

## 9. 511 Contra Costa and TRANSPAC Staff Reports

### Informational Attachments:

- CCTA Planning Committee staff reports on a) the FY 2011-12 Transportation Fund for Clean Air (TFCA) 40 Percent Expenditure Plan and b) the Contra Costa Safe Routes to School Program and Approach to Allocating SR2S Funds from MTC. In this report, please note that CCTA staff requested authorization to release a letter alerting jurisdictions and agencies to the upcoming "Call for Projects" for the SR2S funds.
- CCTA Planning Committee staff report regarding funding for the "Contra Costa Transportation for Livable Communities (CC-TLC) program and the Pedestrian, Bicycle and Trail Facilities Programs" (PBTF)

## Planning Committee **STAFF REPORT**

Meeting Date: March 2, 2011

<b>Subject</b>	<b>Approval of FY 2011-12 Transportation Fund for Clean Air (TFCA) 40 Percent Expenditure Plan.</b>
<b>Summary of Issues</b>	To receive funding through the Transportation Fund for Clean Air (TFCA) Program, the Authority is required to submit an Expenditure Plan to the Bay Area Air Quality Management District (BAAQMD) annually. For FY 2011-12, \$1.3 million in TFCA funds are allocated by the BAAQMD to fund programs and projects in Contra Costa that reduce motor vehicle emissions. This year's application is due to the Air District by March 31, 2011.
<b>Recommendations</b>	Staff recommends: <ol style="list-style-type: none"> <li>1. The Authority approves Resolution 11-08-G, incorporating the Authority's FY 2011-12 TFCA Expenditure Plan and allocation of 40 percent TFCA funds, and</li> <li>2. The Executive Director sign and submit the Expenditure Plan Summary application to the BAAQMD by March 31, 2011.</li> </ol>
<b>Financial Implications</b>	This resolution provides the allocation of \$1,310,904.34 in FY 2011-12 TFCA funds.
<b>Options</b>	Do not accept report at this time
<b>Attachments</b>	<ol style="list-style-type: none"> <li>A. Expenditure Plan Summary Application for TFCA Funds</li> <li>B. Resolution 11-08-G</li> </ol>
<b>Changes from Committee</b>	

### Background

#### Transportation Fund for Clean Air (TFCA)

State legislation, enacted in 1991 and amended in 1995, provided for a vehicle registration fee increase in the Bay Area to fund programs and projects demonstrated to reduce motor vehicle emissions. These funds are administered by the Bay Area Air Quality Management District (BAAQMD) in the TFCA program. Forty percent of the funds collected in Contra Costa are

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returned and allocated to public agencies within the county by the Authority. The amount of new TFCA funds available for allocation in FY 2011-12 is \$1,239,015.43. In addition to new funds, \$7,430.33 is available for allocation from projects that were cancelled or completed under the proposed budget. These funds are allocated back the sub-region that they were originally allocated.

Legislation allows the Congestion Management Agency (CMA) Program Manager to retain up to five percent of the TFCA funds for administering the program. While these funds can be sufficient to cover most administrative costs, some, such as application development costs, are not eligible for TFCA reimbursement. In addition, some years require additional administrative hours depending on tasks being accomplished such as for the Air District's required audit. It is proposed that under Measure J these uncovered administrative costs be paid from the Measure J Commute Alternatives program.

Authority policy, as amended in October 2000, provides that \$800,000 of new TFCA revenues each year be allocated to Contra Costa's transportation demand management program ("511 Contra Costa"). It is currently the Authority's policy that any remaining TFCA funds are allocated on a population-employment formula basis to the RTPCs to use for TFCA-eligible projects. A total amount of \$1,246,445.76 for implementation of the countywide transportation demand is being proposed for the "511 Contra Costa" program (Attachment 2 of Resolution 11-08-G). The remaining \$64,458.58 will be retained by the Authority to cover Administrative costs of running the program.

The Authority's approved Expenditure Plan for FY 2011-12 TFCA funds must be submitted to the BAAQMD by March 31, 2011. In previous years this included projects to be funded with the TFCA program. Beginning in 2009-10 the BAAQMD only required that the expenditure plan includes the total request for funds. The Authority has been given the responsibility of determining cost effectiveness of proposed projects and obligating the TFCA funds to those projects. The Authority has six months from the approval of the Expenditure Plan to obligate the funds by entering into cooperative agreements with project sponsors and provide project descriptions and cost effectiveness determinations to the BAAQMD.

This programmatic change was made as a result of the CMA's working with the Air District to reconfigure the TFCA Program Manager program provide more autonomy to the counties and reduce some of the administrative burdens previously imposed by the BAAQMD.

Once cost effectiveness determinations are made for specific programs, Authority staff will return to the Board for certification that the projects meet the Air District emission requirements. At that time Authority staff will also seek authority to enter into the funding agreement with the BAAQMD and cooperative agreements with project sponsors as well as approval of the FY 2011-12 Measure J Commute Alternative Measure J allocations.

## SUMMARY INFORMATION

Program Manager Agency Name: Contra Costa Transportation Authority

Address: 2999 Oak Rd., Suite 100, Walnut Creek, CA 94597

### PART A: NEW TFCA FUNDS

- |   |         |                       |
|---|---------|-----------------------|
| 1. Estimated FY11/12 DMV revenues (based on projected CY2010 revenues):   | Line 1: | <u>\$1,278,554.00</u> |
| 2. Difference between prior-year estimate and actual revenue <sup>1</sup> :   | Line 2: | <u>\$10,617.69</u>    |
| a. Actual FY09/10 DMV revenues (based on CY2009):   |         | <u>\$1,329,654.69</u> |
| b. Estimated FY09/10 DMV revenues (based on CY2009):  |         | <u>\$1,319,037.00</u> |
| <i>('a' minus 'b' equals Line 2.)</i>   |         |                       |
| 3. Estimated New Allocation (Sum of Lines 1 and 2):   | Line 3: | <u>\$1,289,171.69</u> |
| 4. Interest income. List interest earned on TFCA funds in calendar year 2010.   | Line 4: | <u>\$14,834.32</u>    |
| 5. Estimated TFCA funds budgeted for administration: (Note: This amount may not exceed 5% of Line 3.)   | Line 5: | <u>\$64,458.58</u>    |
| 6. Total new TFCA funds available in FY11/12 for projects and administration (Add Lines 3 and 4. These funds are subject to the six-month allocation deadline.) | Line 6: | <u>\$1,304,006.01</u> |

### PART B: TFCA FUNDS AVAILABLE FOR REPROGRAMMING

- |  |         |                 |
|--|---------|-----------------|
| 7. Total amount from previously funded projects available for reprogramming to other projects. (Enter zero (0) if none.) (Note: Reprogrammed funds originating from pre-2006 projects are not subject to the six-month allocation deadline.) | Line 7: | <u>6,898.33</u> |
|--|---------|-----------------|

### PART C: TOTAL AVAILABLE TFCA FUNDS

- |  |         |                       |
|--|---------|-----------------------|
| 8. Total Available TFCA Funds (Sum of Lines 6 and 7)                       | Line 8: | <u>\$1,310,904.34</u> |
| 9. Estimated Total TFCA funds available for projects (Line 8 minus Line 5) | Line 9: | <u>\$1,246,445.76</u> |

I certify that, to the best of my knowledge, the information contained in this application is complete and accurate.

Executive Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> As of 2/3/11, the FY10/11 actual revenues (based on CY2010) are not available from DMV, and are not anticipated to be available until March 31, 2010. Thus the difference between the FY10/11 estimated and actual revenues is not included in this form.





## RESOLUTION # 11-08-G

**RE: Allocation of Transportation Fund for Clean Air (TFCA) 40 percent Funds FY 2011-12**

**WHEREAS**, AB 434 (Chapter 807, Statutes of 1991), as amended by AB 414 (Chapter 950, Statutes of 1995) provides for the imposition of an additional vehicle registration fee to be used to reduce air pollution from motor vehicles and for related planning, monitoring, enforcement, and technical studies, as specified in the legislation; and

**WHEREAS**, existing law requires that 40 percent of the fee revenues shall be allocated on a formula basis for projects and programs in each county within the Bay District; and

**WHEREAS**, in each county one or more entities may be designated as the overall program manager for the county by resolutions from a majority of cities representing a majority of the population, and the County Board of Supervisors; and

**WHEREAS**, the entities so designated shall be allocated the 40 percent funds for projects and programs pursuant to the adopting resolutions; and

**WHEREAS**, the Contra Costa Transportation Authority has been so designated as the Program Manager for Contra Costa; and

**WHEREAS**, by prior Resolution:

- 92-09-G the Authority previously approved the allocation of FY 1992-93 TFCA funds;
- 92-09-G Revision 1, the Authority previously approved the allocation of FY 1993-94 TFCA funds;
- 94-09-G the Authority previously approved the allocation of FY 1994-95 TFCA funds;
- 95-09-G the Authority previously approved the allocation of FY 1995-96 TFCA funds;
- 95-09-G Revision 1, the Authority previously approved the allocation of FY 1995-96 TFCA funds;
- 95-09-G Revision 2, the Authority previously approved the allocation of FY 1995-96 TFCA funds;
- 96-09-G the Authority previously approved the allocation of FY 1996-97 TFCA funds;
- 96-09-G Revision 1, the Authority previously approved the allocation of FY 1996-97 TFCA funds;
- 96-09-G Revision 2, the Authority previously approved the allocation of FY 1996-97 TFCA funds;
- 97-09-G, the Authority previously approved the allocation of FY 1997-98 TFCA funds;
- 98-09-G, the Authority previously approved the allocation of FY 1998-99 TFCA funds;
- 99-09-G, the Authority previously approved the allocation of FY 1999-2000 TFCA funds;
- 00-09-G, the Authority previously approved the allocation of FY 2000-2001 TFCA funds;
- 01-09-G, the Authority previously approved the allocation of FY 2001-2002 TFCA funds;
- 02-09-G the Authority previously approved the allocation of FY 2002-2003 TFCA funds;
- 03-09-G the Authority previously approved the allocation of FY 2003-2004 TFCA funds;
- 04-09-G the Authority previously approved the allocation of FY 2004-2005 TFCA funds;
- 05-09-G the Authority previously approved the allocation of FY 2005-2006 TFCA funds;
- 06-09-G the Authority previously approved the allocation of FY 2006-2007 TFCA funds;

- 07-09-G the Authority previously approved the allocation of FY 2007-2008 TFCA funds;
- 08-09-G the Authority previously approved the allocation of FY 2008-2009 TFCA funds;
- 09-10-G the Authority previously approved the allocation of FY 2009-2010 TFCA funds;
- 10-08-G the Authority previously approved the allocation of FY 2010-2011 TFCA funds

**NOW, BE IT RESOLVED**, that consistent with the adopting resolutions designating it as Program Manager, the Authority does hereby formally approve the application for TFCA funds for FY 2011-12 as set forth in Attachment 1, which is incorporated herein as though set forth at length, for distribution of FY 2011-12 TFCA funds allocated to Contra Costa; and

**BE IT FURTHER RESOLVED**, that the Authority finds that projects and programs funded with TFCA as proposed in Attachment 2 implement Transportation Control Measures (TCMs) in the *Bay Area Clean Air Plan*, thereby furthering progress towards achieving the goals of the California Clean Air Act; and

**BE IT FURTHER RESOLVED**, that the Authority believes the projects and programs submitted reflect the most appropriate and cost-effective strategies currently available within Contra Costa County for reducing motor vehicle emissions, vehicle miles traveled, and vehicle trips, based upon the work done for the Air District to assess the impact of TCMs; and

**BE IT FURTHER RESOLVED**, that the proposed expenditures are consistent with the *Bay Area Clean Air Plan*, and Section 44241(b)(1) of the California Health and Safety Code.

