documentation of outreach efforts and meetings with traditionally under-represented and under-served populations and their community leaders

**Estimated Completion**

Varies with the Award Year

Varies with the Award Year

**Estimated Cost by Funding Source**

**Estimated Person-Months and Cost**

Not funded through the OWP process

N/A

**Environmental Justice (EJ) Grants**

The Environmental Justice (EJ) planning grants are intended to promote the involvement of low-income and minority communities, and Native American Tribal Governments, in the planning for transportation projects to prevent or mitigate disproportionate, negative impacts while improving their mobility, access, safety, and opportunities for affordable housing and economic development.

The EJ projects have a clear focus on transportation and community development issues that address the interests of low-income, minority, Native American, and other under-represented communities.

Please see Appendix E for the active planning projects funded by Environmental Justice grants in the MTC Region.

## Work Element 6.11 – Community Planning and Public Engagement

### Objectives

- To effectively link transportation and land use planning at the community level.
- To seek innovative solutions to transportation issues, problems, and constraints.
- To actively involve all segments of the public through outreach efforts to the traditionally under-represented and under-served populations such as the elderly, disabled, low-income, and minority (e.g., African-American, Hispanic, Asian-American, American Indian/Alaskan Native, and Pacific Islander) community groups and leaders in transportation planning and decision-making.
- To provide a forum for discussing issues related to the function of conventional state highways as main streets, including the potential relinquishment of state routes to local control, with cities, counties and other local agencies.
- To provide funding for Community-Based Transportation Planning grant proposals.

### Description

The Community Planning Branch supports and encourages efforts by communities to integrate land use and transportation decisions, projects, plans, and activities. Community Planning is a collaborative, comprehensive, and integrated process. The results of this process are intended to ensure that transportation investments are made that promote sustainable communities, provide for a resilient economy, foster the highest and best land uses, and expand transportation choices in an equitable manner to people in all segments of society. It intends to promote balanced transportation investments, economic prosperity, community livability, and environmental protection.

### Previous Related Work

- Coordinated with local agencies in regard to the previous year's Community-Based Transportation Planning grants.
- Monitored the MTC/ABAG regional blueprint project, known as FOCUS, which was funded in part by a grant from the California Business, Transportation and Housing Agency that is administered by Caltrans.
- Coordinated on a continuous basis with Caltrans Headquarters in regard to Community-Based Transportation Planning grants, context sensitive solutions and Complete Streets Policy implementation, and regional growth issues and performance and impact measures.
- Coordinated meetings on context sensitive solutions and complete street design for conventional highways with local agencies and district staff from various functional areas.
- Provided written comments on local development proposals and land use plans to promote measures to reduce regional vehicle miles traveled and improve pedestrian and bicycle access to regional transit facilities.

### Tasks

- Coordinate with other District 4 planning branches to organize an annual grant application solicitation cycle for the Caltrans planning grant program, including the Community-Based Transportation Planning grants.
- Provide feedback to agencies interested in vying for Community-Based Transportation Planning grants and evaluate applications received.
- Continue to coordinate with Caltrans Headquarters in regard to Community-Based Transportation Planning grants, context sensitive solutions and Complete Streets Policy implementation, and regional growth issues and impacts.

- Coordinate meetings on context sensitive solutions and complete street design for conventional highways with local agencies and district staff from various functional areas.
- Review local land use plans and development proposals and provide comments on measures to reduce regional vehicle miles traveled and improve pedestrian and bicycle access to regional transit facilities.
- Provide the district with information on current regional growth and community planning issues and prepare fact sheets as required for district management.
- Act in an advisory role to other branches requesting public participation process information and/or usage of the Headquarters Planning Public Participation Consultant Services contract.

**Products**

**Estimated Completion Date**

- |   |             |
|---|-------------|
| • Analysis and ranking of Community-Based Transportation Planning grant applications.   | Annual      |
| • Development of the fund transfer agreements for agencies awarded grant funding.   | Annual      |
| • Monitoring the work of projects receiving grant funding.  | Ongoing     |
| • Participation in regional growth meetings/workshops.  | Ongoing     |
| • Preparation of technical information for internal and external partners.  | Ongoing     |
| • Public participation task order development and monitoring.   | As required |
| • Processing of Public Participation Consultant Services task order invoices.   | As required |
| • Development of quarterly reports for both Headquarters & District Planning.   | Quarterly   |
| • Coordinating context sensitive solutions and complete street design review meetings with local agencies.                          | Ongoing     |
| • Providing comments on local land use plans and development proposal regarding measures to reduce regional vehicle miles traveled. | Ongoing     |

**Community Based Transportation Planning (CBTP) Grants**

The Community Based Transportation Planning (CBTP) grant program is primarily used to seed planning activities that encourage livable communities. CBTP grants assist local agencies to better integrate land use and transportation planning, to develop alternatives for addressing growth, and to assess efficient infrastructure investments that meet community needs. These planning activities are expected to help leverage projects that foster sustainable economies, increase available affordable housing, improve housing/jobs balance, encourage transit-oriented and mixed-use development, expand transportation choices, reflect community values, and include non-traditional participation in transportation decision making.

CBTP grant funded projects demonstrate the value of these new approaches locally and provide best practices for statewide application. The maximum amount available per grant is \$300,000, with a requirement that the local agency provide matching funds equal to at least 10% of the total. At least half of this has to be cash, while the rest can be in the form of an in-kind contribution.





Rural or Small Urban Transit Planning Grants

- Countywide Transit Market Assessment (\$100,000)

Transit Planning Student Internships

- LAVTA Transit Internship Program (\$41,200)

2012/2013 Transit Planning Studies

February 28, 2015

Statewide or Urban Transit Planning Grants:

- Emeryville-Oakland-Berkeley Transit Study (\$250,000)
- Geneva Harney BRT Feasibility Study (\$300,000)

Rural or Small Urban Transit Planning Grants

- None were awarded this fiscal year

Transit Planning Student Internships

- SFO Ground Transportation Planning Interns (\$44,000)

**Estimated Cost by Funding Source**

**Estimated Person Month & Cost**

Not funded through OWP process

N/A

**Work Element 6.13 – Pedestrian Coordination**

**Objectives**

- To improve pedestrian safety, access and mobility.
- To engage stakeholders in the development of Caltrans policies, guidance and project design concerning and affecting pedestrians.

**Description**

The District Planning staff seeks to improve pedestrian safety, access and mobility by performing design review for projects proposed for the State Highway System, working with Headquarters staff to revise guidance identified in the Implementation Plan for the Caltrans Complete Streets policy, and meaningfully involving stakeholders in these activities so that better outcomes are achieved.

**Previous Related Work**

- Reviewed Caltrans project initiation documents and project reports, participated on project development teams, and provided comments on projects regarding pedestrian needs and in support of walkable communities.
- Participated in meetings with local agencies and district staff regarding pedestrian design and operational issues at the conceptual development phase of various projects on the state highway system.
- Provided staff support for the District 4 Pedestrian Advisory Committee, which consists of stakeholders from Bay Area public agencies and local communities, and coordinated Committee meetings where Caltrans projects, policies, guidance and standards were reviewed and comments were provided.
- Coordinated on a continuous basis with Caltrans Headquarters in regard to Complete Streets Policy implementation and related guidance development and revisions.

**Tasks**

- Review and comment on Caltrans projects and participate on project development teams regarding pedestrian needs and in support of walkable communities.
- Participate in meetings with local agencies and district staff regarding pedestrian design and operational issues at the conceptual development phase of various projects on the State Highway System.
- Continue to provide staff support for the District 4 Pedestrian Advisory Committee and coordinate at least four meetings where Caltrans projects and policies will be reviewed for comment.
- Continue to coordinate with Caltrans Headquarters in regard to Complete Streets Policy implementation and related guidance development and revisions.

**Products**

**Estimated Completion Date**

Reviewing and commenting on Caltrans projects regarding pedestrian needs	Ongoing
Providing staff support for District 4 Pedestrian Advisory Committee meetings	Quarterly

**Estimated Cost by Funding Source**

**Estimated Person Month & Cost**

Not funded through OWP process	N/A
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**Work Element 6.14 – Bicycle Coordination**

**Objectives**

- To improve bicycle safety and access on and across Caltrans facilities.
- To engage external and internal stakeholders in the development of Caltrans bicycle transportation policies, guidelines, best practices and project design.
- To provide input on Caltrans project planning and design concerning and affecting bicycle travel and safety.

**Description**

The District Bicycle Coordinator, together with Caltrans district functional units and Headquarters staff, works to improve bicycle access and safety on State highways. This is done through the review of planning and design documents, participation in Project Development Teams and statewide policy-level committees, and coordination with local and regional agencies as well as other stakeholders on planning and design efforts to ensure that bicycle transportation needs are addressed during project selection, planning, and design.

**Previous Related Work**

- Advised and assisted in implementation of Caltrans Complete Streets Policy, the Strategic Highway Safety Plan, the California Blueprint for Bicycling and Walking, the Safe Routes to Schools Program, and the Bicycle Transportation Account.
- Reviewed and provided input on district planning, project initiation, and design documents as well as on Caltrans standards, guidelines, and procedures as they affect bicycle travel.
- Provided input and shared information regarding:
  - existing roadway deficiencies and needed bicycle safety upgrades;
  - new policies and revisions pertaining to bicyclists.
- Coordinated quarterly Caltrans District 4 Bicycle Advisory Committee consisting of representatives of Bay Area transportation agencies and advocacy groups. The committee’s objective is to facilitate exchange and discussion regarding Caltrans projects and policies.
- Coordinated Caltrans participation in Bike to Work Day.

**Tasks**

Continue to perform work listed above in the “Previous Related Work” section.

**Products**

**Estimated Completion Date**

- Review and provide input on planning- and design-level documents Ongoing
- Coordinate District 4 Bicycle Advisory Committee Quarterly

**Estimated Cost by Funding Source**

**Estimated Person Month & Cost**

Not funded through OWP process N/A

## **Work Element 6.15 – Transit Coordination**

### **Objectives**

- To encourage alternative modes of transportation on the State Highway System.
- To leverage the existing State Highway System to promote and enhance alternative transportation mode opportunities.
- To support Director's Policy 27: Bus Rapid Transit (BRT) Implementation Support, and Deputy Directive 98: Integrating BRT into State Facilities.

### **Description**

The Transit Coordination Branch seeks opportunities to increase mobility options within the State Highway System (SHS). This function assists the Department in meeting goals associated with AB 32, SB 375, and SB 391 by promoting alternative transportation modes to decrease vehicle miles traveled and associated green house gas emissions and increasing the efficiency of the SHS. Specifically, emphasis is placed on three areas: 1) leveraging the existing SHS to promote faster transit service, 2) promoting connectivity and integration of all rail systems, and 3) enhancing the existing District Park and Ride program. Internally, this office works with other functional units to ensure that transit/rail/Park and Ride accommodations are included in Caltrans plans and projects. The Transit Coordination Branch also collaborates with the Division of Mass Transportation (DMT) and the Division of Research and Innovation (DRI) on statewide modal issues. Externally, this office develops partnership with other agencies to promote and enhance strategies that encourage alternative modes of transportation.

### **Previous Related Work**

- Richmond Parkway Transit Center Feasibility Study, December 2012
- DRI study "BRT Integration into PDPM," July 2011
- DRI study "Assessment of Converting Lane to Bus Only," December 2010
- DRI study "BRT Performance Assessment Guidebook," June 2010
- Ardenwood P&R Expansion and Improvement Project, October 2009
- Central and Southern Marin Transit Study, June 2009
- Deputy Directive 98 presentation to District 4, January 2009
- DRI study "Implementation of BRT on Conventional Highways, December 2008
- SF Transit Effectiveness Project, October 2008
- Marin P&R Patron Survey, October 2008
- CA APA Presentation "Non-Traditional Improvements to State Routes," September 2007
- Caltrans BRT Handbook for Partners, February 2007
- Rockridge BART Smart Parking Demo Project, April 2006
- Richmond Parkway Transit Center Planning & Conceptual Design Study, February 2005
- Caltrans Regional Express Bus Plan Study, April 2005
- Caltrans P&R and HOV Transit Enhancement Project ("Buspool Project"), July 2005
- Caltrans Transportation Planning Grant "Van Ness BRT Study," June 2004

**Tasks**

- Coordinate with local agencies to improve the State Highway System to optimize alternative modes of transportation.
- Review Caltrans project development documents and ensure that alternative modes of transportation are considered and accommodated wherever feasible.
- Participate on DMT working groups
- Participate on DRI technical advisory committees
- Provide project management support for transit projects on the State Highway System.
- Serve as District BRT Coordinator
- Participate on Project Development Teams (PDTs) for projects with transit components.
- Seek partnership opportunities to improve and expand the District P&R system.
- Plan for improved and new P&R lots
- Develop and administer District 4 P&R parking fee program.
- Participate on PDTs for projects with P&R components.

**Products**

**Estimated Completion Date**

- |   |             |
|---|-------------|
| • Transit Plan for Labor Day Weekend Bridge Closure 2013            | Fall 2013   |
| • Input on DRI's TAC for "BRT Toolbox"                              | Spring 2014 |
| • Richmond Parkway Transit Center Operations and Maintenance Report | Annually    |
| • Transit quarterly reports for DMT                                 | Quarterly   |
| • Resolution of Park & Ride lot issues                              | Ongoing     |
| • Resolution of issues impeding Implementation of BRT projects      | Ongoing     |
| • Comments on Caltrans projects for transit accommodations          | Ongoing     |
| • Implementation of P&R fee program                                 | Ongoing     |
| • Participation on MTC's Rideshare TACAs required                   |             |

**Estimated cost by Funding Source**

**Estimated Person-Months and Cost**

Not funded through the OWP process

**Work Element 6.16 – Goods Movement Planning/Partnerships**

**Objectives**

The movement of goods is critical to the State’s economy as well as producers of goods and consumers statewide, nationwide and international. The Freight Mobility Branch plays a major role in improving the regional freight transportation system in District 4 and the interregional movement of goods coming into and going through the State. The “freight” transportation system in the District is multimodal and includes the State Highway System, local roads, rail facilities, seaports and airports.

**Description**

The Freight Mobility Branch develops strategies, policies and methodologies to improve the efficient movement of freight commodities through the State’s multimodal transportation system. All freight modes and intermodal connections are considered in the ongoing effort to facilitate goods movement to and through the region.

The Branch works closely with Headquarters, including the Office of System and Freight Planning within the Division of Transportation Planning, the Division of Research, Innovation and System Information, the Division of Aeronautics, the Division of Rail, and Traffic Operations Program. It also coordinates with external governmental entities, - such as FHWA, FTA, regional/local agencies, seaports and airports - and the trucking and freight industry to improve the performance of the multi-modal freight system. Performance measures include system reliability, just-in-time delivery, reduction in travel delay and congestion, transport efficiency and improved air quality.

**Tasks**

- Represent the District, in cooperation with regional and local agencies, in developing regional and interregional goods movement policies and strategies.
- Assist, in an advisory and expert role, in representing the State in the development and implementation of state and regional goods movement studies and initiatives.
- Represent the Department in advocating for transportation improvements that benefit regional and interregional freight movement.
- Acquire data pertinent to goods movement including appropriate traffic data and information related to commodity flow.

**Product**

Internal policy document

**Estimated Completion Date**

Ongoing

**Estimated Cost by Funding Source**

Not funded through the OWP process

**Estimated Person-Months and Cost**

## Work Element 6.17 – Transportation Conformity and Air Quality Planning

### Objectives

- Participate in development of State Implementation Plans to demonstrate how the San Francisco Bay Area air basin achieves applicable federal air quality standards.
- Work with MTC to demonstrate that the Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP) conform to the purpose of the State Implementation Plan (SIP) through a transportation conformity process required by the Clean Air Act Section 176(c) (42 U.S.C. 7506(c)).
- Participate with federal, state, regional and local agencies during interagency consultation on transportation conformity and related air quality planning.
- Participate with federal, state, regional and local agencies during interagency consultation procedures for PM2.5 hot-spot analyses for the Bay Area.

### Description

- In June 2004, the Bay Area was designated as a marginal nonattainment area of the national 8-hour ozone standard. US EPA lowered the national 8-hour ozone standard from 0.80 to 0.75 PPM effective May 27, 2008. The latest approved SIP for ozone is the 2001 Ozone Attainment Plan.
- U.S. EPA lowered the 24-hour PM2.5 standard from 65 ug/m<sup>3</sup> to 35 ug/m<sup>3</sup> in 2006. U.S. EPA designated the Bay Area as nonattainment for the PM2.5 standard on October 8, 2009. The effective date of the designation is December 14, 2009 and the Bay Area Air Quality Management District has three years to develop the SIP that demonstrates the Bay Area will achieve the revised standard by December 14, 2014. The SIP for the new PM2.5 standard must be submitted to the U.S. EPA by December 14, 2012.
- Anytime MTC develops or amends the RTP and/or TIP for the region, they must prepare a Transportation-Air Quality Conformity Analysis to demonstrate how the transportation activities in the RTP and TIP will not cause new air quality violations, worsen existing violations, or delay timely attainment of the national ambient air quality standards. The goal of transportation conformity is to ensure that Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding and approvals given to highway and public transportation activities are consistent with air quality goals. The air quality standards addressed in the conformity analysis include ozone, carbon monoxide and fine particulate matter (PM2.5) standards.
- MTC Resolution No. 3757 outlines procedures to be undertaken by the MTC, U.S. Environmental Protection Agency (EPA), California Department of Transportation (Caltrans), FHWA, FTA, State and local air agencies before making transportation conformity determinations on the RTP and TIP. Interagency consultation on transportation conformity and related air quality planning is facilitated through the Air Quality Conformity Task Force.
- MTC Resolution No. 3946 outlines procedures to be undertaken by MTC, EPA, Caltrans, FHWA, FTA, and State and local air agencies regarding interagency consultation procedures for PM2.5 hot-spot analyses for the Bay Area. Interagency consultation on project level PM2.5 conformity is also facilitated through MTC's Air Quality Conformity Task Force. Because the Bay Area is designated as a PM2.5 non-attainment area, Bay Area project sponsors are required to undergo project level conformity determinations for PM2.5 if their project meets certain criteria for projects of air quality concern.

### **Previous and Ongoing Related Work**

- Reviewed Transportation Air Quality Conformity Analysis for the Transportation 2035 Plan and 2011 Transportation Improvement Program.
- Consulted with Department project sponsors on preparation and submittal of PM2.5 Project Assessment forms.
- Participated in Statewide Air Quality Conformity Working Group meetings.

### **Tasks**

- Participate in interagency consultation regarding transportation conformity, PM2.5 project level conformity, and other air quality issues through the Transportation Air Quality Conformity Task Force. The Task Force meets monthly.
- Participate with regional and local partner agencies on preparation of the PM2.5 SIP.
- Work with Department project sponsors in developing and submitting PM2.5 Hot Spot Analysis Project Assessment forms for Transportation Air Quality Conformity Task Force consideration.
- Participate with HQ, CARB, and other state and federal agencies on state air quarterly planning issues as needed.

### **Products**

### **Estimated Completion Date**

- |  |           |
|--|-----------|
| • Air Quality Conformity Task Force Decisions      | Monthly   |
| • RTP/TIP Transportation Conformity Analysis Input | As Needed |
| • PM2.5 Project Assessment Forms                   | As Needed |

### **Estimated Cost by Funding Source Source**

### **Estimated Person-Months and Cost**

Not funded through the OWP process

N/A

## Work Element 6.18 – Climate Change Adaptation Planning

### Objectives

Work with the HQ Climate Change Branch as well as with partner agencies in the region to plan, develop and implement projects and programs that aim to reduce greenhouse gas and criteria pollutant emissions from the transportation sector to further the Bay Area's climate protection goals, and improve our region's air quality and public health and safeguard us from sea-level rise.

### Description

- The Global Warming Solution Act of 2006 creates a comprehensive, multi-year program to reduce GHG emissions in California. The Department works closely with the California Air Resources Board and the Administration's Climate Action Team (CAT) to support development and implementation of the California Climate Action Program. The Department also collaborates with local and regional agencies, academic and research institutions, non-governmental organizations (NGOs), and other environmental and energy stakeholders to advance the State's climate change objectives.
- Climate change is expected to significantly affect the Bay Area's public health, air quality and transportation infrastructure through sea level rise and extreme weather. In the Bay Area, the single largest source of GHG emissions is from the consumption of fossil fuel in the transportation sector. In fact, the transportation sector, mostly from cars, trucks, buses, trains and ferries, contributes over 40 percent of the GHG emissions in the region.
- As required under SB 375, the 2013 Regional Transportation Plan/Sustainable Communities Strategies (RTP/SCS) will lay out how land use and transportation can work together to reduce GHG emissions. Within this context, the region will need to focus on developing innovative strategies and evaluating their effectiveness in reducing GHG emissions for purposes of informing the development of the SCS.
- In September 2010, Caltrans District 4, in partnership with BCDC and MTC, was awarded a \$300,000 grant from FHWA to field test FHWA's conceptual model for conducting climate change vulnerability and risk assessments of transportation infrastructure in a Bay Area sub-region. The final report was completed in November, 2011. The three agencies will pursue funding opportunities to continue this work.
- In May, 2011, Caltrans released the "Guidance on Incorporating Sea Level Rise: For use in the planning and development of Project Initiation Documents". The guidance is intended for use by Caltrans Planning staff and Project Development Teams to determine whether and how to incorporate sea level rise concerns into the programming and design of Department projects.
- Building on its regional assessment of Bay Area impacts from mid- and end-of-century sea level rise, *Living With a Rising Bay*, the San Francisco Bay Conservation and Development Commission (BCDC) has partnered with the National Oceanic and Atmospheric Administration Coastal Services Center (NOAA CSC) to work with Bay Area communities in planning for sea level rise. The *Adapting to Rising Tides (ART)* project will be a collaborative effort involving community officials and stakeholders to address two specific questions: (1) How will sea level rise and other climate change impacts affect the future of Bay Area communities, ecosystems, infrastructure, and economy, and (2) What strategies should we pursue, both locally and regionally, to address these challenges and reduce and manage these risks?

**Previous and Ongoing Related Work**

- Caltrans District 4 provided input to the 2009 California Climate Adaptation Strategy.
- Caltrans District 4, BCDC and MTC completed work on the Transportation Risk Assessment Pilot Study.

**Tasks**

- Staff will continue monitoring and providing input on updates to the California Climate Adaptation Strategy and Climate Action Team Reports to the Governor and Legislature.
- Monitor and evaluate programs and projects in the draft 2013 RTP/SCS for their effectiveness in reducing GHG emissions.
- Staff will assist with and ensure that Project Initiation Documents incorporate sea level rise concerns as needed, as defined in the May 16, 2011 guidance.
- Staff will remain engaged with BCDC in continued development of the Adapting to Rising Tides project.
- Work with BCDC, MTC, and BART as co-lead agencies on the “Climate Change and Extreme Weather Adaptation Options for Transportation Assets in the Bay Area” pilot study using recently awarded FHWA grant funding.

**Products**

**Estimated Completion Date**

- |                                      |              |
|--------------------------------------|--------------|
| • BCDC ART Project                   | Summer, 2013 |
| • Trans. Adaptation/Resiliency Study | August, 2014 |

**Estimated Cost by Funding Source**

**Estimated Person-Months and Cost**

Not funded through the OWP process	N/A
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<b>Work Element 7.1 – State Funding for Transit and Intermodal Improvements</b>
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**Objective**

Assist local agencies in obtaining programmed State funds for transit capital projects, and monitor fund use.

**Description**

Management of funds programmed by the CTC earmarked for transit capital projects. Funds are disbursed to local agencies by means of agreements. Funding sources include TCRP, SHA, PTA and Propositions 1A, 1B, and 116.

**Previous and Ongoing Related Work**

Monitoring of projects funded by the sources listed above.

**Tasks**

- Prepare Local Agency allocation requests for funds allocated by the CTC.
- Coordinate review of agencies and projects under the provisions of SB 580, GC Sec. 14085-14088.
- Prepare and monitor agreements with local agencies to allow disbursement of State funds in compliance with CTC resolutions and policies, as well as policies and contractual requirements of the Department.
- Provide support services to the Caltrans Division of Mass Transportation (DMT).
- Attend Advisory Committee meetings as required.
- Coordinate programming amendments.
- Review and approve project scopes of work.
- Monitor progress of projects.
- Review project Monitoring Reports from grant recipients.
- Monitor applicants for compliance with CTC's "Timely Use of Funds" policies.
- Implement CTC policies regarding state transit funding.

<b>Products</b>	<b>Estimated Completion Date</b>
• CTC allocation requests	Ongoing
• Project Fund Transfer Agreements, Master Agreements and Program Supplements	Ongoing
• Auditable records of all disbursements made under these Fund Transfer Agreements	Ongoing

<b>Estimated Cost by Funding Source</b>	<b>Estimated Person Months and Cost</b>
Not funded through the OWP process.	N/A

**Work Element 7.2 – Federal Assistance for Public Transportation Projects in Non-Urbanized Areas**

**Objectives**

Administer Federal funding to assist transportation providers in non-urbanized areas (areas not part of a designated urbanized area of over 50,000 populations).

**Description**

The Federal government has established the Federal Transit Administration's (FTA) Section 5311 (formerly Section 18) grant program to provide assistance to transportation providers in non-urbanized areas. This work element includes administration of this program to participating transportation providers in the District.

**Previous and Ongoing Work**

Administer and monitor Federal Transit Administration's (FTA) Section 5311 grant program.

**Tasks**

- Liaison with MTC to review applications.
- Review grant applications and make recommendations relative to funding.
- Review vehicle procurement process of Section 5311 providers.
- Monitor performance annually of Section 5311 providers.
- Provide technical assistance to Section 5311 providers.

**Products**

Improved transportation in non-urbanized areas through the purchase of specialized vehicles, construction of transit shelters and station facilities and funding of operating assistance.

**Estimated Cost by Funding Source**

FTA 49USC 5311 \$37,777

**Estimated Person Months and Cost**

Caltrans: 6

\$37,777

**Work Element 7.3 – Park-and-Ride Program**

**Objectives**

Provide park-and-ride facilities in order to encourage ridesharing and optimize the effectiveness of the existing transportation system in the Bay Area by reducing vehicles on local streets and the state highways system (SHS). Park-and-ride facilities provide a location for individuals to park their vehicles and in some locations store their bicycles, to join carpools, to access bus and rail service. The Caltrans park-and-ride network increases mobility options of travelers and increases person throughput through the transportation system. These facilities support reduced vehicle trips, energy consumption, congestion, and improves air quality.

**Description**

The District 4 Park-and-Ride Program manages the operations at Caltrans park-and-ride lots and provides guidance for the planning and development of additional facilities as appropriate. Activities include coordination of the maintenance, traffic and parking enforcement, review of non-rideshare and permitted use requests. Additionally provides guidance for proposed improvements and/or new facility development. Coordination requires interaction with other Caltrans functional units, transit providers, citizens, and public or private entities.

**Previous and Ongoing Related Work**

- Operate and coordinate maintenance & parking enforcement of State owned park-and-ride facilities.
- Participate on Project Development Teams (PDTs) to address operational issues at the conceptual development phase of planning improved or new P& R projects.
- Provide program guidelines and respond to requests for rideshare and facility information.

**Tasks**

- Perform annual inventory surveys and prepare census (usage) reports of existing park-and-ride lots.
- Maintain D4 park-and-ride computer databases, reports, maps, webpage and files of park-and-ride lot projects and inventory.
- Address ongoing requests/inquiries for park-and-ride lot maintenance and services.
- Operate an exclusive park-and-ride 1-800 telephone number to provide rideshare & facility information and respond to user concerns.
- Coordinate park-and-ride facility rehabilitation & operational or safety improvements with Caltrans functional units.
- Request as needed California Highway Patrol enforcement of traffic/parking regulations at facilities or to address safety/security issues at facilities.
- Coordinate maintenance and assign bicycle lockers at Caltrans park-and-ride lots.

**Products**

- Project Reports
- Annual Program Inventory

**Estimated Completion Date**

- Ongoing
- Ongoing

**Estimated Cost by Funding Source**

**Estimated Person Months and Cost**

Not funded through OWP process

N/A

**Work Element 8.1 – Traffic Operations System**

**Objectives**

To implement, operate, monitor, and maintain the Traffic Operations System (TOS) for the Bay Area freeways, as stipulated in the Caltrans TMS Master Plan, in order to improve vehicle-operating speeds and to reduce freeway delays caused by incident and recurring congestion.

**Description**

The TOS is a management tool intended to improve the operation of the highway system by optimizing efficiency of the system through even traffic speeds, reduction/avoidance of congestion, and removal of incident related obstacles. The TOS entails the operation and integration of the following components: 1) A Transportation Management Center (TMC) to operate the TOS; 2) A ramp metering management system to manage access into the highway facilities; 3) A traffic surveillance system inclusive of electronic roadway detectors, closed-circuit TV (CCTV), and motorist call boxes; 4) A motorist information system inclusive of changeable message signs and highway advisory radio; and 5) A motorist service patrol to remove disabled vehicles to promptly restore highway capacity.

