April 29, 2015

RE: <u>Plan Bay Area 2040 – Project Update, Call for Projects and Needs
Assessments Guidance</u>

To: Caltrans, Congestion Management Agencies, and Transit Operators

As the Bay Area begins to develop Plan Bay Area 2040 (Plan), an update to the nine-county Regional Transportation Plan/Sustainable Communities Strategy, the Metropolitan Transportation Commission (MTC) requests the assistance of each of the nine Bay Area Congestion Management Agencies (CMAs) to coordinate project submittals for their county. Multi-county project sponsors (e.g. Caltrans, BART, Caltrain, WETA, etc.) may submit directly to MTC, but coordination with the appropriate CMA is encouraged. MTC is also seeking assistance of all of the region's transit operators in the development of the Transit Operating and Capital Needs Assessments for the Plan. Attached is the Project Update, Call for Projects and Needs Assessments Guidance that lays out the requirements for the county level calls for projects as well as the process for the needs assessments.

MTC requests all partner agencies to adhere to the following deadlines for the three processes:

- Project Update and Call for Projects: September 30, 2015 (agencies may submit evidence of governing board endorsement up to October 31, 2015)
- Transit Operating Needs Assessment: July 1, 2015
- Transit Capital Needs Assessment: July 1, 2015

MTC is developing a web-based application form for sponsors to submit their projects as a part of the Call for Projects process. Sponsors will be able to (a) remove projects in the current plan (Plan Bay Area) that are either now complete and open for service or no longer being pursued, (b) update projects in the current plan that should be carried forward in the Plan, and (c) add new projects. The web-based project application will be available in early May 2015. At that time, MTC will provide instructions to CMAs and multi-county sponsors on how to access and use the web-based form. MTC will also host a training session for local agency staff on the call for projects process on May 18, 2015, at 2:30 p.m. in the Auditorium of the Joseph P. Bort MetroCenter at MTC's offices in Oakland. Upon request, MTC staff can also provide a brief tutorial to CMA technical advisory committees.

Detailed information and guidance on the Transit Operating and Capital Needs Assessments will be released directly to transit operators on May 1, 2015.

MTC looks forward to receiving your project submittals and information on your operating and capital needs. If you have any questions about the Call for Projects or Needs Assessments processes, please contact the members of my staff listed in Attachment A for each of the three concurrent efforts. Thank you for your participation.

Sincerely,

Alix A. Bockelman
Deputy Executive Director, Policy

AB:AN:WB
https://metrotrans.sharepoint.com/teams/RTP/InternalDocuments/Call for Projects and Need Assessments Letter.docx

Attachments
- Attachment A: Project Update, Call for Projects and Needs Assessments Guidance
- Attachment B: Plan Bay Area Performance Targets
- Attachment C: Project Types and Programmatic Categories
- Attachment D: Web-Based Project Application Form Requirements

Attachment A

**Project Update, Call for Projects and
Needs Assessments Guidance**

Plan
BayArea
2040

The Metropolitan Transportation Commission (MTC) requests the assistance of the nine Bay Area Congestion Management Agencies (CMAs) and multi-county project sponsors (e.g., Caltrans, BART and Caltrain) to assist with the Project Update and Call for Projects for Plan Bay Area 2040. MTC is also seeking the assistance of the region's transit operators in the development of the Transit Operating and Capital Asset Needs Assessment for Plan Bay Area 2040.

A. PROJECT UPDATE AND CALL FOR PROJECTS

CMAs played a key role in developing Plan Bay Area, and will in this subsequent update. MTC expects the CMAs and multi-county project sponsors to plan and execute an effective public outreach and local engagement process to update Plan Bay Area project information and identify new projects for consideration in Plan Bay Area 2040. Detailed schedule information is avalible in section C of this document.

Projects/programs seeking future regional, state or federal funding through the planning horizon for Plan Bay Area 2040 must be submitted for consideration in the adopted Plan. CMAs are asked to coordinate and lead the Project Update and Call for Projects with local project sponsors in their respective counties. Sponsors of multi-county projects are asked to submit projects directly to MTC, but communication and coordination with CMAs is encouraged.