\_\_\_\_\_  
David Durant, Chair

This resolution was entered into at a meeting of the Contra Costa Transportation Authority, held on March 16, 2011 in Walnut Creek, California.

Attest: \_\_\_\_\_  
Danice J. Rosenbohm, Executive Secretary

**Attachment 1**  
**Contra Costa Transportation Authority**  
**TFCA Application FY 2011-12**  
**TFCA Revenues (Non-Measure J) Allocation Summary by Applicant**

<b>CCTA – Program Administration</b>	<b>\$ 64,458.58</b>
<b>SWAT (City of San Ramon)</b>	<b>\$ 231,695.88</b>
<b>TRANSPAC/TRANSPLAN (City of Pleasant Hill)</b>	<b>\$ 713,669.12</b>
<b>WCCTAC</b>	<b>\$ 301,080.75</b>
<b>Total</b>	<b>\$1,310,904.33</b>



**Attachment 2**  
**FY 2011-12 TFCA Project Descriptions**

**511 Contra Costa Program**

511 Contra Costa is a countywide program aimed at reducing the number of vehicle miles traveled (VMT) and reducing greenhouse gas emissions (GHG) by providing technical assistance, incentives and information to motorists driving to, through and within Contra Costa. Many of the 511 Contra Costa program elements have been developed to fulfill transportation demand management (TDM) requirements that are described in each of the sub regional Action Plans included as part of the Countywide Growth Management Program. These elements not only fulfill the TSM/TDM requirements of the biennial conditions of compliance checklist, but also provide quantifiable GHG emissions reductions which can be included in Municipal and Community Climate Action Plans. The program is administered by the SWAT TDM Program, the TRANSPAC/TRANSPLAN TDM Program and the WCCTAC TDM Program, each of which implement countywide as well as local programs. These include:

**(1) West Contra Costa Commute Incentive Program**

The West Contra Costa Commute Incentive Program is managed by WCCTAC and promotes the use of commute alternatives to residents, commuters and students who drive alone in the West Contra Costa region. The program elements include:

**Residential**

- **Promotion to residents in West Contra Costa:** In coordination with the local transit agencies, the program will prepare information notices which detail transit and transportation services. 511.org and 511 Contra Costa information will be distributed to educate West Contra Costa commuters of the services available.

Outreach will include targeted mailings, promotions through movie theaters, Chambers of Commerce shopping centers, post offices, Farmer's Markets and other community locations and events.

**School Access Projects (K thru 12<sup>th</sup> Grade)**

- **Student Travel Program:** Staff will work with the West Contra Costa Unified and John Swett School Districts (as well as the local private and charter schools) to encourage congestion relief at schools by providing incentives to encourage parents to form or join carpools. The SchoolPool Carpool Program will provide a school-specific ridematching link for each participating school.

The program will provide incentives and information about local transit service to encourage transit use by students for trips to and from school and for after school programs.

- **Street Smarts/Street WISE Program Participation:** Encourage schools and school districts to adopt the Street Smarts/Street WISE program for safe transit, biking and walking to school. The 511 Contra Costa program will work in coordination with the Contra Costa County Street

Smarts/Street WISE program to sponsor a "Introduction to Transit" activity to encourage area students to utilize public transit, and other safe routes to school options.

- Library/Literacy/After School Program: Encourage middle and high school students (to age 17) to use public transit to utilize after school and library programs.

#### **Community College Transit Pass Program**

- Class Pass or College Transit Pass Program: Staff will continue to coordinate with the local Community College representatives and the local transit agencies to implement a program which encourages students to use a commute alternative to reach the Community College campus in West Contra Costa. The contribution of 511 Contra Costa will be incentive funds for programs.

#### **(2) West County Employer Outreach Program**

As the 511 Contra Costa Employer Outreach project in West region of the county this program provides employer-based trip reduction services for all worksites, including multi-tenant buildings, city and county facilities and interested employers. Outreach to the worksites includes recruiting new employers into, and supporting those already registered with, the 511 Contra Costa Program. All services are free of charge to the employer. Following is a list of services provided:

- New Employee/Company Relocation Assistance Packets: Distribute new employee packets to worksites with trip planning, transit and transportation information; as well as application forms for the Countywide 511 Contra Costa incentives. The Countywide incentives encourage and educate commuters to try new modes of travel to work. The program will also provide employers with customized zip code maps to identify the origin of commuters and to encourage the use of public transit as well as the formation of carpool and vanpool groups. The Employer Outreach Program will coordinate with business parks, employment clusters and large employment sites to "pool" employees to increase the number of potential ride matches.
- Employer Service: Staff will work directly with employers to provide information about the Countywide 511 Contra Costa incentive programs as well as the Contra Costa Green Business Program, the BAAQMD annual Spare the Air and Don't Light Tonight campaigns, and Commuter Choice programs. In addition programs such as the Bicycle Collation Bike to Work Day and the MTC sponsored 511 Regional Rideshare activities will be promoted to businesses and West Contra Costa employment sites. The program will work with employers to plan and participate in on-site employee transportation events to provide the latest information about commute alternative and promotion activities. The program will provide assistance to businesses with new company move-in programs. Staff will assist with shuttle formation to the work site and provide individualized marketing support at the work site for a one-on-one approach to customized commute alternative trip planning to effect a change in travel behavior.
- Employee Transportation Survey: Assist with the drafting, implementing, data analysis and final report of the employee transportation survey (either hard copy or on-line).
- "Making Public Transit Work for You" Video: In coordination with the other 511 Contra Costa regions, staff will research ways to update and market the video which provides travel planning information, fare payment and commuter service options.
- Promote the Use of Carshare Programs: Research and provide incentives to business sites to encourage participation in Car Sharing programs such as Zip Car, City Car Share and WeCar.

- Encourage Employers to Implement a Telecommunications Policy: Work with employers to establish a telecommunications policy and identify employees who could be encouraged to use a Telework program to reduce the amount of daily trips to the work place.
- Work with Local and Regional Agencies/Groups: Work with the Chambers of Commerce, Kiwanis, Rotary, Neighborhood Initiative and Municipal Advisory Councils, West County Business Council, Economic Development and Planning Directors as well as other public and private entities to assist employers with any transportation-related needs and services. Consultation, support, and information will be provided.
- E-Mail Information Newsletter: Staff will investigate the methods to provide employers in West Contra Costa with an electronic method of obtaining information about the services and benefits of the Regional 511 and 511 Contra Costa programs.
- Bike to Work Day Employer Participation: Encourage employer participation and interest in Bike to Work Day activities. Support the efforts of the Bay Area agency in charge of the activity to promote events in May 2011.
- Bicycle Commute Incentive Program: Work with employers to set up a Bicycle Commuter Program which provides incentives to employees who use a bicycle for the main method of commuting to the workplace.
- Contra Costa County Park and Ride Lot Information: Staff will work with the Regional 511 and MTC to update information which details the options available at sites throughout the region including: transit connections, bus transfer points and other amenities such as bike lockers, racks and on-site services.
- Assistance to Employers for Work Site Shuttle Services: Staff will provide assistance to local business to review options for "First-Mile"/"Last-Mile" shuttle services to the work location.

### **(3) Countywide Guaranteed Ride Home Program**

The Countywide Guaranteed Ride Home (GRH) Program offers commuters who work in Contra Costa County and use a commute alternative (carpool, vanpool, bus, train, bicycling, or walking) a taxi or rental car voucher to be used in the event of a personal emergency or illness, family emergency, carpool or vanpool vehicle breakdown, transit service disruption, or unscheduled overtime. Program participants are eligible to receive six vouchers in a calendar year.

The program elements include:

- Participant Survey: Conduct a survey of enrollees who have not used the program in the past year to determine: (a) the use of a commute alternative; and (b) desire to continue as an active participant in the program. Participants who have used the GRH service during the year complete the Evaluation Questionnaire for monitoring purposes. Participants will be encouraged to distribute program information to other commuters who are eligible for the program.
- Updated GRH Database: The program will update the database which will provide enhanced access to participants, streamlined program recordkeeping and voucher distribution.
- Marketing of the GRH program: Program brochure, paycheck stuffers, newsletter articles and other materials will be distributed countywide to businesses in Contra Costa County to promote the program. Staff will work with a professional graphic artist to prepare materials.

### **(4) Central and East County (TRANSPAC/TRANSPLAN) 511 Contra Costa Comprehensive Trip Reduction Program**

The 511 Contra Costa Comprehensive Trip Reduction Program has evolved into a three-pronged approach to trip reduction. The first method is through Employer-Based Trip Reduction, with staff working with employers and property managers to decrease single occupant vehicle access to worksites. The second method is through School-Based Trip Reduction, with staff working directly with school administrators in the 150+ schools in Central and East County. Finally, the third method is Community Outreach which involves working with local jurisdictions through community events and directly contacting members of the public to encourage trip-linking, reducing cold starts, carpooling to events, etc. The overall program targets several distinct ways to reduce vehicle miles traveled (VMT) and greenhouse gas emissions (GHG) through education, facilitation and limited incentives.

Since Contra Costa is one of the counties delegated by MTC to implement Employer Outreach programs, all programs are required to perform "sales" functions, as well as tracking and monitoring the effectiveness through employee transportation surveys. The Central/East County Employer Outreach Program implements Employer-Based Trip Reduction strategies through this program in Antioch, Brentwood, Clayton, Concord, Martinez, Oakley, Pittsburg, Pleasant Hill, Walnut Creek and unincorporated areas surrounding these jurisdictions.