**Previous and Ongoing Related Work**

- Operate Traffic Management System for the SFOBB and its Oakland and San Francisco approaches from the TMC in the Oakland District Office.
- Operate the TMC at the Oakland District Office.
- Operate Alameda/San Mateo/Santa Clara Counties ramp metering systems.

**Tasks**

- Develop corridor operational plans and traffic management strategies in partnership with the MTC, Congestion Management Agencies, cities, counties, transit agencies and freight operators.
- Implementation of Bay Area TOS.
- Operate the TMC (Regional Transportation Management Center - RTMC).
- Data retrieval and support for 511 Program.
- Provide facilities management support to 511 Program.
- Operate ramp metering systems.

**Products**

- TOS projects in nine counties and seven toll bridges
- Operate ramp metering system

**Estimated Completion Date**

Ongoing  
Ongoing

**Estimated Cost by Funding Source**

**Estimated Person Months and Cost**

Not funded through OWP process

N/A

**Work Element 8.2 – Freeway Service Patrol**

**Objectives**

Together, Caltrans, the California Highway Patrol (CHP), and the MTC Service Authority for Freeways and Expressways (MTC SAFE) developed the Freeway Service Patrol (FSP) program on Bay Area Freeways in 1992. The FSPs assist in transportation system management efforts, provide traffic congestion relief, reduce traffic accidents and expedite the removal of freeway impediments, which add to the improvement of air quality.

**Description**

The Freeway Service Patrol (FSP) is a free service to the public, providing emergency towing and assistance to help keep key routes flowing smoothly. The FSP was initiated in August 1992, with three tow trucks servicing 10 miles of freeways in the Bay Area. The service was expanded in April 1994 to 40 trucks covering 168 miles of freeways. The service was expanded again in March 1995 to 50 trucks covering more than 218 miles of freeway, again in 1997 covering over 235 miles, and by August of 1998 the Bay Area FSP program expanded to 51 tow trucks covering 264 miles of freeway. The 1999 the FSP service expanded to 63 trucks covering over 332 miles. In 2001 the FSP program increased the existing fleet to 70 tow trucks covering 390 miles of freeway. In 2002-03 the FSP expanded to 83 trucks and 454 freeway miles. In 2011-12 the FSP expanded to 85 trucks and 530 miles. In 2012-13 the FSP will reduce the number of trucks to 79, and expand to 541 miles.

**Previous and Ongoing Related Work**

- Continue improvement of communication system and incident reporting system for tow trucks, CHP dispatchers and other emergency services.
- Integration of the computer aided dispatch (CAD) and automatic vehicle location system (AVL).
- Continue evaluation of the FSP program.

**Tasks**

- Ongoing evaluation of the FSP program regarding modifications of operating hours, beat assignment, locations and numbers of trucks per beat to provide more effective levels of service.
- Coordinate the dispatch of FSP vehicles based on information regarding the need for services received at the Transportation Management Center (TMC) and record the information on the CAD.
- Develop the FSP impact/evaluation procedures including specific data needs and methodology to evaluate program benefits.
- Gather data and develop a process and criteria for determining tow drivers' performance and motorist (user) satisfaction with the service.
- Maintain FSP System Database to incorporate any change of vehicle identification number, mobile data terminals, radio frequencies, schedules and trouble shooting.
- Assist in evaluation of 18 Tow Service contracts (Request For Proposals) for 2014.
- Assist in evaluation of FSP telecommunication system and management reporting system.

**Products**

**Estimated Completion Date**

- Generate contractor's invoices Monthly
- Collect and report statistical data on the Number of, location, and type of assists, services Rating average time waiting for FSP to arrive. Monthly

**Estimated Cost by Funding Source**

**Estimated Person Months and Cost**

Not funded through OWP process N/A

**Work Element 8.3 – SMART Corridor Project**

**Objectives**

Assist the local and regional SMART Corridors (Silicon Valley SMART Corridor, East Bay SMART Corridor, SFGo, San Mateo SMART Corridor, and I-580 SMART Corridor) to enhance cooperation, improve traffic flow, manage incident related traffic and reduce single occupant vehicle (SOV) demand.

**Description**

The SMART Corridor agencies are developing solutions to improve traffic conditions in critical Bay Area corridors. To achieve the objectives, several options are being developed including real-time traffic surveillance and data collection, signal coordination, transit and HOV improvements.

**Previous and Ongoing Related Work**

- Participation in Fremont-Milpitas SMART corridor project.
- Participation in SV-ITS Enhancement project.
- Coordination with City of San Francisco on SFGo project. East Bay Smart Corridor-monitor construction in San Pablo and International Blvd./Hesperian corridors
- Participate in the development of the I-580 Tri-Valley Smart Corridor
- Participation in San Mateo SMART Corridor project.

**Tasks**

- Attend steering committee meetings.
- Provide existing traffic and TOS information

**Products**

- Silicon Valley Smart Corridor Phases 1, 2 and 3
- East Bay SMART Corridor construction on State Highway
- Operation of field equipment and links between local agencies and Caltrans TMC
- Implementation of ramp metering in the Corridor

**Estimated Completion Date**

- Completed
- Completed and on-going
- Pending resolution of security issues
- Ongoing

**Estimated Cost by Funding Source**

Not funded through OWP process

**Estimated Person Months and Cost**

N/A



## **Work Element 9.2 – Data Management and Coordination Activities**

### **Objectives**

- Develop, collect, and maintain spatially-enabled data sets that support a wide array of analytical capabilities to facilitate timely and effective decision making throughout all aspects of the Department's activities; including Planning, Design, Project Management, Operations and Maintenance.
- Develop, collect, and maintain spatially-enabled data sets that support Department activities and allow effective communication and data sharing opportunities with key stakeholders in the region and at the state and federal level.

### **Description**

Federal, state, regional and local governments all have a keen interest in implementing an effective and efficient transportation system. Data and analysis tools developed and maintained by the Department support project, corridor and regional-level planning efforts.

Analytical tools, and the data supporting them, require constant maintenance and updates. The Department works internally and with external partners to ensure that the geospatial transportation-related data maintained in its GIS system is current and relevant.

The Department develops and maintains vast amounts of geospatial data in a GIS format, but the majority of data is not easily accessible to staff and management in its current format. The Department strives to make geospatial data available in various formats so that it is readily available to analysts and upper management to facilitate data-driven, effective decisions.

### **Previous and Ongoing Related Work**

- Participate in internal GIS coordination meetings including the Statewide GIS Coordinator's meeting, the Statewide Geospatial Data Management subcommittee, and District GIS User Group meetings.
- Participate in external GIS coordination meetings including the Bay Area Automated Mapping Association, the Bay Area Transit - Transportation GIS User Group, and local GIS Day activities.
- Work with HQ Office of GIS on Caltrans Google Earth features and functionality.

### **Tasks**

- Enhance and maintain files in geospatial data library.
- Convert GIS-formatted data for use on Google Earth platform.
- Train and support internal staff using GIS tools for their functional responsibilities.
- Develop a repository of geospatial data in multiple formats with widespread accessibility.
- Conduct outreach with stakeholder agencies to facilitate spatial data and information sharing.
- Support collection of geospatial transportation asset data in Maintenance program.
- Census 2010 data processing and analysis.

**Products**

- GIS data library
- Google Earth data layer library
- County STIP/SHOPP Project Location Maps
- Corridor System Management Plan Maps

**Estimated Cost by Funding Source**

Not funded through the OWP process

**Estimated Completion Date**

Complete – Ongoing Maintenance  
Complete – Ongoing Maintenance  
Ongoing  
Ongoing

**Estimated Person-Months and Cost**

N/A

**Work Element 9.3 - Transportation Monitoring**

**Objectives**

Collect and analyze data on the performance of the transportation system. This information is used in the transportation planning effort to develop transportation improvements.

**Description**

The transportation monitoring effort conducts traffic volume counts, monitors and manages high occupancy vehicle (HOV) lane performance and congestion on the State highway system.

**Previous and Ongoing Related Work**

- Establish travel trends and provide data for project-related documents such as project reports, environmental documents.
- Develop baseline data for modeling and forecasting.
- Determine usage, violation rates and vehicle occupancy rates on State highways with HOV lanes.
- Determine the magnitude of congestion and delay trends on State highways

**Tasks**

- Obtain counts from 13 Permanent Count Stations in the District to provide continuous counts each day for the entire year.
- Count approximately one-third of the 376 Control Stations in the District four times each year for one week.
- Count approximately one-third of the 3091 Ramp Count Locations in the District one time each year for one week (those counted are on the routes where the Control Station counts are made for that year).
- Count approximately one third of the 521 Profile Point Locations in the District for one week each year (profile points locations are located between control stations and are scheduled to be counted along with their respective stations). Only if resources allow.
- Conduct hand counts at 1/3 of the District’s 543 truck classification locations each year, by the number of axles, during six-hour time periods. Only if resources allow.
- Monitor and manage all District mainline HOV lanes and toll bridges. Collect vehicle volumes, vehicle occupancy, travel time and HOV time savings data at least as resources allow.
- Monitor all District freeways and collect data on congestion delays, duration and length of congestion as resources are available.

**Products**

**Estimated Completion Date**

- Annual HOV lane report
- Annual Mobility Performance Report
- Annual Traffic Volumes on CA State Highways
- Annual Ramp Volumes on CA State Highways
- Annual Average Daily Truck Traffic on CA State Highways

**Estimated Cost by Funding Source**

**Estimated Person-Months and Cost**

Not funded through OWP process

N/A

**CHAPTER 2.3: UNIFIED WORK PROGRAM**

**METROPOLITAN TRANSPORTATION COMMISSION**

**FY 2013-14**

**MAY 2013  
FINAL**

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## **Work Element 1110: Commission and Advisory Committees**

The goal of this work element is to provide professional, technical and legal support to the Commission and its committees so that they have a sound basis for making regional transportation decisions. The Commission receives input from the public through its public involvement program, its advisory committee structure and the advisory council. Regional policy recommendations also are provided through the Bay Area Partnership.

<b>Major Tasks</b>
--------------------

- **Support the Partnership Board**
- **Support the Policy Advisory Council and Tribal Government Coordination**

Major Products to Be Delivered in FY 2013-14	Estimated Completion Dates
Policy Advisory Council Annual Reports to Commission	As Required FY13/14
Commission Reports and Resolutions	As required

## Work Element 1113: Support the Partnership Board

### A. Project Description

- Objectives**
- Facilitate regional coordination of planning and programming issues with federal, state, regional and local agencies and transportation stakeholders.
- Description**
- Consult with the Bay Area Partnership Board and its subcommittees as needed on prospective regional policy issues.
  - Following Committees:
    - Partnership Technical Advisory Committee
    - Partnership Transit Coordination Committee
    - Programming and Delivery Working Group
    - Transit Finance Working Group
    - Local Streets and Roads Working Group

### B. Planning Factors Addressed

- Planning Factors Addressed**
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
  2. Increase the safety of the transportation system for motorized and non-motorized users.
  3. Increase the security of the transportation system for motorized and non-motorized users
  4. Increase the accessibility and mobility of people and freight
  5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
  6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
  7. Promote efficient system management and operation
  8. Emphasize the preservation of the existing transportation system

### C. Previous Accomplishments

- Objectives**
- Same as above
- Accomplishments**
- Met with Partnership and subcommittees on:
- Plan Bay Area
  - OneBay Area Grant proposal;
  - Transit Sustainability Project; and
  - Fund Programming and Project Delivery
- Work Products**
- Partnership Technical Advisory Committee Meetings
  - Transit Coordination Meetings
  - Programming and Delivery Working Group Meetings
  - Transit Finance Working Group Meetings
  - Local Streets and Roads Working Group Meetings
  - Staff Reports to the Committees and Working Groups

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Conduct Partnership Board Meetings	meetings as needed	7/01/13	6/30/14
2	Conduct Partnership Technical Advisory Committee Meetings	4-6 meetings per year	7/01/13	6/30/14
3	Conduct Transit Coordination Meetings	3-4 meetings per year	7/01/13	6/30/14
4	Conduct Programming and Delivery Working Group Meetings	Monthly meetings	7/01/13	6/30/14
5	Conduct Transit Finance Working Group Meetings	Monthly meetings	7/01/13	6/30/14
6	Conduct Local Streets and Roads Working Group Meetings	Monthly meetings	7/01/13	6/30/14

**E. Anticipated Future Activities (FY 2014-15)**

- Anticipated Future Activities**
- Plan Bay Area implementation
  - OneBay Area Grant implementation
  - Transit Sustainability Project implementation

**F. Budget**

<b>Salaries &amp; Benefits</b>	<b>Indirect Services</b>	<b>Other Operating Expenses</b>	<b>Total Expenses</b>
<b>257,534</b>	<b>128,878</b>	<b>0</b>	<b>386,412</b>

<b>FHWA PL (Includes Toll Credit)</b>	<b>FTA 5303 PL(Includes Toll Credit)</b>	<b>General Fund</b>	<b>Total Revenues</b>
<b>25,000</b>	<b>10,000</b>	<b>351,412</b>	<b>386,412</b>

## Work Element 1114: Support Policy Advisory Council

### Objective

- MTC seeks to involve citizens of diverse backgrounds and interests in the development of transportation plans and programs, in a manner consistent with applicable state and federal requirements and Commission policy.

### Description

- In order to ensure that a wide spectrum of views is considered in developing commission policy, MTC provides staff support to the **Policy Advisory Council**. The Council advises the Commission on transportation policies in the San Francisco Bay Area, incorporating a broad cross-section of perspectives related to the environment, the economy and social equity. The Policy Advisory Council was created by MTC on November 18, 2009 in an effort to synthesize the work formerly done by the Elderly Disabled Advisory Committee, the Minority Citizens Advisory Committee, and the MTC Advisory Council.

### Ongoing tasks:

- Staff the Policy Advisory Council

Products	Estimated Completion Dates
Advisory Council's Annual Work Plan	Summer 2013
Policy Advisory Council Meeting Packets	Monthly
Advisory Council's Report to Commission	Monthly

### Budget

Salaries & Benefits	Indirect Services	Other Operating Expenses	Total Expenses
190,038	95,101	0	285,138

FHWA PL (Includes Toll Credit)	FTA 5303 PL(Includes Toll Credit)	General Fund	Total Revenues
60,000	30,000	195,138	285,138

## **Work Element 1120: Planning Emphasis Areas**

### **RTP Process**

The Regional Transportation Plan (RTP) sets forth a regional policy and investment framework to maintain, manage and strategically expand the Bay Area's State highways, streets and roads, and transit systems. Over the years, the scope of the RTP has broadened beyond addressing the region's mobility and surface transportation infrastructure needs to include innovative ways to integrate transportation and land use, which are now explicitly linked in the Sustainable Communities Strategy per Senate Bill 375, improve air quality, and address social equity and climate change. The RTP planning process has greatly expanded to include intensive interagency collaboration and public outreach and involvement. The Commission's latest RTP – *Plan Bay Area* – offers new perspectives, policies and strategies for looking at transportation and its relationship to our built and natural environments. *Plan Bay Area* is the first RTP/SCS under Senate Bill 375, which calls for better integration of transportation, housing and land use as a way to reduce greenhouse gas emissions. Implementation of the policies developed and proposed in *Plan Bay Area* will require new and additional partnerships with stakeholders throughout the region.

### **Major Tasks**

- **Regional Transportation Plan/Sustainable Communities Strategy**
- **Analyze Regional Data Using GIS and Travel Models**
- **Non-Motorized Transportation Activities**
- **Performance Measurement and Monitoring**
- **Implement Lifeline Transportation Program**
- **Support Title VI and Environmental Justice**
- **Transportation Conformity and Air Quality Planning**

## Work Element 1121: Regional Transportation Plan

### A. Project Description

#### Objectives

- Develop a safe, efficient and well-maintained regional transportation system, that when integrated with regional land-use patterns, serves the mobility and access needs of goods and people per federal metropolitan planning statute (Title 23 U.S.C Section 134), state planning statute (Government Code Section 65080 et. seq of Chapter 2.5), and Senate Bill 375
- Prepare the long-range plan in consultation with Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Caltrans, tribal governments, Bay Area transportation agencies, local jurisdictions, community organizations, stakeholders, and the public
- Prepare the Sustainable Communities Strategy per Senate Bill 375, in cooperation with the Association of Bay Area Governments, BAAQMD, BCDC, California Air Resources Board (CARB) and California Department of Housing and Community Development (HCD)
- Prepare a programmatic Environmental Impact Report (EIR) for the 2013 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) in compliance with the California Environmental Quality Act (CEQA), moving ahead for progress in the 21<sup>st</sup> Century (MAP-21), Senate Bill (SB) 375 and all other applicable state and federal environmental laws.

#### Description

##### ***RTP Modifications & Amendments***

- The RTP is a major update that will fulfill the requirements of MAP 21 federal metropolitan planning regulations and SB 375. MTC and ABAG will adopt *Plan Bay Area*, the region's first RTP/Sustainable Communities Strategy in summer 2013. MTC will prepare modifications/amendments if warranted.

##### ***2013 Regional Transportation Plan/Sustainable Communities Strategy***

- The Regional Transportation Plan (RTP) guides the Bay Area region's transportation development for a 25-year period. Updated every four years, it is based on projections of growth in population, jobs and housing and travel demand coupled with financial projections. MTC, as the Metropolitan Planning Organization (MPO), is required to prepare the RTP in accordance with state and federal planning statutes.
- As a result of the passage of Senate Bill 375, MPOs are required to develop a Sustainable Communities Strategy – a new element of the RTP – to strive to reach the greenhouse gas (GHG) reduction targets established for each region by the CARB. More specifically, per Senate Bill (SB) 375, the Sustainable Communities Strategy (SCS) is intended to accomplish two principal objectives:
  - (i) Identify areas within the nine-county Bay Area sufficient to accommodate all of the region's population, including all income groups for the next 25 years; and
  - (ii) Forecast a land-use pattern, which when integrated with the transportation system, reduces greenhouse-gas emissions from automobiles and light trucks.
- In the Bay Area, the 2013 RTP/SCS (*Plan Bay Area*) is being developed jointly by MTC and the Association of Bay Area Governments. The Plan is an integrated and internally consistent transportation and land-use plan. That is, the transportation policies and investments identified in the plan align with and

- support the SCS land-use pattern.
- The Regional Housing Needs Determination and Allocation (RHND and RHNA) prepared by ABAG is also linked to the SCS by SB 375. The SCS must identify areas within the region where both an 8-year and 25-year housing need can be accommodated. The law also requires that the SCS and RHNA be consistent with one another; and that local governments adopt their housing elements 18-months after the adoption of the RTP.

***Environmental Impact Report for the 2013 RTP/SCS***

- The program EIR for *Plan Bay Area* analyzes both the transportation and land use impacts of the RTP/SCS in compliance with CEQA, MAP 21 and, SB 375. This program EIR serves as a first tier EIR that addresses the broad, region wide environmental effects of implementing (a) the transportation projects, programs and policies, and (b) land use development patterns included in the proposed RTP/SCS. Because SB 375 provides streamlining of CEQA requirements for specific residential and mixed-use residential projects and transit priority projects, this EIR will enable lead agencies of projects consistent with Public Resource Code Sections 21155.1 and 21159.28 to effectively tier from the RTP/SCS EIR. Additionally, this program EIR will propose mitigation measures for all potentially significant impacts.
- Staff from both MTC and ABAG will be involved in determining the process for how project sponsors seek to utilize the EIR for tiering purposes, as per SB 375.

**B. Planning Factors Addressed**

**Planning Factors Addressed**

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non motorized users
4. Increase the accessibility and mobility of people and for freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operation
8. Emphasis the preservation of the existing transportation system

**C. Previous Accomplishments**

**Objectives**

- Same as above except for the SB 375 requirements

**Accomplishments**

- MTC and ABAG approved the RTP/SCS (anticipated June 2013)

**Work Products**

- Staff conducted numerous public outreach meetings throughout the region

**D. Work Plan (FY 2013-14)**

Task No.	Task Description	Work Products	Start Date	End Date
1	Staff will prepare administrative modifications and amendments to the RTP, as needed. The number of RTP amendments are to be determined.	<ul style="list-style-type: none"> <li>▪ Administrative Amendment(s)</li> <li>▪ Amendment(s)</li> </ul>	7/01/13	6/30/14

- |   |   |   |         |         |
|---|---|---|---------|---------|
| 2 | Staff will continue to develop, manage, and monitor progress on the overall work plan and schedule for implementing the RTP/SCS   |   | 7/01/13 | 6/30/14 |
| 3 | Staff will continue to engage stakeholders with policies and programs seeking to implement the RTP/SCS.   | <ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentation Materials</li> <li>▪ Technical reports</li> <li>▪ Meeting agendas and notes</li> </ul> | 7/01/13 | 6/30/14 |
| 4 | Staff will continue to bring transportation elements of the RTP/SCS to the MTC Planning Committee, ABAG Administrative Committee, and Joint Policy Committee for review and input and Committee approval, as appropriate). ABAG staff will continue to be responsible for the land use elements of the RTP/SCS. | <ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentation Materials</li> <li>▪ Technical reports</li> <li>▪ Meeting agendas and notes</li> </ul> | 7/01/13 | 6/30/14 |
| 5 | Staff will attend and present policies and programs approved in the RTP/SCS at meetings of transportation agencies, local jurisdictions, and others, as requested   | <ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentation Materials</li> <li>▪ Technical reports</li> <li>▪ Meeting agendas and notes</li> </ul> | 7/01/13 | 6/30/14 |

**E. Anticipated Future Activities (FY 2014-15)**

**Anticipated Future Activities**     ▪ Future activities following the adoption of the RTP/SCS are to be determined.

**F: Budget**

Salaries & Benefits	Indirect Services	Other Operating Expenses	Consultant	Total Expenses
518,360	259,403	239,506	300,000	1,317,269

FHWA PL (Includes Toll Credit)	FTA 5303 PL(Includes Toll Credit)	General Fund	Local Funds	Total Revenues
615,000	100,000	602,269	0	1,317,269

## Work Element 1122: Analyze Regional Data using GIS and Travel Models

### A. Project Description

- Objectives**
- Develop, maintain, and implement robust analytical tools capable of supporting all manner of agency activities, including regional planning, federal and state air quality conformity, and federal, state, and regional equity analyses.
  - Develop, maintain, and implement robust mapping tools and data capable of supporting all manner of agency activities, including communicating with key stakeholders in an efficient, effective, and engaging manner.
- Description**
- Federal and state air quality statutes rely heavily on regional travel demand models and other analytical tools to forecast the impact of transportation projects and policies on the environment. MTC, as the Metropolitan Planning Organization (MPO), must use analytical tools that meet the requirements of these statutes. MTC uses both the regional travel model as well as GIS tools to perform this work.
  - California Senate Bill 375 requires MPOs to develop a Sustainable Communities Strategy as part of the Regional Transportation Plan that meet greenhouse gas (GHG) emission targets set by the California Air Resources Board. MTC, as the MPO, is required to use both analytical and visual tools to quantify and visualize the impact of transportation projects and policies on greenhouse gas emissions.
  - Federal, state, regional, and local governments all have a keen interest in ensuring that transportation funds are distributed in an equitable manner. MTC uses our full arsenal of analytical tools, including the travel model and GIS, to support robust equity analyses.
  - Federal, state, regional, and local governments all have an interest in implementing an effective and efficient transportation system. MTC, cities, counties, and transit agencies use our analytical tools and data to support project, corridor, and regional-level planning studies, including airport access planning.
  - Analytical tools need constant maintenance and routine improvements. Such efforts require MTC to collect, retrieve, and summarize data, including large-scale home interview surveys, transit on-board surveys, Census data, land use and transportation data, and a large array of geo-spatial data.

### B. Planning Factors Addressed

- Planning Factors Addressed**
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
  2. Increase the safety of the transportation system for motorized and non-motorized users
  3. Increase the security of the transportation system for motorized and non motorized users
  4. Increase the accessibility and mobility of people and for freight
  5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
  6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
  7. Promote efficient system management and operation
  8. Emphasis the preservation of the existing transportation system

### C. Previous Accomplishments

#### Objectives

- Same as above

#### Accomplishments

- Successfully applied a state-of-the-practice activity-based travel model to planning applications.
- Successfully integrated a spatial economic model with the travel model to predict land development patterns (including the impact of transportation on land development outcomes).
- Successfully built an on-line, searchable data repository in which GIS data can be found and mapped.
- Created several map-based collaboration tools to collect and maintain data, including bicycle facilities, traffic counts, and signal timing plans.

#### Work Products

- Plan Bay Area Technical Documentation and Maps
- Model Development Documentation
- Data portal

### D. Work Plan (FY 2013-14)

Task No.	Task Description	Work Products	Start Date	End Date
1	Staff will analyze home-interview survey data collected via a joint effort with the California State Department of Transportation	▪ Technical memos, reports, and presentations	7/01/13	6/30/14
2	Staff will continue collecting and analyzing transit on-board survey data collected via a joint effort with transit operators	▪ Technical memos, reports, and presentations	7/01/13	6/30/14
3	Staff will continue updating the representation of transport supply within the travel model, greatly increasing the fidelity of the tool	▪ Technical memos, reports, and presentations	7/01/13	6/30/14
4	Staff will support agency planning activities with technical analysis, visual data summaries, and web based tools to facilitate collaboration, information collection and dissemination.	▪ Maps, technical memos, reports, interactive mapping applications and presentations	7/01/13	6/30/14
5	Staff will manage, maintain, and efficiently share all geo-spatial data associated with the Transportation Improvement Plan and the RTP/SCS.	▪ Maps, technical memos, reports, interactive mapping applications and presentations	7/01/13	6/30/14
6	Staff will manage and maintain GIS base map databases used by Bay Area Transportation Agencies	▪ Data, on-line tools	7/01/13	6/30/14

7	Staff will manage, maintain and coordinate data, and develop a modeling framework for the key Halo Counties adjacent to the region	Maps, technical memos, reports interactive mapping applications and presentations	7/01/13	6/30/2014
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Note: Tasks to be revised based on recommendations forthcoming in MTC's federal Planning Certification Review.

**E: Budget**

<b>Salaries &amp; Benefits</b>	<b>Indirect Services</b>	<b>Other Operating Expenses</b>	<b>Consultant</b>	<b>Total Expenses</b>
<b>1,201,799</b>	<b>601,416</b>	<b>155,010</b>	<b>1,550,000</b>	<b>3,508,225</b>

<b>FHWA PL (Includes Toll Credit)</b>	<b>FTA 5303 PL (Includes Toll Credit)</b>	<b>STP PL</b>	<b>General Fund</b>	<b>Total Revenues</b>
<b>1,848,035</b>	<b>1,200,000</b>	<b>300,000</b>	<b>160,190</b>	<b>3,508,225</b>

## Work Element 1125: Non-Motorized Transportation Planning

### A. Project Description

- Objectives**
- Implement MTC's Routine Accommodations Policy to assist and encourage local jurisdictions to consider the needs of bicyclists and pedestrians in planning and project development.
  - Achieve MTC's Regional Transportation Plan (RTP) goals of CO<sub>2</sub> reduction, safety and mobility.
  - Prepare Regional Bicycle and Pedestrian Plan in consultation with Bay Area counties.
  - Provide policy for programming regional discretionary funding for the Regional Bikeways Network.
  - Collect and analyze performance measure data for levels of active transportation.
- Description**
- MTC's Routine Accommodations Policy (MTC Resolution No. 3765) calls for local agencies to plan for all roadway users needs in planning and project development. The Complete Streets Checklist is required to be completed by agencies receiving regional discretionary funding for project that affect the travel way.
  - The Regional Transportation Plan (RTP) is a blueprint that guides that Bay Area region's transportation development for a 25-year period. As a result of Senate Bill 375, MPOs are required to develop a Sustainable Communities Strategy to reach greenhouse gas (GHG) targets. Bicycling and walking are key components to achieving these targets.
  - The Regional Bicycle Plan identifies a network of regionally significant bicycle facilities, is a component of the RTP.
  - In 2006, MTC completed the Pedestrian Districts Study, which developed a typology of pedestrian districts and provided tools for local jurisdictions to plan for districts around transit hubs.

### B. Planning Factors Addressed

- Planning Factors Addressed**
1. Increase the safety of the transportation system for motorized and non-motorized users.
  2. Increase the security of the transportation system for motorized and non motorized users
  3. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
  4. Enhance the integration and connectivity of the transportation system, across and between modes.

