Solano Transportation Authority

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
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Members:

Benicia
Dixon
Fairfield
Rio Vista
Solano County
Suisun City
Vacaville
Vallejo

TECHNICAL ADVISORY COMMITTEE AGENDA

1:30 p.m., Wednesday, January 4, 2006
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

ITEM		STAFF PERSON
I.	**CALL TO ORDER**	Daryl Halls, Chair
II.	**APPROVAL OF AGENDA**	
III.	**OPPORTUNITY FOR PUBLIC COMMENT** (1:30 -1:35 p.m.)	
IV.	**REPORTS FROM CALTRANS, MTC, AND STA STAFF** (1:35 -1:40 p.m.)	
V.	**CONSENT CALENDAR** *Recommendation: Approve the following consent items in one motion.* (1:40 – 1:45 p.m.)	
A.	**Minutes of the TAC Meeting of November 30, 2005** *Recommendation:* *Approve minutes of November 30, 2005.* **Pg. 1**	Johanna Masiclat
B.	**STA Board Meeting Highlights – December 14, 2005** *Informational* **Pg. 9**	Johanna Masiclat
C.	**STA 2006 Board Meeting Calendar** *Informational* **Pg. 15**	Johanna Masiclat
D.	**Funding Opportunities Summary** *Informational* **Pg. 17**	Sam Shelton

TAC MEMBERS

Dan Schiada	Royce Cunningham	Charlie Beck	Brent Salmi	Gary Cullen	Dale Pfeiffer	Mark Akaba	Paul Wiese
City of Benicia	City of Dixon	City of Fairfield	City of Rio Vista	City of Suisun City	City of Vacaville	City of Vallejo	County of Solano

VI. ACTION ITEMS

A. Request for Proposal (RFP) of Project Study Reports (PSRs) — Janet Adams

Recommendation:

Forward to the STA Board the following:

1. *Authorize the STA Executive Director to combine the PSR for the SR 12/Church Road Improvements and the SR 12 – Rio Vista Bridge Study.*
2. *Authorize the STA Executive Director to issue the RFP to include provisions for the establishment of an eligibility list for PSR's that would be valid for the next three years.*

(1:45 – 1:50 p.m.) – **Pg. 23**

B. Request for Proposal (RFP) of Project Management Services — Janet Adams

Recommendation:

Forward to the Board for a recommendation authorizing the Executive Director to issue a RFP for Project Management Services for the following:

1. *I-80 HOV Lane/Turner Parkway Overcrossing and SR 12/Church Road Improvements PSR's*
2. *SR 12 – Rio Vista Bridge Study*

(1:50 – 1:55 p.m.) – **Pg. 27**

C. FY 2006-07 Federal Appropriations — Jayne Bauer

Recommendation:

Forward a recommendation to the STA Board to approve the FY 2007 Federal appropriations requests for the Vallejo Intermodal Station ($4 million) and the Fairfield/Vacaville Intermodal Station ($1.9 Million).

(1:55 – 2:00 p.m.) – **Pg. 29**

VII. INFORMATION ITEMS

A. Status of Development of County Transportation Expenditure Plan (CTEP) and Review of Plan Elements — Daryl Halls

Informational

(2:00 – 2:10 p.m.) – **Pg. 31**

B. Regional Measure 2 Allocation Requirements — Jennifer Tongson

Informational

(2:10 – 2:15 p.m.) – **Pg. 43**

C. **Federal Highway Administration Inactive Obligations Update** — Jennifer Tongson
Informational
(2:15 – 2:20 p.m.) – **Pg. 89**

D. **Ruling from Ninth Circuit Court of Appeals on Washington State's Implementation of Disadvantaged Business Enterprise (DBE) Program** — Janet Adams
Informational
(2:20 – 2: 25 p.m.) – **Pg. 95**

E. **Project Monitoring and Delivery Update** — Jennifer Tongson
Informational
(2:25 – 2:30 p.m.) – **Pg. 97**

VIII ADJOURNMENT

The next regular meeting of the Technical Advisory Committee is scheduled at **1:30 p.m. on Wednesday, January 25, 2006.**

Solano Transportation Authority

TECHNICAL ADVISORY COMMITTEE
Minutes of the meeting
November 30, 2005

I. CALL TO ORDER

The regular meeting of the Technical Advisory Committee was called to order at approximately 1:32 p.m. in the Solano Transportation Authority's Conference Room.