#### **4a) TRANSPAC/TRANSPLAN Employer-Based Trip Reduction Program**

- Employee transportation survey distribution and analysis for employers, including city/county worksites.
- Assistance and technical support/consultations are offered to employers regarding a wide-range of subjects including: pre-tax transportation benefit programs (such as Commuter Choice and Parking Cash-Out which can reduce taxes for both employers and employees); parking management and worksite access strategies; electric vehicle infrastructure, telecommuting and flexible work schedules; worksite TDM plans, and other transportation-related strategies.
- Bicycle racks and lockers are provided to central/east county worksites along with bicycles and equipment to promote bicycle use.
- On-site assistance offered for Transportation and Health Fairs to promote cleaner air or a reduction in vehicle miles traveled.
- Promotion of regional commuter campaigns with events and information on: Spare the Air, CUTR's Best Workplaces for Commuters, Bike-to-Work Week, Rideshare Rewards, etc.
- "Transportation Options" presentations to employers and commuters in the process of transferring job sites or corporate relocations throughout Contra Costa County.
- Provide facilitation with local transit agencies and communities to develop, increase, and promote transit service.
- Develop and provide programs on commute options such as car-sharing, E-lockers, bicycle parking facilities, teleworking, shuttle services, etc., for interested employers.

- Bicycle safety training offered through cities, as well as employment sites to encourage bicycling to work.
- Provide electric charging stations at key locations (e.g. city/county offices and other worksites available to the public) to facilitate electric vehicle charging options at Contra Costa locations. Facilitate electric vehicle leases for city and county fleet vehicles.
- Carpool and vanpool formation will continue to be promoted at worksites. In addition to fixed route transit services, information about subscription and express bus service will be distributed. Staff will continue to work with the Chambers of Commerce, business organizations, the Green Business Program and Economic Development Directors.

**4b) TRANSPAC/TRANSPLAN School-Based Trip Reduction Program**

- Bicycle infrastructure: Bicycle racks, skateboard racks and bicycle fences are offered to schools in Central and East Contra Costa. Priority will be given to those schools that also participate in the complimentary bicycle/pedestrian training for students which is being offered.
- SchoolPool Carpool Program - offers incentives to encourage parents to form or join a carpool to transport their children to school. A school-specific ridematch link will be produced for each participating school to make it easy for parents to sign up with other parents from the same school.
- SchoolPool Transit Pass Program - Free bus tickets will be offered to students to ride County Connection or Tri Delta Transit buses for those would otherwise have been driven to school.
- Bicycle and Pedestrian Safety Training - Bicycle and pedestrian safety training is offered through assemblies, or through physical education classes for students K-8 in all schools in central and eastern Contra Costa.
- Peace on the Streets-Ride on! - This week-long series of bicycle and pedestrian safety activities is conducted with extensive cooperation among school administrations, local jurisdictions, local law enforcement, parent-teacher organizations, student leadership, local businesses and others at select schools as part of this pilot program. It includes a parent education night, bike rodeos, challenge days, a student leadership project and other activities. School access counts before and after the event will determine the level of bike/pedestrian increase due to the success of the program. The results will determine whether the program will be expanded to other schools, should funding become available.
- Educational materials - School curricula has been developed for middle schools to address road safety, the environment and the 3 C's: citizenship, community involvement and commute alternatives. Additional curricula will be developed for elementary school distribution and delivery. "Going Green" activity wheels are available to encourage carbon-reducing transportation activities for children; "Why Don't Hydrogen Cars Fly" booklet available to teachers for grades 3-5.
- College Promotions -Work with local colleges to promote ridesharing among the student body and staff. Incentives for carpooling, transit and bicycling will be conducted in cooperation with

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*Resolution 11-08-G*

*March 16, 2011*

transit agencies and college representatives through the 511contracosta.org website and online pledge forms.

**–4C) TRANSPAC/TRANSPLAN Community Outreach Program**

- Development of individual GHG emissions calculations of the 511 Contra Costa programs for each jurisdiction as part of the development and inventory for the Municipal and Community Climate Action Plans and in SB 375 efforts to quantify emissions reductions.
- 511 Contra Costa Website - The [www.511contracosta.org](http://www.511contracosta.org) website includes features that have been added to inform the public of VMT and GHG reductions and programs. On-line brochure form submittals, trip diaries and promotions will be implemented via the 511 Contra Costa website to further encourage commuters to become more aware of emissions and all vehicle trip types and to register their trip reduction efforts.
- Staff will coordinate marketing and incentives for the countywide trip reduction programs (carpool, vanpool, transit and GRH) via an online submittal form. Trip diaries and pledge forms will be used to incentivize motorists to use all clean air transportation options (e.g. bicycling, walking, teleworking, carpooling, vanpooling, transit) to reduce vehicle trips, including non-work trips.
- Individual commute trip-planning assistance is provided to motorists in Contra Costa.
- Bicycle Promotion – Incentives will be offered to transit riders who will use a bicycle to access transit (e.g. BART or train) or their workplace. This will decrease the number of cold starts by drivers traveling the short distance to transit stations by encouraging an alternative option.

**(5) South Contra Costa County Employer Program**

As previously stated, Contra Costa is one of the counties delegated by MTC to implement Employer Outreach programs, all programs are required to perform “sales” functions, as well as tracking and monitoring the effectiveness through employee transportation surveys. The Southwest Contra Costa Employer Outreach Program implements the program on behalf of SWAT jurisdictions (Danville, Lafayette, Orinda, Moraga, San Ramon and unincorporated Contra Costa County)

The Southwest employer outreach program is designed to reduce single occupant car trips to work sites throughout southern Contra Costa County. Regardless of size, interested employers and property management sites are eligible to register and participate in the program, at no cost.

The 2011-2012 objectives:

1. Increase employer participation via workshops, mailings, and presentations;
2. Conduct and/or attend Commuter Transportation Fairs;
3. Sponsor workshops and presentations for employers and commuters;
4. Coordinate with business parks and employment centers sites to “pool” employees to increase the number of potential ride matches; and

5. Promote bicycle and walking as viable commute alternatives.

Action Items Include:

- Coordinate and facilitate employee transportation survey distribution and analysis for employers, including city/county worksites.
- Coordinate, facilitate and attend Commuter Transportation Fairs and/or attend community events throughout southern Contra Costa County.
- Provide on-site assistance with Transportation and Health Fairs to promote cleaner air or a reduction in vehicle miles traveled.
- Provide complimentary brochures and display racks at employment sites to promote the 511CC Countywide Incentive Programs, public transit schedules, bicycle maps and other transportation materials for employees.
- Provide marketing materials at public facilities to inform the public on how to use commute alternatives, car-sharing, E-lockers, bicycle parking facilities, teleworking, public transit, etc..
- Provide incentives to Bishop Ranch employees who use the ACE Train or Delta Express as a commute mode to and from work.
- Facilitate a total of 4 Transportation Demand Management (TDM) Advisory Committee meetings.
- Attend the Bay Area Air Quality Management District (BAAQMD) Tri-Valley Air Quality Resource Team monthly meetings.
- Distribute new employee packets to worksites relocating to Southern Contra Costa. Information includes trip planning, transit and transportation information; as well as application forms for the Countywide 511 Contra Costa incentives.
- "Transportation Options" presentations to employers and commuters in the process of transferring job sites or corporate relocations throughout southern Contra Costa County.
- Conduct presentations to Chambers of Commerce, Transportation Management Associations, employers, and Colleges.
- Coordinate with local transit agencies and communities to develop, increase, and promote transit service.
- Distribute an annual employer mailing to all employers registered in the south county employer program promoting countywide incentive programs.
- Assist in procuring and installing bicycle racks and lockers at worksites throughout the Southwest Contra Costa County, and promote bicycle use.

- Promotion of regional commuter campaigns with events and information on: Bike to Work Day, Rideshare Rewards, Summer Spare the Air, Winter Spare the Air, Don't Burn Tonight, etc.
- Provide subsidy for the Altamont Commuter Express (ACE) Shuttle. County Connection provides express shuttle service to and from the Danville Sycamore Park & Ride lot and the San Ramon Transit Center to the ACE train station in Pleasanton.
- Provide subsidy for the Dougherty Valley/San Ramon Route 35. County Connection transit service through the Dougherty Valley.
- Promote the use of the [www.511contracosta.org](http://www.511contracosta.org) website as a one-stop location of services and information for Contra Costa employers

#### **(6) Countywide Vanpool Incentive Program**

The 511 Contra Costa Countywide Vanpool Incentive Program includes two components:

- Vanpool passenger Subsidy

The program will provide incentives to "new" vanpool passengers for drive-alone commuters who live or work in Contra Costa County. The drive alone commuter must join a vanpool, and pay their full vanpool fare. The commuter is eligible to received 50% off their vanpool fare. Reimbursement will only be paid when commuter submits all appropriate paperwork and signatures.

- Vanpool Driver Bonus Program

Vanpool Driver Bonus Program provides a \$1,000 bonus to commuters who start a new vanpool, keep it on the road for 12 consecutive months, and maintain a minimum of six "new" riders. Prior to receiving the \$1,000 bonus, the vanpool driver must submit the following: 1.) list of all vanpool passengers; 2.) 12-month maintenance history/log for the vanpool; 3.) start-up documentation from leasing company and 4.) complete vanpool driver bonus application.

#### **(7) South Contra Costa County Student Program**

The South Contra Costa County Student Program includes several components, including:

- The 511 South Contra Costa County Student Transit Ticket Program

Provides two 12-ride transit passes to approximately 1,500 students throughout the Southwest area of Contra Costa County. Tickets will be available to students riding public transportation and attending elementary, middle or high school in Southwest Contra Costa County. Students are limited to receiving only two 12-ride passes per school year. The transit passes are mailed out in concert with transit schedules prior to the start of the school year.

- High School Carpool Incentive Program



The SWAT 511 Contra Costa program works with Miramonte High School in Orinda, Campolindo High School in Moraga, San Ramon Valley High School in Danville, and California High School in San Ramon to promote a Carpool Incentive Program for student drivers. The purpose of the program is to reduce traffic congestion during morning and afternoon school bell times. The Carpool Incentive Program includes a \$10.00 gas card for the driver of each carpool. All participants are entered in a random drawing to receive \$5.00 gift cards at local merchants.