### C. Previous Accomplishments

- Objectives**
- Same as above
- Accomplishments**
- MTC adopted the Complete Streets Policy in 2006
  - MTC adopted the *Regional Bicycle Plan update* in April 2009.
  - The online Complete Streets Checklist was released in summer 2010
  - OBAG includes complete streets requirement for all jurisdiction (2013)
- Work Products**
- Regional Bicycle Plan (April 2009)
  - Regional Pedestrian Safety Summit (January 2010)
  - Pedestrian Districts Study (2006)

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Regional Bicycle and Pedestrian Plan update.	<ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentation Materials</li> <li>▪ Technical reports</li> <li>▪ Meeting agendas and notes</li> <li>▪ Updated plan (2013)</li> </ul>	7/01/13	4/1/14
2	Staff the Regional Bicycle Working Group and Regional Pedestrian Committee	<ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentation Materials</li> <li>▪ Meeting agendas and notes</li> </ul>	7/01/13	6/30/14
3	Evaluate, manage and monitor the implementation of the Complete Streets Checklist	<ul style="list-style-type: none"> <li>▪ Technical memos and reports</li> <li>▪ Staff reports</li> <li>▪ Presentation Materials</li> </ul>	7/01/13	6/30/14
4	Manage the consultant contract to provide non-motorized training to local agencies	<ul style="list-style-type: none"> <li>▪ Presentation Materials</li> <li>▪ Meeting agendas and notes</li> </ul>	7/01/13	12/31/14

**E. Budget**

<b>Salaries &amp; Benefits</b>	<b>Indirect Services</b>	<b>Other Operating Expenses</b>	<b>Total Expenses</b>
<b>41,010</b>	<b>20,523</b>		<b>61,533</b>

<b>FHWA PL (Includes Toll Credit)</b>	<b>FTA 5303 PL (Includes Toll Credit)</b>	<b>General Fund</b>	<b>Total Revenues</b>
<b>20,000</b>	<b>5,000</b>	<b>36,533</b>	<b>61,533</b>

## Work Element 1212: Performance Measurement and Monitoring

### A. Project Description

- Objectives**
- Work with Bay Area partners and other stakeholders to identify transportation system performance measures for use in long-range planning and monitoring performance of the transportation system consistent with federal Planning Emphasis Area
  - Conduct long-range performance planning for Regional Transportation Plan (RTP) scenarios and proposed transportation projects
  - Prepare the *State of the System Report* in cooperation with Bay Area transportation agencies and the Association of Bay Area Governments (ABAG)
  - Prepare the regional Congestion Management Process (CMP)
- Description**
- Progress toward the SCS/RTP Performance targets will be monitored in part with a number of transportation system and regional housing indicators that will be collected and analyzed as part of supplemental analysis.
  - The *State of the System Report* has been produced on an annual basis beginning in 2002. It includes measures of transportation system performance for transportation modes from the user's perspective.
  - The CMP is required under federal guidelines and identifies congested areas and mobility issues through monitoring; identification, evaluation and selection of strategies to address congestion and mobility issues; and implementation of the selected strategies.

### B. Planning Factors Addressed

- Planning Factors Addressed**
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
  2. Increase the safety of the transportation system for motorized and non-motorized users.
  3. Increase the security of the transportation system for motorized and non motorized users
  4. Increase the accessibility and mobility of people and for freight
  5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
  6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
  7. Promote efficient system management and operation
  8. Emphasis the preservation of the existing transportation system

### C. Previous Accomplishments

- Objectives**
- Same as above
- Accomplishments**
- MTC has adopted a Congestion Management Process (once called a Congestion Management System) approximately every two years since 1995
- Work Products**
- Transportation 2035 Plan Performance Assessment Report (December 2008)
  - Plan Bay Area Project Performance Assessment (January 2012)
  - State of the System data published on MTC website, since 2002
  - Performance Assessment of the Regional Transportation Improvement Program, since 2002
  - Bay Area Congestion Management Process, since 1995

**D. Work Plan (FY 2013-14)**

Task No.	Task Description	Work Products	Start Date	End Date
1	Assemble data and publish Bay Area Transportation: State of the System report to track progress toward performance targets in the SCS/RTP	<ul style="list-style-type: none"> <li>▪ Technical reports</li> <li>▪ Data posted to web site</li> </ul>	1/01/13	12/31/13
2	Support development of performance targets as required by MAP-21	<ul style="list-style-type: none"> <li>▪ Memorandums on target-setting</li> </ul>	1/01/13	12/31/14
3	Update Bay Area Congestion Management Process	<ul style="list-style-type: none"> <li>▪ Technical report</li> </ul>	7/01/13	12/31/13

**E. Anticipated Future Activities (FY 2014-15)**

**Anticipated Future Activities**     ▪ Initiate performance-based planning efforts for next RTP/SCS

**F. Budget**

Salaries & Benefits	Indirect Services	Other Operating Expenses	Total Expenses
164,041	82,091	0	246,132

FHWA PL (Includes Toll Credit)	FTA 5303 PL (Includes Toll Credit)	General Fund	Total Revenues
100,000	5,000	141,132	246,132

## Work Element 1311: Lifeline Transportation Planning

### A. Project Description

#### Objectives

- Improve mobility in the region's Communities of Concern (COCs), as identified in the regional long-range transportation plan. These communities are identified where there are multiple concentrations of transportation-disadvantaged populations, including concentrations of low-income and minority populations.
- Understand the needs of different COCs through community based planning processes that result in clearly identified projects that will enhance access and mobility and can be funded with Lifeline or other funds.

#### Description

Lifeline Transportation Planning activities identify transportation needs and barriers faced by the region's low-income and minority communities of concern, and support local, collaborative process to prioritize solutions to those gaps via Community Based Transportation Planning. Staff continues to work closely with county Congestion Management Agencies to complete community-based transportation planning (CBTP) in the remaining COCs that do not have an adopted CBTP, and to advise and participate in updates that were funded in the Third Cycle of Lifeline Transportation Program funding. There are nine plans remaining to be completed.

In addition, these activities inform and support the goals and strategies identified in the SAFETEA-mandated Coordinated Public Transit-Human Services Transportation Plan which was adopted by the Commission in December 2007 and is referenced in the Transportation 2035 Plan. The Coordinated Plan was updated in conjunction with the adoption of Plan Bay Area in 2013 [assumes update will be approved in March 2013]. The purpose of this update was to engage stakeholders in reviewing and reaffirming regionally identified priorities and strategies for enhancing coordination of transportation services for low-income, senior, and disabled populations.

Projects and solutions identified through these planning efforts are eligible for funding under MTC's Lifeline Transportation Program (described under WE 1310).

The Third Cycle Lifeline Transportation Program guidelines identified funding for MTC to conduct a "means based fare study" to examine transit affordability issues in the Bay Area and specifically whether a regional income based fare discount is appropriate and achievable. The means based study is expected to get underway in FY2013-14. Funding is available for some initial implementation steps as well, should an implementation plan be identified and approved.

### B. Planning Factors Addressed

**Planning Factors Addressed** Provide more transportation choices; support existing communities; leverage Federal policies & investment; value communities and neighborhoods

### C. Previous Accomplishments

#### Objectives

- Same as above

- Accomplishments**
- Community Based Transportation Plans (ongoing)
  - Coordinated Plan Update (2013)
- Work Products**
- For a complete listing of completed Community-Based Transportation Plans, see MTC's Website under Planning at: <http://www.mtc.ca.gov/planning/cbtp/>
  - Coordinated Public Transit-Human Services Transportation Plan
  -

**D. Work Plan (FY 2013-14)**

Task No.	Task Description	Work Products	Start Date	End Date
1	Community Based Transportation Plans (local jurisdictions)	Finish all remaining Community-based plans; oversee updates of older plans as implemented by CMAs	July 2013	June 2014
2	Support strategies outlined in the Coordinated Public Transit-Human Services Transportation Plan, including transportation/land use connections and mobility management	Lifeline and other projects implemented consistent with the Coordinated Plan, Regional Mobility Management Project, potentially new Mobility Management focused projects (see WE 1310 and WE 1518)	July 2013	June 2014
3	Means Based Fare Study	Study reports/findings	July 2013	June 2014

**E. Anticipated Future Activities (FY 2014-15)**

- Anticipated Future Activities**
- Support priority strategies identified in the Coordinated Public Transit-Human Services Transportation Plan update
  - Continued administrative refinements to Lifeline Program to reflect changes in MAP-21 and other funding sources as appropriate
  - Completion of CBTPs for communities identified as of April 2008
  - Updates to CBTPs funded in Cycle 3 of the Lifeline Transportation Program
  - Implementation of strategies identified in the Means Based Fare Study

**F. Budget**

Salaries & Benefits	Indirect Services	Other Operating Expenses	Consultant	Total Expenses
164,041	82,091	0	860,000	1,106,132

FHWA PL (Includes Toll Credit)	FTA 5303 PL (Includes Toll Credit)	General Fund	Local Funds	Total Revenues
100,000		146,132	860,000	1,106,132

## Work Element 1312: Support Title VI and Environmental Justice

### A. Project Description

**Objectives** Support Title VI and Environmental Justice

**Description** MTC is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its projects, programs or activities on the basis of race, color, creed, national origin, sex or age, as provided in Title VI of the Civil Rights Act and 49 Code of Federal Regulations Section 5332. Furthermore, MTC is committed to assisting DOT in fulfilling its Environmental Justice as outlined in DOT Order 5610.2(a) and related FTA/FHWA guidance.

### B. Factors Addressed

**Factors Addressed** MTC is committed to:

- Increase the accessibility and mobility of people and for freight

### C. Previous Accomplishments

**Planning** Same as above

**Objectives**

**Accomplishments** Beneficiary Notifications: MTC informs members of the public of their rights under Title VI in a number of ways, including notification at the MTC offices, on MTC's website and in MTC's Library. MTC incorporates notice of the availability of language assistance into its existing outreach materials. For special projects, such as the region's long-range transportation plan, MTC works with stakeholders to inform LEP individuals of available services, including the availability of language assistance services. Please visit [http://www.mtc.ca.gov/get\\_involved/lep.htm](http://www.mtc.ca.gov/get_involved/lep.htm) for a sampling of information provided.

Limited English Proficient (LEP) Persons: In September 2010, the Commission adopted its *Plan for Special Language Services to Limited English Proficient (LEP) Populations* (the "Plan"). In FY 12/13 MTC revised the analysis related to the Plan. The Plan for *Special Language Services to Limited English Proficient (LEP) Populations* can be viewed at: [http://www.mtc.ca.gov/get\\_involved/lep.htm](http://www.mtc.ca.gov/get_involved/lep.htm)

Public Participation Plan (PPP): MTC's Final 2010 Public Participation Plan was adopted by the Commission on December 15, 2010. The PPP can be viewed at: [http://www.mtc.ca.gov/get\\_involved/participation\\_plan.htm](http://www.mtc.ca.gov/get_involved/participation_plan.htm)

Outreach related to the 2013 Sustainable Communities Strategy/Regional Transportation Plan (Plan Bay Area)

(SCS/RTP): Within the limits of available funding, public engagement efforts for the SCS/RTP will include, but may not be limited to:

- Public workshops in all nine Bay Area counties;
- Grants to community non-profit organizations in communities of concern for assistance in engaging their residents;
- Specialized focus groups;
- A statistically relevant public opinion poll (also available in languages other than English); and
- Use of techniques to involve the public, including low-income communities and communities of color.

Equity Analysis of Regional Transportation Plan/Sustainable Communities Strategy.  
 In FY 11/12, MTC initiated a Regional Equity Working Group to assist the regional agencies in identifying equity issues, an analysis framework, and supportive policies that can add value to the process and/or address identified issues. This group, which includes members of the MTC Policy Advisory Council Equity & Access Subcommittee, met monthly throughout FY 12/13 to advise staff in delivering an Equity Analysis of the Draft RTP/SCS and all Title VI/EJ requirements for the metropolitan planning process. Interim results of the work can be found here:

<http://onebayarea.org/regional-initiatives/plan-bay-area/plan-elements/equity-analysis.html>

Depending on recommendations identified in Plan Bay Area, the group may continue to meet periodically in FY 13/14

**Work Products**

- Define and complete a short-range snapshot analysis (June, 2010)
- Title VI Quadrennial Report (November 2010)
- Revised Program Management Plan (December 2010)
- Final 2010 Public Participation Plan
- Plan for Special Language Services to Limited English Proficient (LEP) Populations
- Plan Bay Area Equity Analysis Report and related materials (April 2013)
- TIP Investment Analysis Report (April 2013)

**D. Work Plan (FY 2013-14)**

Task No.	Task Description	Work Products	Start Date	End Date
1	Develop and implement public outreach activities as appropriate that engage EJ communities in the implementation of the regional transportation plan.	<ul style="list-style-type: none"> <li>▪ Meeting agendas and notes</li> <li>▪ Presentation Materials</li> <li>▪ Staff reports</li> </ul>	7/01/13	6/30/14
2	Continue to prepare all necessary Title VI reports.		7/01/13	6/30/14
3	Incorporate EJ considerations identified in the Equity Analysis into implementation activities for the RTP and Sustainable Communities strategy in partnership with advisors and other stakeholders via the Regional Equity Working Group	<ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentation Materials</li> <li>▪ Technical reports</li> <li>▪ Meeting agendas and notes</li> </ul>	7/01/13	4/30/14
4	Continue to work with Policy Advisory Council, the Bay Area Partnership, and other stakeholder groups on actions that will advance environmental justice in the region.	<ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Presentation Materials</li> <li>▪ Technical reports</li> <li>▪ Meeting agendas and notes</li> </ul>	7/01/13	6/30/14

**E. Anticipated Future Activities (FY 2013-14)**

<b>Anticipated Future Activities</b>	Participate in Title VI Working Group
	Prepare Title VI reports
	Public outreach activities for regional transportation plans that engage EJ communities.
	Consider EJ principles and Plan Bay Area Equity Analysis findings in developing implementation activities for the RTP/Sustainable Communities Strategy
	Research best practices around the nation for other any investment/equity analysis methods
	Continue to work with MTC Policy Advisory Council and other regional partners and stakeholders in advancing environmental justice principles in the metropolitan planning process.

**F. Budget**

<b>Salaries &amp; Benefits</b>	<b>Indirect Services</b>	<b>Other Operating Expenses</b>	<b>Total Expenses</b>
<b>82,020</b>	<b>41,045</b>		<b>123,066</b>

<b>FHWA PL (Includes Toll Credit)</b>	<b>FTA 5303 PL (Includes Toll Credit)</b>	<b>General Fund</b>	<b>Total Revenues</b>
<b>50,000</b>		<b>73,066</b>	<b>123,066</b>

## Work Element 1412: Transportation Conformity & Air Quality Planning

### A. Project Description

#### Objectives

- Prepare State Implementation Plans to demonstrate how the San Francisco Bay Area air basin achieves applicable federal air quality standards.
- Demonstrate that the Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP) prepared by MTC conform to the purpose of the State Implementation Plan (SIP) through a transportation conformity process required by the Clean Air Act Section 176(c) (42 U.S.C. 7506(c)).
- Conduct air quality planning and policy analysis in response to federal and state air quality regulations.

#### Description

##### State Implementation Plan

- MTC is a co-lead agency, along with Bay Area Air Quality Management District (BAAQMD) and Association of Bay Area Governments (ABAG), for preparation of State Implementation Plan (SIP). More specifically, MTC develops and analyzes Transportation Control Measures (TCMs) for potential inclusion in attainment and potential maintenance plans.
- In June 2004, the Bay Area was designated as a marginal nonattainment area of the national 8-hour ozone standard. US EPA lowered the national 8-hour ozone standard from 0.80 to 0.75 PPM (i.e. 75 ppb) on May 27, 2008. Following a lengthy litigation process, these updated standards, established as the 2008 ozone national ambient air quality standards (2008 ozone NAAQS), became effective July 20, 2012. Areas that do not meet the 2008 ozone NAAQS, including the Bay Area, are designated as nonattainment areas and must show transportation conformity compliance by July 20, 2013 (see “Transportation Conformity” section below). The latest approved SIP for ozone is the *2001 Ozone Attainment Plan*.
- U.S. EPA lowered the 24-hour PM<sub>2.5</sub> standard from 65 µg/m<sup>3</sup> to 35 µg/m<sup>3</sup> in 2006. U.S. EPA designated the Bay Area as nonattainment of the PM<sub>2.5</sub> standard on October 8, 2009. The effective date of the designation was December 14, 2009 and the Bay Area Air Quality Management District has three years to develop the SIP that demonstrates the Bay Area will achieve the revised standard by December 14, 2014. The SIP for the new PM<sub>2.5</sub> standard must be submitted to the U.S. EPA by December 14, 2012. However, data for both the 2008-2010 and the 2009-2011 cycles showed that Bay Area PM levels currently meet the standard. On October 29, 2012, EPA issued a proposed rule-making to determine that the Bay Area now attains the 24-hour PM<sub>2.5</sub> national standard. When the proposed rule-making is finalized, key SIP requirements to demonstrate how a region will achieve the standard will be suspended as long as monitoring data continues to show that the Bay Area attains the standard. The BAAQMD transmitted a PM<sub>2.5</sub> emissions inventory for year 2010 to the ARB for inclusion in the SIP on November 7, 2012 to demonstrate Bay Area compliance to the standard.

##### Transportation Conformity

- The Transportation-Air Quality Conformity Analysis prepared by MTC is a technical analysis that demonstrates how the transportation activities in the RTP and TIP will not cause new air quality violations, worsen existing violations, or delay timely attainment of the national ambient air quality standards. The goal of transportation conformity is to ensure that Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding and approvals are given to highway and public transportation activities that are consistent with air quality goals. The air quality standards addressed in the conformity analysis

- include ozone, carbon monoxide and fine particulate matter (PM<sub>2.5</sub>) standards.
- MTC's Resolution No. 3757 outlines procedures to be undertaken by MTC, U.S. Environmental Protection Agency (EPA), California Department of Transportation (Caltrans), FHWA, FTA, State and local air agencies before making transportation conformity determinations on the RTP and Transportation Improvement Program (TIP). Interagency consultation on transportation conformity and related air quality planning is facilitated through MTC's Air Quality Conformity Task Force.
- MTC's Resolution No. 3946 outlines procedures to be undertaken by MTC, EPA, Caltrans, FHWA, FTA, and State and local air agencies regarding interagency consultation procedures for PM<sub>2.5</sub> hot-spot analysis for the Bay Area. Interagency consultation on project-level PM<sub>2.5</sub> conformity is also facilitated through MTC's Air Quality Conformity Task Force. Because the Bay Area is designated as a PM<sub>2.5</sub> non-attainment area, Bay Area project sponsors are required to undergo project level conformity determinations for PM<sub>2.5</sub> if their project meets certain criteria for projects of air quality concern.
- US EPA lowered the national 8-hour ozone standard from 0.80 to 0.75 PPM (i.e. 75 ppb) on May 27, 2008 (for more information, see "State Implementation Plan"). The 2008 ozone NAAQS became effective July 20, 2012, and transportation conformity must meet compliance by July 20, 2013. MTC is preparing a conformity analysis redetermination for the Transportation 2035 Plan and the 2011 TIP to show compliance with the 2008 ozone NAAQS.

#### **Air Quality Planning & Policy Analysis**

- MTC performs air quality and planning analysis on a wide range of federal and state air quality regulations and policies.
- MTC coordinates with the California Air Resources Board on the development of its regional emissions analysis, and prepares model assumptions and analysis for use by CARB.
- MTC assists the BAAQMD in preparing air quality planning and analysis for state-mandated Clean Air Plans, including the development of TCMs. In addition, MTC prepares annual reports on the implementation of TCMs in the adopted CAP. The latest CAP is the *2010 Clean Air Plan* adopted by BAAQMD in October 2010.
- MTC plans, develops and manages various air quality and climate protection policies, strategies and initiatives to address state and federal air quality requirements.

### **B. Planning Factors Addressed**

**Planning Factors Addressed** Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns

### **C. Previous Accomplishments**

**Objectives** ▪ Same as above

**Accomplishments** ▪ MTC adopted MTC Resolution No. 3946, which outlines procedures for interagency consultation on PM<sub>2.5</sub> project-level conformity.

▪ MTC prepared the *Transportation-Conformity Analysis for the 2011 Transportation Improvement Program and Transportation 2035 Plan*, which was approved by the Commission in October 2010. FHWA and FTA issued joint approve of this

- conformity determination in December 2010.
  - MTC developed the TCMs for inclusion in the BAAQMD's 2010 Bay Area Clean Air Plan.
- Work Products**
- MTC Resolution No. 3946
  - Transportation-Air Quality Conformity Analysis for the 2011 Transportation Improvement Program and Transportation 2035 Plan
  - 2010 Bay Area Clean Air Plan

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Staff will conduct interagency consultation regarding transportation conformity, PM2.5 project-level conformity, and other air quality issues through MTC's Transportation Air Quality Conformity Task. The Task Force meets on a monthly basis, due primarily to the PM2.5 project-level conformity interagency consultation needs.	<ul style="list-style-type: none"> <li>▪ Staff reports</li> <li>▪ Air Quality Conformity Task Force meeting agendas, meeting materials, and summary notes</li> </ul>	7/01/13	6/30/14
2	Staff will prepare transportation-air quality conformity analysis redetermination on Transportation 2035 Plan (2009 RTP) and 2011 TIP to meet compliance with 2008 NAAQS	<ul style="list-style-type: none"> <li>▪ Transportation conformity analysis redetermination</li> </ul>	11/01/13	3/01/13
3	Staff will prepare transportation-air quality conformity analysis on RTP and TIP amendments, as needed. Staff anticipates preparing a conformity analysis for the 2013 RTP/SCS and 2013 TIP Update.	<ul style="list-style-type: none"> <li>▪ Transportation conformity analysis</li> </ul>	3/01/13	10/31/13
4	Staff will coordinate with the CARB on state air quality planning issues and emissions model development or update, as needed.	<ul style="list-style-type: none"> <li>▪ Consultation meetings</li> <li>▪ Technical memos</li> <li>▪ Data Exchange</li> </ul>	7/01/13	6/30/14
5	Staff will prepare annual TCM progress reports for the 2010 CAP.	<ul style="list-style-type: none"> <li>▪ Report</li> </ul>	7/01/13	6/30/14
6	Staff will plan, develop and prepare various air quality and climate protection policies, strategies and initiatives in response to state and federal air quality requirements.	<ul style="list-style-type: none"> <li>▪ To be determined</li> </ul>	7/01/13	6/30/14

**E. Anticipated Future Activities (FY 2014-15)**

- Anticipated Future Activities**
- Continue to manage and staff the regional Air Quality Conformity Task Force.
  - Prepare draft and final Transportation-Air Quality Conformity Analysis for the TIP and TIP updates as needed.

**F. Budget**

<b>Salaries &amp; Benefits</b>	<b>Indirect Services</b>	<b>Other Operating Expenses</b>	<b>Consultant</b>	<b>Total Expenses</b>
<b>130,837</b>	<b>65,475</b>	<b>5,000</b>	<b>0</b>	<b>201,312</b>

<b>FHWA PL (Includes Toll Credit)</b>	<b>FTA 5303 PL (Includes Toll Credit)</b>	<b>General Fund</b>	<b>Local Funds</b>	<b>Total Revenues</b>
<b>60,000</b>	<b>50,000</b>	<b>91,312</b>	<b>0</b>	<b>201,312</b>

## Work Element 1414: Climate Change Adaptation Options Analysis

### A. Project Description

- Objectives**
- Assess, plan, and develop sea level rise adaptation strategies in three focus areas in Alameda County. Previous work has identified acute vulnerabilities within these areas that will need to be addressed in order to serve the current and future population of the region. The project will further the climate change adaptation discussion in the Bay Area in order to create a more resilient and sustainable future.
- Description**
- Climate change is expected to significantly affect the Bay Area's public health, air quality and transportation infrastructure through sea level rise and extreme weather.
  - Portions of the Alameda County coast line with valuable transportation and community assets are highly vulnerable to sea level rise. Planning for these events must begin now in order to sufficiently address the complexity involved in adapting to climate change and work through the political and financial barriers. Additionally, the sooner that actions are taken the lower the costs will be in the future to protect and maintain critical assets.
  - Update and refine previous sea level rise risk and vulnerability assessments.
  - Develop a regional and multi-modal climate change adaptation plan that will increase the resiliency and sustainability of the Bay Area's transportation system.
  - Conceive and evaluate multi-objective adaptation strategies at various scales (asset, sector, and focus area) that reduce the risks from sea level rise and storms for community and ecological assets. The three E's of sustainability – equity, economy, and environment – with the addition of governance will all be considered in the strategy development.
  - Consider structural, nonstructural, asset-specific, and regional adaptation measures that can be implemented over a variety of planning horizons.
  - Identify adaptation strategies that each of the four agencies involved (MTC, BCDC, Caltrans, and BART) can pursue both independently and as part of a coordinated effort across the region responding to the climate change scenarios and asset types included in this proposal.
  - Conduct outreach with key stakeholders throughout the process to vet criteria and strategy options, as well as the multiple-benefits analysis.
  - Develop a strategy development process that can be replicated elsewhere.

### B. Planning Factors Addressed

**Planning Factors  
Addressed**

### C. Previous Accomplishments

- Objectives**
- Same as above
- Accomplishments**
- Project implementation will begin in March 2013.
- Work Products**
- Various

**D. Work Plan (FY 2012-13)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Convene partner agencies, assign roles and responsibilities, craft and execute memorandum of understanding	MOU between MTC, BCDC, Caltrans, and BART	March 2013	April 2013
2	Develop a detailed work program that will refine the issues, products and schedules for the major tasks of this work program.	Detailed Work Plan	April 2013	May 2013
3	Draft and publish RFP, interview, select and contract with consultants.	RFP and contract with Consultant	June 2013	September 2013
4	Gather and share information on planned projects not previously included in the vulnerability and risk assessment, and data needed for adaptation planning purposes.	Various	September 2013	August 2014
5	Update the vulnerability assessments within the focus areas, with a primary focus on the vulnerability of key transportation assets.	Various	September 2013	December 2013
6	Identify boundaries of project focus areas based on updated information from Tasks 4 and 5.	Maps of focus areas that identify transportation assets included within the boundaries	December 2013	January 2014
7	Develop selection criteria and identify which assets and/or collections of assets will be considered when developing adaptation strategies.	Selected assets for adaptation with data necessary for adaptation planning.	January 2014	February 2014
8	Develop a suite of adaptation strategies for each asset and/or suite of assets. Identify barriers and solution to implementation.	Potential adaptation strategies (visuals, preliminary engineering) and barriers/solutions to implementation.	March 2014	June 2014
9	Conduct quantitative and qualitative cost/benefit analysis for the various adaptation strategies. Compare against no action scenario and develop final adaptation recommendations and timeline.	Various	June 2014	July 2014
10	Prepare final report on entire process and final recommendations for FHWA.	Final Report	July 2014	August 2014

**F. Anticipated Future Activities (FY 2013-14)**

**Anticipated Future Activities**     ■    Begin to assess, plan, and develop sea level rise adaptation strategies for the focus areas.

**Budget**

<b>Salaries &amp; Benefits</b>	<b>Indirect Services</b>	<b>Other Operating Expenses</b>	<b>Consultant</b>	<b>Total Expenses</b>
<b>99,492</b>	<b>49,789</b>	<b>1,000</b>	<b>300,000</b>	<b>450,281</b>

<b>STEPCRP</b>	<b>FTA 5303 PL (Includes Toll Credit)</b>	<b>General Fund</b>	<b>Local Funds</b>	<b>Total Revenues</b>
<b>300,000</b>	<b>0</b>	<b>150,281</b>	<b>0</b>	<b>450,281</b>

## **Work Elements 1130: Legislation and Public Affairs**

### **Objectives**

This subcategory provides for monitoring, analyzing, proposing and evaluating legislation and regulations that affect MTC. In addition, this subcategory provides for advocacy activities before state and federal legislative bodies or representatives. Further, it covers MTC's efforts to inform and involve the public in MTC's key initiatives, decisions and operational project's activities.

### **Major Tasks**

- **Implement public information program**
- **Library Services**

<b>Major Products to be delivered in FY 2013-14</b>	<b>Estimated Completion Dates</b>
Annual Report to Sacramento delegation	Winter 2013
Annual Report to Congressional Delegation	Winter 2013

## **Work Element 1112: Implement Public Information Program**

### **A. Project Description**

#### **Objectives**

- Involve the interested public in transportation planning, fund programming and allocation processes, including those in under-represented groups.
- Inform the media and public about current transportation activities, including regional operations projects, such as 511, Clipper® and Freeway Service Patrol.
- Provide opportunities for early and continuous public participation in the transportation planning process in accordance with the Moving Ahead for Progress in the 21st Century Act (MAP-21) and federal policy by means of organized outreach and involvement activities, and through the Policy Advisory Council.
- Provide opportunities for public participation in the development of the Regional Transportation Plan/Sustainable Communities Strategy.
- Implement and manage the Climate Initiatives Public Outreach Program.