CMAs and multi-county project sponsors are encouraged to submit projects/programs that meet one or more of the general criterion listed below:
- Supports Plan Bay Area's performance targets (see Attachment B).
- Supports Plan Bay Area's adopted forecasted land use, including Priority Development Areas (PDA) and Priority Conservation Areas (PCA).
- Derives from an adopted plan, corridor study, or project study report (e.g., community-based transportation plans, countywide transportation plan, regional bicycle plan and climate action plans).

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

1. Public Involvement and Outreach

- *Conduct countywide outreach to stakeholders and the public.* CMAs, as well as multi-county transit operators and Caltrans, will be expected to implement their public outreach efforts in a manner consistent with MTC's Public Participation Plan (MTC Resolution No. 4174), which can be found at http://files.mtc.ca.gov/pdf/ppp/Final_Draft_PPP_and_PBA_Apendix_A_1-30-15.pdf. CMAs are expected, at a minimum, to:

  o Execute effective and meaningful local engagement efforts during the Project Update and Call for Projects process by working closely with local jurisdictions, elected officials, transit agencies, community-based organizations and the public through the process.
  o Hold at least one public meeting providing opportunity for public comment on the candidate projects/programs for Plan Bay Area 2040 prior to submittal to MTC.

- o Explain the local Project Update and Call for Projects process, informing stakeholders and the public about the opportunities for public comments on projects and when decisions will be made on the list of candidate projects/programs.
- o Post notices of public meetings on their agency website; include information on how to request language translation for individuals with limited English proficiency. If agency protocol has not been established, please refer to MTC's Plan for Assisting Limited English Proficient Populations.
- o CMA staff are encouraged to provide MTC with a link so the information can also be viewed on the website PlanBayArea.org.
- o To the extent possible, hold public meetings in central locations that are accessible for people with disabilities and by public transit.
- o Offer language translations and accommodations for people with disabilities, if requested at least three days in advance of the meeting.

- Document the outreach effort undertaken for the Project Update and Call for Projects process by including a list of all public meetings and comment opportunities, and information on how the process meets the requirements of MTC's Public Participation Plan.

2. **Agency Coordination**

- Work closely with local jurisdictions, transit agencies, MTC, Caltrans and stakeholders to update Plan Bay Area project information and identify new candidate projects for consideration in Plan Bay Area 2040. CMAs will assist with agency coordination by:

- o Communicating this Project Update and Call for Projects guidance to local jurisdictions, transit agencies, Caltrans and stakeholders and coordinate with them on completing the project application form, reviewing and verifying project information and submitting projects for review by MTC.
- o Developing freeway operations and capacity enhancement projects in coordination with MTC and Caltrans staff.
- o Developing transit improvement projects in coordination with MTC and transit agency staff.

3. **Title VI Responsibilities**

- Ensure the public involvement process provides underserved communities access to the project submittal process in compliance with Title VI of the Civil Rights Act of 1964.

- o Assist community-based organizations, communities of concern and any other underserved community interested in submitting projects.
- o Remove barriers for persons with limited English proficiency to have access to the project submittal process.
- o For additional Title VI outreach strategies, please refer to MTC's Public Participation Plan found at: http://files.mtc.ca.gov/pdf/ppp/Final_Draft_PPP_and_PBA_Apendix_A_1-30-15.pdf.

4. **Project Funding Plans**

Project/programs must have a full funding plan for inclusion into Plan Bay Area 2040. These full funding plans may consist of both Committed and Discretionary funding sources. MTC Resolution No. 4182 establishes the Committeed Projects and Funds Policy for Plan Bay Area 2040 by defining criteria to determine committed transportation projects and funding sources. The the Committeed Projects and Funds Policy defines:

- **Committed** funding sources as funds directed to a specific entity or for a specific purpose as mandated by statute or by the administering agency.
- **Discretionary** funding sources as:
  - Subject to MTC programming decisions.
  - Subject to compliance with Commission allocation conditions.
  - Subject to competitive state and federal funding programs often involving MTC advocacy.
- For additional information, please refer to the Committed Projects and Funds Policy at: http://apps.mtc.ca.gov/meeting_packet_documents/agenda_2401/9a_Resolution_NO._4182.pdf
- For the Call for Projects, CMAs and multi-county project sponsors must identify and confirm committed funds and make requests for consideration of discretionary funds, either as part of the County Target Budgets or as a direct request to MTC.