- San Ramon Valley Traffic Congestion Relief Agency (TRAFFIX)

The objective of the TRAFFIX Program is to reduce traffic congestion in the most congested corridors of the San Ramon Valley. The majority of parents drive students to and from school sites; therefore, the TRAFFIX program will target approximately 1,153 students living in corridors experiencing the most severe traffic congestion.

- Lamorinda School Bus Program

The Lamorinda School Bus Program provides daily school bus service to nearly 1,264 students in the Lafayette, Orinda, and Moraga School Districts. A Joint Powers Authority composed of elected officials from the three cities and school districts in Lamorinda oversee the program. The purpose of this program is to reduce traffic congestion and to provide safe, convenient and reliable transportation.

**Planning Committee STAFF REPORT**

Meeting Date: March 2, 2011

<b>Subject</b>	<b>Contra Costa Safe Routes to School Program and Approach to Allocating SR2S Funds from MTC</b>
<b>Summary of Issues</b>	As the designated Congestion Management Agency (CMA) for Contra Costa, the Authority has accepted delegation from MTC for the Safe Routes to School (SR2S) program, including allocation of \$2.47 million in federal CMAQ funds. To meet upcoming federal and State deadlines, decisions must be made soon on how to allocate those funds. In consultation with local stakeholders, CCTA staff has generated some preliminary ideas on how to allocate these funds.
<b>Recommendations</b>	Staff recommends that the Authority release a letter alerting jurisdictions and agencies of the upcoming "call for projects" for the SR2S funds. Concurrently, Authority staff will hold a meeting with the SR2S Task Force and RTPC managers to flesh out options for allocating the SR2S funds, and will bring those options back through the TCC and to the PC/Authority for review and discussion.
<b>Financial Implications</b>	Since these funds come out of the federal CMAQ program, an 11.47 percent match will be required from project sponsors
<b>Options</b>	
<b>Attachments</b>	<ul style="list-style-type: none"> <li>A. Use of SR2S Funds by Other CMAs</li> <li>B. SR2S Task Force Roster</li> </ul>
<b>Changes from Committee</b>	

**Background**

Through its *Climate Initiatives Program*, MTC has allocated \$2.47 million to fund safe routes to school programs or projects in Contra Costa and gave the Authority the responsibility for determining how those funds would be allocated. The funds are programmed for fiscal year 2011-12 which means that

project sponsors will need to obligate the funds by February 1, 2012. While that date is still eleven months away, some decisions will need to be made soon so that sponsors can meet the deadline.

In addition to the \$2.47 million for SR2S projects and programs, the Authority has allocated \$345,000 in federal STP funds for consultant support to assess the overall SR2S needs in Contra Costa, and prepare an SR2S Master Plan that documents and prioritizes those needs. In December 2010, the Authority committed the first \$100,000 of the \$345,000 to engage the services of Parisi Associates. The initial Parisi contract includes only the first of four tasks. Task One is to perform the upfront work of refining the overall SR2S approach for preparing the Master Plan, developing procedures for a technical assistance program, and assisting Authority staff in developing an approach to allocating Cycle 1 funds. Tasks 2, 3 and 4 involve crafting the SR2S Master Plan, providing the technical assistance to local proponents, and supporting Cycle 1 project development activities.

The major challenge we face is that the allocation of Cycle 1 funds (the \$2.47 million) occurs well in advance of the completion of a long-range SR2S master plan. Consequently, we must proceed with allocating the funds even though overall needs have yet to be identified, documented, and prioritized through the Master Plan. To address this challenge, Authority staff will meet with the SR2S Task Force and RTPC managers to develop a proposed approach for allocating the SR2S funds. Future allocation cycles will benefit from having the completed master plan at hand to guide the effort.

The remainder of this board letter describes what projects and programs can be included in SR2S efforts, funding eligibility, a look at existing programs, both in Contra Costa and for the Bay Area region, and some preliminary options for fund allocation.

## **FOCUS OF THE SR2S FUNDING**

### **What Do Safe Routes to School Efforts Cover?**

According to the National Center for Safe Routes to School, such programs are intended:

*...to improve safety and encourage more children, including children with disabilities, to safely walk and bicycle to school. In the process, programs are working to reduce traffic congestion and improve health and the environment, making communities more livable for everyone.*

The SR2S approach is often described as covering the 5Es: *education, encouragement, engineering, enforcement and evaluation*. A wide range of actions can be covered in those five categories:

<b>Education</b>	Curricula Scheduling and teaching classes or assemblies "Street Smarts" programs
<b>Encouragement</b>	Outreach to parents Support for "Walk to School Day" Maps of suggested routes to school "School pool"
<b>Engineering</b>	Conceptual designs Construction of pedestrian and bicycle improvements
<b>Enforcement</b>	Crossing guards Speed monitoring
<b>Evaluation</b>	Walkability audits Project databases Annual program evaluation

#### What Can the CMAQ Program Fund?

The \$2.47 million in SR2S funds will come through the federal CMAQ program, which imposes some limitations on what can be funded. This program will fund a variety of activities, some of which may fall under the SR2S rubric:

- **Bicycle and pedestrian facilities and programs**, including paths, bike racks, support facilities, etc. that are not exclusively recreational and reduce vehicle trips, and non-construction outreach related to safe bicycle use
- **Travel demand management** including traveler information and marketing
- **Public education and outreach activities** that educate the public, community leaders, and potential project sponsors about connections among trip making and transportation mode choices, traffic congestion, and air quality.
- **Carpooling and vanpooling** including marketing of existing, expanded, and new activities designed to increase the use of carpools..

Some of "5Es" cannot be funded with CMAQ funds, specifically enforcement and planning activities such as walkability audits and conceptual designs. (The Authority, however, can use STP funds to support planning activities, education and outreach.)

Because they are federal funds, the CMAQ funds require an 11.47 percent local match. For many of the CMAQ- or STP-funded programs that the Authority is involved in — such as the Regional Bicycle Program and the Local Streets and Roads Shortfall Program that were part of the 2010 CMA Block Grant — the project sponsors provided the match. For Measure J projects, such as the SR4 widening and the Caldecott Tunnel, local or state funds often provide the match. For the \$2.47 million available through the SR2S program, a local match of roughly \$320,000 from a non-federal source will be required.

### What Does MTC Require?

MTC adds its own limitations on the funding. As its name implies, the SR2S component of the “Climate Initiatives Program” is limited to SR2S activities that significantly reduce Greenhouse Gas emissions generated by school-related travel. MTC, however, also requires every project proponent to conduct a “before-and-after” assessment of each individual project or program. For example, a project that fills a sidewalk gap would require the fund recipient to measure how many students used the street to get to and from school before and after the improvement and report those findings to MTC. To summarize, eligibility for this funding source requires that the project or program:

1. Help support or encourage walking or bicycling to school,
2. Include before-and-after evaluation as part of their proposals, and
3. Be an eligible activity under the CMAQ program.

In addition, sponsors of these projects and programs must be able to:

1. Submit their request for allocation to Caltrans (obligate the funds) by February 1, 2012
2. Receive federal CMAQ funds, and
3. Provide (or at least arrange to provide) the required local match.

### EXISTING SR2S EFFORTS IN CONTRA COSTA

Agencies in Contra Costa have implemented both SR2S projects and programs. Since the first State SR2S program in 2001, 11 of the 20 Contra Costa jurisdictions have received funding grants, a total of 19 separate grants altogether. Most of the projects included sidewalks and curbs and gutters but the improvements have also included upgraded signals and lighting; traffic signs, striping and pavement; speed feedback signs; and bicycle facilities.

Contra Costa has “Street Smarts” programs in the San Ramon Valley, West Contra Costa and, more recently, in East County. The purpose of these programs is to educate drivers, bicyclists, and pedestrians on issues related to traffic safety through outreach. These programs carry out bike rodeos, assemblies

on walking and bicycling, poster contests, and organizing "walking school buses"<sup>1</sup> and Walk to School Days. Besides supporting the Street Smarts programs, 511 Contra Costa also runs a "schoolpool" program that helps set up carpools to school and encourage use of transit to school.

### WHAT ARE THE OTHER CMAs DOING?

Each Bay Area Congestion Management Agency has taken a somewhat different approach to allocating the SR2S funding they get through MTC. The CMAs are, however, putting the overwhelming majority of the funds they have control of towards programs, and not projects. Attachment A summarizes how the other eight CMAs are planning to use their SR2S funds.

### QUESTIONS

Staff has identified several questions whose answer will determine what approach the Authority will take in allocating the SR2S funds.

1. **Projects vs. Programs.** What mix of projects and programs will the Authority allocate funding to? Should it go only to projects, only to programs, or to a mix of projects and programs?
2. **Role of Subregions.** Should the funds be allocated differently in different subregions?
3. **Local Match.** For programs, who would provide the required 11.47 percent local match? (Sponsors of capital projects would be expected to provide the match for their project.)

### Projects versus Programs

There is a continuing need for both projects and programs to encourage more walking or bicycling to school in Contra Costa, even with the existing efforts being made. Using the SR2S program to fund these two actions raise somewhat different issues.

Projects are relatively straightforward to allocate funding to, at least for the Authority. Once the funds are allocated, project sponsors take on the responsibility for providing the local match, going through the local assistance process (though Authority staff helps where it can), and overseeing actual construction. With programs, the Authority may need to play a more active role over a longer time period unless the agency running the program is able to receive CMAQ funds directly. (For example, the Alameda County Transportation Commission will administer an education and outreach program in which TRANSFORM will provide the actual services needed.)

<sup>1</sup> *Walking School Bus: A "safety in numbers" strategy where groups of 20-30 young children walk down the sidewalk in rows of 2 or 3, holding hands in a formation that creates a long rectangular shape similar to that of a school bus.*

**Subregional Roles**

In discussions with the SR2S Task Force and RTPC staff and based on the preliminary work on the SR2S Master Plan, Authority staff understands that needs vary among the four subregions. Some areas have well-established programs although they may not cover all of the subregion. Subregions would like to provide additional services but lack funding to do so. Access to a number of schools in Contra Costa could be greatly improved with new sidewalks, crosswalks, and signage.

One option for the Authority to consider is to have the RTPCs identify the mix of projects and programs as well as the agencies charged with implementing those projects and programs. Staff estimates that the four subregions would have between \$400,000 and \$750,000 to allocate between projects and programs.

**Local Match**

As noted above, the \$2.47 million in CMAQ funds will require a local match of around \$320,000. For physical improvements, the project sponsor could be required to provide the local match as is normally required in capital programs.

**STAFF RECOMMENDATIONS**

Staff recommends that the Authority release a letter alerting jurisdictions and agencies of the upcoming call for projects for the \$2.47 million in SR2S funds. Concurrently, Authority staff will hold a meeting with the SR2S Task Force and RTPC managers to flesh out options for allocating the SR2S funds, and will bring those options back through the TCC and to the PC/Authority for review and discussion.