#### **Description**

##### **Public Participation under State and Federal Law**

- Federal law requires MTC — when developing the Regional Transportation Plan and the Transportation Improvement Program (TIP) — to coordinate transportation plans with expected growth, economic development, environmental protection and other related planning activities within our region. Toward this end, this Public Participation Plan outlines key decision points for consulting with affected local, regional, state and federal agencies and Tribal governments.
- Under state law (revised most recently in 2008 by SB 375 (Steinberg), MTC and the Association of Bay Area Governments must develop a regional Sustainable Communities Strategy to integrate planning for growth and housing with long-range transportation investments, including goals for reducing greenhouse gas emissions for cars and light trucks. The law calls upon the Metropolitan Transportation Commission (MTC) to develop a plan to involve the public in this process. The goal is to promote an open, transparent process that encourages the ongoing and active participation of local governments and a broad range of stakeholders.

##### **Public Participation Plan**

- State law requires a separate Public Participation Plan for development of the Sustainable Communities Strategy and the regional transportation plan. This plan is rooted in the principles that are included in MTC's federally required Public Participation Plan, along with the requirements outlined in SB 375.

### **B. Planning Factors Addressed**

#### **Planning Factors Addressed**

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility of people and for freight
5. Target underrepresented groups in MTC's outreach efforts, ensuring equity in our planning efforts.

6. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
7. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
8. Promote efficient system management and operation
9. Emphasis the preservation of the existing transportation system

**C. Previous Accomplishments**

**Objectives**

- Same as above

**Accomplishments**

**Work Products**

- Spring 2013 Outreach for Plan Bay Area
- MTC’s Annual Report
- *Transactions* newsletter
- Press releases, media advisories, etc.
- E-mail notifications
- Brochures, postcards
- Web site updates
- Public meetings, workshops and regional forums
- Videos and social media content
- Implemented various elements of the Climate Initiatives Outreach Program, including Spare the Air Youth program, smart driving pilots and creation of an electric vehicle educational campaign

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Support public meetings and other public participation activities per Public Participation Plan	Meetings and briefing materials	7/01/13	6/30/14
2	Conduct media relations activities: prepare news releases and press packets; respond to requests for information; arrange press conferences; write and place op-ed pieces and articles; arrange editorial meetings; place commissioners and staff on public affairs shows	News releases, press packets, press events, articles	7/01/13	6/30/14
3	Oversee content and design for the agency’s primary website as well as the BATA Web site; develop subsidiary websites as needed	MTC Website, BATA Website	7/01/13	6/30/14
4	Manage and evaluate public participation for MTC’s Regional Transportation Plan (including the new SB 375/Sustainable Communities Strategy), the Transportation Improvement Program and the Transit Sustainability Project	Public Participation Plan	7/01/13	6/30/14

5	Document formal Tribal government-to-government relations separately from public participation efforts, and solicit early involvement of Tribal governments and associated Native American organizations and individuals in public participation efforts	Government-to-Government Consultation to Native American Tribes report	7/01/13	6/30/14
6	Manage the Regional Measure 2 Marketing Program	N/A	7/01/13	6/30/14
7	Manage Climate Initiatives Public Outreach Program	Social marketing campaign, Spare the Air Youth Program	7/01/13	6/30/14
8	Transactions newsletter, annual report and other agency information products	Newsletters, reports	7/01/13	6/30/14
9	Provide editorial support to agency (including speeches, brochures, etc)	N/A	7/01/13	6/30/14

**E Anticipated Future Activities (FY 2014-15)**

- Anticipated Future Activities**
- Support outreach related to adoption of the RTP/SCS Plan and related supplementary reports
  - Continue to implement/manage Climate Initiatives Outreach Program
  - Ongoing activities, as needed

**F. Budget:**

Salaries & Benefits	Indirect Services	Other Operating Expenses	Consultant	Total Expenses
1,894,971	948,299	200,000	635,000	3,678,270

FHWA PL (Includes Toll Credit)	FTA 5303 PL (Includes Toll Credit)	General Fund	Local Funds	Total Revenues
1,700,000	582,029	996,241	400,000	3,678,270

## Work Element 1156: Library Services

### A. Project Description

#### Objectives

- Provides library and information services for MTC Commission and staff, for ABAG and transit agency boards and staff, for employees of other public agencies, and for the public.
- Maintains and archives MTC publications and documents for the Commission's internal records.

#### Description

- The MTC/ABAG Library, managed by the Metropolitan Transportation Commission (MTC) and also sponsored in part by the Association of Bay Area Governments (ABAG), has an extensive collection of reports, books, and magazines, covering transportation planning, demographics, economic analysis, public policy issues and regional planning in the San Francisco Bay Area, and is designed to meet the information needs of government agencies, researchers, students, the media and anyone else who is interested in transportation, regional planning and related fields.
- The library houses 23,000 books, periodicals and reports, including local, California and federal government documents, all MTC and ABAG publications, city and county general plans and environmental reports, traffic counts and forecasts, 1,000 serial titles (magazines, newspapers, annual reports, etc.), demographic data including U.S. Census reports for 1960-1990, earthquake maps, transportation and urban planning, construction reports for bridges, tunnels and roads, housing, public policy, economics and regional planning.
- The library is open to the public and participates in interlibrary loans.
- The library provides extensive reference assistance by telephone, email, fax and in-person.

### B. Planning Factors Addressed

#### Planning Factors Addressed

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility of people and for freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operation
8. Emphasis the preservation of the existing transportation system

### C. Previous Accomplishments

**Objectives** • Same as above

**Accomplishments** • Same as below.

**Work Products**

- Electronic news clippings summary
- Updates to Library Holdings
- MTC Publications Bibliography
- MTC Web Pages
- New in the Library Bibliography

### D. Work Plan (FY 2013-14)

Task No.	Task Description	Work Products	Start Date	End Date
1	<ul style="list-style-type: none"> <li>• Manage MTC-ABAG Library, maintain a collection of print and electronic format documents and sources of information that support the work of MTC and ABAG</li> </ul>	•	7/01/13	6/30/14
2	<ul style="list-style-type: none"> <li>• Provide reference services to MTC Commission and staff and to ABAG staff, as well as to outside agencies and the public</li> </ul>	•	7/01/13	6/30/14
3	<ul style="list-style-type: none"> <li>• Screen major media, prepare and disseminate daily electronic "Transportation Headlines" compilation via email and Web</li> </ul>	• Daily email	7/01/13	6/30/14
4	<ul style="list-style-type: none"> <li>• Maintain the MTC Records Management Program for archiving internal records</li> </ul>	•	7/01/13	6/30/14
5	<ul style="list-style-type: none"> <li>• Maintain the MTC Publications Distribution Center</li> </ul>	•	7/01/13	6/30/14
6	<ul style="list-style-type: none"> <li>• Publish bibliographies of MTC and ABAG publications</li> </ul>	• Bibliographies	7/01/13	6/30/14
7	<ul style="list-style-type: none"> <li>• Provide electronic access to Library catalog through the Internet</li> </ul>	•	7/01/13	6/30/14
8	<ul style="list-style-type: none"> <li>• Publish a quarterly listing of library acquisitions</li> </ul>	•	7/01/13	6/30/14
9	<ul style="list-style-type: none"> <li>• Maintain the library and publications sections of</li> </ul>	• Web pages	7/01/13	6/30/14

	MTC's Web page			
10	<ul style="list-style-type: none"> <li>Serve as an affiliate of the State Data Center</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	7/01/13	6/30/14
11	<ul style="list-style-type: none"> <li>Maintain the Bay Area Census Web site</li> </ul>	<ul style="list-style-type: none"> <li>Web statistics</li> </ul>	7/01/13	6/30/14
12	<ul style="list-style-type: none"> <li>Manage the Electronic Information Delivery Service (Gov Delivery)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	7/01/13	6/30/14

**E. Anticipated Future Activities (FY 2014-15)**

Anticipated Future Activities      ■ Same as above

**F. Budget**

Salaries & Benefits	Indirect Services	Other Operating Expenses	Total Expenses
275,912	138,074		413,986

FHWA PL (Includes Toll Credit)	FTA 5303 PL (Includes Toll Credit)	General Fund	Total Revenues
100,000	100,000	213,986	413,986

## **Work Element 1230: Improve Highway and Arterial Operations and Management**

### **Objectives**

MTC improves the overall efficiency of freeway and arterial routes through its MTC SAFE call box and FSP, freeway performance, incident management, and arterial operations programs. MTC works in close collaboration and partnership with Caltrans District 4 and Headquarters, the owner and operator of the State Highway System, to improve and better manage highway operations, improvements and maintenance as well as monitoring and performance.

### **Major Programs**

- **Emergency response and security programs**

## Work Element 1229: Emergency Response and Security Program

### A. Project Description

#### Objectives

- Work with state, regional and local agencies to ensure timely and coordinated response to any regional emergency, through advanced planning and preparation such as the development of regional emergency response coordination plans, the Regional Transportation Emergency & Security Planning Report, the facilitation of regional transportation emergency preparedness exercises and coordination of security training for transportation agency personnel.
- Support federal legislation to promote adequate security funding for multimodal transportation systems.
- Support federal legislation to ensure timely reimbursement of emergency funding used to repair damaged transportation infrastructure.

#### Description

- MTC's regional emergency response and security planning efforts focus on ensuring emergency response readiness and securing critical transportation infrastructure.
- MTC has established a regional transportation emergency preparedness goal to coordinate response and recovery efforts resulting from man-made and natural events in order to minimize the threat and impact to lives, property and the regional economy.
- These efforts include the development of regional emergency response plans; serving as a regional clearinghouse during the immediate response and recovery phase of an emergency; and coordination of annual emergency preparedness exercises.

### B. Federal Planning Factors

#### Planning Factors Addressed

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase security of the transportation system for motorized and non-motorized users.
4. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.

### C. Previous Accomplishments

- Objectives**
- Enhance emergency multimodal response and coordination capabilities of regional transportation agencies
- Accomplishments**
- Conduct of October 2011 Regional Tabletop Exercise
  - Contribute to the development of the regional Local Hazard Mitigation Plan and Mass Transportation Evacuation Plan
- Work Products**
- Exercise Plans, Manuals, After Action Reports and Improvement Plans

### D. Work Plan (FY 2013-14)

Task No.	Task Description	Work Products	Start Date	End Date
1	<p>Tabletop Exercise (Annual)</p> <p><i>MTC shall work with the Trans Response Steering Committee and the exercise design team to define and develop the scenario to be used for the tabletop exercise/workshop. It is anticipated that the tabletop exercise/workshop scenario will be based on corrective actions identified from previously conducted exercises.</i></p>	<p>Conduct of 2013 Tabletop/Workshop</p> <p>Three-year program of workshops and Tabletop/Exercises</p>	<p>June 2013</p> <p>TBD</p>	<p>Dec 2013</p> <p>(Various)</p>
2	<p>Functional Exercise (Annual)</p> <p><i>Conduct of functional exercise that will build upon the tabletop exercise or workshop conducted in Task 1.</i></p>	<p>Conduct Exercise</p> <p>Exercise Manual, After Action Report &amp; Improvement Plan</p> <p>Conduct Exercise</p>	<p>June 2013</p> <p>May 2014</p>	<p>August 2013 (Complete Documents)</p> <p>June 2014 (Complete Documents)</p>
3	<p>Develop Business Continuity of Operations Plan (COOP)</p> <p><i>Assist with the development of a Continuity of Operations Plan for the region's transportation agencies to serve as a tool to ensure that an agency is able to perform its critical functions following a regional incident or disaster.</i></p>	<p>Continuity of Operations Plan</p>	TBD	TBD
4	<p>Training – 3 year program</p>	<p>Refined Online EOC</p>	Ongoing	Conducted

	<i>Conduct annual emergency preparedness training.</i>	Training		Annually
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**F. Anticipated Future Activities (FY 14-15)**

**Anticipated Future Activities**

- Continue to conduct regional transportation emergency preparedness exercises
- Continue to assist Bay Area Paratransit Technical Assistance Program with the development of emergency response plans, consistent with the RTEMP/TRP
- Participate in regional recovery coordination and planning efforts
- Participate in the development of a Waterborne Regional Response Plan

<b>Salaries &amp; Benefits</b>	<b>Indirect Services</b>	<b>Consultant</b>	<b>Total Expenses</b>
<b>308,606</b>	<b>154,436</b>	<b>50,000</b>	<b>513,042</b>

<b>FHWA PL (Includes Toll Credit)</b>	<b>FTA 5303 PL (Includes Toll Credit)</b>	<b>General Fund</b>	<b>Total Revenues</b>
<b>100,000</b>	<b>105,000</b>	<b>308,042</b>	<b>513,042</b>

## Work Element 1510: Support Regional Transportation Investments

### Objective

Support the region's investment in transportation infrastructure by conducting financial analysis and planning, developing funding policies and programs, implementing federal and state legislation, administering regional transit assistance programs in collaboration with Caltrans District 4, and monitoring and reporting on the project delivery and expenditure of funds.

### Major Tasks

- **Conduct financial analysis and planning**
- **Federal programming, monitoring and TIP Management**
- **Transit Sustainability Project**

Major Products to be delivered in FY 2013-14	Estimated Completion Dates
Proposed Estimate and Distribution of Transit Operating Revenue	Spring 2014
Annual Report: Financial Elements	Spring 2014
2011 Transportation Improvement Program Amendments	Ongoing
Transit Sustainability Project Task Orders	Ongoing
2013 TIP Development	Spring/Summer 2013
Proposition 1B (Transportation Bond) Program Delivery	Ongoing
FY 2013-14 to 2013-14 FTA Program Adjustments and Implementation	Spring/Summer 2013 and 2014
FY 2013-14 to FY 2015-16 STP/CMAQ Program Implementation	Spring/Summer 2013- 2015
Federal Funding Obligation Plan	Fall 2013
Finalize/Enhance Modules of Integrated Funding Database	Ongoing
Statistical summary of transit operators	Summer/Fall 2013
Performance Audit final reports	Summer 2013
Transit Capital Inventory Assessment of Bay Area Transit Operators – Phase 3	Spring/Summer 2013

## Work Element 1511: Conduct Financial Analysis and Planning

### A. Project Description

#### Objectives

- Develop realistic, innovative financial plans and strategies supporting the implementation of plans, programs and projects in the Regional Transportation Plan (RTP) and other Commission initiatives.
- Provide financial analysis in support of the legislative program
- Provide revenue forecasting and needs assessment analysis in support of regional funding decisions and the adequate operation and maintenance of the regional transportation system.
- Evaluate financial projections and estimates for financial constraint of the TIP and RTP.

#### Description

- Develop as accurate and consistent projections of transportation revenue for the San Francisco Bay Area as possible through coordination with the Federal Transit Administration, Federal Highway Administration, and the California Department of Transportation.
- Prepare financial analyses of state and federal transportation budgets and proposed legislation to determine potential impacts to plans and programs.
- Prepare financial analysis of transit operator Short Range Transit Plans, including financial capacity assessments for the Transportation Improvement Program.
- Prepare revenue assumptions for the long-range plan.
- Develop needs and shortfall projections in the long-range plan to maintain the existing system – for transit operating, capital, and streets and roads.
- Update the financial capacity analysis for the Regional Transit Expansion Program (Res. No. 3434)
- Develop annual fund estimate and distribution FY 2014-15 Transit Operating Revenues.
- Maintain and update the RTP financial element for highways; transit; local streets and roads, including multi-year projection of costs and revenues; the updated information is required to support related planning needs.
- Prepare project or corridor level financial capacity analyses to support financial planning, programming or allocations activities, as required.
- Identify transportation financial techniques and opportunities appropriate for the Bay Area, and MTC's role in planning and implementing selected techniques.

### B. Planning Factors Addressed

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Promote efficient system management and operation
3. Emphasize the preservation of the existing transportation system

### C. Previous Accomplishments

#### Objectives

- Same as above

#### Accomplishments

- Adopted and amended the 2011 Transportation Improvement Program (TIP)
- Prepared Initial 2013 Draft TIP and complementary financial analysis; delayed adoption to align with Plan Bay Area adoption schedule
- Developed annual fund estimate and distribution FY 2013-14 for Transit

- Operating Revenues
  - Developed Plan Bay Area revenue forecasts
  - Developed financial element of Plan Bay Area's Transportation Investment Strategy

- Work Products**
- Initial 2013 Draft TIP
  - MTC Annual Report: Financial Elements

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Finalize financial capacity assessments for the 2013 Transportation Improvement Program (TIP)	▪ Financial capacity assessments for the 2013 Transportation Improvement Program (TIP)	2/01/13	7/31/13
2	Develop FY 2014-15 annual fund estimate and distribution for Transit Operating Revenues	▪ Annual fund estimate and distribution for FY 2014-15 Transit Operating Revenues	1/01/14	6/30/14
3	Prepare financial elements of the Annual Report	▪ MTC Annual Report: Financial Elements	1/01/14	5/15/14

**E. Anticipated Future Activities (FY 2014-15)**

**Anticipated Future Activities**   ▪ Same as above

**F. Budget**

<b>Salaries &amp; Benefits</b>	<b>Indirect Services</b>	<b>Other Operating Expenses</b>	<b>Total Expenses</b>
<b>362,837</b>	<b>181,575</b>		<b>544,412</b>

<b>FHWA PL (Includes Toll Credit)</b>	<b>FTA 5303 PL (Includes Toll Credit)</b>	<b>General Fund</b>	<b>Total Revenues</b>
<b>196,965</b>	<b>150,000</b>	<b>197,447</b>	<b>544,412</b>

## Work Element 1512: Federal Programming, Monitoring and TIP Management

### A. Project Description

#### Objectives

- Participate with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), California Department of Transportation (Caltrans), regional agencies, transit operators, county transportation authorities, local jurisdictions, tribal governments, community organizations, stakeholders, and the public in identifying candidate projects for the Federal Transportation Improvement Program (FTIP) and developing federal programs to implement the Regional Transportation Plan (RTP)
- Participate with regional, local and state agencies, the general public and the private sector in efforts to identify, plan and influence policies, strategies, programs and regulations to maximize implementation of the transportation plan to the benefit of the region.
- Actively monitor overall federal funding levels, maintain apportionment and Obligation Authority (OA) balances and reconcile with state and federal balances on a regular basis. Ensure federal programs are financially constrained within the TIP, consistent with federal and state regulations and procedures.
- Prepare and implement the Federal Transportation Improvement Program (FTIP) in consultation with Federal Highway Administration (FHWA), Federal Transit Administration (FTA), federal Environmental Protection Agency (EPA) California Department of Transportation (Caltrans), regional agencies, transit operators, county transportation authorities, local jurisdictions, tribal governments, community organizations, stakeholders, and the public.
- Prepare various funding investment analyses including evaluating the operation and maintenance of the existing transportation system; analyze funding decisions in relation to various identified categories; prepare financial capacity assessments; compare funding commitments to planned investment strategies; and prepare annual funding reports.

#### Description

- Support efforts to implement relevant aspects of the new Transportation Act, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). These efforts include providing data on transportation needs, and developing programs that maximize funding, maintain programming flexibility and facilitate project delivery. (Analyze legislation, proposed rulemakings, and appropriation bills for impacts to existing and proposed transportation programs, and prepare estimation of specified federal transportation funds to be made available under federal surface transportation programs. Implement provisions of new legislation and annual appropriation bills across all impacted programs).
- As the RTPA for the Bay Area, MTC has programming responsibility for Surface Transportation Program (STP) and Congestion Management and Air Quality Improvement Program (CMAQ). MTC implements these programs by conducting programming cycles roughly every two years, known as the STP/CMAQ Cycle Programming. MTC works with our partner agencies, including Caltrans, FHWA and FTA to develop projects and programs to implement the investment strategies identified in the most recent Regional

Transportation Plan (RTP). This effort includes development of priority funding categories, project solicitations at both the county and regional level, evaluation for eligibility and consistency with regional goals and objectives, and amendment of the project listing into the federal Transportation Improvement Program (TIP). Each programming cycle takes roughly nine months for implementation.

- As the designated recipient for selected Federal Transit Administration (FTA) funding, MTC is responsible for the assignment of FTA 5307/5309/5337/5339 funding to the federally-eligible transit operators within the region. This is achieved through a process known as the Transit Capital Priorities, where the operators, in cooperation with MTC, develop annual programs for FTA funds within the urbanized areas of the Bay Area. MTC assigns FTA funding through the Program of Projects, which is updated annually in about the spring of each year once appropriations have been finalized. MTC also develops regional funding policies and programs that reflect RTP policies for other FTA funding programs including non-urbanized (5311) and Elderly and Disabled Persons (5310). Furthermore, the Regional Transit Expansion Policy (MTC Resolution 3434) guides the region in expanding the regional transit system. Certain federal funds are identified as components of the Regional Transit Expansion funding plans including new starts, small starts, earmarks and FRA High speed rail funds.
- MTC is required to prepare and update the region's federal TIP every four years. The federally required TIP is a comprehensive listing of Bay Area surface transportation projects that are to receive federal funding, are subject to a federally required action, or are considered regionally significant for air quality conformity purposes during the four-year TIP period. Federal regulations require MTC to prepare and adopt an updated TIP every four years or more frequently if required by the State of California (Caltrans). MTC has initiated the 2013 TIP update, and expects approval by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) in September 2013. The 2013 TIP will be valid for four years after FHWA/FTA approval. The entire update process takes a full year to complete. The TIP may be revised to make necessary changes to the project listings prior to the next update. MTC anticipates revising the TIP on a monthly basis unless special situations require a more frequent update schedule.
- To meet federal requirements, Assembly Bill 1012 (Chapter 783, Statutes of 1999- Torlakson), and California Government Code 16304 require the timely use of federal funds administered through the State. This includes most, if not all federal funds under MTC's responsibility. MTC adopted policies and procedures (MTC Resolution 3606) to ensure state and federal funding deadlines are met and funds are not lost to the region. MTC, working closely with the county Congestion Management Agencies (CMAs), monitors the delivery of federal funds on a continual basis through the development of program funding delivery reports and distribution of these reports through its website and at monthly meetings with partner agencies. MTC's Fund Management System is an integral part of tracking these funds. MTC tracks overall federal funding levels, maintaining apportionment and Obligation

Authority (OA) balances that are reconciled with state and federal balances on a regular basis, ensuring federal programs are financially constrained for these funds, consistent with the Caltrans OA management policy and FTA procedures.

## **B. Planning Factors Addressed**

- |                                   |   |
|-----------------------------------|---|
| <b>Planning Factors Addressed</b> | <ol style="list-style-type: none"><li>1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency</li><li>2. Increase the safety of the transportation system for motorized and non-motorized users.</li><li>3. Increase the security of the transportation system for motorized and non motorized users</li><li>4. Increase the accessibility and mobility of people and for freight</li><li>5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns</li><li>6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight</li><li>7. Promote efficient system management and operation</li><li>8. Emphasize the preservation of the existing transportation system</li></ol> |
|-----------------------------------|---|

## **C. Previous Accomplishments**

- |                        |   |
|------------------------|---|
| <b>Objectives</b>      | <ul style="list-style-type: none"><li>▪ Same as above</li></ul>   |
| <b>Accomplishments</b> | <ul style="list-style-type: none"><li>▪ 13 TIP Revisions - 738 projects totaling \$1.3 billion (Calendar year 2012)</li><li>▪ STP/CMAQ - \$247 Million delivered (federal authorizations/Obligations) (FFY 2011-12))</li><li>▪ FTA 5307/5309/5337/5339 FY13 to FY14 Guidelines (Transit Capital Priorities Process &amp; Criteria) and Program of Projects (October 2012 and January 2013)</li><li>▪ FY 2012-13 Listing of Federally Obligated Projects (December 2012)</li><li>▪ FY 2012-13 Listing of CMAQ Emission Benefits (December 2012)</li><li>▪ FTA 5311 FY13 Program of Projects (expected February 2013)</li></ul> |
| <b>Work Products</b>   | <ul style="list-style-type: none"><li>▪ Initial Draft 2013 TIP</li><li>▪ 13 TIP Revisions</li><li>▪ Final FY 13 to FY 15 Cycle 2 STP/CMAQ Program</li><li>▪ FTA 5307/5309/5337/5339 FY13 to FY14 Guidelines (Transit Capital Priorities Process &amp; Criteria) and Program of Projects</li><li>▪ Listing of Federally Obligated Projects</li><li>▪ Listing of CMAQ Emission Benefits</li><li>▪ FTA 5311 FY13 program of projects</li></ul>   |

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Prepare 15 revisions to federal TIP 23 CFR §450.326	<ul style="list-style-type: none"> <li>▪ TIP Amendments</li> <li>▪ TIP Administrative Modifications</li> <li>▪ TIP Revision Financial Constraint Documentation</li> </ul>	7/01/2013	6/30/2014
2	Prepare 2013 TIP Update	<ul style="list-style-type: none"> <li>▪ Final Draft 2013 TIP: March 2013.</li> <li>▪ Final 2013 TIP: September 2013</li> </ul>	2/01/2013	9/15/2013
3	Prepare transportation investment analyses for the TIP	<ul style="list-style-type: none"> <li>▪ Various TIP Transportation Investment Analyses</li> </ul>	3/01/2013	9/15/2013
4	Update FTA 5307/5309/5337/5339 FY13 to FY14 Program of Projects (POP) 49 USC 5307 and 5309	<ul style="list-style-type: none"> <li>▪ FTA Program of Projects (POP) TIP Amendment</li> </ul>	7/01/2013	6/30/2014
5	Monitor federal programs to ensure financial constraint and consistency with the TIP and RTP	<ul style="list-style-type: none"> <li>▪ Various Fund-Program Status Reports</li> </ul>	7/01/2013	6/30/2014
6	Manage and implement STP/CMAQ FY13 to FY15 Cycle 2 Programming CA S&H Code 182.6, 182.7	<ul style="list-style-type: none"> <li>▪ STP/CMAQ Cycle Program</li> </ul>	7/01/2013	6/30/2014
7	Prepare annual obligation plan for local federal-aid projects CA S&H Code 182.6, 182.7	<ul style="list-style-type: none"> <li>▪ Annual Obligation Plan</li> </ul>	10/01/2013	11/30/2013
8	Prepare annual listing of federally obligated projects 23 CFR §450.332	<ul style="list-style-type: none"> <li>▪ Annual Listing of Federally Obligated Projects</li> </ul>	11/01/2013	12/31/2013
9	Prepare annual CMAQ emissions benefit report 23 USC §149.h	<ul style="list-style-type: none"> <li>▪ Annual CMAQ Emissions Benefit Report</li> </ul>	11/01/2013	12/31/2013
10	Participate in California Federal Programming Group (CFPG)	<ul style="list-style-type: none"> <li>▪ Various TIP procedural Enhancements and Programming outcomes</li> </ul>	7/01/2013	6/30/2014
11	Implement new MAP-21 requirements as they are developed by FHWA and FTA, TBD	<ul style="list-style-type: none"> <li>▪ Various administrative and programmatic updates, TBD</li> </ul>	7/01/2013	6/30/2014
12	Update regional funding-delivery policy for FHWA-Administered funds	<ul style="list-style-type: none"> <li>▪ MTC Resolution 3606 Revised</li> </ul>	2/01/2013	9/15/2013

**E. Anticipated Future Activities (FY 2014-15)**

**Anticipated Future Activities**   ▪ Same as above except for items no. 2 & 12.

**F. Budget**

<b>Salaries &amp; Benefits</b>	<b>Indirect Services</b>	<b>Other Operating Expenses</b>	<b>Consultant</b>		<b>Total Revenues</b>
<b>1,402,304</b>	<b>701,755</b>	<b>12,000</b>	<b>150,000</b>	<b>0</b>	<b>2,266,059</b>

<b>FHWA PL (Includes Toll Credit)</b>	<b>FTA 5303 PL (Includes Toll Credit)</b>	<b>STP PL</b>	<b>General Fund</b>	<b>Local Funds</b>	<b>Total Revenues</b>
<b>1,020,000</b>	<b>321,000</b>	<b>358,000</b>	<b>488,059</b>	<b>79,000</b>	<b>2,266,059</b>

## Work Element 1517: Transit Sustainability Project

### A. Project Description

#### Objectives

- The Transit Sustainability Project (TSP), adopted by the Commission in May 2012, evaluated the region's transit system and established an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused.
- The TSP developed an implementation plan that will lead the Bay Area to a sustainable transit system from the customer, financial, and environmental perspectives
  - **Customer:** A system that functions as an accessible, user-friendly and coordinated network for transit riders, regardless of mode, location or jurisdiction.
  - **Financial:** A system that can cover its operating and capital costs with a growing share of passenger fare revenues as well as reliable streams of public funding.
  - **Environmental:** A system that can attract and accommodate new riders in an era of emission-reduction goals, and is supported through companion land use and pricing policies.
- The TSP will inform scenario development and investment trade off discussions for the Regional Transportation Plan/Sustainable Communities Strategy.

