



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
TEL 510.817.5700  
TDD/TTY 510.817.5769  
FAX 510.817.5848  
E-MAIL [info@mtc.ca.gov](mailto:info@mtc.ca.gov)  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

## *Memorandum*

TO: Partnership Technical Advisory Committee

DATE: December 11, 2007

FR: Ashley Nguyen & Raymond Kan

W. I.

RE: Transportation 2035: Project Submittal Process

In early January 2008, MTC will issue a "Call for Projects" to the Partnership to submit projects/programs to be considered in the Transportation 2035 Plan. **Projects submittals are due to MTC on February 15, 2008. This is a firm deadline; projects received after February 15 will not be considered.**

Here is how the project submittal process works:

1. MTC will provide county funding boundaries to provide guidance on the total investment amount of projects/programs to be submitted by each county. These will be based on a to be determined percentage above county population shares of the roughly \$20 billion in discretionary funds for Transportation 2035.
2. MTC will call upon the nine Congestion Management Agencies (CMAs) to help us coordinate project submittals within their respective counties. All project sponsors are to coordinate with their CMAs to submit projects/programs to MTC for consideration in the Transportation 2035 Plan. On a case-by-case basis, sponsors experiencing difficulties coordinating with the CMA may request MTC authorization to submit projects directly to MTC. MTC will also be required to submit projects/programs for consideration in the plan, but will submit projects directly rather than through the CMAs.
3. Projects/programs must be derived from or included in at least one of the planning documents or funding categories listed below in order to be considered in the Transportation 2035 Plan. This does not apply to committed projects.
  - Resolution 3434
  - Freeway Performance Initiative
  - Regional Rail Plan
  - Regional High-Occupancy Toll (HOT) Network Study
  - Regional Operations Program
  - Coordinated Public Transit-Human Services Plan
  - Community-Based Transportation Plans
  - Transit Coordination Implementation Plans
  - Short-Range Transit Plans
  - Countywide Transportation Plans
  - Congestion Management Plans (CMPs)
  - Transportation Sales Tax Expenditure Plans
  - Funding Programs (RM1, RM2, CMIA, TCRP, TLC/HIP/Station Area Plans, etc.)
  - Regional/local bicycle/pedestrian plans
  - Regional Goods Movement Plan

- Transportation Control Measures (TCMs) from Air Quality Plans

Sponsors will be asked to list out individual maintenance (if applicable), operational, and expansion projects, particularly for those projects that would need to be modeled for air quality conformity or environmental assessment purposes. For other cases, identifying the project/program using broad program categories is preferred (e.g., county TLC, county bicycle/pedestrian program, station access improvements, etc.).

4. Project ideas from stakeholder groups and members of the public must also be (1) derived from the above planning documents or funding categories and (2) sponsored by a public agency in order to be considered by MTC. Many of the MTC planning documents are posted on the MTC website, [www.mtc.ca.gov](http://www.mtc.ca.gov), so the public should review these planning documents to ensure that their project ideas are consistent with the plans prior to submitting them. The public should then consult and solicit sponsorship from the CMAs, transit operators, or appropriate public agency.
5. Each CMA will be responsible for developing, executing and documenting a public involvement and outreach effort to allow members of the public to weigh in on projects/programs to be advanced by the CMA to MTC. The best opportunity for the public to weigh is prior to the project submittal due date; however, the public process at the local level could continue up through board approval of the project lists (if applicable). Note here that MTC is not requiring CMAs to take board action on the project lists. If the CMAs are planning to solicit board approval, this could happen after the projects are submitted to MTC.
6. MTC has developed a web-based application form that allows sponsors to update current projects and submit new ones for consideration in the plan. The web-based project application will allow sponsors to:
  - Identify projects in the current plan (Transportation 2030) that have been completed and open for service
  - Identify projects that are no longer being pursued (i.e. dropped)
  - Identify committed projects (i.e., those projects committed by law or current MTC policy and/or fit the definition of committed projects as defined by current MTC policy – note that MTC is updating its committed funding/projects policy)
  - Update projects in the current plan that should be carried forward in the Transportation 2035 Plan
  - Add new projects

MTC staff will give a short demonstration of the web-based project application form and explain its functionality (including account management and administrative features) at the December 17 PTAC meeting. Note that CMAs will have administrative oversight of all their county projects, and will be responsible for setting up accounts for their local partners. In addition, **MTC will host a regional workshop for all interested sponsors on Tuesday, January 8, 2008 between 10 am to noon at the Joseph P. Bort MetroCenter to orient sponsors to the application form and explain the data being requested and how to fill out the form.**

7. Projects/programs will undergo a project-level performance evaluation and/or policy discussion as part of the process of deciding which projects will ultimately be included in the financially constrained and vision elements of the plan. MTC staff will present the approach to the project performance assessment at the December 17 PTAC meeting. The project performance assessment is slated for completion by late March 2008. A “roll up the sleeves” policy/project discussion involving negotiations and investment trade-offs will then follow from April through June 2008 to determine which projects are included in the plan’s financially constrained element. These discussions will help shape the overall draft investment plan to be considered by the Commission in June 2008.