**Attachment A***Use of SR2S Funds by Other CMAs***San Francisco**

San Francisco will split their \$1.79 million share into two parts. They are allocating \$500,000 to fund outreach efforts through a previously established coalition of schools, public works, police, parents and other groups. This work will focus on education and outreach related to their anti-idling campaign and parent outreach. The fiscal agent is the Department of Health, which is federal-aid eligible, unlike most health departments. The education and outreach work will focus on 15 pilot schools. The remaining \$579,000 will be allocated to capital projects. They will release their call for projects soon. San Francisco chose this particular split because 1) they had an existing SR2S coalition (schools, policies, public works, etc.) funded with a federal SRTS grant and with programmatic needs and 2) they had unfunded project needs (identified through walking audits) and CMA experience with handling capital calls for projects.

**San Mateo**

All \$1.4 million available to San Mateo will be allocated to the San Mateo County SR2S Program. This program will provide "modularized safe routes to school programs and projects that focus on education, encouragement, evaluation and enforcement components to all interested schools." The City /County Association of Governments of San Mateo (CCAG), the San Mateo CMA, was originally going to be the agency responsible for implementing the program using steering committees (both policy and technical). The County Office of Education, however, suggested that CCAG contract with the COE to carry out the program.

The program will go entirely to fund non-infrastructure activities. They shifted about \$200,000 in STP funds into the SR2S program so that it could fund walking audits and possibly some enforcement activities. CCAG will remain the project sponsor and fiscal agent and will also serve on the various steering committees.

**Santa Clara**

The Santa Clara Valley Transportation Agency has put \$1 million of its funds into a SR2S program for Santa Clara County. The program will "provide a comprehensive Safe Routes to Schools education and awareness program, countywide outreach, and a teen-centered middle/high school project." It put about \$945,000 into the "San Jose Walk N Roll" program which will "develop and implement a walking and biking encouragement program, partnered with the City's nationally-recognized pedestrian and bicycle safety education program."



In addition, the program will provide \$500,000 each to the Mountain View, Palo Alto and Santa Clara VERBS Programs. In the Mountain View and Palo Alto programs, each city, in partnership with local school districts and individual schools, will develop and implement comprehensive programs to promote the benefits of safe walking, biking and carpooling to reduce traffic congestion and greenhouse gas emissions around schools. In the Santa Clara program, the city will develop Safe Routes to School walking route maps along with educational and encouragement programs for Santa Clara schools to make bicycling and walking to school a safer and more appealing transportation alternative

### Alameda

In Alameda County, the CMA is putting all \$2.7 million of its share into its Countywide SR2S Program. These funds will expand the existing SR2S program to include more areas and more activities. The CMAQ-funded activities will include four components:

1. Education and outreach efforts in various elementary and middle schools with the target of reaching 30 percent of elementary and middle schools in the county
2. Similar outreach in up to 13 high schools
3. Outreach to encourage commute alternatives to parents at those schools
4. Funding for capital projects and technical assistance to local schools and jurisdictions

### Solano

All \$942,000 available to the Solano Transportation Authority (STA) has been allocated to the Countywide Solano Safe Routes to School Program, which will fund planning, education, and encouragement events and materials. \$35,000 in STP will help fund engineering assistance to draft project concepts and cost estimates for seven schools, one for each city in Solano County. \$607,000 in SR2S CMAQ funds and \$520,000 in Eastern Solano CMAQ funds Education & Encouragement events, including Bicycle Rodeo Equipment & Education Materials, Walk & Roll Encouragement events, marketing, walking school bus program, and program coordination through a Solano County Public Health/STA Partnership.

### Napa

In Napa County, the CMA has the \$315,000 available to expand existing SR2S program from six to 15 schools and enhance program offerings. Only non-infrastructure activities — marketing, education, and outreach activities — will be funded.

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**Sonoma**

The Sonoma County Transportation Authority (SCTA) has allocated the roughly \$1 million available through the MTC program to a comprehensive SR2S program to shift mode away from single family vehicular trips to bicycle/pedestrian/carpooling. The SCTA/RCPA has developed a countywide SR2S program with the overall goal of reducing emissions related to school related travel. Specific goals are to:

1. Reduce traffic congestion around schools;
2. Create safer, calmer streets and neighborhoods;
3. Improve air quality and provide a cleaner environment;
4. Increase physical activity for children and youth; and
5. Increase the range of options for travel to school for all Sonoma County students.

SCTA is now working on organizing the program, including determining who will carry the work and what activities will be funded.

**Marin**

The Transportation Authority of Marin (TAM) already has a Safe Routes to School program, funded with their sales tax measure, which was in place before MTC created its SR2S program. The sales tax measure funds both capital and programmatic activities. TAM will receive \$475,000 in CMAQ funds through MTC's SR2S program. TAM plans on dedicating these funds to a school infrastructure improvement project in Marin County that was developed with broad stakeholder support through its SR2S program. This will "free up" an equivalent amount of sales tax measure school infrastructure funds, which TAM will then redirect to its program activities to potentially carry out expansion of its SchoolPool trip-match program, preparation of school walking route maps, development of school area traffic control plans, and other programmatic tasks.

## Planning Committee STAFF REPORT

March 2, 2011

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## Attachment B

## SR2S Task Force Roster

FIRST NAME	LAST NAME	JURISDICTION/ ORGANIZATION	PHONE
Nat	Rojanasathira	Town of Danville	925-314-3382
Lynn	Osborn- Overcashier	511 Contra Costa/TRANSPAC	925-969-0841 x 202
Nancy	Baer	Contra Costa Health Svcs	925-313-6837
John	Hild	Contra Costa Office of Education	925-942-3388
Catalin	Kaser	West Contra Costa Unified School District	510-231-1100
Shannon	Ladner-Beasley	Contra Costa Health Svcs	925-313-6813
<b>CONSULTANT</b>			
David	Parisi	Parisi Associates	415-388-8978
<b>AUTHORITY STAFF</b>			
Brad	Beck	CCTA	925-256-4726



**Planning Committee STAFF REPORT**

Meeting Date: March 2, 2011

<b>Subject</b>	<b>Proposed Guidelines for the Measure J Transportation for Livable Communities and Pedestrian, Bicycle and Trail Facilities Programs</b>
<b>Summary of Issues</b>	Measure J includes Program 12, Transportation for Livable Communities (CC-TLC), which will support local efforts to create compact, mixed-use and pedestrian- and bicycle-friendly developments and encourage more walking, bicycling and transit use, and Program 13, Pedestrian, Bicycle and Trail Facilities (PBTF) which is designed to fund projects identified in the Countywide Bicycle and Pedestrian Plan. Working with the CC-TLC working group and the Countywide Bicycle and Pedestrian Advisory Committee, staff has prepared draft guidelines for circulation and review by the RTPCs.
<b>Recommendations</b>	Review the proposed guidelines, refine policies, and circulate to the RTPCs for review and comment.
<b>Financial Implications</b>	During the first five years of Measure J (FY 2009-10 through FY 2014-15), an estimated \$22.7 million will be available through the CC-TLC program and \$6.7 million through the PBTF program
<b>Options</b>	Revise the draft CC-TLC and PBTF guidelines
<b>Attachments</b>	<ul style="list-style-type: none"> <li>A. Draft Guidelines for Measure J Program 12: Transportation for Livable Communities</li> <li>B. Draft Guidelines for Measure J Program 13: Pedestrian, Bicycle and Trail Facilities</li> </ul>
<b>Changes from Committee</b>	

**Background**

Measure J allocates 6.5 percent of the sales tax revenues received — 6.94 percent if additional funds allocated specifically to West County are added in — to Programs 12 and 13 of the measure: the Contra Costa Transportation for Livable Communities and Pedestrian, Bicycle and

*Planning Committee STAFF REPORT*

March 2, 2011

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Trail Facilities programs. Staff has been working with an ad hoc group of staff for the CC-TLC program, and the Countywide Bicycle and Pedestrian Advisory Committee for the PBTF program to develop guidelines and a process for allocating these revenues. Staff brought these proposed guidelines to the TCC on February 17, and incorporated the committee's comments as noted below.

**Estimated Funding Available:** Based on the estimates in the most recent Strategic Plan, about \$22.7 million will be available through the CC-TLC program through FY 14-15 and \$6.7 million through the PBTF program. These estimates include the additional revenues set aside in Programs 25 and 26 for TLC and PBTF in West County. Staff also expects these estimates to be higher than the Authority will actually receive.

**Estimated CC-TLC Funding Available**

**\$1,000s, FY 2009-2015**

<i>Fiscal Year</i>	<i>WCCTAC<sup>1</sup></i>	<i>TRANSPAC</i>	<i>TRANSPLAN<sup>2</sup></i>	<i>SWAT</i>	<i>CC Total</i>
2008-09	220.8	203.9	191.7	132.8	749.2
2009-10	1,007.7	930.4	875.1	606.2	3,419.5
2010-11 <sup>3</sup>	1,028.1	949.2	892.8	618.5	3,488.5
2011-12	1,059.1	977.9	919.7	637.1	3,593.8
2012-13	1,091.1	1,007.4	947.5	656.4	3,702.4
2013-14	1,124.0	1,037.8	976.1	676.2	3,814.2
2014-15	1,158.0	1,069.2	1,005.6	696.6	3,929.4
<b>TOTAL</b>	<b>6,688.8</b>	<b>6,175.7</b>	<b>5,808.6</b>	<b>4,023.9</b>	<b>22,697.0</b>

- 1 Includes additional CC-TLC funding specifically allocated to West County; \$210,000 of this amount is already allocated to El Cerrito as local match for the MTC TLC program, bringing the total down to 46.48 million
- 2 East County funds are already allocated to the eBART project and the Pittsburg-Bay Point BART Bicycle and Pedestrian Access Plan; no additional projects in East County would be funded through the CC-TLC program
- 3 Estimates for FY 2010-11 are expected to be lower than shown and will be adjusted downward in the recently begun update of the Measure J Strategic Plan

**Estimated PBTF Funding Available**

\$1,000s, FY 2009-2015

	Total Measure J	Ped-Bike-Trails Share	With Expenditure Cap	Competitive share	EBRPD share	West County share <sup>4</sup>
		1.5%	98.5%	66.7%	33.3%	0.04%
FY08-09 <sup>1</sup>	14,086.1	211.3	208.1	138.8	69.4	5.6
FY09-10 <sup>2</sup>	61,527.2	922.9	909.1	606.1	303.0	24.6
FY10-11 <sup>3</sup>	65,585.5	983.8	969.0	646.0	323.0	26.2
FY11-12	67,566.2	1,013.5	998.3	665.6	332.7	27.0
FY12-13	69,606.7	1,044.1	1,028.4	685.7	342.8	27.8
FY13-14	71,708.8	1,075.6	1,059.5	706.4	353.1	28.7
FY14-15	73,874.4	1,108.1	1,091.5	727.7	363.8	29.5
<b>Total</b>	<b>423,954.9</b>	<b>6,359.3</b>	<b>6,263.9</b>	<b>4,176.2</b>	<b>2,087.8</b>	<b>169.6</b>

- 1 Actual; only for the final quarter of the fiscal year
- 2 Actual
- 3 Estimated; staff expects actual revenues to be lower
- 4 West County share is in addition to the share for the countywide PBTF

**Allocation of Funding:** The projects receiving CC-TLC funds will be recommended by the RTPCs, while the projects receiving PBTF funds will be identified through a countywide call for projects. Staff proposes to program funds from both sources through program-specific Strategic Plans.