#### Description

- The TSP included a comprehensive, fact-based analysis of the existing system focused on service design and delivery, financial viability, and decision-making structures.
- The analysis acknowledged the role external factors play in the long-term viability of the transit system, such as land use and transportation pricing, which are critically important as the region grapples with preparing the Sustainable Communities Strategy required by SB 375.
- Financial Analysis:
  - Conducted financial analysis of key internal and external cost drivers and development of cost containment strategies
  - Conducted financial analyses of existing revenue sources, revenue trends and opportunities for new revenue sources and innovative policies for revenue sharing and transit/transportation pricing.
- Service Analysis:
  - Conducted in-depth service analysis at the regional and sub-regional level.
  - Defined effective transit service at the regional, sub-regional and local levels, establishing service criteria and performance objectives.
  - Identified infrastructure and operating policies that could increase transit's effectiveness.
  - Recommended prioritized strategies for maximizing ridership, containing costs, and increasing service efficiencies.
  - Recommended policies, service delivery strategies, and cost containment strategies for ADA-paratransit services in the region.
- Institutional Analysis:
  - Evaluated institutional and decision-making structures.
- Conducted marketing and outreach, including engaging the public and

- multiples stakeholder groups.
- Identified a detailed action plan to implements the TSP's recommendations.

**B. Planning Factors Addressed**

- Planning Factors Addressed**
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
  2. Increase the accessibility and mobility of people and for freight
  3. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
  4. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
  5. Promote efficient system management and operation
  6. Emphasis the preservation of the existing transportation system

**C. Previous Accomplishments**

- Accomplishments**
- Project recommendations adopted in May 2012.
  - Project implementation commenced in June 2012.
- Work Products**
- Ongoing programming of TSP – Transit Performance Initiative projects in FY2013-14.
  - Development of largest seven operators' strategic plans to meet performance targets due to MTC in March 2013. Ongoing review and monitoring of plans in FY2013-14.
  - Continue analysis of Inner East Bay Comprehensive Operational Analysis and develop recommendations for consideration by MTC, AC Transit and BART.
  - Conduct Tri-City/Tri-Valley Transit Study to identify optimal service levels and service delivery concepts.
  - Continue transit coordination efforts at the county and corridor levels, including development of joint Short Range Transit Plans, coordinated transit passenger surveying, and other planning efforts.

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Complete Inner East Bay (IEB) Comprehensive Operational Analysis and development of final IEB recommendations	▪ Draft and Final Recommendations Report	7/01/11	12/31/2013
2	Complete Phase I and Phase II of Tri-City/Tri-Valley Transit Study	▪ Draft Recommendations Report ▪ Final Recommendations Report	12/01/2012	4/1/2014
3	Continue programming and monitoring of Transit Performance Initiative programs (Investment and Incentive Program) to support a robust transit	▪ Program of Projects adopted by Commission	5/23/2012	6/30/2016

	system in the Bay Area region.			
4	Continue to assist in development and monitor strategic plans for largest seven transit agencies to meet performance measure targets established in the TSP	▪ Annual Draft and Final Reports of progress towards performance measure targets	Ongoing	Ongoing

**E. Anticipated Future Activities (FY 2014-15)**

**Anticipated Future Activities** ▪ Continual implementation of TSP Recommendations and monitoring of progress towards performance targets.

**F. Budget**

Salaries & Benefits	Indirect Services	Other Operating Expenses	Consultant	Total Expenses
156,416	78,275	0	500,000	734,692

FHWA PL (Includes Toll Credit)	FTA 5303 PL (Includes Toll Credit)	General Fund	Local Funds	Total Revenues
	100,000	134,692	500,000	734,692

## **FUNDED BY GRANTS – (Federal planning funds not used)**

*The following work elements are not funded with federal planning funds, but are included in the Overall Work Program for informational purposes only.*

### **Work Element 1120: Planning Emphasis Areas**

#### **RTP Process**

The Regional Transportation Plan (RTP) sets forth a regional policy and investment framework to maintain, manage and strategically expand the Bay Area's State highways, streets and roads, and transit systems. Over the years, the scope of the RTP has broadened beyond addressing the region's mobility and surface transportation infrastructure needs to include innovative ways to integrate transportation and land use, which are now explicitly linked in the Sustainable Communities Strategy per Senate Bill 375, improve air quality, and address social equity and climate change. The RTP planning process has greatly expanded to include intensive interagency collaboration and public outreach and involvement. The Commission's latest RTP – *Plan Bay Area* – offers new perspectives, policies and strategies for looking at transportation and its relationship to our built and natural environments. *Plan Bay Area* is the first RTP/SCS under Senate Bill 375, which calls for better integration of transportation, housing and land use as a way to reduce greenhouse gas emissions. Implementation of the policies developed and proposed in *Plan Bay Area* will require new and additional partnerships with stakeholders throughout the region.

#### **Major Tasks**

- **Airport/Seaport/Freight Planning**
- **Lifeline Transportation Program**
- **Climate Initiatives**
- **Priority Development Area (PDA) Planning and Implementation**

## Work Element 1124: Airport/Seaport/Freight Planning

### A. Project Description

<b>Objectives</b>	<ul style="list-style-type: none"> <li>▪ Implement the Regional Airport System Planning Analysis (RASPA) update (approved by the Regional Airport Planning Committee (RAPC) in September 2011). The RASPA update defines the needs and roles of the commercial and general aviation airports in the region and ground access improvements</li> <li>▪ Conduct analysis of airport</li> <li>▪ Implement recommendations and workplan (see below)</li> <li>▪ Continue to monitor/support the Northern California program for the State Infrastructure Bond Trade Corridor Improvement Fund (TCIF) and future federal funding</li> <li>▪ Participate in the statewide freight plan development</li> <li>▪ Partner with Caltrans on a freight study for the region,</li> <li>▪ Update Regional Seaport Plan as needed</li> </ul>
<b>Description</b>	<p>Task 1: <u>RAPC Meetings</u>  Objective: Provide staffing support for RAPC; responsible for developing agenda items with input from the airports.</p> <ul style="list-style-type: none"> <li>• Consult with airports and regional agency staff to develop agenda for meetings</li> <li>• Organize/prepare presentations</li> <li>• Write memos for meetings as required</li> <li>• Meeting follow-up as required</li> </ul> <p><b>Monitor State Infrastructure Bond Trade Corridor Improvement Fund and Future Federal Funding</b></p> <ul style="list-style-type: none"> <li>• The California Transportation Commission (CTC) approved a \$3 billion program of projects for the Trade Corridor Improvement Fund (TCIF), part of the Proposition 1B directed \$2.0 billion of the state's roughly \$20 billion bond measure.</li> <li>• The slate of highway, rail and seaport improvements approved for funding included \$825 million for 14 projects in Northern California. Six of the 14 Northern California goods-movement projects approved by the CTC are in the Bay Area.</li> <li>• These include improvements at the Port of Oakland, relocation of the Interstate 80 Cordelia truck scales and the addition of an eastbound truck-climbing lane on Interstate 580 over the Altamont Pass</li> </ul> <p><b>Participate in the statewide freight plan development</b></p> <ul style="list-style-type: none"> <li>• Caltrans is leading an effort to develop a statewide freight plan.</li> <li>• This freight plan is both an effort to update the work done as part of the Goods Movement Action Plan and in response to MAP-21.</li> </ul>

	<ul style="list-style-type: none"> <li>• MTC will participate, as appropriate, in the Caltrans effort to develop a statewide freight plan.</li> <li>• MTC will provide a venue for partners throughout the region to engage in the statewide efforts and ensure that Bay Area interests are represented.</li> </ul> <p><b>Partner with Caltrans on a freight study for the region</b></p> <ul style="list-style-type: none"> <li>• Caltrans District 4 is leading a freight study in the Bay Area. MTC will actively participate in finalizing the scope of work, consultant selection and budget and will be actively involved in the study.</li> <li>• MTC shall establish of a Freight Technical Advisory Committee to provide input to the study and on other regional and statewide goods movement efforts.</li> </ul> <p><b>Regional Seaport Planning</b></p> <ul style="list-style-type: none"> <li>• Seaport planning activities include amending the <i>Regional Seaport Plan</i> as necessary, monitoring of waterborne cargo forecasts and evaluating port ground access improvements.</li> <li>• The San Francisco Bay Area Seaport Plan is the product of a cooperative planning effort of the Metropolitan Transportation Commission (MTC) and the San Francisco Bay Conservation and Development Commission (BCDC).</li> </ul>
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**B. Planning Factors Addressed**

**Planning Factors Addressed**

1. support the economic vitality of the region, especially its global competitiveness, productivity and efficiency;
2. increase the security of the transportation system;
3. increase accessibility and mobility for people and freight;
4. protect and enhance the environment;
5. enhance transportation system integration and connectivity;
6. promote efficient management and operation, and
7. emphasize the preservation of the existing transportation system.

**C. Previous Accomplishments**

<b>Objectives</b>	<ul style="list-style-type: none"> <li>▪ Same as above</li> </ul>
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>▪ Goods Movement Initiatives (2009 Update)</li> <li>▪ Regional Airport System Planning Analysis Update 2011 (September 2011)</li> <li>▪ San Francisco Bay Area Seaport Plan (Amended through December 2011)</li> </ul>
<b>Work Products</b>	<ul style="list-style-type: none"> <li>▪ Same as above</li> </ul>

**D. Work Plan (FY 2013-14)**

Task No.	Task Description	Work Products	Start Date	End Date
1	Proposed RASPA Workplan	<ul style="list-style-type: none"> <li>▪ See above</li> </ul>	Ongoing	
2	Monitor Northern California program for the TCIF	<ul style="list-style-type: none"> <li>▪ Program of projects delivery</li> </ul>	Ongoing	
3	Regional Seaport Planning	<ul style="list-style-type: none"> <li>▪ Plan Amendments</li> </ul>	As needed	

4	California State Freight Plan	<ul style="list-style-type: none"> <li>▪ Bay Area consideration and information in plan</li> </ul>	3/2013	6/2014
5	Caltrans-led Bay Area Freight Study	<ul style="list-style-type: none"> <li>▪ San Francisco Bay Area Freight Mobility Study</li> </ul>	2/2013	12/2013

**F. Anticipated Future Activities (FY 2014-15)**

<b>Anticipated Future Activities</b>	<ul style="list-style-type: none"> <li>▪ Same as above</li> </ul>
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## Work Element 1310: Lifeline Transportation Program

### Project Description

**Objectives:** The Lifeline Transportation Program provides grants for capital and operating projects intended to improve mobility for low-income communities in the Bay Area.

**Description:** The Lifeline Transportation program is funded by a mix of federal and state funding sources including large urbanized area FTA Section 5316 Jobs Access and Reverse Commute (JARC) funds for which MTC is the designated recipient, State Transit Assistance funds, state Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) capital funds, and in some cycles by FHWA STP/CMAQ funds.

As the designated recipient for FTA JARC funds under SAFETEA-LU, MTC is responsible for notifying eligible local entities of funding availability (via county Congestion Management Agencies); developing project selection criteria (through regional program guidelines and call for project guidance); determining applicant eligibility; providing technical assistance to CMAs in conducting their competitive selection process; developing a regional program of projects and forwarding an annual program of projects and grant application to FTA for JARC funding; monitoring subrecipients' compliance with federal requirements; documenting MTC's procedures in a Program Management Plan; and certifying that all projects are derived from MTC's locally developed Coordinated Public Transit-Human Services Transportation Plan.

MTC has alerted transit operators who are FTA grantees that they will serve as direct recipients going forward for JARC funding, if they are selected through the competitive process for the Lifeline program. In 2013 MTC initiated a revision to the Program Management Plan (PMP) to include new federal requirements for Title VI reporting, complaint procedures, and LEP provisions for non-grantee sponsors. The revised PMP can be viewed at: [http://www.mtc.ca.gov/funding/JARC-New\\_Freedom/PMP\\_5316-JARC\\_and\\_5317-New\\_Freedom\\_2010-11-12.pdf](http://www.mtc.ca.gov/funding/JARC-New_Freedom/PMP_5316-JARC_and_5317-New_Freedom_2010-11-12.pdf)

MAP-21 eliminated JARC as a separate program, and combined it with the Urbanized Area Program (Section 5307) making JARC-like activities eligible for 5307 funding. To the extent allowable by FTA guidelines, MTC intends to use a portion of the region's 5307 funds to continue to support the Lifeline program at least through the commitments made in Cycle 3.

### B. Planning Factors Addressed

**Planning Factors Addressed** Provide more transportation choices; support existing communities; leverage Federal policies & investment; value communities and neighborhoods

### C. Previous Accomplishments

**Objectives**                   ▪ Same as above

**Accomplishments**       ▪ Prepare program guidelines for three funding cycles  
                                  ▪ Oversee county-level calls for projects and review and approve locally prioritized projects

**Work Products**           ▪ For a complete list of grants awarded by the Lifeline program see:  
<http://www.mtc.ca.gov/planning/lifeline/>

- Lifeline Transportation Program Third Cycle Program of Projects (adopted 2012)

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Approve programming for any remaining funds for Third Cycle program of Projects; prepare and maintain funding agreements and support implementation of Third Cycle projects	Cycle 3 list of projects to fund for FY 12 – FY 14; funding agreements	July 2013	June 2014
2	Implement Regional Mobility Management project	Funding agreement(s) with successful applicants outlining project goals and expectations	July 2013	June 2014
3	Develop guidelines for 4 <sup>th</sup> Cycle program	Cycle 4 Guidelines	July 2013	June 2014
4	Submit reports and documents to FTA as required	<ul style="list-style-type: none"> <li>▪ FTA Quarterly Reports</li> <li>▪ FTA Annual Service Report</li> </ul>	July 2013	June 2014
5	Monitor subrecipients' compliance with federal requirements	Monitoring reports prepared as required	July 2013	June 2014

**F. Anticipated Future Activities (FY 2014-15)**

**Anticipated Future Activities**

- Implementation of Third Cycle Lifeline Projects and funding agreements
- Implementation of Regional Mobility Management project
- Continue to plan, develop, and implement other projects and strategies that advance the findings of the Coordinated Public Transit-Human Services Transportation Plan.
- Provide technical support and assistance to prospective project sponsors, county program administrators, and grant recipients
- Submit grants to FTA
- Enter and maintain federally-funded projects in the Transportation Improvement Program (TIP)
- Certify projects for both large urbanized area (administered by MTC) and small urbanized/rural areas (administered by Caltrans) are derived from MTC's Coordinated Public Transit-Human Services Transportation Plan
- Prepare and maintain subrecipient funding agreements
- Review and approve subrecipient invoices and quarterly reports
- Monitor subrecipients' compliance with federal requirements
- Submit reports and other documentation to FTA as required

## Work Element 1413: Climate Initiatives

### B. Project Description

#### Objectives

- Plan, develop and implement projects and programs that aim to reduce greenhouse gas and criteria pollutant emissions from the transportation sector to further the Bay Area's climate protection goals, and improve our region's air quality and public health and safeguard our infrastructure from sea-level rise.

#### Description

##### *Climate Initiatives Program*

- Climate change is expected to significantly affect the Bay Area's public health, air quality and transportation infrastructure through sea level rise and extreme weather. In the Bay Area, 40% of GHG emissions is due to the consumption of fossil fuel in the transportation sector.
- MTC set aside a commitment of \$400 million in its Transportation 2035 Plan to implement a comprehensive regional climate initiative. This initiative focuses on individual actions, public-private partnerships, and incentives and grants for innovative climate strategies.
- MTC will evaluate their effectiveness in reducing GHG emissions for purposes of informing the development of Plan Bay Area.
- In December 2009, MTC adopted the New Surface Transportation Act Cycle 1 Surface Transportation Program (STP)/Congestion Mitigation and Air Quality Improvement (CMAQ) Project Selection Criteria and Programming Policy which, among other programs, includes the Climate Initiatives Program. The Climate Initiatives Program aims to test new strategies to reduce transportation-related emissions and vehicle miles traveled, encourage the use of cleaner fuels, and build a knowledge base through evaluation that informs Plan Bay Area.
  - \$10 million for a regional public education/outreach campaign to influence the public to make transportation choices to reduce GHG emissions;
  - \$2 million to test innovative Safe Routes to School programs with the overall goal of significantly reducing transportation emissions related to school travel;
  - \$31 million for an Innovative Grants Program to support high-impact, innovative GHG reduction projects; and
  - \$4 million for a Program Evaluation that collects data and assesses the overall effectiveness of the Climate Initiatives Program (including an evaluation of the Regional Measure 2-funded Safe Routes to Transit Program).
- Staff continues to implement the Climate Initiatives Program.

### B. Planning Factors Addressed

#### Planning Factors Addressed

Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns

**C. Previous Accomplishments**

**Objectives**      ▪ Same as above

**Accomplishments**      ▪ Climate Initiatives Outreach Program, including the Spare the Air Youth program, creation of an electric vehicle campaign, initiation of smart driving pilots and continuation of Spare the Air funding.  
▪ MTC continued work on the Climate Initiatives program evaluation.  
▪ MTC completed the Sea Level Rise Transportation Vulnerability and Risk Assessment Pilot Study and continues to monitor the topic for future action.

**Work Products**      ▪ Various

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Staff will continue to implement the Climate Initiative Program (outreach, grants, and program evaluation).	▪ Various	7/01/13	6/30/14

**F. Anticipated Future Activities (FY 2014-15)**

**Anticipated Future Activities**      ▪ Continue to implement the Climate Initiatives Program.  
▪ Continue to plan, develop, and implement other climate protection plans and strategies.

## Work Element 1611: Priority Development Area (PDA) Planning and Implementation

### A. Project Description

#### Objectives

- Support Plan Bay Area implementation by encouraging development of housing, jobs, and services near existing and planned transit.
- Reduce the combined cost of housing and transportation for the region's households.
- Increase travel choice.
- Promote compact development that preserves open space and natural resources.
- Support community planning processes that identify new, appropriate land uses for transit nodes and stations.

#### Description

The Regional PDA Planning and Implementation Program focuses on two key elements – PDA Planning and the Transit Oriented Affordable Housing (TOAH) Fund, both of which support Plan Bay Area long-range transportation and land use goals.

**PDA Planning** - This program seeks to intensify land uses in and around transit stations and along transit corridors in PDAs throughout the region. Grants are available to local jurisdictions to complete a comprehensive planning process, typically a specific plan and a programmatic Environmental Impact Report (EIR).

These grants are a valuable tool to help jurisdictions realize Plan Bay Area land use goals. Completed plans have resulted in zoning for over 44,000 housing units, 60,000 new jobs and 24 million square feet of commercial development.

A subcomponent of the PDA Planning Program is the Technical Assistance Program. This program focuses on awarding consultant assistance to jurisdictions for completing discrete short-term projects to address specific PDA implementation challenges.

**TOAH Fund** - In 2011 contributed to a revolving loan fund which leveraged an additional private capital from community development financial institutions, foundations, and private banks, to create a \$50 million revolving loan fund for affordable housing developers for projects near transit in PDAs throughout the region.

Loans can originate through six local community development financial institutions who are partners in the Fund. Loan products available through the Fund include: predevelopment, acquisition, construction bridge, **construction-to-mini-permanent, and leveraged loans**. TOAH is managed by San Francisco-based Low Income Investment Fund (LIIF).

### B. Planning Factors Addressed

#### Planning Factors Addressed

Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns

**C. Previous Accomplishments**

**Objectives**      ■ Same as above

**Accomplishments**    Completed Work Products:

- Creation of \$50 million Transit Oriented Affordable Housing (TOAH) Fund in cooperation with the Low Income Investment Fund and four other Community Development Financial Institutions
- The Fund has closed five loans totaling \$20 million (645 units). An additional four loans totaling \$19 million (460 units) are expected to be approved within the next three months.
- Awarded 52 PDA/Station Area planning grants totaling over \$18.6 million
- TLC Capital Awards of \$44 million (2010)
- Sixteen Technical Assistance projects have been awarded to 13 jurisdictions totaling \$784,000
- Completed certification of Sonoma Marin Rail Transit Ph. 1 consistency with MTC TOD policy (fall 2010)

**Work Products**      ■ Completed Station Area/PDA plans and Technical Assistance projects  
 ■ Funded projects/closed loans through TOAH Fund.  
 ■

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Administer and support PDA Planning Grant and Technical Assistance Programs (local jurisdictions, Completion TBD)	Adopted land use plans, modified zoning, completed reports to be adopted by Planning Commissions and/or City Councils to support infill development – reports to ABAG’s Regional Planning Committee	September 2013	June 2014
2	Additional investment into TOAH Fund	Closed loans, additional projects funded	July 2013	June 2014
3	Coordinate planning funds to county CMAs	Quarterly reports on CMA activities to support smart growth planning and capital grants	July 2013	June 2014
4	Implement MTC’s Res. 3434 TOD policy to condition transit funding in Res. 3434 corridors on minimum levels of surrounding supportive land uses	Certified transit corridors consistent with Res. 3434 TOD Policy	July 2013	June 2014
5	Coordinate with MTC-ABAG-Air District-BCDC Joint Policy Committee	Mutually supportive policies to support compact land use	July 2013	June 2014

**F. Anticipated Future Activities (FY 2014-15)**

- Anticipated Future Activities**
- Continue administration of planning grant programs targeting jurisdictions taking on majority of Plan Bay Area jobs and housing.
  - Review County PDA Investment and Growth Strategies
  - Expand investment in TOAH Fund
  - Continue to pursue supportive TOD parking policies and programs

## **Work Element 1220: Traveler Coordination and Information**

### **Objectives**

This subcategory provides for developing, implementing and evaluating MTS Management Strategies to improve passenger convenience and system efficiency and safety, including public transit coordination, rideshare services, ADA implementation, ITS technologies, freeway and arterial operation/management, incident management, motorist aid and emergency response.

### **Major Tasks**

- **Implement Regional Rideshare and Bicycling Program**
- **Support Regional Operations Program**
- **Implement Regional Traveler Information Services**
- **Implement and Promote Regional Bicycle Information system**

## **Work Element 1222: Implement Regional Rideshare Program**

### **Description**

Reduce auto emissions and mitigate traffic congestion region-wide by initiating and sustaining quantifiable modal shifts from single occupant vehicle (SOV) trips to carpools, vanpools and other transportation alternatives and by initiating and supporting employer transportation demand management programs.

Regional rideshare program activities include:

- Providing rideshare, bicycling, transit and other transportation alternatives information to employers, commuters, agencies and organizations by telephone and the Internet and, through publications and other media;
- Administering the rideshare program in partnership with other transportation providers and TDM programs in the region to ensure that programs and activities are coordinated;
- Providing ride matching services, which include assisting commuters and employers in the formation of carpools and vanpools and operating, maintaining and upgrading the region's automated online ride matching software and database;
- Providing informational services via 511 and 511.org regarding ridesharing and transportation alternatives, including information on incentives, HOV lanes and park-and-ride lots in the region;
- Marketing services to employers and the public, including conducting presentations at employer work sites and disseminating public information and marketing materials,
- Assisting during emergency situations and regional events affecting Bay Area travel.
- Conducting evaluation of the services provided, as appropriate.

### **Ongoing tasks:**

- Contract for services to operate regional rideshare activities
- Coordinate with local TDM programs and county agencies
- Coordinate monthly Regional Rideshare Program Technical Advisory Committee meetings
- Operate regional rideshare services

### **Products**

Quarterly Rideshare and Bicycling Program Reports  
Rideshare and Bicycling Annual Implementation Plan  
(June)  
Annual General 511 Program Marketing Plan (June)  
Maintain rideshare and bicycling information on 511 and  
511.org (Ongoing)

### **Estimated Completion Date**

Quarterly (or as required)  
June each year  
June each year  
Ongoing

No CPG funds used

## Work Element 1223: Support Regional Operations Program

### Description

Provide financial, technical, marketing, and evaluation support for MTC's Regional Operations Program, including Clipper®, 511 Traveler Information and the Hub Signage Program. Maintain the Regional Intelligent Transportation System (ITS) Architecture which is a plan for the integration of transportation technology projects and includes MTC's Regional Operations Program.

### Ongoing tasks:

Specific activities for FY 13-14 will include:

- Provide fund programming, grant management, budgeting and audit support
- Coordinate Regional Operations Program marketing efforts to ensure promotional and communications effectiveness
- Support research activities for 511 and Clipper<sup>®</sup> to understand customers, improve project implementation and evaluate performance
- Monitor project performance data
- Manage a technical assistance contract for Intelligent Transportation Systems (ITS) projects
- Maintain the online Regional ITS Architecture, and respond to stakeholder questions as needed
- Coordinate Urban Partnership Program (UPP) grant and progress reporting with USDOT

### Products

UPP Progress Reports

No CPG funds used

### Delivery Dates

Quarterly (Jan/Apr/Jul/Oct)

## Work Element 1224: Implement Regional Traveler Information Services

### Description

The 511 traveler information program provides traffic, transit, ridesharing, bicycling and parking information via the phone (511), web (511.org), and other channels, including changeable message signs, regional transit hub sign displays and other products provided by third-party providers. The information provided through 511 represents the efforts of ongoing collaboration and coordination with the program's partners, including Caltrans, the California Highway Patrol, the region's transit agencies, the Air District and numerous county and local transportation agencies, and event organizers/venues.

The 511 program must cost-effectively collect, process and disseminate data to provide premier multi-modal traveler information and services that are useful, accurate, and reliable. Responsibility for gathering, processing and dissemination of 511 information should be regionally coordinated and rationally allocated to Bay Area transportation organizations – in both the public and private sectors – according to institutional interest, and ability.

The 511 program provides real-time traffic, parking and transit information services as well as trip planning tools, including the transit trip planner and the Enhanced Trip Planner that provides comparisons of drive-only, transit and drive to transit options. 511 provides online ridematching tools and a bicycling trip planner. 511 also provides data feeds and Application Programming Interfaces (APIs) for use by the developer community, to create other tools and services.

Among its many roles, the 511 program:

- Serves as the go-to source for travelers and media in regional emergencies;
- Partners with many agencies and businesses for regional events; and
- Supports numerous MTC/SAFE/BATA objectives.

### Ongoing tasks:

- Operations, maintenance, performance monitoring, enhancement, and educational outreach/promotion of the 511 traveler information system.
- Operations of the 24/7 Traveler Information Center
- Dissemination of critical transportation information during regional emergencies
- Coordination with and support of partner agencies including, but not limited to, Caltrans District 4/Headquarters, CHP, transit agencies on operations and maintenance of 511
- Coordinate Technical Advisory Committee and associated working groups
- Monitor and evaluate system performance, usage and customer feedback
- System documentation
- Provision of data, APIs and tools/widgets (e.g., transit trip planner) for use by public agency partners and the developer community

### Major Products

Information and services for customers via 511/511.org/other channels  
Operate 24/7 Traveler Information Center  
Data feeds/APIs/tools for use by public agencies and developers  
511 project enhancements

### Delivery Dates

Ongoing  
Ongoing  
Ongoing  
Ongoing

**(Other sources of funds are being used to fund the above projects –  
STP, STA & General Fund)**

No CPG funds used

## **Work Element 1226: Implement and Promote Regional Bicycle Information System**

### **Description**

The Regional Bicycle Information System provides information to new and experienced bicyclists, including bike maps, how to take bikes on transit and across Bay Area bridges, and bicycle safety tips. Bicycle information services are currently offered on the 511 traveler information number. The 511.org bicycling Web page has been developed and is regularly updated with information on bicycling safety tips and events. The site also features a matching system so that new riders can find experienced riders to share information, ride together, etc. The 511 BikeMapper assists cyclists in finding designated routes to cycle to their destinations. This work also includes regional coordination and promotion of the annual Bike-to-Work Day event.

### **Ongoing tasks:**

- Implement regional rideshare contract, which provides bicycling information through 511/511.org
- Manage contract for the promotion and implementation of Bike-to-Work Day
- Coordinate the completion of the 511 BikeMapper
- Maintain and regularly update the bicycling page and the Bike-to-Work-Day pages (as part of 511.org)
- Coordinate bicycling information via 511 and develop plan for enhancements
- Coordinate the Bike-to-Work Day Technical Advisory Committee
- Promote bicycle information services as part of ongoing marketing for 511 and 511.org

### **Products**

Maintain bicycling information on 511 and 511.org  
Bike to Work Day

### **Estimated Completion Date**

Ongoing  
May 2014

No CPG funds used

## **Work Element 1230: Improve Freeway and Arterial Operations and Management**

### **Objectives**

MTC improves the overall efficiency of freeway and arterial routes through its MTC SAFE call box and FSP, freeway performance, incident management, and arterial operations programs. MTC works in close collaboration and partnership with Caltrans District 4 and Headquarters, the owner and operator of the State Highway System, to improve and better manage highway operations, improvements and maintenance as well as monitoring and performance.