A. **County Target Budgets**

- Ensure that the list of candidate project/programs fits within the county target budget identified by MTC.

  - County target budgets are intended to place a cap on project/program submittals by CMAs.
  - County target budgets are not to be construed as the financially constrained budget used for assigning funds to projects/programs in the preferred investment strategy for Plan Bay Area 2040.
  - County target budget revenue sources include Regional Transportation Improvement Program (RTIP) and OneBayArea Grant (OBAG) funds, which consists of Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Program (CMAQ) revenues. OBAG funds include STP and CMAQ funding for the period of FY 2017-18 to FY 2039-40 (23 years). All projects identified for the OBAG funding target in the Call for Projects must be eligible to receive OBAG funding; therefore, generally not road or transit expansion projects.
  - All committed funds sources (including existing county sales tax measures) are excluded from the county target budgets.
  - Anticipated local revenue refers to sales tax reauthorizations and new county revenue measures that are being considered for an election ballot prior to Plan Bay Area 2040 adoption (June 2017). Revenue from reauthorizations and new measures is included in the below table in column E.
    - Revenue from sales tax reauthorizations are included for the period from the expiration of existing committed and adopted county tax measures to FY

2039-40. Estimates are based on Plan Bay Area projections from county sales tax authorities. New county revenues are estimated for the period from FY 2017-18 to FY 2039-40, except for Sonoma County where revenues are forecasted only through FY 2018-19. These augmentation revenues are included to allow CMAs to submit candidate projects/programs that would be funded through a revenue augmentation in the Project Update and Call for Projects process. The inclusion of candidate augmentation projects/programs is necessary to allow for projects/programs that may be funded by local revenues secured over the course of the Plan development to be included in MTC's project-level performance assessments and air quality conformity analysis.

County Target Budgets (in billions of Year-of-Expenditure $)

A	B	C	B + C = D		E
County	RTIP	OneBayArea Grant	Total Funds		Anticipated Local Revenue**
Alameda	$2.03	$0.62	$2.65		n/a
Contra Costa	$1.39	$0.45	$1.84		$5.40
Marin	$0.38	$0.10	$0.48		n/a
Napa	$0.25	$0.09	$0.34		n/a
San Francisco	$1.03	$0.38	$1.41		$7.00
San Mateo	$1.05	$0.27	$1.32		n/a
Santa Clara	$2.41	$0.87	$3.28		$5.80
Solano	$0.63	$0.19	$0.82		$1.60
Sonoma	$0.77	$0.24	$1.01		$1.60
Total	**$9.92**	**$3.21**	**$13.13**		**$21.40**

**Numbers are based on most recent publicly available data, CMAs are requested to update as necessary.

B. **Regional Discretionary Requests**

- Some projects, particularly regional capital intensive projects will not fit within the constraints of the County Target Budgets, and should make discretionary funding requests directly to MTC.
- Similarly, multi-county transit operators, Caltrans and other regional agencies should coordinate discretionary funding requests within the project/program's respective county, but may make discretionary funding requests directly to MTC.

5. **Cost Estimation Review**

- Project/program cost estimates should be developed using a reasonable basis, including guidelines produced by local, state or federal agencies. MTC has identified the following cost estimation guidelines available for use:

  o Federal: National Cooperative Highway Research Program's Guidance for Cost Estimation and Management for Highway Projects During Planning, Programming and Preconstruction, http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_w98.pdf.

o State: Caltrans' Project Development Procedures Manual Chapter 20, Project Development Cost Estimates, http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt20.pdf.

6. **Programmatic Categories**

- Bundle projects into programmatic categories, where possible. Programmatic categories are groups of similar projects/programs and strategies that are included under a single listing for simplicity in Plan Bay Area 2040. Rules for establishing programmatic categories are as follows:

  o Programmatic categories consist of projects/programs that are exempt from air quality conformity requirements (CFR 40 §93.126-128) and/or projects with categorical exclusions (CE) or documented categorical exclusions (DCE) from NEPA approvals by the FHWA or FTA (CFR 23 §771.117-8).
  o Regionally significant projects/programs are not included in programmatic categories; projects/programs that add or remove vehicular or fixed-guideway transit capacity are listed separately.
  o Programmatic categories are established around a set of similar project types, not necessarily funding types.