Present:

TAC Members Present:	Dan Schiada	City of Benicia
	Royce Cunningham	City of Dixon
	Charlie Beck	City of Fairfield
	Brent Salmi	City Rio Vista
	Gary Cullen	City of Suisun City
	Dale Pfeiffer	City of Vacaville
	Mark Akaba	City of Vallejo
	Paul Wiese	County of Solano
Others Present:	Janet Koster	City of Dixon
	Mike Duncan	City of Fairfield
	Gian Aggarwal	City of Vacaville
	Ed Huestis	City of Vacaville
	Gary Leach	City of Vallejo
	Cameron Oakes	Caltrans District 4
	Brett Hondorp	Alta Planning & Design
	Ann Cheng	Alta Planning & Design
	Barry Eberling	Daily Republic
	Daryl Halls	STA
	Dan Christians	STA
	Janet Adams	STA
	Elizabeth Richards	STA/SNCI
	Jayne Bauer	STA
	Robert Guerrero	STA
	Jennifer Tongson	STA
	Sam Shelton	STA
	Johanna Masiclat	STA

II. APPROVAL OF AGENDA

By consensus, the STA TAC approved the agenda with the request to table Agenda Item VI.A, Final Draft SR 12 Transit Corridor Study until the next scheduled TAC meeting.

III. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

IV. REPORTS FROM CALTRANS, MTC AND STA STAFF

Caltrans: Cameron Oakes briefed the TAC on the latest events and issues for the SR-12 Corridor Study (RVB to SR-99). He cited that a draft final report should be available for review by December or January. He also stated that City of Dixon staff asked him for an update on a SHOPP pavement rehabilitation project on SR-113 questioning whether it has gone to bid yet.

MTC: None presented.

STA: Jennifer Tongson distributed and provided information on the following:

- SAFETEA Third Cycle STP Local Streets and Roads Projects for Solano County
- FFY 2005-06 Local Assistance Programs Delivery Plan (MTC)
- Draft 2006 SHOPP Project List (Solano)

Other: Mike Duncan, City of Fairfield, announced the deadline for comments to the Draft Strategic Plan for MTC's LS& R Committee is early January 2006.

V. CONSENT CALENDAR

On a motion by Paul Wiese, and a second by Charlie Beck, the STA TAC approved the Consent Calendar.

Recommendations:

A. Minutes of the TAC Meeting of September 28, 2005
Recommendation:
Approve minutes of September 28, 2005.

B. STA Board Meeting Highlights of October 12, 2005
Informational

C. STA FY 2005-06 Meeting Calendar
Informational

D. Funding Opportunities Summary
Informational

E. SAFETEA Third Cycle – STP Local Streets and Roads Call for Projects
Recommendation:
Forward a recommendation to the STA Board to forward the list of SAFETEA Cycle 3 projects for Local Streets and Roads to MTC for adoption.

F. Amendment to Programming of the 2006 State Transportation Improvement Program (STIP)
Recommendation:
Recommend to the STA Board to approve programming of an additional $1.164M in 2006 STIP funds to the Jepson Parkway and the revised distribution of Solano County's $14.951M in new 2006 STIP funds as listed on Attachment A.

G. Proposed No Call/No Show Policy on Solano Paratransit
Recommendation:
Recommend the STA Board approve a No Call/No Show Policy for Solano Paratransit.

VI. ACTION ITEMS

A. Final Draft SR 12 Transit Corridor Study
This item was tabled until the next scheduled TAC meeting of January 4, 2005.