**Eligible Projects:** The two programs would fund similar, but not identical, types of projects:

1. The CC-TLC program will fund projects that would “encourage the use of alternatives to the single occupant vehicle such as: pedestrian, bicycle and streetscape facilities, traffic calming and transit access improvements.” These projects must either “(a) facilitate, support and/or catalyze developments, especially affordable housing, transit-oriented or mixed-use development, or (b) encourage the use of alternatives to the single occupant vehicle and promote walking, bicycling and/or transit usage.” Funds can be used for both planning and construction.
2. The PBTF program will fund “construction of pedestrian and bicycle facilities including regional trails throughout Contra Costa.” Two-thirds of the funds are to complete projects in the Countywide Bicycle and Pedestrian Plan and the remaining third will be allocated to the EBRPD for developing or rehabilitating paved regional trails.

**Eligible Sponsors:** The CC-TLC explicitly limits eligible sponsors to:

1. Local jurisdictions that comply with the Measure J GMP “at the time a grant is approved by funding allocation by the Authority” and
2. Transit agencies

The proposed PBTF guidelines limit sponsors to those public agencies that can fulfill the Authority’s guidelines for implementing Measure J projects.

### Policy Issues

Staff has identified a number of issues that we hope the TCC will focus on. These issues are identified in the draft guidelines by the line — | — at the left hand side of the text block.

### CC-TLC Program

**Required Match.** The CC-TLC working group recommended that, to ensure the commitment of sponsors to the plan or project proposed, a local match should be required as follows:

- **Plans and preliminary engineering/design:** 20 percent of total project cost, which can be met, in whole or in part, through local staff time
- **Project Development and Construction:** 10 percent of total project cost, which can be met, in whole or in part, through local staff time

**Minimum and Maximum Requests:** The working group also suggested minimum and maximum requests. The draft guidelines include the following:

- **Plans and preliminary engineering/design:** \$75,000 to \$200,000
- **Project Development and Construction:** \$125,000 to the amount available for allocation by the RTPC

**RTPC Treatment of Planning and Design Proposals:** The draft guidelines would give the RTPCs the discretion to set aside up to 12.5 percent of the CC-TLC funds allocated to their subregion specifically for funding plans and design. Staff included this recommendation as a way of offsetting somewhat the bias towards actual construction in the proposed criteria.

**Criteria:** The draft guidelines propose nine criteria. The first six are taken directly from the six CC-TLC goals set in Measure J. The other three would be used to assess the readiness and

feasibility of the proposed project, its consistency with locally adopted policies and the amount of local match above the minimum required.

### **PBTF Program**

**What Projects are in the CBPP?** Measure J limits the countywide share of PBTF funds to those projects that are "in the Countywide Bicycle and Pedestrian Plan." The draft guidelines would define being in the CBPP as:

- Specifically listed in Appendix E, Local Bicycle and Pedestrian Projects, of the most recent CBPP as a bicycle, pedestrian or TLC project
- A bicycle project identified in Appendix D, Local Bicycle Networks, of the most recent CBPP as either an existing or proposed bicycle facility; while completion of *proposed* facilities are generally a higher priority, improvements to *existing* facilities may also be funded if they would significantly improve the usefulness of a facility
- A pedestrian project located in a priority location — pedestrian-oriented districts, routes to transit, and routes to other key activity centers — as described in the most recent CBPP

**Minimum and Maximum Requests:** The draft guidelines would set the following minimum and maximum requests:

- **Minimum request** of \$100,000
- **Maximum request** of one-half of the available PBTF funds currently unprogrammed or \$2.5 million, whichever is greater

**Application:** Because it is a competitive countywide program with criteria for selecting projects established in the CBPP, the PBTF will need to use an application process through which sponsors describe their proposed project and demonstrate how well it meets both the criteria set in the CBPP and the Authority's policies for implementing projects.

### **TCC Comments on the Guidelines**

The TCC had several comments on the two sets of guidelines. Staff has tried to incorporate them into the drafts in Attachments A and B.

#### *TCC Guidelines*

**Simplify the application.** To lessen the burden on local staff, the TCC suggested that the application be as simply as possible. TCC members did recognize that the application needs to



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provide enough information for RTPC and Authority to identify those projects that best meet the goals of the Measure J and its TLC program.

**Recognize subregional differences.** TCC members suggested that the guidelines should explicitly recognize that different RTPCs would emphasize different policy objectives.

**Three- or Five-Year Programming Period.** Measure J gave RTPCs the option of recommending either a three- or five-year program of CC-TLC funding. The purpose of this option was to allow the RTPCs to reserve funds for larger projects that would need funds from expected future revenues. To carry out this part of Measure J, the draft guidelines would allow to the RTPCs to hold two years of their share of the CC-TLC funds for programming in later funding cycles. The TCC asked that the guidelines be clarified on this point.

**60 percent design.** The draft guidelines required that any funding for project design go at least through the 60 percent design stage. The TCC asked that the guidelines clarify designing to the 60 percent stage is the minimum that the CC-TLC program would fund, but that the program could fund up to the completion of the design phase.

**Set aside for plans.** The TCC asked to clarify the proposed language allowing the RTPCs to set aside a portion of their share of CC-TLC funds exclusively for planning and design. Staff has tried to clarify that RTPCs use a greater share of their CC-TLC funds than the maximum set aside for planning in the guidelines.

#### *PBTF Guidelines*

**Normal accommodation.** The draft guidelines propose that no PBTF funds can be used to fund a project that would primarily serve vehicular traffic, even if the project includes The TCC asked that the guidelines clarify what "normal accommodation" means in this context. Staff has made changes to attempt to clarify this.

#### *Other Comments*

TCC members suggested that the draft guidelines be sent to the City-County Engineers Advisory Committee for review as well as to the RTPCs. Staff endorses having the CCEAC review the guidelines.

Staff also suggests that the Authority incorporate site review into the process for evaluating funding applications. Staff is willing to try to organize such visits but recommends not including them in the guidelines themselves.

**Review Process**

The Authority is asking the Planning Committee to release the draft guidelines for the two programs for review by the RTPCs as well as the CCEAC. The deadline to submit comments on the guidelines would be April 22. The CBPAC and the CC-TLC working group will review the comments submitted and recommend the final proposed guidelines for the two programs. The PC would review the guidelines again in June with Authority approval later that month.

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**MEASURE J TRANSPORTATION FOR LIVABLE COMMUNITIES (CC-TLC) PROGRAM**

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# Program Guidelines

*Identified policy questions are shown by the gray bar at the left of the text block*

## Background

The Measure J Transportation for Livable Communities (CC-TLC) program will fund plans and facilities that support walkable, mixed-use, transit-supportive communities or that encourage more walking, bicycling and transit use. Measure J allocates five percent of revenues received to program. (An additional 0.4 percent is set aside exclusively for eligible projects and sponsors in West County.)

## CC-TLC GOALS

1. Help create walkable, pedestrian-friendly neighborhoods and business districts;
2. Promote innovative solutions, including compact building design and context-sensitive site planning that is integrated with the transportation system;
3. Help create walkable, pedestrian-friendly access linking housing and job centers to transit;
4. Help create affordable housing;
5. Encourage a mixture of land uses and support a community's development or redevelopment activities; and
6. Provide for a variety of transportation choices to enhance a community's mobility, identity, and quality of life.

## What Projects and Sponsors Are Eligible?

The CC-TLC program will fund transportation improvements that either:

1. Facilitate, support or catalyze more compact, mixed-use development that includes affordable housing, and development that is pedestrian-friendly or integrated into transit networks, or
2. Encourage the use of alternatives to the single occupant vehicle and promote walking, bicycling and/or transit usage.

This type of development provides residents with a broad range of housing choices, easy access to public facilities, and alternatives to the use of the automobile for commuting, shopping or recreation.

The program will fund both plans and facilities.

### ELIGIBLE PLANNING EFFORTS

The CC-TLC program can fund local planning efforts that are intended to lead to the development of compact, mixed-use, walkable and transit-supportive areas, especially those that include affordable housing. These efforts could include General Plan Amendments, Specific Plans and master plans consistent with the goals and objectives of the CC-TLC program.

### ELIGIBLE PROJECTS

The following table lists projects that are eligible for CC-TLC funding. Additional improvements may be eligible but must help achieve the program's goals.