- Projects/programs that do not fit within programmatic categories are listed individually. See Attachment C for guidance on the programmatic categories.

7. **Project Application**

- Submit candidate projects/programs for Plan Bay Area 2040 via MTC's web-based application. Sponsors will be able to:

  o Update/modify Plan Bay Area project/program information.
  o Remove Plan Bay Area project/programs that are either complete or are no longer being pursued.
  o Add new projects/programs.

- Training for the web-based application form will be available during MTC's May Partnership Technical Advisory Committee (PTAC) meeting, 1:30 p.m., Monday, May 18, 2015, MetroCenter Auditoriurm.

8. **Submittal Process**

- Submit to MTC as part of the official project/program submittal:

  o Board resolution authorizing the submittal of the candidate projects/programs for Plan Bay Area 2040 prior to MTC's September 30, 2015, deadline.
  o Documentation that a public meeting was held allowing the public to comment on the candidate projects/programs for Plan Bay Area 2040.
  o Documentation of how the Project Update and Call for Projects process was conducted in compliance with Title VI of the Civil Rights Act of 1964.

Questions about Project Update and Call for Projects for Plan Bay Area 2040 should be directed to Adam Noelting (anoelting@mtc.ca.gov, 510.817.5966).

B. TRANSIT OPERATING, TRANSIT CAPITAL ASSET, AND LOCAL STREETS/ ROADS ASSET NEEDS ASSESSMENTS

MTC will work directly with transit operators to update information on transit operators' operating needs and revenues, as well as transit operators' capital asset needs through the FY 2039-40 planning horizon. CMAs should expect to play a supporting role should transit operators serving their county call on the CMA for assistance. The Local Streets and Roads Needs Assessment will be completed using data from the 2014 California Statewide Local Streets and Roads Needs Assessment. Detailed schedule information is avalible in section C of this document.

MTC is conducting the Call for Projects and Needs Assessments data collection efforts simultaneously to create efficiencies for CMA, local agencies and transit operators. Data from the Needs Assessments will inform the investment strategy for Plan Bay Area 2040.

9. Transit Operating Needs Assessment

- In order to accurately reflect the transit operating and maintenance levels, costs and revenues in Plan Bay Area 2040, MTC staff will be collecting information from transit operators for the period from Fiscal Year (FY) 2014-15 to FY 2039-40. In May, transit operators will receive an Excel template from MTC with detailed instructions for completing the Transit Operating Needs Assessment. Requested information includes:

  - Projected costs to operate at existing service levels over the period of the Plan.
  - Projected costs and service levels associated with planned, committed projects.
  - Projected revenue from local sources to be used for transit operations.

- MTC recognizes the difficulty and uncertainty inherent in developing long-range revenue, operations cost and service level projections. As always, we ask each operator to provide its best estimate of future needs based on current conditions and MTC will work with operators to make necessary refinements as economic and other conditions change prior to Plan Bay Area 2040 adoption (2017).

- Additional details and technical guidance for the Transit Operating Needs Assessment will be released on May 1, 2015.

Questions about the Transit Operating Needs Assessments for Plan Bay Area 2040 should be directed to William Bacon (wbacon@mtc.ca.gov, 510.817.5628).

10. Transit Capital Asset Needs Assessment

- The Regional Transit Capital Inventory (RTCI) houses the information used for projecting the transit capital needs for the Plan and the state of good repair of the region's transit system.

The RTCI was last updated in 2011. Operators will be asked to submit updates to the RTCI via MTC's new web-based application. Sponsors will be able to:

- o Update/modify their existing transit capital asset information.
- o Remove assets that are no longer part of the inventory.
- o Add new assets or assets that have not previously been included in the RTCI.

- The web-based application form will be available May 1, 2015.
- Additional details and guidance on the transit capital needs assessment, RTCI, and MTC's web-based project application will be released on May 1, 2015.

Questions about the Transit Capital Needs Assessments for Plan Bay Area 2040 should be directed to Melanie Choy (mchoy@mtc.ca.gov, 510.817.5607).

11. Local Streets and Roads Needs Assessment

- Plan Bay Area 2040 will use data provided for the 2014 California Statewide Local Streets and Roads Needs Assessment, which is produced jointly by the state's cities, counties and regional transportation planning agencies. MTC provided project management for the 2014 assessment.