B. State Route 12 East Operational Prioritization Report
Dan Christians reviewed the prioritization of the improvement recommendations to be developed as part of the SR 12 Major Investment Study (SR 12 MIS). He also stated that STA staff plans to reconvene the SR 12 Steering Committee in early 2006 to keep this matter on a high level of priority and to review the progress being made to further conduct more detailed analysis and provide input on the implementation improvements along the corridor.
After discussion, the STA TAC recommended to add as part of the SR 12 MIS the traffic signal light synchronization from Fairfield to Suisun City on SR 12 under safety related improvement projects.

Recommendation:
Forward to the STA Board a recommendation to approve the SR 12 Implementation Plan and provide a recommendation to the STA Board.

On a motion by Paul Wiese, and a second by Gary Cullen, the STA TAC unanimously approved the recommendation with an amendment to add as part of the SR 12 MIS the traffic signal light synchronization from Fairfield to Suisun City on SR 12 under safety related improvement projects.

C. Project Study Report Overview

Jennifer Tongson provided an overview of the draft list of PSR candidate projects presented and outlined the funding plan recommended by STA staff based on STA Board's discussion and direction provided in October. She cited that the STA has dedicated $112,000 in FY 2005-06 and $125,000 in FY 2006-07 budgets for PSR work for future STIP eligible projects. She cited that staff recommended to initiate RFPs for the SR 12/Church Road and Turner Parkway Overcrossing/I-80 HOV PSRs in early 2006.

Charlie Beck recommended that the Eastbound I-80 Auxiliary Lane Project from Travis Blvd. to Air Base Parkway be prioritized as a PSR in FY 2006-07 before the I-80 HOV Air Base to I-505. Dan Schiada supported the recommendation with the caveat that the I-80 HOV from Air Base to I-505 takes subsequent priority for the next PSR to be funded by the STA when funding becomes available. Dale Pfeiffer conveyed his support for this proposal.

Recommendation:

Forward a recommendation to the STA Board to:

1. Initiate the PSR for the SR 12 and Church Road Improvements project in Rio Vista to be funded by the STA in FY 2005-06.
2. Authorize the STA to be the lead agency for the PSR for the I-80 HOV Lane/ Turner Parkway Overcrossing project in Vallejo to be funded by Federal SAFETEA Demo funds.
3. Designate I-80 HOV Lane – Air Base to I-505 or subsequent priority for next PSR to be funded and performed by the STA.
4. Recommend to the STA Board to recommend to Caltrans to conduct PSRs for the EB/WB I-780 Stripe Aux Lanes project from 2nd St. to 5th St., the Phase II Truck Climbing Lane project, and the I-80 pavement rehabilitation project from SR12 East (Fairfield) to Meridian Road (Vacaville).

On a motion by Dan Schiada, and a second by Dale Pfeiffer, the STA TAC unanimously approved the recommendation to include the requested modification moving up the I-80 Auxiliary Lane projects in priority.

D. Solano-Napa Countywide Travel Demand Modeling Agreements with the Consultant and City of Fairfield

Dan Christians reviewed the proposed modeling services contract with the City of Fairfield for specified modeling runs for up to a total of $130,000 for FY 2005-06, FY 2006-07 ($65,000 each fiscal year), with an additional optional year for up to $65,000 for FY 2007-08. He also outlined the overall planning grant agreement between MTC and Caltrans for the completion of Phase 2 of the model.

Recommendation:

Forward a recommendation to the STA Board to authorize the Executive Director to:

1. Enter into a modeling services contract for up to a total of $130,000 with the City of Fairfield for specified modeling runs and services for FY 2005-06 and FY 2006-07 as described in Attachment A (maximum of $65,000 each fiscal year), with an additional optional year for up to $65,000 for FY 2007-08; and

2. Enter into a funding agreement with the Metropolitan Transportation Commission (MTC) to obtain $70,000 of federal planning grant funds (combined with up to $30,000 of STA's local matching funds) to complete the new Solano-Napa Travel Demand Model (Phase 2 transit component) as part of the "Smarter Growth along the I-80/Capitol Corridor" Study; and
3. Issue a Request for Proposals for modeling services, select a consultant and enter into an agreement to complete Phase 2 of the new Solano-Napa Travel Demand Model as described in Attachment B at a cost not to exceed $100,000.