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<b>Bicycle improvements</b>	<ul style="list-style-type: none"> <li>▪ Multi-purpose (Class I) trails, Class II bike lanes and Class III bike routes including bicycle boulevards</li> <li>▪ Class I overcrossings of roadways and waterways</li> <li>▪ Bicycle parking</li> <li>▪ Signage and wayfinding</li> </ul>
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|--------------------------------|---|
| <b>Pedestrian improvements</b> | <ul style="list-style-type: none"><li>▪ New or upgraded sidewalks, crosswalks and pathways, including bulb-outs, mid-block crossings, and pedestrian refuges</li><li>▪ Public plazas</li><li>▪ Pedestrian-scaled wayfinding signage</li><li>▪ Street furniture and landscaping that comfort and attractiveness of pedestrian facilities, including pedestrian-scale lighting, bus shelters, tree grates, bollards, benches and street trees</li></ul> |
|--------------------------------|---|
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- |                             |   |
|-----------------------------|---|
| <b>Transit Improvements</b> | <ul style="list-style-type: none"><li>▪ Bus stops and shelters</li><li>▪ Improvements at transit stations that provide or improve pedestrian or bicycle access</li><li>▪ Signage for wayfinding, schedules and route maps</li></ul> |
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- |                                    |   |
|------------------------------------|---|
| <b>Other Eligible Improvements</b> | <p>Other transportation improvements that support and are necessary for the development of compact, mixed-use, walkable districts, including but not limited to:</p> <ul style="list-style-type: none"><li>▪ Roadway improvements that enhance traffic flow consistent with creating areas that encourage walking, bicycling and transit use and locally adopted plans and policies</li><li>▪ Traffic calming</li><li>▪ Signals that better accommodate pedestrians and bicyclists, including bike and pedestrian detection loops</li></ul> |
|------------------------------------|---|
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#### **INELIGIBLE PROJECTS AND PLANS**

Any project that does not help achieve the goals of the CC-TLC program would not be eligible for CC-TLC funding. Ineligible projects include:

- Roadway or other transportation improvements that do not support compact, mixed-use development and workforce housing
- Roadway or other transportation improvements that detract from the walkability of the surrounding area
- Operations, including transit operations and bike stations whether or not the hardware necessary for these operations is eligible for funding
- Incentive programs including transit subsidies

**ELIGIBLE PHASES AND PROJECT COMPONENTS**

The CC-TLC program may be used to fund any project phase or component allowed in Exhibit E, Eligible Cost Guidelines for Measure J Funded Projects, with the following restrictions:

**Plans**

Sponsors may request CC-TLC funds specifically for the preparation of General Plan Amendments, Specific Plans and other plans intended to create more compact, walkable and transit-supportive districts. These plans must include policies, guidelines or standards for the creation of connected pedestrian or bicycle networks that serve adjoining land uses and transit networks. The CC-TLC program can be used to fund environmental clearance for an eligible planning effort.

The minimum request for plans is \$75,000 and the maximum is \$200,000. A twenty percent match is required, which can be met, in whole or in part, with contributions of staff time provided by the sponsor agency or agencies.

**Preliminary Engineering and Design**

Sponsors may request CC-TLC funds for the preliminary engineering and design phases of project development only and separate from project construction. CC-TLC funds may be used for all phases of project design but design must be completed at least through the 60 percent design phase. Environmental clearance may be funded as part of these phases.

The minimum request for plans is \$75,000 and the maximum is \$200,000. A twenty percent match is required, which can be met, in whole or in part, with contributions of staff time provided by the sponsor agency or agencies.

**Projects**

Sponsors may request CC-TLC funds for the design, development and construction of eligible projects from preliminary engineering through construction, consistent with Authority policies.

The minimum request for projects is \$125,000 and the maximum will equal the amount available for allocation by the RTPC. A ten percent match is required, which can be met, in whole or in part, with contributions of staff time provided by the sponsor agency or agencies.

## ELIGIBLE SPONSORS

Measure J limits CC-TLC funding to two recipients:

1. Local jurisdictions that are in compliance with the Measure J Growth Management Program (GMP) at the time the grant is approved by the Authority, and
2. Transit agencies

Other project sponsors would be eligible for CC-TLC funding only if they partnered with a local jurisdiction or transit agency.

## Selecting Projects

### RTPC ROLE

Measure J gives the RTPCs the responsibility for reviewing applications for CC-TLC funding against the criteria in the CC-TLC guidelines and recommending which of those proposals are to be funded. It also requires the RTPCs to recommend projects “based on a three- or five-year funding cycle.” The intent of this restriction was to allow the RTPCs to reserve some of their share of the CC-TLC funds until the next programming period so that the RTPC can fund a larger project. Building on that intent, these guidelines allow the RTPCs to allocate all of the funds available for the programming period or to reserve the funding available in the final two years of the programming period to be allocated in the next update of the CC-TLC component.

An RTPC, at its discretion, may set aside a share of the CC-TLC funds allocated to its subregion exclusively for developing plans or preliminary engineering and design. This share may not exceed 25 percent of the total available in any one programming period for that RTPC. An RTPC may, however, recommend allocating more than 25 percent of the funds available during any programming period to fund plans or preliminary engineering and design.

### CRITERIA

1. To what extent would the project meet the six goals of the TLC program?
2. Is the project feasible and ready to implement within the time frame proposed, that is, has the sponsor completed earlier project stages?
3. Is the project consistent with locally adopted policies?
4. Does the project leverage the requested CC-TLC funding, that is, to what extent will the sponsor commit other funds to implement the project beyond the minimum required

**Scoring**

The emphasis in the review and ranking is on how well the proposed projects would help realize the six goals of the CC-TLC program. Proposed projects that are part of an adopted plan or would fill in and connect to an established pedestrian, bicycle, or transit network shall be given greater weight in scoring.

**APPLICATION**

The application form for the CC-TLC program will ask applicants to provide the following information:

1. Project information (name of project, sponsor, contact information and a summary of the requested funding)
2. Project description, including location map and design
3. Ability to meet criteria
4. Proposed funding program, including other funding sources
5. Cost estimation by item

The details of the proposed application are outlined in Exhibit A.

**Programming of CC-TLC Funds**

The Authority will program the CC-TLC funds through the *Transportation for Livable Communities Component of the Measure J Strategic Plan*. The CC-TLC component will build on the revenue estimates and implementation policies included in the Measure J Strategic Plan. It will contain:

1. **Introduction** describing the purpose and contents of the plan
2. **The CC-TLC Program** describing what Measure J says and providing an overview of how the program is defined in Measure J and the kinds of projects that it would fund
3. **Goals and Policies:**
  - a. Goals and policies from Measure J Strategic Plan that would affect the allocation of CC-TLC funds
  - b. Goals and policies that would apply specifically to the CC-TLC, including the criteria used to select projects and project development requirements
4. **Funding:** Estimated amount of CC-TLC funding available during the allocation period based on adopted estimates from the Measure J Strategic Plan.
5. **Programming of Funds:** Matrix of projects recommending for funding through the CC-TLC program and funding allocated by fiscal year. The CC-TLC component will track the shares of these funds that are allocated among the four subregions, consistent with the requirements of Measure J.



6. **Project Fact Sheets:** Descriptions of each plan or project to be funded through the CC-TLC program comparable to the project fact sheets in the Measure J Strategic Plan.

## **PROGRAMMING PERIOD AND UPDATE SCHEDULE**

### **Programming Period and Update Schedule**

The CC-TLC component will use the same programming period used in the Measure J Strategic Plan. This period corresponds to the five-year programming period for CC-TLC set in Measure J. A RTPC may choose to hold up to two years of its share of CC-TLC funds in reserve to be programmed in subsequent updates of the CC-TLC component. This is consistent with the Measure J provision that allows each RTPC the option of setting a three-year allocation of its share of these funds.

The Authority will update the CC-TLC component as part of or as soon as possible after the updating of the funding estimates in the Measure J Strategic Plan or every two years, whichever is greater.

## Exhibit A

### Application Outline

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#### *Measure J Transportation for Livable Communities (CC-TLC) Program Funds*

#### 1. PROJECT INFORMATION

- a. Project Name
- b. Project Location
- c. Sponsor
- d. Implementing agency (if different than sponsor)
- e. Partner agencies (only if they would play a substantial role in implementing the proposed project)
- f. Contact for project
- g. Funding
  - i. Total project cost
  - ii. Committed funding
  - iii. Requested CC-TLC funds
  - iv. Unfunded balance
- h. Potential phasing (the applicant will be asked to identify project components that could be eliminated if insufficient funding is available to fund the full project)

#### 2. PROJECT DESCRIPTION

- a. Short Description
- b. Long Description, including purpose and issues addressed
- c. Attachments (location map, design)
- d. Maintenance and Operation: describe the agencies responsible for operating and maintaining the facility and resources to be assigned for that purpose

#### 3. ABILITY TO MEET CRITERIA

- a. **Achievement of CC-TLC Goals:** Describe how well the proposed project achieves the six goals of the CC\_TLC program

- i. Help create walkable, pedestrian-friendly neighborhoods and business districts
  - ii. Promote innovative solutions, including compact building design and context-sensitive site planning that is integrated with the transportation system
  - iii. Help create walkable, pedestrian-friendly access linking housing and job centers to transit
  - iv. Help create affordable housing
  - v. Encourage a mixture of land uses and support a community's development or redevelopment activities
  - vi. Provide for a variety of transportation choices to enhance a community's mobility, identity, and quality of life
- b. **Feasibility:** describe where the sponsor is in the project development process — design, environmental clearance, right-of-way purchase, and PS&E — and any outstanding issues
  - c. **Local and policy support:** identify policies in local plans that support the projects, the integration of the project with other local efforts, and other support from the general public, the RTPCs and other relevant agencies
  - d. **Matching funds:** identify funds from other sources that are or would be committed to the project

#### 4. COST ESTIMATES

- a. Proposed funding plan: fill in matrix of committed and requested PBTF funding by phase and fiscal year
- b. Preliminary cost estimates: itemize costs of project components in the estimated project cost
- c. Proposed schedule: identify milestone dates for project development

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MEASURE J PEDESTRIAN, BICYCLE AND TRAIL FACILITIES (PBTF) PROGRAM

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## Program Guidelines

*Identified policy questions are shown by the gray bar at the left of the text block*

### Background

Measure J sets aside 1.54 percent of sales tax revenues to fund the Pedestrian, Bicycle and Trail Facilities (PBTF) program. These revenues will fund the “construction of pedestrian and bicycle facilities including regional trails throughout Contra Costa.” The program has three components:

1. **Countywide Share:** One percent will go to “complete projects in the Countywide Bicycle and Pedestrian Plan” (CBPP)
2. **EBRPD Share:** One-half percent will go the East Bay Regional Park District (EBRPD) for the “development and rehabilitation of paved regional trails”
3. **West County Share:** The remaining 0.04 percent will go exclusively for “additional trail/pedestrian/bicycle capital projects, and/or facility maintenance in West County”

The selection of projects to be funded will differ among the three programs but the allocation of funding to those projects for all three will be outlined in the Pedestrian, Bicycle and Trail Facilities component of the Measure J Strategic Plan.

### Overall Policies

#### ELIGIBLE SPONSORS

Public agencies that are able to carry out eligible projects including their design, the purchase of right-of-way, requesting bids and constructing the project consistent with the

Authority's policies including Resolution 08-13, *Implementation of Measure J Projects Policy* are eligible to receive PBTF funds

#### ELIGIBLE PROJECTS

Measure J restricts use of PBTF funds to pedestrian and bicycle facilities, including regional trails, either their construction or their maintenance, although maintenance may not be funded with the Countywide Share.