Questions about the Local Streets and Roads Needs Assessments for Plan Bay Area 2040 should be directed to Theresa Romell (tromell@mtc.ca.gov, 510.817.5772).

C. CALL FOR PROJECTS AND NEEDS ASSESSMENTS GUIDANCE PROCESS TIMELINE

Task	Start	End
Guidance		
Release Call for Projects Guidance	April	N/A
Release Detailed Transit Operating and Capital Asset Needs Assessments Guidance	May	N/A
Project Submittals		
Transit Operating Needs Data Collection	May 1	July 1
Transit Capital Asset Data Collection	May 1	July 1
Development of Local Streets and Roads Needs Assessment by MTC	May	July
Update Plan Bay Area Project/Program Information	May 1	Sept'30
Submit New Projects/Programs	May 1	Sept' 30
Submit Official Board Action Authorizing Submittal of Final Project List	N/A	Oct' 31

Plan Bay Area is based on 10 performance targets against which we can measure and evaluate various land use scenarios and transportation investments and policies. Some of these targets were made by law, while others were added though consultation with experts, stakeholders and the public.

The first two targets are required by Senate Bill 375, "The California Sustainable Communities and Climate Protection Act of 2008" (Steinberg), and address the respective goals of climate protection and adequate housing:

(1)   Reduce per-capita carbon dioxide emissions from cars and light-duty trucks by 7 percent by 2020 and by 15 percent by 2035, if there is a feasible way to do so.

(2)   House by 2035, 100 percent of the region's projected 25-year growth by income level, *without displacing current low-income residents*. *(language in italics adopted by MTC and ABAG and not identified in SB 375)*

The remaining eight targets reflect voluntary goals in the following categories:

Healthy and Safe Communities
(3)   Reduce premature deaths from exposure to particulate emissions:
   (a)   Reduce premature deaths from exposure to fine particulates (PM 2.5) by 10 percent;
   (b)   Reduce coarse particulate emissions (PM 10) by 30 percent; and,
   (c)   Achieve greater reductions in highly impacted areas.
(4)   Reduce by 50 percent the number of injuries and fatalities from all collisions (including bike and pedestrian).
(5)   Increase the average daily time walking or biking per person for transportation by 60 percent (for an average of 15 minutes per person per day).

Open Space and Agricultural Preservation
(6)   Direct all non-agricultural development within the urban footprint (existing urban development and urban growth boundaries).

Equitable Access
(7)   Decrease by 10 percent the share of low-income and lower-middle income residents' household income consumed by transportation and housing.

Economic Vitality
(8)   Increase gross regional product (GRP) by 90 percent – an average annual growth rate of approximately 2 percent (in current dollars).

Transportation System Effectiveness
(9)   Increase non-auto mode share by 10 percent and decrease automobile vehicle miles traveled per capita by 10 percent.
(10)   Maintain the transportation system in a state of good repair:
   (a)   Increase local road pavement condition index (PCI) to 75 or better;
   (b)   Decrease distressed lane-miles of state highways to less than 10 percent of total lane-miles; and,
   (c)   Reduce average transit asset age to 50 percent of useful life.

The matrix below illustrates how a variety of project types will be categorized in Plan Bay Area 2040. All project types should fall within one of the categories below, based on the transportation system of the project and the project purpose. Further detail on programmatic categories is provided on the following page.