### **Major Tasks**

- **Emergency Communication Operations**
- **Arterial Operations Coordination**
- **Freeway Performance Initiative Corridor Studies & Implementation**

## **Work Element 1228: Emergency Communication Operations**

### **Objective**

To enhance emergency communication capabilities between emergency management, the region's transportation agencies, and Caltrans District 4.

### **Description**

MTC provided the 12 largest transportation agencies and nine County Emergency Management Agencies with stationary satellite phones to facilitate communication when traditional forms of communication are not available. Additionally, the General Managers of the largest 12 transportation agencies were issued mobile satellite telephones in July 2007.

The 23-member stationary satellite phone talk group performs monthly communications checks and the 16 mobile satellite phone users receive annual one on one training from MTC Staff.

### **Tasks**

- Conduct monthly stationary satellite phone communication drills.
- Provide annual training for mobile satellite phone users.
- Decommission the Cal EMA stationary satellite phone due to their office closing.
- Expand stationary phone talk group to include Cal EMA mobile satellite phones.

### **Major Products**

### **Estimated Completion Date**

Stationary Satellite Phone Communication Drills

Monthly

Mobile Satellite Phone one on one training

Annually

Expand stationary phone talk group to include Cal EMA mobile satellite phones.

December 2013

Satellite Phone Operations

Monthly

No CPG funds used

## Work Element 1234: Arterial Operations Coordination

### Description

This program encompasses efforts to improve the operation and management of traffic signals and arterial networks, including integration with freeway and transit systems. It develops and implements initiatives to promote improved arterial operations in the Bay Area, and support the Arterial Operations Committee (AOC) as a forum for discussion of shared issues and lessons learned. The program provides direct benefits through projects that reduce travel time and emissions, and enhance traffic safety for pedestrians, bicycles and transit on arterial streets; as well as indirect benefits through projects that help local traffic engineers do their job more efficiently and effectively.

### Ongoing tasks:

- **Arterial Operations Committee (AOC):** The Arterial Operations Committee (AOC) is comprised of local traffic engineers from public and private agencies who meet bi-monthly to discuss various programs overseen by the Committee, regional projects that may have impacts on arterials, and other relevant issues, such as air quality conformity, status of funding obligations, upcoming grant and training opportunities, and new publications.
- **Program for Arterial System Synchronization (PASS):** The PASS provides technical and financial assistance to Bay Area jurisdictions to improve the safe and efficient operation of certain traffic signal systems and corridors. Under this regional program, technical assistance and financial support will be focused on traffic signal system projects that: interact with freeways and state highways; involve traffic signals from multiple jurisdictions; operate on corridors with established regional significance; provide priority for transit vehicles; and have been developed in conjunction with other regional programs. Projects are defined by local agencies, evaluated by MTC staff, and assigned to consultants retained by MTC. Where applicable, MTC and the local agency closely coordinates with Caltrans District 4 and Headquarters for signal timing projects that overlap or interacts with signal equipment on State facilities.
- **Technology Transfer Program:** The program offers free, half-day seminars on a variety of topics of interest to local traffic engineers, planners, students, etc. The seminars include technical presentations by topic experts as well as presentations from local engineers on recent projects in the Bay Area.

### Major Products

Support Arterial Operations Committee  
Status reports on various arterial operations programs  
Complete projects under the PASS  
Organize Technology Transfer Seminars

### Delivery Dates

Bi-monthly  
Bi-monthly  
Annually  
Bi-annually

No CPG funds used

## Work Element 1235: Implement Incident Management Program

### Description

To improve the management of incidents on Bay Area freeways, an Incident Management Task Force has been developed with state, regional, and local partners to recommend actions and projects to improve incident management (IM).

### Tasks:

- The Freeway Management Executive Committee (FMEC), made up of representatives from CHP, Caltrans and MTC provides direction for IM activities. The FMEC meets bi-monthly.
- An IM Task Force made up of CHP, Caltrans and MTC representatives meet on a monthly basis to help facilitate interagency cooperation and oversee the development of specific short term actions and projects to improve IM.
- Recommendations from prior work of the IM Task Force will be implemented in the FY12/13.
- Continue work on the Bay Area Video upgrade (BAVU) project to improve CCTV surveillance of the freeway system.
- Upgrade the Automated Transportation Management System (ATMS) at Caltrans District 4
- Upgrade the Transportation Management Center (TMC) video wall at Caltrans District 4

### Major Products

### Delivery Dates

Complete Phase 2 of the Bay Area Video upgrade (BAVU)

Spring 2013

Implement IM projects

Ongoing

Hold inter-agency incident coordination workshops

Quarterly

Participate in development of sub-regional incident management plans

Ongoing

Complete ATMS upgrade project

Summer 2013

Release RFP for TMC video wall project

Summer 2013

No CPG funds used

## **Work Element 1237: Freeway Performance Initiative Corridor Studies & Implementation**

### **Description**

The Freeway Performance Initiative (FPI) is a comprehensive strategic plan that contains elements intended to improve the convenience, efficiency, safety and reliability of freeway travel for people and freight through improved operations of the Bay Area freeway system. Under the FPI program, corridor studies are performed using a uniform, performance-based analysis framework to ensure consistent evaluations across multiple freeway corridors. Under this framework, major transportation corridors are analyzed and effective operational strategies for congestion mitigation and demand management are identified and prioritized. In addition, the FPI program includes essential elements needed for the successful implementation of other regional and local transportation programs, including ramp metering, Integrated Corridor Management (ICM) strategies and the Regional Express Lane Network. Work also includes operational planning activities that aim to better manage and operate Bay Area freeways, arterials, and parallel transit systems.

### **Tasks**

- Conduct corridor studies to identify major bottlenecks, determine causes for congestion, develop potential mitigation measures, and assess their effectiveness, in coordination with Caltrans and Bay Area Congestion Management Agencies.
- Perform analysis to identify Integrated Corridor Management strategies to improve corridor efficiency by balancing demand and capacity across freeway, arterial and transit facilities.
- Conduct preliminary analyses for the feasibility of installing and activating ramp meters; develop staging plans for ramp metering implementation; conduct before and after studies to assess traffic operations after implementation; develop optimized ramp metering rates; and identify benefits and/or diversion effects of metering.
- Work closely with Caltrans District 4 and Headquarters on the corridor studies and ramp metering implementation plans, ensuring that all applicable Caltrans requirements are met.
- Assist Caltrans in project delivery of ramp metering and TOS projects.
- Identify short and long-term transportation funding needs to fully implement and deliver FPI strategies.
- Support ramp metering Technical Advisory Committees.

### **Major Products**

Corridor studies

Ramp metering feasibility studies

Ramp metering implementation plans

### **Delivery Dates**

June 2014

June 2014

June 2014

No CPG funds used

## **Work Element 1510: Support Regional Transportation Investments**

### **Objective**

Support the region's investment in transportation infrastructure by conducting financial analysis and planning, developing funding policies and programs, implementing federal and state legislation, administering regional transit assistance programs, and monitoring and reporting on the project delivery and expenditure of funds.

### **Major Tasks**

- **Conduct financial analysis and planning**
- **Federal programming, monitoring and TIP Management**
- **Transit Sustainability Project**

No CPG funds used

## **Work Element 1233 Pavement Management Program (PMP)**

### **Description**

State law requires that each local government establish and maintain a Pavement Management Program (PMP) as a condition for funding projects in the State Transportation Improvement Program (AB 471-Statutes of 1989). The MTC PMP, StreetSaver, is a computer-assisted decision-making process designed to help cities and counties prevent pavement problems through judicious maintenance, and to diagnose and repair those that exist in a timely, cost-effective manner. Staff manages the development of the StreetSaver software, provides local agencies with information and assistance in the application of the software, and in linking road maintenance needs to funding actions. In addition, MTC provides ongoing training and support to keep local PMPs operational. Much of the technical information generated by this program is used by the Local Streets & Roads Working Group to develop policies to both improve maintenance practices and provide additional funding support. Data generated from the program is also used to perform regional analyses of asset conditions and funding scenarios to inform regional planning and programming processes. MTC staff also provides project management support for the California Statewide Local Streets and Roads Needs Analysis.

### **Ongoing tasks:**

- Develop, upgrade, maintain and distribute the StreetSaver software
- Manage the MTC Pavement Management Program (PMP)
- Develop local and regional forecasts on pavement and non-pavement repair needs, available funding sources, and condition scenarios based on revenue options
- Manage the Statewide Local Streets and Roads Needs Analysis Project
- Develop the Regional Summary of Pavement Conditions
- Implement PMP certification procedures.
- Provide, monitor and enhance user training and support
- Provide technical assistance to StreetSaver users
- Provide program updates to jurisdictions
- Implement Pavement Management Engineering Technical Assistance Program (P-TAP)
- Facilitate meetings of the Local Street and Road Working Group

### **Products**

Provide technical assistance through P-TAP  
Provide technical support for StreetSaver users  
Provide support to the Local Streets & Roads Committee  
Provide training and support for all users  
P-TAP programming decisions  
Regional summary of pavement conditions  
Regional asset conditions and funding needs analyses  
Statewide Needs Assessment

### **Estimated Completion Date**

Annually  
As requested  
Monthly  
Twice per year  
Winter 2013  
Annually  
As required  
Spring 2013

No CPG funds used

## Work Element 1514 Regional Assistance Programs & Project Reviews

### Description

MTC allocates transportation assistance funds and administers and accounts for these funds. MTC provides technical and financial assistance to transit agencies and other public agencies to perform short range transit planning and conduct special planning studies. MTC conducts audits of claimants to ensure compliance with laws, regulations, and administrative requirements.

MTC administers the twenty-five percent share of the one-half cent sales tax (“AB 1107” funds) for AC Transit, BART and San Francisco Muni; and toll bridge-related revenues (AB 664 and RM1 and RM2) to support public transportation programs and projects. Administration of these funds requires development and distribution of an annual Fund Estimate and long term funding projections, development, maintenance and distribution of fund application forms and instructions; related financial accounting; evaluation of fund applications (“claims”); development of materials to support allocation recommendations to the Commission; assistance to applicants in compliance with procedural, regulatory and statutory requirements. Pursuant to PUC Section 99246, administration of TDA and STA funds requires MTC’s oversight of the Triennial Performance Audits of transit operators and MTC (independent audits are conducted annually on a rotating basis affecting a specified group of operators).

Government Code Sections 66518 and 66520 require that MTC review and approve applications for state or federal transportation grants not directly administered by MTC and review projects for their consistency with the RTP and the TIP. Federal and state regulations regarding the Intergovernmental Review of Federal Programs and a Memorandum of Understanding among MTC, ABAG and Caltrans provide for the review of projects and their funding applications for various federal and state grant programs. Further, MTC staff participates in the review and evaluation of requests for funding under federal programs administered by Caltrans (FTA Section 5310 and FTA Section 5311), and provides liaison to FHWA, FTA, Caltrans, county congestion management agencies and transit operators.

### Ongoing tasks:

- Review project applications for consistency with regional transit capital priorities, TIP, FTA § 5309, 5307 and 5311, Programs of Projects, and applicant's plans
- Development and Distribution of Annual Fund Estimate
- Review of Short Range Transit Plans and Related Analysis of Transit Operator Programs and Budgets
- Evaluation of requests for Bridge Toll funds and allocation recommendations
- Annual Review of Performance Audits and Related Recommendations
- Annual Development of Productivity Improvement Program (PIP)
- Annual Development and Distribution of Regional Statistical Summary of Transit Operators

### Products

### Estimated Completion Date

Administer Triennial Performance audit program contract	Ongoing
Project reviews, evaluations and recommendations	Monthly
FY 2014-15 Fund Estimate	Spring 2014
Prepare annual claim forms and instructions	Spring 2014
Statistical summary of transit operators	Summer 2013 and 2014
Triennial Performance Audit final reports	Summer 2013 and 2014

No CPG funds used

## Work Element 1515: State Programming, Monitoring and STIP Development

### A. Project Description

#### Objectives

- Develop and implement programming policies and criteria for state funds consistent with the requirements of state law, including Senate Bill 45 (Chapter 622, Statutes 1997) and Assembly Bill 1012 (Chapter 783, Statutes of 1999), Proposition 1B (Chapter 25, Statutes 2006), and consistent with the overall investment objectives in the Regional Transportation Plan (RTP). Ensure compatibility with federal investment procedures and choices as conducted pursuant to federal programming activities described above.
- Develop and implement the 2014 Regional Transportation Improvement Program (RTIP) and 2014 State Transportation Improvement Program (STIP) in cooperation with Congestion Management Agencies (CMAs), Transit Agencies, Caltrans, and the California Transportation Commission.
- Successfully deliver projects using state transportation funds, including STIP and Proposition 1B funds, within the deadlines prescribed by the fund source.
- Actively monitor and assist in the delivery of project funding, produce and distribute project monitoring status reports.
- Maintain and enhance the web-enabled fund and project tracking database to better meet the needs of state monitoring efforts. Coordinate development of specifications for the funding database, in consultation with overall agency database development.
- Provide technical assistance to local agencies in delivering projects on the State Highway System, and in delivering projects using state funds.
- Participate and contribute to statewide efforts for programming and project delivery, including:
  - Regional Transportation Planning Agency (RTPA) Group
  - Highway Bridge Program (HBP) Advisory Committee
  - City-County-State-Federal Cooperative Committee (CCSFCC)
  - California Transportation Infrastructure Funding System (CTIFS)
  - California Transportation Commission Needs Assessment Effort
  - Northern California Trade Corridors Coalition (NCTCC)
- Support future efforts to improve delivery and increase funding of statewide programs.

#### Description

- Senate Bill 45 (Chapter 622, Statutes 1997) transferred a number of programming responsibilities to the Regional Transportation Planning Agencies, including the programming of the regional 75% of the STIP. This portion, known as the RTIP, is developed by MTC as the Bay Area's RTPA, and submitted to the California Transportation Commission for inclusion into the STIP every other year. MTC works closely with the CMAs, transit agencies, and Caltrans to develop an RTIP that supports the goals of the region's RTP and that has the highest chance of being funded by the CTC. The region also works closely with Caltrans in their development of the interregional 25% of the STIP.
- Assembly Bill 1012 (Chapter 783, Statutes of 1999) sets forth a number of deadlines related to the delivery of projects funded with state and regional funds. If these deadlines are not met, the funding returns to the state for use in other projects. MTC's goal is to ensure that no funds are lost to the region. To

- that end, MTC staff actively monitors the delivery milestones and status of projects funded with state and federal funds, and to provide assistance to project sponsors that are in danger of not meeting those deadlines.
- Proposition 1B (Chapter 25, Statutes 2006) provided almost \$20 billion in new bond funds for infrastructure improvements in California. A number of the new programs created by Proposition 1B improve local, regional, and state transportation infrastructure and is managed by Caltrans or the CTC. MTC's role in these programs is generally to facilitate programming of these funds to regional projects, and ensure all project delivery milestones are met so that funds are not lost to regional projects. MTC continues to be involved in guiding consensus in the remaining Proposition 1B programs, including the State-Local Partnership Program, Trade Corridor Improvement Fund, and the Public Transportation Modernization, Improvement, and Service Enhancement Account Program.
  - MTC has created a web-enabled fund tracking database known as the Fund Management System (FMS), which is used to monitor STIP projects as well as to process STIP projects in the Transportation Improvement Program (TIP). MTC plans to further enhance FMS based on changes in law and program deadlines and rules.

## **B. Planning Factors Addressed**

### **Planning Factors Addressed**

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility of people and for freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operation
8. Emphasize the preservation of the existing transportation system

## **C. Previous Accomplishments**

### **Objectives**

- Same as above

### **Accomplishments**

- Implementation and delivery of the 2012 STIP (Ongoing)
- Implementation and delivery of the Proposition 1B Corridor Mobility Improvement Account (CMIA) program (December 2012)
- Quarterly meetings with Caltrans staff on Proposition 1B project delivery
- Semi-annual meetings with the Northern California Trade Corridors Coalition on Proposition 1B Trade Corridors Improvement Fund (TCIF) projects.
- Participation in various statewide funding, programming, and delivery committees and groups

### **Work Products**

- Monthly project status reports for 2012 STIP delivery

- Quarterly project status reports for Proposition 1B project delivery
- STIP Amendments and Extensions
- Updated and enhanced fund management and project tracking database

**D. Work Plan (FY 2013-14)**

<b>Task No.</b>	<b>Task Description</b>	<b>Work Products</b>	<b>Start Date</b>	<b>End Date</b>
1	Prepare STIP Amendments and Extensions as requested	<ul style="list-style-type: none"> <li>▪ STIP Amendments</li> <li>▪ STIP Extensions</li> </ul>	7/01/2013	6/30/2014
2	Prepare status reports on 2012 STIP project delivery	<ul style="list-style-type: none"> <li>▪ Status Reports on 2012 STIP Delivery</li> </ul>	7/01/2013	6/30/2014
3	Prepare status reports on Proposition 1B project delivery	<ul style="list-style-type: none"> <li>▪ Status Reports on Prop. 1B Delivery</li> </ul>	7/01/2013	6/30/2014
4	Develop enhancements to web-enabled funding database	<ul style="list-style-type: none"> <li>▪ Updated database</li> </ul>	7/01/2013	6/30/2014
5	Participate in various statewide funding, programming, and delivery committees and groups	<ul style="list-style-type: none"> <li>▪ Documents produced by committees</li> </ul>	7/01/2013	6/30/2014
6	Develop the 2014 RTIP in coordination with CMAs, transit operators, and Caltrans	<ul style="list-style-type: none"> <li>▪ 2014 RTIP</li> <li>▪ 2014 STIP</li> </ul>	7/01/2013	4/15/2014
7	Attend CTC meetings	<ul style="list-style-type: none"> <li>▪ Email of meeting highlights for stakeholders and Letter for CTC Commissioners</li> </ul>	7/01/2013	6/30/2014

**E. Anticipated Future Activities (FY 2014-15)**

**Anticipated Future Activities**   ▪ Same as above except number 6.

**F. Budget**

No CPG funds used

## Work Element 1518 New Freedom Programming

### Description

The New Freedom Program, authorized under SAFETEA-LU, provides grants for new capital and operational projects aimed at reducing, beyond the requirements of the Americans with Disabilities Act of 1990, transportation barriers faced by individuals with disabilities. MTC is the designated recipient of FTA Section 5317 New Freedom funds for the Bay Area's large urbanized areas. In this role, MTC's responsibilities include notifying eligible local entities of funding availability; developing project selection criteria; determining applicant eligibility; conducting the competitive selection process; forwarding a program of projects (POP) and grant application to FTA; monitoring subrecipients' compliance with Federal requirements; documenting MTC's procedures in a Program Management Plan; and certifying that all projects are derived from a locally developed, coordinated public transit-human services transportation plan.

MAP-21 eliminated the New Freedom program as a stand-alone program, instead combining it with the Section 5310 Elderly & Disabled Transportation program. However MTC still has some SAFETEA-LU New Freedom funding available to program, which will be done in a Cycle 5. Cycle 5 will consist of developing guidelines and a program of projects in accordance with FTA requirements. Additionally MTC will need to implement Cycle 5 and perform regular program oversight functions for Cycles 1-5.

### Ongoing tasks:

- Prepare program guidelines for each grant cycle
- Conduct competitive Calls for Projects
- Submit grants to FTA
- Prepare subrecipient funding agreements
- Review and approve subrecipient invoices and quarterly reports
- Monitor subrecipients' compliance with federal requirements
- Submit reports to FTA as required

### Products

Cycle 5 Program Guidelines  
Cycle 5 Program of Projects  
FTA Quarterly Reports  
FTA Annual Report

### Estimated Completion Date

July 2013  
December 2013  
Quarterly  
Spring 2014 or when requested by FTA

No CPG funds used

## **Work Element 1150: Agency Management**

### **Objective**

This subcategory provides for agency management, including financial management, administrative services and other services such as computer, graphics and library support.

<b>Major Tasks</b>
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- **Financial Management**
- **Administrative Services**
- **Building Maintenance**
- **Information Technology Services**

No CPG funds used

## Work Element 1152: Financial Management

### Description

To maintain and operate MTC's accounting and financial reporting system in such a manner as to establish adequate internal controls, ensure that obligations are properly recorded and paid, assure compliance with statutory requirements, and provide timely, pertinent, and accurate financial information. Financial management includes maintaining accounting records in such a way as to be accurate and in strict accordance with Generally Accepted Accounting Principles (GAAP), OMB Circular A-133, as well as with the accounting policies and procedures established by the Commission. Also, confirm financial management through an annual independent audit. Respond to the audit committee for annual audit results.

### Ongoing tasks:

- Direct and coordinate annual agency budget preparation, implementation and monitoring
- Conduct contract compliance annual audits, including OMB Circular A-133 standards
- Conduct annual audit of MTC's financial records in accordance with GAAP and OMB A133
- Maintain financial records in accordance with GAAP and OMB Circular A-133 standards
- Finance provides the accounting, budgeting, measuring functions for the financial transactions and the general internal controls necessary to administer the OWP as well as to provide for all audit requirements
- OWP preparation and monitoring
- Administering the general internal controls necessary to meet audit requirements
- Financial Statement preparation and monitoring
- Upgrade of current financial system

### Products

### Estimated Completion Date

Operating Budget	July 2013
Financial Reports	Monthly
Financial Summaries	Monthly
Requisitions to Funding Sources	Monthly or as required
Quarterly Progress Reports	Quarterly
Annual Independent Audit	Fall 2013
Investment Reports	Monthly
OWP	July 2013
Compliance Audits	as Required

**\* Included as part of ICAP**

## Work Element 1153: Administrative services

### Description

MTC's Administrative and Technology Services Section provides various support services to MTC staff, including human resource services, training programs, general services, purchasing, contract management services, copy center services, computer and desktop support, copy center services and so forth.

### Ongoing tasks:

- Development and administration of human resources, employee benefits program and, administrative policies and procedures.
- Administration of the training and internship programs
- Propose, monitor and report on AA/EEO programs
- Represent MTC in meet and confer sessions with the employee groups.
- Purchasing, procurement and contract management services.
- Copying and mail services.
- Agencywide reception services.
- Management of employee and agency parking facilities.
- Update, administer, monitor and report on the agency's DBE program
- Administrative programs, as needed (e.g., Safety, Security, Injury Prevention Program (IPP), Americans with Disabilities Act (ADA) compliance, etc.)
- Administer business insurance program.
- Provide management and staff services to Regional Administrative Facility Corporation

### Products

### Estimated Completion Date

Administrative Policies and Procedures	As required
Contracts, Purchase Orders and Agreements	Ongoing
Recruitment activities	On-going
Training programs	On-going
Employee Recognition	On-going
Staff Classification and Compensation Implementation	Ongoing
Semi-Annual Salary Review	July 2013/January 2014
Space Planning Implementation	On-going
Annual Affirmative/EEO Reporting	On-going
Annual Anticipated DBE Participation Level Report	July 2013
DBE Semi- annual Progress Reports	October 2013/April 2014
Business Insurance Renewal	April 2014

**\* Included as part of ICAP**

## **Work Element 1157: Building Maintenance**

### **Description**

Provides management services to the Regional Administrative Facility Corporation (RAFC), including providing staff services for the Metro Center building and its occupants.

### **Ongoing tasks:**

Through the Administrative and Technology Services Section, MTC provides the following management and staff services to RAFC:

- Prepares and presents materials and recommendations to RAFC Board of Directors.
- Develops and administers RAFC policies and procedures.
- Prepares, administers, monitors and reports implementation of RAFC budgets.
- Provides RAFC purchasing, procurement and contract management services.
- Provides facilities management, maintenance and staff services for RAFC.
- Administers Metro Center building safety and security program.
- Secures annual fiscal audit of RAFC operations.
- Submits annual Tax Returns (Federal/State)

### **Products**

RAFC Board Agendas and Packets  
RAFC Operating and Condominium Reserve Budgets  
RAFC Contracts  
RAFC Annual CPA Audit and Tax Returns

### **Estimated Completion Date**

As required  
June 2013  
On-going  
November 2013

**\* Included as part of ICAP**

## Work Element 1161: Information Technology Services

### Description

Provide ongoing operation, maintenance and enhancement of computer, communication and information systems as an essential support function to enable MTC to accomplish its objectives. This task includes “help desk” support and training for all MTC staff, on-going evaluation of developments in information technology, and development of implementation plans to incorporate new elements as required.

Acquisition, implementation and maintenance of new information technology systems, software, and services are another important support task. This includes develop of applications that support business functions (e.g., Fund Management System and more interactive services provided through MTC’s Web site). Functions include upgrading the hardware and software underlying the Web site, and installing more sophisticated systems to manage the Web-based information more effectively.

### Ongoing tasks:

- Operation, maintenance and upgrade of desktop computers, network, information systems and other communication devices.
- IT Strategic Plan implementation and update
- Network and programming services in support of MTC projects
- Network security assessment and remediation
- Development of Information Technology policies and procedures
- Desktop management and Help desk system
- Server and network architecture enhancements to support current and future needs
- Coordinate information technology planning and services with ABAG including GIS, network security, and disaster recovery, among others
- Web Site architecture and design plan (in coordination with WE 1130)
- Web audio-cast of Commission and committee meetings
- Electronic records management and discovery
- IT support for MTC’s emergency response and disaster recovery functions
- Network and other information systems backup and recovery efforts
- Coordination with Bay Area Headquarters Authority on information technology requirements for the new regional facility

### Products

### Estimated Completion Dates

Information Technology Policies update	As needed
Application development projects	On-going
Software/hardware acquisition	As needed
Network maintenance and performance	On-going
Business Continuity Planning	On-going
MTC Web site enhancements and redesign	As needed
Fund Management System Implementation	On-going
Web content management system implementation	On-going

**\* Included as part of ICAP**

## **Work Element 1230: Improve Freeway and Arterial Operations and Management**

### **Objectives**

MTC improves the overall efficiency of freeway and arterial routes through its MTC SAFE call box and FSP, freeway performance, incident management, and arterial operations programs. MTC works in close collaboration and partnership with Caltrans District 4 and Headquarters, the owner and operator of the State Highway System, to improve and better manage highway operations, improvements and maintenance as well as monitoring and performance.

### **Major Tasks**

- **SAFE Regional Call Box System**
- **SAFE Freeway Service Patrol (FSP)**
- **Implement Incident Management Program**

<b>Major Products To Be delivered in FY 2013-14</b>	<b>Estimated Completion Dates</b>
Annual SAFE operating budget	Spring
Provide freeway patrol service on 550 miles of freeway	Ongoing
Provide support to the Local Streets & Roads Committee	Monthly
Reports on call box system usage and operation	Monthly
TETAP and RSTP projects and services	Ongoing

**All SAFE activities are not funded by CPG Grants**

## Work Element 1231: SAFE Regional Call Box system

### Description

In 1988 the Commission became the Service Authority for Freeways and Expressways (SAFE) and installed call boxes in the nine Bay Area counties. The MTC SAFE partners with Caltrans District 4 to install new call boxes as needed and to develop other motorist aid systems. The Call Boxes are linked to the California Highway Patrol (CHP), as well as regional Call Box answering services. SAFE monitors program performance to ensure a timely response to users and keep boxes in service with timely maintenance.

### Ongoing tasks:

- Replace system components to extend the life of the call boxes and reduce maintenance costs
- Implement Call Box Strategic Plan
- Manage ongoing call box operations and maintenance
- Provide access to call boxes for mobility and speech/hearing impaired motorists
- Provide staff support (analysis, documentation, reports) for MTC SAFE and California SAFE
- Investigate, design, and obtain crash test data for modified call box designs
- Implement Freeway aid service using the 511 phone system
- Modify call box system to take into account increased cell phone usage and changing technologies, including digital upgrade, increased spacing, and other similar measures

### Products

Reports on call box system usage and operation  
Status reports on call box maintenance and operations  
Present budgets, expenditures, reports to SAFE Board

### Estimated Completion Date

Monthly  
Monthly  
Bi-monthly or Quarterly

No CPG funds used

## **Work Element 1232: SAFE Freeway Service Patrol (FSP)**

### **Description**

MTC, CHP and Caltrans initiated FSP service in late August 1992 on one beat covering 10 miles of congested freeway with three trucks. Since that time, service has been expanded to 83 trucks covering over 550 miles of freeway. Each day these trucks provide free service to over 200 disabled vehicles and assist in the clearance of another 200 incidents such as debris and abandoned vehicles.