### Countywide Share

#### ELIGIBLE SPONSORS

Any sponsor that can complete a project identified in the Countywide Bicycle and Pedestrian Plan and is eligible to receive Measure J funds can apply for and receive funding through the Countywide Share portion of the PBTF program.

#### ELIGIBLE PROJECTS

The countywide share of PBTF funds may be used to fund *facilities* that support and encourage walking or bicycling and that identified in the *Countywide Bicycle and Pedestrian Plan*.

Countywide share funds can only be used to fund the bicycle or pedestrian portion of a roadway improvement primarily design for vehicular movement and only if the bicycle and pedestrian improvements go beyond normal accommodation. This approach is consistent with Measure J which states that "where it is appropriate, routine accommodation for pedestrians and bicyclists should be incorporated in construction projects funded from...other categories."

#### What Projects are in the CBPP?

To be considered "in the *Countywide Bicycle and Pedestrian Plan*", a proposed project must be:

- Specifically listed in Appendix E, Local Bicycle and Pedestrian Projects, of the most recent CBPP as a bicycle, pedestrian or TLC project
- A bicycle project identified in Appendix D, Local Bicycle Networks, of the most recent CBPP as either an existing or proposed bicycle facility; while completion of *proposed* facilities are generally a higher priority, improvements to *existing* facilities may also be funded if they would significantly improve the usefulness of a facility

- A pedestrian project located in a priority location — pedestrian-oriented districts, routes to transit, and routes to other key activity centers — as described in the most recent CBPP

### **Eligible Project Phases**

PBTF funds may be used to fund all phases of a project, including design, right-of-way and construction.

### **Minimum and Maximum Requests**

The **minimum request** of PBTF funds is \$100,000. Setting a minimum request will help limiting the cost of project oversight. This amount is consistent with the minimum amounts of bicycle and trail projects funded through Measure C.

To meet the minimum request, project sponsors combine similar projects at different locations within the jurisdiction of the sponsor into a single application. That is, the components of a project need not be contiguous but must be the same type of improvement.

The **maximum request** is one-half of the available PBTF funds currently unprogrammed or \$2.5 million, whichever is greater, through the Strategic Plan.

### **INELIGIBLE PROJECTS**

The PBTF program can fund only those projects that directly serve pedestrians and bicyclists; no other types of projects may be funded through this program. For example, while projects that making walking or bicycling to connect to transit safer and more convenient are eligible, projects that improve transit operations are not. Similarly, if the purpose of the project is primarily to improve vehicular movement, the project would not be eligible for PBTF funds. In addition, the PBTF program will not fund:

- Planning studies (for example, the development of pedestrian plans or alignment studies),
- Operations (for example, the operation of a bike stations) are eligible for these funds, or
- Maintenance of facilities.

## **East Bay Regional Park District Share**

### **ELIGIBLE SPONSORS**

Only the East Bay Regional Park District is eligible for this portion of the PBTF funds.

#### **ELIGIBLE PROJECTS**

The funding available to the EBRPD through half-percent portion of the PBTF program must be spent on the improvement or maintenance of paved regional trails. Eligible projects could include improving and maintaining the trails themselves, trail crossings, lighting and signage.

#### **MAINTENANCE OF EFFORT**

[TBD]

#### **FORMULA FOR DISTRIBUTING EBRPD FUNDS AMONG SUBREGIONS**

Measure J requires that the half-percent EBRPD share of PBTF funds be spent “equally in each subregion”. The EBRPD shall use the formula used in Measure J to allocate funding to the four subregions — each subregion’s share of county population in the year 2020 — to determine subregional allocations. The EBRPD may adjust any of the subregional allocations by no more than five percent, subject to RTPC approval, to better match funding to the improvement or maintenance projects proposed. Any adjustments shall be considered in determining subregional allocations in each following PBTF component.

The subregional allocations shall be for the whole programming period, not for each programming year.

#### **RTPC REVIEW AND APPROVAL**

As part of the development and updating of the PBTF component to the Measure J Strategic Plan, the EBRPD shall develop a program of projects to develop or rehabilitate regional trails grouped by subregion. The EBRPD shall present this program of projects to each RTPC for its review. To be incorporated into the PBTF component, the projects proposed for a subregion must be approved by that subregion’s RTPC.

#### **West County Share**

The West Contra Costa Transportation Advisory Committee (WCCTAC) will recommend how the PBTF funds available through Program 26b, Additional Bicycle, Pedestrian and Trail Facilities. Recommendations will be based on the criteria established in the most recent CBPP.

#### **ELIGIBLE SPONSORS**

Only sponsors that can legally bid and construct or maintain pedestrian, bicycle or trail facilities in West County are eligible for this portion of the PBTF funds.

### **ELIGIBLE PROJECTS**

The 0.04 percent of Measure J funds available to West County may be allocated both to construct and maintain bicycle or pedestrian facilities and to maintain those types of facilities.

### **INELIGIBLE PROJECTS**

The PBTF program can fund only those projects that directly serve pedestrians and bicyclists; no other types of projects may be funded through this program. For example, while projects that making walking or bicycling to connect to transit safer and more convenient are eligible, projects that improve transit operations are not. Similarly, if the purpose of the project is primarily to improve vehicular movement, the project would not be eligible for PBTF funds.

## **Project Selection**

### **APPLICATION FOR PBTF FUNDING**

Sponsors of projects asking for PBTF program funds must complete an application that provides detailed information on the project, including contacts, project description, cost estimates and funding plan, and an assessment of how well that project meets the criteria for selection.

The outline for the PBTF funding application is included as Exhibit A.

### **CRITERIA FOR SELECTING PROJECTS**

The Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) will review and rank project applications using the criteria established in the most recently adopted CBPP. The CBPAC and Authority may refine and clarify the criteria, including adjusting the weight of each criterion in the review process, as part of the preparation of each call for projects for the PBTF program funds. The criteria are included in Exhibit B, attached.

## **Programming of PBTF Funds**

The Authority will program the PBTF funds through the *Pedestrian, Bicycle and Trail Facilities Component of the Measure J Strategic Plan*. The PBTF component will build on the revenue estimates and implementation policies included in the Measure J Strategic Plan as well as the policies in the most recent CBPP. It will contain:

1. **Introduction** describing the purpose and contents of the plan



2. **The PBTF Program** describing what Measure J says and providing an overview of how the program is defined in Measure J and the kinds of projects that it would fund
3. **Goals and Policies:**
  - a. Goals and policies from Measure J Strategic Plan that would affect the allocation of PBTF funds
  - b. Goals and policies that would apply specifically to the PBTF, including the criteria used to select projects and project development requirements
4. **Funding:** Estimated amount of PBTF funding available during the allocation period based on adopted estimates from the Measure J Strategic Plan.
5. **Programming of Funds:** Matrix of projects recommending for funding through the PBTF program and funding allocated by fiscal year. The PBTF component will track the EBRPD share to ensure that these funds are allocated equally among the four subregions, consistent with the requirements of Measure J.
6. **Project Fact Sheets:** Descriptions of each plan or project to be funded through the PBTF program comparable to the project fact sheets in the Measure J Strategic Plan

## PROGRAMMING PERIOD AND UPDATE SCHEDULE

### Programming Period

The PBTF funds will use the same programming period used in the Measure J Strategic Plan.

### Update Schedule

The Authority will update the PBTF component as part of or following the updating of the funding estimates in the Measure J Strategic Plan or at least every two years, whichever is greater. It is also the Authority's intent to release the PBTF call for projects as part of or immediately following an update of the projects or policies of the CBPP.

## Project Development

Project sponsors must comply with all Authority requirements for implementation of projects funded through Measure J, including the requirements of Resolution 08-13-P, Implementation of Measure J Projects Policy.

## Exhibit A

### Application Outline

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#### *Measure J Pedestrian, Bicycle and Trail Facilities (PBTF) Program Funds*

#### 1. PROJECT INFORMATION

- a. Project Name
- b. Project Location
- c. Sponsor
- d. Implementing agency (if different than sponsor)
- e. Partner agencies (only if they would play a substantial role in implementing the proposed project)
- f. Contact for project
- g. Funding
  - i. Total project cost
  - ii. Committed funding
  - iii. Requested PBTF funds
  - iv. Unfunded balance
- h. Potential phasing (the applicant will be asked to identify project components that could be eliminated if insufficient funding is available to fund the full project)

#### 2. PROJECT DESCRIPTION

- a. Short Description
- b. Long Description, including purpose and issues addressed
- c. Attachments (location map, design, existing and planned bicycle or pedestrian facilities within the project area, and nearby destinations that would generate or attract walking or bicycling trips)
- d. Maintenance and Operation: describe the agencies responsible for operating and maintaining the facility and resources to be assigned for that purpose

**3. ABILITY TO MEET CRITERIA**

*Criteria used will be those outlined in the most recent CBPP.*

**4. COST ESTIMATES**

- a. Proposed funding plan: fill in matrix of committed and requested PBTF funding by phase and fiscal year
- b. Preliminary cost estimates: itemize costs of project components in the estimated project cost
- c. Proposed schedule: identify milestone dates for project development

## Exhibit A

## Criteria for Project Selection

10 February 2011

<i>Criteria</i>	<i>To what extent would the project...</i>	<i>Points</i>
<b>Safety</b>	Address a documented or commonly recognized safety deficiency, especially conflicts with motor vehicles	15
<b>Range and number of users</b>	Serve a wide range of users — children, transit riders, bicycle commuters, shoppers — and increase the number of pedestrians and bicyclists within the project area	15
<b>Countywide or regional significance</b>	Implement a project in a pedestrian priority location, on the countywide bicycle network or on the regional bicycle network designated by MTC	15
<b>Destinations served</b>	Be located near a larger number of destinations within normal walking and bicycling distance (one-half to three miles, respectively) of the project	15
<b>Latent demand</b>	Be more likely to generate walking and bicycling trips given other characteristics of the project area — e.g., greater population and employment density, mix of land uses, percentage of zero-vehicle households and relative lack of car parking	8
<b>Improved connectivity</b>	Eliminate gaps in existing pedestrian or bicycle facilities that the project, remove barriers to access that the project, and increase the directness or capacity of the bicycle/pedestrian network (including alternatives to trails that are closed overnight), especially where they facilitate connections to work, school or transit	8
<b>Feasibility</b>	Be able to complete the project development process — design, environmental clearance, right-of-way purchase, and PS&E — and resolve any outstanding issues	8
<b>Local and policy support</b>	Implement policies in local plans, integrate with other local efforts, and have support from the general public, the RTPCs and other relevant agencies	8
<b>Matching funds</b>	Leverage funds from other sources that are or would be committed to the project	8