PROJECT PURPOSE

		Expansion	System Management	Preservation	Operations
TRANSPORTATION SYSTEM	**Local Road**	• New bike/ped facilities • New/extended roadway (more than ¼ mile) • New lane on existing roadway (more than ¼ mile, includes auxiliary lanes) • New bridge or expanded bridge capacity • Road diet (more than ¼ mile)	• Intersection improvements (less than ¼ mile) • Management systems • Safety and security • Multimodal streetscape improvements (less than ¼ mile) • Travel demand management • Congestion pricing	• Preservation/ rehabilitation	• Routine operations and maintenance
	State Highway	• New bike/ped facilities • New/extended highway (more than ¼ mile) • New lane on existing highway (more than ¼ mile, includes auxiliary lanes) • New bridge or expanded bridge capacity • New I/C, I/C modification (with added capacity)	• Management systems • Safety and Security • Minor Highway Improvements (less than ¼ mile) • Travel demand management • I/C modifications (no added capacity)	• Preservation/ rehabilitation	• Routine operations and maintenance
	Public Transit	• New/extended fixed guideway (rail, BRT, ferry) • New/expanded station/terminal (including parking facilities) • Fleet/service expansion	• Management systems • Safety and security • Minor transit improvements	• Preservation/ rehabilitation	• Routine operations and maintenance
	Tollway	• New/extended toll/express lanes • Lane conversion • New toll bridge	• Management systems • Safety and Security	• Preservation/ rehabilitation	• Routine operations and maintenance
	Freight	• New/expanded terminal • New/extended truck lanes (in urban areas) • New trackage	• Minor freight improvements • Safety and security • Track reconfiguration	• Preservation/ rehabilitation	
	Other		• Travel demand management • Land use • Planning • Emission reduction technologies		

*Project types highlighted in green must be submitted individually, while project types that are not highlighted must be grouped into programmatic categories.

Attachment C

Project Types and Programmatic Categories Description

A. PROGRAMMATIC CATEGORIES

Programmatic categories are groups of similar projects, programs, and strategies that are included under a single group for ease of listing in the RTP/SCS. Rules for establishing programmatic categories are as follows:

- Programmatic categories consist of projects that are exempt from air quality conformity requirements (CFR 40 §93.126-128) and/or projects with categorical exclusions (CE) or documented categorical exclusions (DCE) from NEPA approvals by the FHWA or FTA (CFR 23 §771.117-8).
- Regionally significant projects are not included in programmatic categories; projects that add or remove vehicular or fixed-guideway transit capacity are listed separately.
- Programmatic categories are established around a set of similar project types, not necessarily funding types.
- Projects that do not fit into the programmatic categories are listed as individual projects.

Proposed programmatic categories are listed below:

Expansion

1. **New Bicycle and Pedestrian Facilities**
   - Systems: Local Road, State Highway
   - Types: New and extended bike and pedestrian facilities (less than ¼ mile)

System Management

2. **Management Systems**
   - Systems: Local Road, State Highway, Public Transit, Tollway
   - Types: Incident management; signal coordination; ITS; TOS/CMS; ramp metering; transit management systems; automatic passenger counters; CAD-AVL; fare media; Transit Sustainability Project; construction or renovation of power, signal, and communications systems; toll management systems; toll media

3. **Safety and Security**
   - Systems: Local Road, State Highway, Public Transit, Freight
   - Types: Railroad/highway crossings and warning devices; hazardous location or feature; shoulder improvements; sight distance; Highway Safety Improvement Program implementation; Safe Routes to Schools projects and programs; traffic control devices other than signalization; guardrails, median barriers, crash cushions; pavement marking; fencing; skid treatments; lighting improvements; widening narrow pavements with no added capacity; changes in vertical and horizontal alignment; transit safety and communications and surveillance systems; rail sight distance and realignments for safety; safety roadside rest areas; truck climbing lanes outside urban area; emergency truck pullovers

4. **Travel Demand Management**
   - Systems: Local Road, State Highway, Other

Types: Car and bike share; alternative fuel vehicles and facilities; parking programs; carpool/vanpool, ridesharing activities; information, marketing and outreach; traveler information

5. **Intersection Improvements**

Systems: Local Road

Types: Intersection channelization; intersection signalization at individual intersections; minor road extension or new lanes (less than ¼ mile)

6. **Multimodal Streetscape Improvements**

Systems: Local Road

Types: Minor bicycle and/or pedestrian facility gap closure; ADA compliance; landscaping; lighting; streetscape improvements; minor road diet (less than ¼ mile)

7. **Minor Highway Improvements**

Systems: State Highway

Types: Noise attenuation; landscaping; scenic easements; sign removal; directional and informational signs; minor highway extension or new lane (less than ¼ mile)

8. **Minor Transit Improvements**

Systems: Public Transit

Types: Minor/routine expansions to fleet and service; purchase of ferry vessels (that can be accommodated by existing facilities or new CE facilities); construction of small passenger shelters and information kiosks; small-scale/CE bus terminals and transfer points; public transit-human services projects and programs (including many Lifeline Transportation Program projects); ADA compliance; noise mitigation; landscaping; associated transit improvements (including bike/pedestrian access improvements); alternative fuel vehicles and facilities