### **Ongoing tasks:**

- Administer contracts with private tow contractors
- Analyze performance data for potential expansion or reduction of the FSP coverage area
- Provide temporary service in high-hazard construction zones around major freeway projects as requested by state and local agencies
- Use tow trucks to provide real-time traffic data
- Evaluate existing communication system including equipment operation and develop a strategic plan for system upgrade
- Develop program budget and assure proper revenue and expenditure tracking

### **Products**

Provide freeway patrol service  
Present budgets, expenditures, reports to SAFE Board  
Provide data on Bay Area Traffic conditions for public use

### **Estimated Completion Date**

Ongoing  
Bi-monthly or Quarterly  
As needed

No CPG funds used

## **Work Element 1250: Bay Area Toll Authority**

### **Objectives**

To manage the Bay Area Toll Authority (BATA) and associated responsibilities, including a cooperative agreement with Caltrans for its operation and maintenance of the state-owned Bay Area toll bridges, the planning, design and construction of improvements to those bridges, and preparation and adoption of a long-range plan. The planning activities are part of the BATA budget approved separately by BATA.

### **Major Tasks**

- **Project Management**
- **Electronic Toll Collection (ETC)**
- **BATA administration**
- **BATA finance**
- **Regional Measure 2**

<b>Major Products To Be delivered in FY 2013-14</b>	<b>Estimated Completion Dates</b>
Program Project Monitoring report	Monthly
Annual Toll Bridge Report to the Legislature	Fall 2013
Audit of toll revenues and expenditures	Fall 2013

**All BATA activities are not funded by CPG Grants**

## **Work Element 1251: Project Management**

### **Description**

State law created the Bay Area Toll Authority, and MTC established BATA on January 28, 1998. BATA was initially created to oversee the base toll and implementation of Regional Measure 1 projects. Since 1998, the voters added \$1.5 billion to the Regional Measure 2 program and the State added administration of the \$6.2 billion bridge seismic retrofit program.

### **Ongoing tasks:**

- Regional Ferry Plan
- BATA Project Management program
- Long-range plan to complete the Regional Measure 1 projects
- Oversee \$8.6 billion Seismic Retrofit Program
- Oversee completion of regional Measure 2 projects
- Monitor and update the 10-year Toll Bridge Rehabilitation Plan

### **Products**

Project Monitoring report

### **Estimated Completion Date**

Monthly

**Not funded by CPG Grant**

## **Work Element 1252: Electronic Toll Collection (ETC)**

### **Description**

In 2005, BATA completed the contract process for a new joint ETC Customer Service Center. The center opened in May 2005 and is currently processing transactions for BATA, Golden Gate, and the SFO Airport.

### **Ongoing tasks:**

- Administer contract for the operation of the ETC CSC
- Electronic Toll Collection Strategic Plan
- Manage and operate the ETC Customer Service Center
- Develop an operational and marketing plan to increase ETC use
- Toll Plaza maintenance

### **Products**

Bay Area Toll Bridge Program FY 2013-14 Budget  
Regular maintenance of ETC Toll system

### **Estimated Completion Date**

July 2013  
Monthly

**Not funded by CPG Grant**

**Work Element 1253: BATA Administration**

**Description**

The toll revenue for which BATA has management responsibility derives from tolls collected on the seven state-owned Bay Area toll bridges and is used to support the following:

- Toll bridge operations and administration
- Toll bridge maintenance
- Toll bridge rehabilitation and operational improvement projects
- Regional Measure 1 bridge projects
- Toll-funded transit programs
  - AB 664 Net Revenues (public transportation capital support)
  - 90 percent Regional Rail Reserves (public transportation capital support)
  - 2 percent Transit Transfers (public transportation capital and operating support)

**Ongoing tasks:**

- Bridge toll revenue allocation policy.
- Annual financial report of state-owned toll bridges.
- Toll schedule for Bay Area bridges
- Programming and annual allocations of net bridge toll revenues
- BATA-Caltrans Cooperative Agreement

**Products**

**Estimated Completion Date**

Financial planning and policy documents

As required

**Not funded by CPG Grant**

## **Work Element 1254: BATA Finance**

### **Description**

The effective and prudent administration and investment of funds held in the Bay Area Toll Account for all toll bridge and toll-funded public transportation purposes

### **Ongoing tasks:**

- Consolidation of the toll revenue
- Produce BATA financing documents
- Manage Bay Area Toll Account, including investment of funds, financial reporting and audits
- Financial planning and modeling for investment of Bay Area Toll Account funds, including preparation of information necessary for issuance of debt instruments (if warranted) to assure funding of bridge projects

### **Products**

Bay Area Toll Account investment reports  
Annual Toll Bridge Report to the Legislature  
Audit of toll revenues and expenditures  
Financial Reports

### **Estimated Completion Date**

Monthly  
Winter 2013  
Fall 2013  
Monthly

**Not funded by CPG Grant**

## Work Element 1255: Regional Measure 2

### Description

On March 2, 2004, voters passed Regional Measure 2 (RM2), raising the toll on the seven State-owned toll bridges in the San Francisco Bay Area by \$1.00 to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors, as identified in SB 916 (Chapter 715, Statutes of 2004). Specifically, RM2 establishes the Regional Traffic Relief Plan and identifies specific transit operating assistance and capital projects and programs eligible to receive RM2 funding.

The Bay Area Toll Authority (BATA) is responsible for the collection of the bridge tolls and MTC is responsible for administering the Regional Measure 2 program. BATA's Long Range Plan was updated in December 2006 to incorporate the Regional Measure 2 projects.

### Ongoing tasks:

- Project reviews
- Invoice review
- Progress reporting
- Project allocations (capital and operating)
- Performance assessment against performance measures for operating projects

### Products

Project and Program Allocations  
Progress Report to Commission  
Operating Program Performance Review  
Adoption of Operating Program Budget

### Estimated Completion Date

As required  
Semi-Annual / Annual  
Annual  
Annual

### Not funded by CPG Grant

**CHAPTER 3: BUDGET**

**FY 2013-14**

**MTC BUDGET SUMMARY**

**FY 13/14 Total Overall Work Program Direct Services Project Expenditure Estimates (FINAL)**

	Total Budget	Salaries, Benefits	Indirect Services 50.04%	Other Operating Expenses	Consultant
<b>Planning Funds</b>					
1110 Commission and Advisory Committees	671,551	447,572	223,978	0	0
1113 Support Partnership Board	386,412	257,534	128,878	0	0
1114 Support Advisory Committees	285,138	190,038	95,101	0	0
<b>1120 Planning Emphasis Areas</b>	<b>7,013,948</b>	<b>2,401,601</b>	<b>1,201,832</b>	<b>400,515</b>	<b>3,010,000</b>
1121 Regional Transportation plan	1,317,269	518,360	259,403	239,506	300,000
1122 Analyze Regional Data using GIS and Travel Mod.	3,508,225	1,201,799	601,416	155,010	1,550,000
1125 Non-motorized Transportation Activities	61,533	41,010	20,523	0	0
1212 Performance Measurement and Monitoring	246,132	164,041	82,091	0	0
1311 Lifeline Transportation Program	1,106,132	164,041	82,091	0	860,000
1312 Support Title VI/Env. Justice	123,066	82,020	41,045	0	0
1412 Transportation Conformity and Air Quality Planning	201,312	130,837	65,475	5,000	0
1414 Climate Change FHWA Grant	450,281	99,492	49,789	1,000	300,000
<b>1130 Legislation and Public Affairs</b>	<b>4,092,256</b>	<b>2,170,882</b>	<b>1,086,374</b>	<b>200,000</b>	<b>635,000</b>
1112 Implement Public Information Program	3,678,270	1,894,971	948,299	200,000	635,000
1156 Library	413,986	275,912	138,074	0	0
<b>1230 Improve Highway Arterial Operations &amp; Management</b>	<b>513,042</b>	<b>308,606</b>	<b>154,436</b>	<b>0</b>	<b>50,000</b>
1229 Emergency Response	513,042	308,606	154,436	0	50,000
<b>1510 Support Regional Transportation Investment</b>	<b>3,545,163</b>	<b>1,921,558</b>	<b>961,605</b>	<b>12,000</b>	<b>650,000</b>
1511 Conduct Financial Analysis and Planning	544,412	362,837	181,575	0	0
1512 Federal, Programming & Monitoring TIP Mgmt	2,266,059	1,402,304	701,755	12,000	150,000
1517 Transit Sustainability/Planning	734,692	156,416	78,275	0	500,000
<b>Total Planning Funds</b>	<b>15,835,959</b>	<b>7,250,220</b>	<b>3,628,224</b>	<b>612,515</b>	<b>4,345,000</b>
<b>Grants</b>					
<b>1120 Planning Emphasis Areas</b>	<b>14,222,171</b>	<b>831,860</b>	<b>416,287</b>	<b>591,000</b>	<b>12,383,024</b>
1124 Airport/Seaport/Freight Planning	121,793	81,172	40,621	0	0
1310 Implement Lifeline Program	4,232,509	142,282	71,202	0	4,019,024
1413 Climate Assessments Initiative	1,922,002	0	0	272,002	1,650,000
1611 Transportation for Livable Communities Program (TLC)	7,945,867	608,405	304,464	318,998	6,714,000
<b>1220 Traveler Coordination and Info Systems</b>	<b>3,087,805</b>	<b>1,753,693</b>	<b>877,600</b>	<b>445,012</b>	<b>11,500</b>
1222 Implement Regional Rideshare Program	156,969	104,616	52,353	0	0
1223 Transportation Management Systems	792,792	515,047	257,745	20,000	0
1224 Implement Regional traveler Information Services	2,138,045	1,134,030	567,502	425,012	11,500
<b>1230 Improve Highway Arterial Operations &amp; Management</b>	<b>4,020,279</b>	<b>1,234,636</b>	<b>617,849</b>	<b>133,994</b>	<b>2,033,800</b>
1228 Emergency Communication Operations	54,311	13,670	6,841	0	33,800
1234 Arterial Operations Coordination	239,781	70,505	35,283	133,994	0
1235 Incident Management	293,205	195,414	97,791	0	0
1237 Freeway Performance	3,432,982	955,048	477,934	0	2,000,000
<b>1510 Support Regional Transportation Investment</b>	<b>7,946,786</b>	<b>1,050,816</b>	<b>525,860</b>	<b>510,832</b>	<b>5,859,278</b>
1233 Pavement Management Program (PMP)	3,569,423	404,611	202,479	147,992	2,814,341
1514 Regional Assistance Programs and Project Reviews	902,277	322,559	161,418	0	418,300
1515 State Programming, Monitoring and STIP Development	1,048,450	323,647	161,963	362,840	200,000
1518 New Freedom Planning	2,426,637	0	0	0	2,426,637
<b>Total Grants</b>	<b>29,277,041</b>	<b>4,871,005</b>	<b>2,437,595</b>	<b>1,680,838</b>	<b>20,287,602</b>
<b>Administration</b>					
<b>1150 Agency Management</b>	<b>971,315</b>	<b>217,481</b>	<b>108,834</b>	<b>0</b>	<b>645,000</b>
1152 Financial Management	645,000	0	0	0	645,000
1153 Administrative services	0	0	0	0	0
1157 Building Maintenance	326,315	217,481	108,834	0	0
1161 Information Technology Services	0	0	0	0	0
<b>Total Administration</b>	<b>971,315</b>	<b>217,481</b>	<b>108,834</b>	<b>0</b>	<b>645,000</b>
<b>TOTAL MTC BUDGET</b>	<b>46,084,315</b>	<b>12,338,706</b>	<b>6,174,653</b>	<b>2,293,353</b>	<b>25,277,602</b>

**FY 13/14 Total Overall Work Program Direct Services Project Expenditure Estimates/ Continued)**

	Total Budget	Salaries, Benefits	Indirect Services	Other Operating Expenses	Consultant
<b>1131 Legis. Programs</b>	947,237	378,916	189,621	5,000	373,700
<b>1230 SAFE</b>	530,275	0	530,275	0	0
<b>1250 Bay Area Toll Authority</b>	4,293,461	0	4,293,461	0	0
<b>Total not federaly funded</b>	<b>5,770,974</b>	<b>378,916</b>	<b>5,013,357</b>	<b>5,000</b>	<b>373,700</b>
<b>MTC Total Expenditures for OWP Purposes</b>	<b>51,855,289</b>	<b>12,717,622</b>	<b>11,188,011</b>	<b>2,298,353</b>	<b>25,651,302</b>
ABAG Regional Planning	4,525,916	0	0	0	4,525,916
BCDC Regional Planning	340,000	0	0	0	340,000
<b>Total Expenditures for OWP Purposes</b>	<b>56,721,205</b>	<b>12,717,622</b>	<b>11,188,011</b>	<b>2,298,353</b>	<b>30,517,218</b>

**FY 13/14 Total Overall Work Program Direct Services Project Revenue Estimates (FINAL)**

	Total Budget	FHWA PL (1)		FTA 5303 (2)		Prop. 84			JARC/	General	Local	
	Revenue	Incl. T.C. Match	T.C. Match	Incl. T.C. Match	STP PL	FHWA/STEP	Planning	CMAQ	STP	New Freedom/HUD	Fund	Funds
<b>Planning Funds</b>												
1110 Commission and Advisory Committees	671,551	85,000	40,000		0	0	0	0	0	0	546,551	0
1113 Support Partnership Board	386,412	25,000	10,000								351,412	
1114 Support Advisory Committees	285,138	60,000	30,000								195,138	
1120 Planning Emphasis Areas	7,013,948	2,793,035	1,360,000		300,000	300,000	0	0	0	0	1,400,913	860,000
1121 Regional Transportation plan	1,317,269	615,000	100,000								602,269	0
1122 Analyze Regional Data using GIS and Travel Mod.	3,508,225	1,848,035	1,200,000		300,000						160,190	0
1125 Non-motorized Transportation Activities	61,533	20,000	5,000								36,533	0
1212 Performance Measurement and Monitoring	246,132	100,000	5,000								141,132	0
1311 Implement Lifeline Transportation Program	1,106,132	100,000	0								146,132	860,000
1312 Support Title VI/Env. Justice	123,066	50,000	0								73,066	0
1412 Transportation Conformity and Air Quality Planning	201,312	60,000	50,000								91,312	0
1414 Climate Change FHWA Grant	450,281	0	0			300,000					150,281	0
1130 Legislation and Public Affairs	4,092,256	1,800,000	682,029		0	0	0	0	0	0	1,210,227	400,000
1112 Implement Public Information Program	3,678,270	1,700,000	582,029		0						996,241	400,000
1156 Library	413,986	100,000	100,000								213,986	
1230 Improve Highway Arterial Operations & Management	513,042	100,000	105,000		0	0	0	0	0	0	308,042	0
1229 Emergency Response	513,042	100,000	105,000								308,042	
1510 Support Regional Transportation Investment	3,545,163	1,216,965	571,000		358,000	0	0	0	0	0	820,198	579,000
1511 Conduct Financial Analysis and Planning	544,412	196,965	150,000								197,447	
1512 Federal, Programming & Monitoring TIP Mgmt	2,266,059	1,020,000	321,000		358,000						488,059	79,000
1517 Transit Sustainability/Planning	734,692	0	100,000								134,692	500,000
<b>Total Planning Funds</b>	<b>15,835,959</b>	<b>5,995,000</b>	<b>2,758,029</b>		<b>658,000</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,285,930</b>	<b>1,839,000</b>
<b>Grants</b>												
1120 Planning Emphasis Areas	14,222,171	0	0		6,714,000	0	0	1,922,002	155,822	4,366,720	1,063,627	0
1124 Airport/Seaport/Freight Planning	121,793										121,793	
1310 Lifeline Program	4,232,509								4,229,720		2,789	
1413 Climate Assessments Initiative	1,922,002							1,922,002			0	
1611 Transportation for Livable Communities Program (TLC)	7,945,867				6,714,000				155,822	137,000	939,045	
1220 Traveler Coordination and Info Systems	3,087,805	0	0		0	0	0	358,551		0	2,521,300	207,954
1222 Implement Regional Rideshare Program	156,969	0									156,969	
1223 Transportation Management Systems	792,792	0									792,792	
1224 Implement Regional traveler Information Services	2,138,045	0							358,551		1,571,540	207,954
1230 Improve Highway Arterial Operations & Management	4,020,279	0	0		0	0	1,860,187	2,000,000		0	160,092	0
1228 Emergency Communication Operations	54,311	0	0				0	0			54,311	
1234 Arterial Operations Coordination	239,781	0	0				134,000	0			105,781	0
1235 Incident Management	293,205	0	0		0	0	293,205	0	0		0	0
1237 Freeway Performance	3,432,982						1,432,982	2,000,000			0	
1510 Support Regional Transportation Investment	7,946,786	0	0		0	0	0	1,800,000	2,426,637		2,222,318	1,497,831
1233 Pavement Management Program (PMP)	3,569,423							1,800,000			875,082	894,341
1514 Regional Assistance Programs and Project Reviews	902,277										845,627	56,650
1515 State Programming, Monitoring and STIP Development	1,048,450										501,610	546,840
1518 New Freedom Planning	2,426,637								2,426,637		0	
<b>Total Grants</b>	<b>29,277,041</b>	<b>0</b>	<b>0</b>		<b>6,714,000</b>	<b>0</b>	<b>0</b>	<b>3,782,189</b>	<b>4,314,373</b>	<b>6,793,357</b>	<b>5,967,337</b>	<b>1,705,785</b>
<b>Administration</b>												
1150 Agency Management	971,315	0	0		0	0	0	0	0	0	671,315	300,000
1152 Financial Management	645,000										645,000	
1153 Administrative services	0										0	
1157 Building Maintenance	326,315										26,315	300,000
1161 Information Technology Services	0										0	
<b>Total Administration</b>	<b>971,315</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>671,315</b>	<b>300,000</b>
<b>TOTAL MTC BUDGET</b>	<b>46,084,315</b>	<b>5,995,000</b>	<b>2,758,029</b>		<b>7,372,000</b>	<b>300,000</b>	<b>0</b>	<b>3,782,189</b>	<b>4,314,373</b>	<b>6,793,357</b>	<b>10,924,583</b>	<b>3,844,785</b>

	Total Budget	FHWA PL (1)		FTA 5303 (2)		Prop. 84			JARC/	General	Local
	Revenue	Incl. T.C. Match	Incl. T.C. Match	STP PL	FHWA/STEP	Planning	CMAQ	STP	New Freedom/HUD	Fund	Funds
<u>1131 Legis. Programs</u>	947,237	0	0							901,437	45,800
<u>1230 SAFE</u>	530,275	0	0								530,275
<u>1250 Bay Area Toll Authority</u>	4,293,461	0	0							4,293,461	0
Total not federally funded	5,770,974	0	0	0	0	0	0	0	0	5,194,899	576,075
MTC Total Revenue for OWP Purposes	51,855,289	5,995,000	2,758,029	7,372,000	300,000	0	3,782,189	4,314,373	6,793,357	16,119,481	4,420,860
ABAG FHWA & FTA 5303 PL	1,230,916	1,000,000	230,916								
ABAG TDA	927,000									927,000	
ABAG PROP. 84 & Hud Grant	1,710,000					1,000,000		660,000	50,000		
ABAG STP Planning	658,000			658,000							
BCDC Regional Planning	340,000			340,000							
Total Revenue for OWP Purposes	56,721,205	6,995,000	2,988,945	8,370,000	300,000	1,000,000	3,782,189	4,974,373	6,843,357	17,046,481	4,420,860

(1): FHWA PL T.C. Match \$802,326.5  
(2): FTA 5303 PL T.C. Match \$342,832

FY 13/14 DRAFT REGIONAL TOTAL											
	General Fund	FTA 5303 Inc. T.C. Match	FHWA PL Inc. T.C. Match	FTA 5304	In Kind Local Match	FTA 5304 Cash	HUD	PDA	STP PL	OTHER	TOTAL
ABAG Regional Planning/STP Planning	927,000	230,916	1,000,000				50,000	660,000	658,000	1,000,000	4,525,916
Appendix A-1: CPG FTA 5304				226,154	7,979	21,321					255,454
Appendix B-1: STP (CMA Planning), BCDC & MTC										41,019,000	41,019,000
Appendix C-1: Alternative Analysis Program										1,740,000	1,740,000
<b>REGIONAL TOTAL</b>	<b>927,000</b>	<b>230,916</b>	<b>1,000,000</b>	<b>226,154</b>	<b>7,979</b>	<b>21,321</b>	<b>50,000</b>	<b>660,000</b>	<b>658,000</b>	<b>43,759,000</b>	<b>47,540,370</b>
<b>Other Includes:</b>											
Appendix C: STP (CMA Planning) funds are for FY2013 thru FY 2016											
	FY12/13	15,820,000	(includes augmentation)								
	FY13/14	8,360,000									
	FY14/15	8,615,000									
	FY15/16	8,882,000									
	<b>Total Three years</b>	<b>41,677,000</b>									

**ABAG BUDGET SUMMARY**  
**MTC/ABAG JOINT PROGRAM, FY 2013-14**  
**FHWA, FTA, AND TDA PLANNING FUNDS**

WORK ELEMENT	FTA Toll Credit for a match	FHWA Toll Credit for a match	General Fund	STP PL	Proposition 84	PDA PL	HUD	TOTAL
Regional planning, modeling, research and outreach, including intergovernmental coordination.	\$ 230,916	\$ 1,000,000	\$ 927,000	\$ 658,000	\$ 1,000,000	\$ 660,000	\$ 50,000	\$ 4,525,916
Totals	\$ 230,916	\$ 1,000,000	\$ 927,000	\$ 658,000	\$ 1,000,000	\$ 660,000	\$ 50,000	\$ 4,525,916

**APPENDIX A-1**

**FTA FUNDED PROJECTS**

**Caltrans Consolidated Planning Grant Program**  
**FTA Section 5304**

**FY 2013-14**

### INTRODUCTION

FTA provides technical study grants for the planning of projects to improve public mass transportation services in urban areas. Caltrans sponsors an annual "Transportation Planning Grant" (TPG) Program, which includes funding from FTA Section 5304. This appendix includes work scopes for planning projects in the MTC Region because such programming is required in order for grants to be awarded to project sponsors.

**Please refer to Appendix a-2 For Projects managed by Caltrans**

<b><u>APPROVED FTA 5304 PROJECTS - FY</u></b> <b><u>2010-11</u></b>		<b>Local Match</b>		
		<b>Federal Fund</b>	<b>In-Kind</b>	<b>Cash</b>
WE 1121	Better Market Street Transit Planning Study	\$164,565		\$21,321
WE 1121	San Francisco Bay area Rapid Transit District Metro - Sustainable Communities Operational Analysis	\$45,739	\$5,926	
WE 1121	Marin County Transit District Internships in Transit Planning	\$15,850	\$2,053	
<b>TOTAL</b>		<b>\$226,154</b>	<b>\$7,979</b>	<b>\$21,321</b>

**Note:** The above numbers reflect billing as of January 2013

## **Work Element 1121: Better Market Street Transit Planning Study**

The Better Market Street Transit Planning study will identify and analyze the operational and facility design changes needed to improve transit performance on Market Street. Based on results, the study will create conceptual designs and new operating plans for transit, with a focus on effective and sustainable transit solutions, support for non-motorized modes, and managing automobile impacts. The project will be coordinated with the regional Transit Sustainability Project, a critical component of the region's Sustainable Communities Strategy, which will evaluate the region's transit system and establish an implementation plan for a more financially viable transit system that is both cost-effective and customer-focused. The operational analysis and recommendations to improve transit on and across Market Street identified by this study will both be informed by and help to inform the larger regional effort. The San Francisco County Transportation Authority (SFCTA), in conjunction with the San Francisco Municipal Transportation Agency (SFMTA), the San Francisco Department of Public Works (SFPDW), the San Francisco Planning Department (Planning), the San Francisco Public Utilities Commission (SFPUC), and the Mayor's Office of Economic and Workforce Development (OEWD) will hire a consultant to deliver the following products and outcomes:

- Existing conditions report for transit issues and opportunities on Market Street, including a GIS maps highlighting key data analysis.
- Best Practices Report highlighting operational analysis of streets analogous to Market Street.
- Transit Delay Study memorandum describing the hindrances to transit operations on Market Street.
- Service Planning and Operational Issues memorandum outlining conceptual strategies for improving transit operations on Market Street.
- Transit Improvement Measures Evaluation and Prioritization memorandum providing detailed improvement measures on a block-by-block basis to enhance transit operations on Market Street
- 12% conceptual designs and cost estimates for 3 alternatives to be carried forward for full environmental analysis in a subsequent phase of work;
- Final report documenting the process, findings, and recommendations of the study.

<b>Tasks and Products</b>	<b>Estimated Completion</b>
<b>Task 1:</b> Startup	February 2011
<b>Task 2:</b> Existing Conditions	July 2011
<b>Task 3:</b> Best Practices	April 2011
<b>Task 4:</b> Transportation System and Operation Analysis	March 2012
<b>Task 5:</b> Conceptual Designs and Cost Estimates	June 2012
<b>Task 6:</b> Final Report	August 2013

### **Estimated Cost by Funding Source**

FTA 5304:	\$249,650
SFCTA Cash Local Match:	<u>\$240,350</u>
Total:	\$490,000

## Work Element 1121: San Francisco BART Metro - Sustainable Communities Operational Analysis

### Objective

The objective of this study is to better align BART operational strategies with the emerging SB375-guided regional Sustainable Communities Strategy (SCS) being prepared for the 2013 Regional Transportation Plan (RTP). This proposed study will feature a high-level analysis of travel markets (building on MTC's Transit Sustainability Project), and their corresponding relationship to potential BART service and capacity strategies. By analyzing train operations, BART is striving to continuously improve operational efficiency; more cost-effectively serve the public, and reduce BART's own greenhouse gas emissions per transit vehicle mile. This study will focus on BART's core system, and will identify the types of key infrastructure (i.e., crossovers, pocket-tracks) and operational strategies (i.e., new or revised routes and schedules) needed to enhance service for the public on the existing two-track railroad system.

<b>Tasks and Products</b>		<b>Estimated Completion</b>
Task 1	<u>Startup and Administration</u> Final Work Program Caltrans Quarterly Progress Reports Refined Problem Statement	February 2013
Task 2	<u>Context</u> BART Context Working Paper Travel Market Analysis Working Paper Operational Best Practices Working Paper Key Performance Indicators Working Paper	February 2012
Task 3	<u>Analysis</u> Operational Strategies Working Paper Scenario Development Working Paper Evaluation Working Paper Presentation Materials and Meeting Minutes Implementation Plan Working Paper	September 2012
Task 4	Draft Report Final Report Presentation Materials	August 2013

### Estimated Cost by Funding Source

FTA 5304:	\$300,000
BART In-Kind Staff Time Match:	\$ 38,900
Total:	\$338,900

Task	Activity	In Kind Contributions			
		Title	Hourly Rate	Hours	Estimated Cost *
<b>1</b>	<b>Startup and Administration</b>				
	1.0 Pre-contracting conference	Senior Planner	\$115	0	\$0
	1.1 Administrative Startup	Senior Planner	\$115	9	\$1,000
	1.2 Project Management	Senior Planner	\$115	35	\$4,000
	1.3 Refine Problem Statement	Senior Planner	\$115	4	\$500
		<b>Task 1 in kind match amount</b>		<b>48</b>	<b>\$5,500</b>
<b>2</b>	<b>Context</b>				
	2.1 Existing and Planned Conditions	Senior Planner	\$115	9	\$1,000
	2.2 Travel Market Analysis	Senior Planner	\$115	17	\$1,900
	2.3 Operational Best Practices	Senior Planner	\$115	9	\$1,000
	2.4 Identify Key Performance Indicators	Senior Planner	\$115	7	\$700
		<b>Task 2 in kind match amount</b>		<b>41</b>	<b>\$4,600</b>
<b>3</b>	<b>Analysis</b>				
	3.1 Identify Operational Strategies	Senior Planner	\$115	24	\$2,700
	3.2 Operational Analysis	Senior Planner	\$115	42	\$4,800
	3.3 Outreach	Senior Planner	\$115	96	\$11,000
	3.4 Implementation Plan	Senior Planner	\$115	34	\$3,900
		<b>Task 3 in kind match amount</b>		<b>195</b>	<b>\$22,400</b>
<b>4</b>	<b>Findings</b>				
	4.1 Draft and Final Reports	Senior Planner	\$115	21	\$2,400
	4.1 Findings Outreach	Senior Planner	\$115	35	\$4,000
		<b>Task 4 in kind match amount</b>		<b>56</b>	<b>\$6,400</b>
			<b>TOTAL</b>	<b>340</b>	<b>\$38,900</b>

\* Dollar amounts are rounded to nearest 100.

**In-kind local match provided by Bay Area Rapid Transit (BART) using local BART operating funds.**  
Match will be documented using quarterly invoices including staff timesheets for project.

## **Work Element 1121: Marin County Transit District - Internships in Transit Planning**

### **Objective**

The Marin County Transit District (MCTD) internship program will provide valuable experience for enrolled college students interested in working in the field of public transportation. Additionally, the internship program will provide management opportunities for mid-level MCTD staff that would otherwise not be available to an agency with few staff. There are three internship projects that focus on existing planning needs for MCTD that might otherwise go unmet.