9. **Minor Freight Improvements**

Systems: Freight

Types: Construction of new, or improvements to existing, rest areas and truck weigh stations; improvements to existing freight terminals (not expansion)

10. **Land Use**

Systems: Other

Types: Land conservation projects; TOD housing projects

11. **Planning**

Systems: Other

Types: Planning and research that does not lead directly to construction

12. **Emission Reduction Technologies**

Systems: Other

Preservation

13. Preservation/Rehabilitation

Systems: Local Road, State Highway, Public Transit, Tollway, Freight

Types: Pavement resurfacing and/or rehabilitation; bike/pedestrian facilities rehabilitation; non-pavement rehabilitation; preventive maintenance; emergency repair; bridge rehabilitation, replacement or retrofit with no new capacity; transit vehicle rehabilitation or replacement; reconstruction or renovation of transit buildings and structures; rehabilitation or reconstruction of track structures, track, and trackbed in existing rights-of-way; construction of new bus or rail storage/maintenance facilities (in industrial locations with adequate transportation capacity); modernization or minor expansions of transit structures and facilities outside existing right-of-way, such as bridges, stations, or rail yards; purchase of office and shop and operating equipment for existing facilities; purchase of operating equipment for vehicles, such as farebox, lifts, radios; purchase of support vehicles; toll bridge rehabilitation, replacement, or retrofit with no new capacity; freight track and terminal rehabilitation

Operations

14. Routine Operations and Maintenance

Systems: Local Road, State Highway, Public Transit, Tollway

Types: Routine patching and pothole repair; litter control, sweeping and cleaning; signal operations; communications; lighting; transit operations and fare collection; transit preventive maintenance; toll operations & fare collection

B. INDIVIDUALLY LISTED PROJECTS

Projects that do not fit into a programmatic category must be listed individually in the RTP-SCS. Project types that must be included individually are listed below:**

Expansion

1. New or extended roadway or highway (length greater than ¼ mile)
2. New lane on existing roadway or highway (length greater than ¼ mile, includes auxiliary lanes)
3. New bridge or expanded bridge capacity
4. Road diet (length greater than ¼ mile)
5. New interchange or interchange modification (with added capacity)
6. New or extended fixed guideway (rail, BRT, ferry)
7. New or expanded station or terminal (including parking facilities)
8. Fleet/service expansion
9. New or extended toll/express lane
10. Lane conversion
11. New toll bridge
12. New or expanded freight terminal
13. New or extended truck lanes (within urban areas)
14. New trackage

System Management

15. Pricing program

16. Interchange modification (no additional capacity)
17. Freight track reconfiguration

*This list of project types is not necessarily exhaustive; any project that does not fall within a programmatic category must be identified individually in the RTP-SCS.

1. PROJECT TYPE & PROGRAM CATEGORIES MATRIX

Field	Description	Requirements
Project/Program Type	Please select the primary project/program type, which can be considered as the primary mode, such as state highway or public transit.	

2. COMMITTED STATUS

1. Is this project/program 100% funded through Local Funds?
2. Does this project/program have a full funding plan?
3. Will this project/program have a certified Environmental Impact Report (EIR) or Record of Decision for Environmental Impact Statement (EIS) by September 30, 2015?

If yes to Question 1, project is "Committed." If yes to Questions 2 and 3, project is "Committed."

3. BASIC INFORMATION

Field	Description	Requirements
Project Title	Please provide a brief title of the project/program. The title should indicate what the project/program is and NOT what the project/program does. *(i.e. Main Street Bus Rapid Transit (NOT Implement Bus Rapid Transit on Main Street)*	Text
Project/Program Description	Please provide a brief description of the project/program, including location, limits and scope of work. This is where you can describe what the project/program does. *(i.e., This project will implement BRT from City A to City B. The project will operate along Main Street from Point A to Point B)* Note: large expansion projects will be asked to provide additional information to enable MTC staff to model the project.	Text, 255 characters max
County	Please select the county in which the project/program is located. If the project/program is located in more than one county, please select "Regional."	Text
Sponsor Agency	Please identify the agency that is serving as project/program sponsor.	Text
Operating Agency	Please identify the agency that will operate the facility once construction/procurement is complete.	Text
Implementing Agency	Please identify the agency that will implement/construct the project/program.	Text

4. COST

Field	Description	Requirements
Capital Cost (2017$) *Environmental / Design (2017$)* *Right-of-Way (ROW) (2017$)* *Construction (2017$)* *Rolling Stock (2017$)*	Please provide the estimated total cost of construction, including all phases leading up to construction. For non-construction project/programs, please provide the total cost of the project/program here.	$, rounded up to the nearest $100,000
Operations & Maintenance Start (2017$) *Operations (2017$)* *Maintenance (2017$)*	Please provide the estimated cost to operate and maintain the project/program from year of completion through 2040. Enter a total cost, not an annual cost. For non-construction project/programs, please enter $0.	$, rounded up to the nearest $100,000

Notes:
1. Please contact the MTC staff if you have questions with how to convert your project/program's cost into 2017$.
2. All 2017$ cost values will be converted into the Year-of-Expenditure (YOE). MTC defines the YOE as the midpoint of construction.

   Example: YOE = [(Construction End – Construction Start) / 2 + Construction Start] or
   YOE = [(2025 – 2020) / 2 + 2020] = 2023

5. ESTIMATED BENEFIT BY MODE

Field	Description	Requirements
Auto	In addition to the primary project/program type, we would like to know if the project/program benefits other modes. For example, a new transit facility might also include bike paths. Please estimate the percentage of the project/program cost that can be attributed to each mode. This is a rough estimate and will only be used for summary purposes.	% of total cost
Transit		
Bike		
Pedestrian		
Freight		

6. SCHEDULE

Field	Description	Requirements
Certified Environmental Document Date	This is the date that the FEIR/FEIS was certified. This applies only to committed project/programs.	Month & Year
Capital Start Year	Please provide the first year of project/program construction (actual/estimated). For non-construction project/programs, please provide the first year the project/program will be implemented.	Year
Environmental / Design		
Right-of-Way (ROW)		
Construction		
Rolling Stock		
Operations & Maintenance Start Year	Please provide the first year of operations and maintenance costs (typically, the year after the construction is completed). For non-construction project/programs, please enter "0000."	Year
Operations		
Maintenance		

7. MODELING

Field	Description	Requirements
Notes	Please describe the project/program in greater detail than what you submitted in the Project/Program Description. For roadway project/programs, we are looking for project extents and the number of lanes by type of lane (general purpose, HOV, HOT) before and after the project. For transit project/programs, we are looking for project extents, frequency before and after the project, changes in parking, station location, and any transit priority infrastructure (such as dedicated lanes and signal priority) that would be implemented with the project. For roadway and transit project/programs, we would also need to know what changes to bus routes that use the facility or support the new transit project would occur with the project. We acknowledge that describing a project in words is difficult. Please upload supporting documentation, which might include maps, CAD drawings, or even model files in Cube format.	Text
Upload	This input accepts zipped folders only. Within the zipped folder, you can place any file type.	

8. FUNDING

Field	Description	Requirements
Prior Funding	Please indicate the total amount of funding (including federal, state, regional and local funds) that have been obligated or will have been obligated to this project/program prior to 2017.	$
Committed Funding by Source	Please input the amount of funding, by source (including federal, state, regional and local funds) from the drop down menu, that have been committed to this project/program subsequent to 2017.	$
Discretionary Funding by Source	Please identify the potential fund sources and dollar amounts for any additional discretionary funds that are needed to complete the project/program's full funding plan.	
OneBayArea Grant	Please coordinate your requests with your CMA to identify the amount of funds that will be requested.	$
RTIP	Anticipated Local Discretionary Funds refers to revenues from possible new local/county revenue measures under consideration for implementation before the adoption of the Plan in 2017.	$
Anticipated Local Discretionary Funds		$
Regional Discretionary Funds	Please identify your request for other regional discretionary funds.	$

9. CONTACT

Field	Description	Requirements
First Name		Text
Last Name		Text
Title	Please identify the project/program manager and their contact information.	Text
Phone		Text
Agency		Text
Email		Text