The Bus Stop Inventory Update and Design Guidelines Framework project will focus on updating the District's current bus stop inventory to include all new improvements and changes to stops since the original plan was done in 2005. In addition to updating the inventory, initial design guidelines would be identified for siting new stops, making improvements to existing stops, and maintaining current stops.

The Fare Payment Evaluation project will focus on how passengers pay their fares to board Marin Transit services, better understand why many passengers pay cash fares rather than use unlimited-ride passes or universal fare cards, and develop strategies to encourage use of non-cash fare options.

The Marketing and Outreach for 2013 Shuttle Service Changes project will develop and implement a marketing and outreach plan to promote MCTD's 2013 service changes. This project will involve development of print materials, website enhancements, and community events to educate new and existing riders of changes to the transit network.

<b>Tasks and Products</b>	<b>Estimated Completion</b>
Task 1.1: Bus Stop Inventory Update and Design Guidelines Framework – Completed field sheets on all existing local bus stops.	June 2013
Task 1.2: Bus Stop Inventory Update and Design Guidelines Framework – Updated bus stop database, GIS shapefiles, Google Earth layers, and web-based tool.	July 2013
Task 1.3: Bus Stop Inventory Update and Design Guidelines Framework – White paper to identify the framework of a future Bus Stop Design Guidelines in Marin County.	August 2013
Task 2.1: Fare Payment Evaluation – Short background on findings.	June 2012
Task 2.2: Fare Payment Evaluation – Marketing/education materials and summary report.	July 2012
Task 2.3: Fare Payment Evaluation – Matrix of improvement options, associated report, and final report.	August 2012
Task 3.1: Marketing and Outreach for 2013 Shuttle Service Changes – Tabular summary of key stakeholders, businesses, and community partners with contact information.	June 2013
Task 3.2: Marketing and Outreach for 2013 Shuttle Service Changes – Updated brochures, rider panels, website materials, and demonstration presentation.	July 2013
Task 3.3: Marketing and Outreach for 2013 Shuttle Service Changes – Outreach plans for existing riders, local businesses, and community partners.	August 2013

\* The schedule described above assumes an intern would work three days a week for 15 weeks on each project. Marin Transit realizes this is largely dependent on each intern's schedule and availability. Marin Transit budgeted a total of 360 intern hours for each project, and will be flexible on the schedule for each project.

### **Estimated Cost by Funding Source**

FTA 5304:	\$26,000
MCTD In-Kind Local Match:	<u>\$ 3,503</u>
Total:	\$29,503

Task	Activity	In Kind Contributions			Estimated Cost	
		Title	Hourly Rate	Hours		
1	Novato Dial-a-Ride Evaluation	Transit Operations Manager	127	2	253	
		Senior Transportation Planner 1	115	6	688	
		Transportation Planner	60	3	181	
		<b>Task 1 in kind match amount</b>				<b>1,121</b>
		<hr/>				
2	Fare Payment Evaluation	Transit Operations Manager	127	2	253	
		Senior Transportation Planner 1	115	6	688	
		Transportation Planner	60	4	256	
		<b>Task 2 in kind match amount</b>				<b>1,197</b>
		<hr/>				
3	Service Needs Study/Marketing	Transit Operations Manager	127	3	348	
		Senior Transportation Planner 1	115	6	688	
		Transportation Planner	60	3	151	
		<b>Task 3 in kind match amount</b>				<b>1,186</b>
		<hr/>				
<b>Total In Kind</b>				<b>3,504</b>		

**Task Activity In Kind Contributions**  
**In-kind local match provided by Marin County Transit District using Measure A funds.**  
Match will be documented using quarterly invoices including staff timesheets for project.

**APPENDIX A-2  
FTA FUNDED PROJECTS**

FY 2013-14

Caltrans Consolidated Planning Grant Program

FTA Section 5304

## FTA Section 5304 Transit Planning Studies

Estimated Completion Date

### 2010/2011 Transit Planning Studies

February 28, 2014

#### ***Transit Planning Student Internships***

- Marin County Transit District Internship in Transit Planning (\$26,000)  
Applicant: Marin County Transit District  
Description: This internship program provides valuable experience for current college and graduate students interested in working in the field of public transportation. Intern work includes Novato Dial-a-Ride Evaluation, Fare Payment Evaluation, Service Needs Study, and Marketing Implementation.

### 2011/2012 Transit Planning Studies

February 28, 2014

#### ***Statewide or Urban Transit Planning:***

- El Camino Bus Rapid Transit Phasing Plan (\$221,319)  
Applicant: San Mateo County Transit District  
Description: The El Camino Real (ECR) Corridor Bus Rapid Transit (BRT) Phasing Plan will assess ridership demand and cost effective operations of BRT service along the ECR in San Mateo County. This plan aims to complement the SamTrans Service Plan currently underway, which is evaluating the efficiency of fixed-route bus services. The BRT plan will also work in conjunction with the Grand Boulevard Initiative (GBI) to help link efforts to increase land-use densities and improve walkability with enhanced transit options.
- 19<sup>th</sup> Avenue/State Route 1 Transit Corridor Investment Study (\$297,600)  
Applicant: San Francisco County Transportation Authority  
Description: The study will identify conceptual designs for transit and non-motorized projects in the 19th Avenue corridor that address existing needs and support future land use changes. After selecting preferred designs through a process informed by technical analysis the community input, the Study will estimate project costs and develop a funding and implementation plan to advance project implementation.
- Broadway Transit Alternatives Analysis Study (\$299,200)  
Applicant: City of Oakland  
Description: The City of Oakland will study the feasibility and potential for a Broadway Transit Line on Broadway, the city's central corridor, to: (a) enhance efficiency and connectivity within the existing transit system; (b) reduce greenhouse gases; (c) catalyze mixed-use transit-oriented development; and, (d) spur economic development. Several transit alternatives, including bus and rail, will be evaluated.
- Transit Access: Pedestrian, Bike and ADA (\$100,000)  
Applicant: Central Contra Costa Transit Authority  
Description: This project will analyze the Central Contra Costa Transit Authority's bus stops to identify and prioritize improvements that will facilitate pedestrian and bike access. Pathways, curb cuts, crossing lights, bike corrals, solar shelters, benches, bus arrival time signage are examples of stop improvements that will be considered.

#### ***Rural or Small Urban Transit Planning***

- Countywide Transit Market Assessment (\$100,000)  
Applicant: Marin County Transit District  
Description: The Countywide Transit Market Assessment will evaluate how transit service in Marin County is currently deployed relative to the existing transit markets and analyze how future demographic changes and mobility options will impact the demand for transit services.

#### ***Transit Planning Student Internships***

- LAVTA Transit Internship Program (\$41,200)  
Applicant: Livermore Amador Valley Transit Authority  
Description: This internship program will expose two students to job experiences that complement

their academic training and career aspirations. The interns will have a range of transportation planning responsibilities, which includes; conducting surveys, compiling statistical data, outreach, update/revise bus book, schedules, bus stop inventory list and other related tasks.

## **2012/2013 Transit Planning Studies**

**February 28, 2015**

### ***Statewide or Urban Transit Planning:***

- Emeryville-Oakland-Berkeley Transit Study (\$250,000)  
Applicant: City of Emeryville.  
Description: This study will investigate ways to improve last-mile transit service to regional transit and connections among the three areas in Emeryville, West Oakland, and West Berkeley. Working with transit agencies, neighboring cities, community groups and the public, especially low-income minority residents, the team will model transit demand, analyze gaps, compare modes and institutional structures, and plan for transit to support and be supported by economic development.
- Geneva Harney BRT Feasibility Study (\$300,000)  
Applicant: San Francisco County Transportation Authority  
Description: This is a feasibility study for the proposed Harney-Geneva Bus Rapid Transit service. The new seven-mile bus corridor would connect existing neighborhoods and major new land development sites to the area's regional transit systems. In consultation with community stakeholders and agencies, the study will focus on envisioning potential future transit in the bus corridor with emphasis on Geneva Avenue and producing conceptual re-design options and technical analysis on benefits and trade-offs.

### ***Rural or Small Urban Transit Planning:***

- No grants were awarded funding in this category in this fiscal year.

### ***Transit Planning Student Internships***

- SFO Ground Transportation Planning Interns (\$44,000)  
Applicant: San Francisco Airport Commission  
Description: The San Francisco International Airport intern project provides students with transportation planning experience within a unique multimodal environment at the largest airport in northern California. Airport Landside Operations staff will work directly with the interns to provide them with valuable work experience benefiting the community and the transportation sector.

## **2012/2013 Transit Planning Studies**

**February 28, 2016**

Grant award announcement anticipated in Fall 2013.

**APPENDIX B-1**

**STP FUNDED PROJECTS**

**FY 2012/13 -2015/16**

**Congestion Management Agency:**  
**Planning and Programming**

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## **BACKGROUND**

Current federal statutes give MTC flexibility in programming certain federal funds across different transportation modes, and require cooperative planning, the establishment of priorities across modes, and consideration of factors such as the coordination of transportation with land use plans in planning and programming decisions. MTC assumes that these policies will be continued when the federal transportation statutes are reauthorized.

MTC relies upon the input of the other regional planning agencies including the San Francisco Bay Area Development and Conservation District and the Association of Bay Area Governments to assist in addressing State and federal transportation planning requirements. The Association of Bay Area Governments supports MTC in its efforts to coordinate regional land-use planning and growth issues with the transportation in the Regional Transportation Plan and other planning efforts. Working jointly with MTC and the San Francisco Bay Area Water Transit Authority (“WTA”), the San Francisco Bay Area Development and Conservation District develops a regional strategy for water-related Transit-Oriented Development (“TOD”) and shoreline priority development areas.

MTC provides funds to countywide transportation planning agencies, whether a Congestion Management Agency or a substitute agency, to play the major role in coordinating the efforts and interests of the constituent cities and transportation agencies within each county. Plan Bay Area, the Regional Transportation Plan/Sustainable Communities Strategy, will set a direction to respond to the need for climate protection, focused growth, and reduced vehicle miles of travel, and to build momentum to meet performance targets and goals per AB 32, and SB 375.

## **PROJECT DESCRIPTION**

### Congestion Management Agencies/substitute agency

Funding is conditioned on the AGENCY working cooperatively with MTC and the other regional agencies comprising the regional Joint Policy Committee (JPC) to implement our respective work programs.

Key objectives are for the CMAs/substitute agencies to use this funding:

- To implement the One Bay Area Grant (OBAG) program as per MTC Resolution 4035 within the county;
- To promote successful program and project delivery and monitoring within the county for all funds;
- To establish a land use and travel forecasting process and set of procedures that is consistent with those of the Association of Bay Area Governments (ABAG) and MTC, or develop appropriate alternative analytical approaches in cooperation with MTC;
- To support other regional planning and programming efforts;
- To assist in the development of the Transportation Improvement Program/State Transportation Improvement Program (TIP/STIP) and the Regional Transportation Plan (RTP)/ Sustainable Communities Strategy (SCS) through countywide planning efforts; and
- To engage in public participation as detailed in MTC Resolution 4035 and Attachments.

### Association of Bay Area Governments (ABAG)

MTC provides funding for ABAG for regional transportation planning as described below:

- Support regional land use planning and coordination with Regional Transportation Planning activities. Some specific duties include:

- Administration of the Station Area Planning program which was expanded to include priority development areas.
  - Development of supporting financial programs working closely with State agencies, as well as via MTC's Regional Transportation Plan.
  - Support of a technical advisory committee made up of various stakeholders and representatives from Priority Development Areas to provide input on potential incentives for the FOCUS program, development of outreach and educational materials, and to generally advise staff on issues as they arise
- Maintain Areawide Clearinghouse Notification and Review function according to Intergovernmental Review Guidelines established by the State (under Executive Order 12372) and pursuant to Federal laws requiring review of grant applications by areawide planning organizations.
  - Participate in the development and implementation of air quality planning documents.
  - Review Environmental Impact Reports ("EIRs") for projects that may impact airports and support the activities of the RAPC.
  - Continue support of ABAG Regional Planning Committee as a forum for discussion of regionally significant issues including FOCUS Priority Development Areas and Priority Conservation Areas as well as other housing, environmental, water and legislative issues.
  - Participate in the definition of realistic scenarios for the Emergency Operation Plan, including the forecast of damages for two functional and two tabletop exercises.
  - Provide other planning support as needed for the development of the Regional Transportation Plan and related planning efforts.

#### San Francisco Bay Area Conservation and Development Commission (BCDC)

MTC provides funding for San Francisco Bay Area Conservation and Development Commission (BCDC) regional planning as described below:

- Working jointly with MTC and the San Francisco Bay Area Water Transit Authority ("WTA"), develop a regional strategy for water-related Transit-Oriented Development ("TOD") and shoreline priority development areas.
  - Review local general plans to determine the type of development that could be permitted in areas adjacent to existing and proposed ferry terminals and in other possible shoreline priority development areas. Identify four of the most promising terminal sites based on existing and planned updates to general and specific plans that contain support for transit-oriented development principles.
  - In addition to reviewing local general plans, analyze the other opportunities and constraints (e.g. possible land use conflicts with industrial uses or port operations or possible environmental constraints such as wetlands or requirements for dredging) of approximately four of the most promising sites adjacent to existing and proposed ferry terminals.
  - Identify opportunities to connect the four most promising terminal sites to existing neighborhood development patterns and improve connectivity between shoreline developments and existing communities.
  - Assist in the development of station area plans for 3434 ferry terminals. Determine if this is a model that could be used in developing or redeveloping land adjacent to existing and proposed ferry terminals not identified as 3434 ferry terminals. Assist in developing priorities for additional station area plans for 3434 ferry terminals should MTC funds become available.
  - Assist in establishing, coordinating and maintaining working groups for ferry sites beginning with the first MTC station area planning grant for Alameda Point.

- Attend and participate in WTA meetings, including meetings of the WTA’s Technical Advisory Committee and Community Advisory Committee. Explore with the WTA the possibility of using the Technical Advisory Committee and Community Advisory Committee to provide technical assistance and feedback on water-oriented TOD around existing and proposed ferry terminals to the WTA, MTC, BCDC and other appropriate agencies and organizations.
- Provide project management duties for projects that need a permit from BCDC, including early review and technical assistance to address any issues early in the process and reduce permitting time and complexity.
- Serve as a liaison or identify and establish a contact person within federal and state resource agencies including the U.S. Fish and Wildlife Service, National Marine Fishery Services, National Oceanic and Atmospheric Administration, U. S. Army Corps of Engineers, California Department of Fish and Game, San Francisco Bay Regional Water Quality Control Board, State Lands Commission, Harbor Safety Committee of San Francisco, San Pablo and Suisun Bays, and appropriate local, regional and state agencies who can provide technical assistance and feedback on policy direction, regulatory matters and site specific issues.
- Attend Joint Policy Committee meetings and provide support where necessary.
- Provide appropriate administrative and planning support for the Regional Airport Planning Committee (“RAPC”) including implementation of the RAPC work plan and support for any special task forces and advisory committees of RAPC as needed.
- Provide other planning support as needed for the development of the Regional Transportation Plan and related planning efforts.

Metropolitan Transportation Commission

MTC is requesting funding for various regional planning activities as supported in the Overall Work Program.

**BUDGET**

This effort involves the development of specific agreements to provide planning funds based on a generalized workscope included in the OWP. This list of tasks and functions is intended to be flexible in order to be able to accommodate changes made in State, federal, or regional requirements during the period of this contract.

**Regional Total for CMA Planning and Programming Funding Agreements  
Total FY 2012-13 through FY 2015-16**

MTC STP	\$41,677,000	88.53%
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**Funding by Agency**

Alameda	\$7,106,000
Contra Costa	\$4,200,000
Marin	\$3,091,000
Napa	\$2,673,000
San Francisco	\$3,568,000
San Mateo	\$2,673,000
Santa Clara	\$6,000,000
Solano	\$3,006,000
Sonoma	\$2,673,000
Association of Bay Area Governments	\$2,673,000
BCDC.	\$1,341,000
MTC	\$2,673,000
<b>Total</b>	<b>\$41,677,000</b>

Schedule	Delivery Date
PDA Investment & Growth Strategy	Revisions and updates as needed
Monitoring Report on adoption by local jurisdictions of a Complete Streets policy	March, Annually /Ongoing
PDA Investment & Growth Strategy Presentations by CMAs to Joint MTC Planning and ABAG Administrative Committee	Summer/Fall Annually
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	Summer/Fall Annually
Amended PDA Investment & Growth Strategy to incorporate follow-up to local housing production and policies	May 2014
Annual progress report on PDA Investment & Growth Strategy, including status of jurisdictions' progress on development/adoption of housing elements and complete streets policies	May 2014 Ongoing
CMP Modeling Consistency Checklist, pursuant to the CMP Guidance and MTC staff direction	2 months prior to due date for draft CMP
Monitored or estimated agreement funds spent in the previous fiscal year on activities directly supporting analytical planning activities, including travel/land use model staff and consultant fees, travel/land use model development (including data collection efforts intended to	Annually

support model development), and travel/land use model application (including hardware and software costs)	
If AGENCY does not engage in land use and travel forecasting/modeling, an agreed upon appropriate process for evaluating plans and projects	2 months prior to due date for draft CMP
Program of Lifeline Transportation Program projects	As needed
Monitoring reports for Lifeline Transportation Program projects	Ongoing
A complete set of CBTPs for each COC identified in 2008 in the county. Updated CBTPs for plans that are no longer current	Ongoing, As needed
Oversight/assistance for program/project delivery	Ongoing
Detailed information about projects and programs as specified by MTC for the regional planning process	As specified by MTC
Support for regional programs and customer service projects	Ongoing
Develop countywide transportation priorities consistent with regional long range vision and requirements	As needed
Additional support for planning and programming activities	Ongoing as needed

**Cycle 2  
Planning & Outreach  
FY 2012-13 through FY 2015-16  
February 2013**

**OBAG - County CMA Planning**

County	Agency	Cycle 2 OBAG County CMA Planning - Base				SubTotal	CMA-OBAG Augmentation	Total
		2012-13	2013-14	2014-15	2015-16			
Alameda	ACTC	\$916,000	\$944,000	\$973,000	\$1,003,000	\$3,836,000	\$3,270,000	\$7,106,000
Contra Costa	CCTA	\$725,000	\$747,000	\$770,000	\$794,000	\$3,036,000	\$1,164,000	\$4,200,000
Marin	TAM	\$638,000	\$658,000	\$678,000	\$699,000	\$2,673,000	\$418,000	\$3,091,000
Napa	NCTPA	\$638,000	\$658,000	\$678,000	\$699,000	\$2,673,000		\$2,673,000
San Francisco	SFCTA	\$667,000	\$688,000	\$709,000	\$731,000	\$2,795,000	\$773,000	\$3,568,000
San Mateo	SMCCAG	\$638,000	\$658,000	\$678,000	\$699,000	\$2,673,000		\$2,673,000
Santa Clara	VTA	\$1,014,000	\$1,045,000	\$1,077,000	\$1,110,000	\$4,246,000	\$1,754,000	\$6,000,000
Solano	STA	\$638,000	\$658,000	\$678,000	\$699,000	\$2,673,000	\$333,000	\$3,006,000
Sonoma	SCTA	\$638,000	\$658,000	\$678,000	\$699,000	\$2,673,000		\$2,673,000
<b>County CMAs Total:</b>		<b>\$6,512,000</b>	<b>\$6,714,000</b>	<b>\$6,919,000</b>	<b>\$7,133,000</b>	<b>\$27,278,000</b>	<b>\$7,712,000</b>	<b>\$34,990,000</b>

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**Regional Agency Planning**

Regional Agency	Agency	Cycle 2 Regional Agency Planning - Base				SubTotal	Augmentation	Total
		2012-13	2013-14	2014-15	2015-16			
ABAG *	ABAG	\$638,000	\$658,000	\$678,000	\$699,000	\$2,673,000		\$2,673,000
BCDC	BCDC	\$320,000	\$330,000	\$340,000	\$351,000	\$1,341,000		\$1,341,000
MTC	MTC	\$638,000	\$658,000	\$678,000	\$699,000	\$2,673,000		\$2,673,000
<b>Regional Agencies Total:</b>		<b>\$1,596,000</b>	<b>\$1,646,000</b>	<b>\$1,696,000</b>	<b>\$1,749,000</b>	<b>\$6,687,000</b>	<b>\$0</b>	<b>\$6,687,000</b>

**\$41,677,000**

**APPENDIX C-1**

**FY 2013-14**

**FTA ALTERNATIVES ANALYSIS PROGRAM**

### INTRODUCTION

The Federal Transit Administration's Alternatives Analysis Program (49 U.S.C. 5339) provides grants to States, authorities of the States, metropolitan planning organizations, and local government authorities to develop studies as part of the transportation planning process. These studies include an assessment of a wide range of public transportation alternatives designed to address a transportation problem in a corridor or subarea; sufficient information to enable FTA to make the findings of project justification and local financial commitment required; the selection of a locally preferred alternative; and the adoption of the locally preferred alternative as part of the state or regional long-range transportation plan. Eligible projects include planning and corridor studies and the adoption of locally preferred alternatives within the fiscally constrained Metropolitan Transportation Plan for that area.

Alternatives Analysis Program funds in the MTC Region have been allocated directly to transit operators and other public agencies rather than MTC. However, funds awarded under the Alternatives Analysis Program must be shown in the UPWP for MPO(s) with responsibility for that area. This appendix lists the planning projects funded by Alternatives Analysis Program grants in the MTC Region.

#### **APPROVED FY10-11 FUNDS**

WE 1512	TJPA: Transbay Terminal/Caltrain Downtown Extension Phase 2 Planning and Environmental (TIP ID SF-05002)	\$1,240,000
	<b>TOTAL</b>	<b>\$1,240,000</b>

#### **APPROVED FY 08-09 FUNDS**

WE 1512	AC Transit: Telegraph Avenue/International Boulevard/E. 14th Bus Rapid Transit (TIP ID ALA050017)	\$237,500
WE 1512	SMART: Environmental Impact Report and Preliminary Engineering (TIP ID SON090002)	\$427,500
	<b>TOTAL</b>	<b>\$665,000</b>

GRAND TOTAL		<b>\$1,740,000</b>
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**APPENDIX D-1**

**Managed by Caltrans**

*FY 2013-14*  
*Partnership Planning Grants*

**FY 2012/13**

➤ **Balboa Park Station Area Circulation Study**

**\$ 262,400**

(San Francisco County Transportation Authority)

The study will develop a set of station- and freeway-related access and circulation improvement projects in the Balboa Park Station Area to resolve the station area's modal conflicts. In developing these projects, the Study will build on ideas initially developed by a previous locally-funded study, the Balboa Park Station Capacity Study (led by the San Francisco Municipal Transportation Agency).

**APPENDIX E-1**

**Managed by Caltrans**

*FY 2013-14*

*Environmental Justice (EJ) Grants*

## INTRODUCTION

The Environmental Justice (EJ) planning grants are intended to promote the involvement of low-income and minority communities, and Native American Tribal Governments, in the planning for transportation projects to prevent or mitigate disproportionate, negative impacts while improving their mobility, access, safety, and opportunities for affordable housing and economic development.

The EJ projects have a clear focus on transportation and community development issues that address the interests of low-income, minority, Native American, and other under-represented communities.

The list below shows the active planning projects for FY 2013-14 funded by Caltrans Environmental Justice Planning Grants Program in the San Francisco Bay Area region. The awardees are in parenthesis along with the grant amount and study description.

### FY 2012/13

- **Potrero Hill Neighborhood Transportation Plan** **\$ 100,000**  
(San Francisco County Transportation Authority)

**Description:** The Potrero Hill Neighborhood Transportation Plan is an effort coordinated by the San Francisco County Transportation Authority in partnership with the San Francisco HOPE public housing revitalization effort to identify "community-owned" near-term transportation improvements for the Potrero Hill neighborhood. The Potrero Hill Neighborhood Transportation Plan will include a final report, a funding and implementation plan for the preferred package of transportation improvements, and a community involvement component that will identify strategies for the community to actively support implementation of the recommended improvements.

- **Mission Street Transit and Public Realm Improvement** **\$ 250,000**  
(San Francisco Planning Department)

The Mission Street Transit and Public Realm Improvements project will prepare an implementation Plan and a Community Action Plan. These plans are to enhance neighborhood identity and improve pedestrian access on Mission Street, one of the city's busiest transit corridors. The Implementation Plan will develop cost estimates for the preferred public realm alternative, and strategies for capital and maintenance funding of improvements. The Community Action Plan will identify strategies for programming and activation of Mission Street for public life.

- **Iron Triangle Yellow Brick Road Walkable Neighborhoods Plan** **\$ 243,355**  
(City of Richmond)

The Iron Triangle Yellow Brick Road Walkable Neighborhoods Plan will create a cohesive pedestrian network that provides safe and viable opportunities for walking to meet daily needs. An extensive community engagement process will build upon the "Yellow Brick Road" idea initially conceived by a neighborhood youth group to designate safe walking routes connecting community assets. The Plan will propose recommendations for infrastructure improvements to complete the pedestrian network and related facilities.

**Appendix E, Environments Justice Grants (Cont.)**

**FY 2011/12**

- **San Pablo Avenue: Complete Streets and Pedestrian Connectivity** **\$ 200,000**  
(City of San Pablo)

The project will seek community input on the physical conditions of the project area and then directly engaging the residents on what keeps them physically accessing economic opportunities. The planning group will plan those improvements to the pedestrian and bicycle network to successfully link residents with jobs and services. In addition, this project will hire local areas residents for outreach.

**GRAND TOTAL** **\$ 793,355**

**APPENDIX F-1**

**FY 2013-14**

**Community-Based Transportation Planning (CBTP) Grants**

## **Community Based Transportation Planning Grants**

**Completion Date**

### **2011/2012 Transit Planning Studies**

**February 28, 2014**

- **Community-Based State Route 29 Gateway Corridor Improvement Plan**  
Applicant: Napa County Transportation Planning Agency  
Description: This project creates a Gateway Corridor Improvement Plan for this major community corridor bringing together diverse stakeholders across three jurisdictions, connecting ferry, auto, truck, bus, rail, air, bicycle, and pedestrian modes. It addresses the needs of residents, visitors, businesses, and school children focusing on community-based solutions to improve corridor safety, aesthetics, and mobility. (\$300,000)
- **Complete Streets Planning Process for Two Main Streets in Albany**  
Applicant: City of Albany  
Description: The City of Albany and the Local Government Commission will conduct a participatory planning process to ensure that two main streets in Albany, San Pablo Avenue and Buchanan Street, support all modes of transportation and all users of the street in an equitable fashion by promoting local economy, creating community nodes, reducing our carbon footprint, and increasing safety. (\$128,600)
- **West San Carlos Street and South Bascom Avenue Urban Corridor Master Plans**  
Applicant: City of San Jose  
Description: This project will create a Master Plan for the West San Carlos and South Bascom corridors to advance the Envision San Jose General Plan objective of building healthy, complete, vibrant, walkable, and mixed-use transit-oriented communities. The Plan, developed in partnership with community members, will include plans for land use, urban design, circulation, streetscape and community facilities, and implementation strategies. (\$300,000)

### **2012/2013 Transit Planning Studies**

**February 28, 2015**

- **City of San Mateo Sustainable Streets Plan**  
Applicant: City of San Mateo  
Description: The City of San Mateo Sustainable Streets Plan is an effort to build upon the recently adopted 2011 Bicycle Master Plan and 2012 Pedestrian Master Plan. The City will conduct an extensive outreach and interactive community engagement process to take the next step in transportation and circulation planning. The Sustainable Streets Plan will comprehensively enhance the mobility of pedestrians, bicyclists, and transit passengers of all ages and abilities. (\$300,000)
- **Living Alley Pedestrian Network**  
Applicant: San Francisco Planning Department  
Description: The Living Alley Pedestrian Network Project will take advantage of underutilized alleys to provide pedestrians with an alternative to taking streets with heavy urban and regional traffic in a transit-oriented neighborhood. Working closely with the community, the San Francisco Planning Department will develop alley design guidelines, conceptual designs for three-five alleys, an alley improvement toolkit, and implementation plans that leverage impact fees and public-private partnerships. (\$250,000)
- **South Richmond Transportation Connectivity Plan**  
Applicant: City of Richmond; Sub Recipient: UCB Center for Cities and Schools,  
Description: The South Richmond Transportation Connectivity Plan will address key deficiencies in the local and regional transportation network by working with the community and other stakeholders to develop specific recommendations and improvements to enhance multimodal connections. The Plan will focus on the anticipated demand on the current road network, transit service, and alternative modes, such as shuttles and car-sharing. (\$300,000)

### **2013/2014 Transit Planning Studies**

**February 28, 2016**

Grant award announcement anticipated in Fall 2013.