On a motion by Paul Wiese, and a second by Dale Pfeiffer, the STA TAC unanimously approved the recommendation.

E. Initiation of Safe Routes to School (SR2S) and Safe Routes to Transit (SR2T)

Brett Hondorp, Senior Planner for Alta Planning & Design, reviewed the process of gathering additional information from local agencies to assist in developing an existing conditions report for reviewing existing safety, bicycle, pedestrian, transit, and local SR2S and SR2T plans. He cited that the overall goal of this Study is to identify and prioritize a list of potential bicycle/pedestrian improvements and safety projects specifically eligible for SR2S and SR2T funding programs.

Jennifer Tongson stated that the deadline to submit the summary forms is Friday, December 16, 2005. She also indicated that STA and Alta are proposing to coordinate an extensive public input process in coordination with school district cities and the County in January and February of 2006. At an earlier meeting, the Consortium recommended to add private institutions to the target agencies for SR2S/SR2T outreach program.

Recommendation:
Forward a recommendation to the STA Board to approve the SR2S/SR2T Outreach Program.

On a motion by Charlie Beck, and a second by Dan Schiada, the STA TAC unanimously approved the recommendation.

F. Lifeline Transportation Funding Program

Elizabeth Richards reviewed the three-year funding allocation by MTC for Solano Lifeline Transportation Projects in the amount of $1,076,866. She cited that the STA staff is working with MTC to transition to the STA the issuance of the Call for Projects, approving projects for funding and monitoring and overseeing projects and programs. She recommended that a new advisory committee be established to assist with the evaluation of the Lifeline projects in future funding cycles for projects in Solano County.

Recommendation:
Recommend the STA Board authorize the formation of a Lifeline Transportation Advisory Committee with the proposed organizational membership as indicated on Attachment B.

On a motion by Paul Wiese, and a second by Dan Schiada, the STA TAC unanimously approved the recommendation.

G. Solano Bicycle and Pedestrian Program Guidelines and Criteria

Robert Guerrero identified a few concerns and changes incorporated in the final draft guidelines and criteria that included clarifying the SBPP's 'Access' and 'Community Participation' criteria. He cited that the guidelines and criteria will be used to evaluate projects for the SBPP 3-Year Bike/Ped Implementation Plan and projects identified in the first year of the 3-year plan will be recommended for available bike/pedestrian funds anticipated to be available in FY 2006-07 to FY 2008-09).

Recommendation:

1. Adopt the Solano Bicycle and Pedestrian Program (SBPP) Guidelines and Criteria.
2. Issue a call for the SBPP Program's 3-Year Implementation Plan (including TDA Article 3 and County Bicycle Pedestrian Program funds for FY 2006-07 through FY 2008-09).

On a motion by Dan Schiada, and a second by Paul Wiese, the STA TAC unanimously approved the recommendation.

H. Legislative Update – November 2005 and Adoption of STA's 2006 Legislative Priorities and Platform

Jayne Bauer reviewed the recommended changes to the Final Draft of the 2006 Legislative Priorities and Platform, with the additions noted in **bold** and recommended deletions noted with a ~~strikethrough~~.

Recommendation:

Forward the Final Draft 2006 Legislative Priorities and Platform to the STA Board for approval.

On a motion by Charlie Beck, and a second by Paul Wiese, the STA TAC unanimously approved the recommendation.

VII. INFORMATION ITEMS

A. Status of Development of County Transportation Expenditure Plan (CTEP) and Review of Plan Elements

Daryl Halls reviewed the preparation process and planning elements in the development of the County Transportation Expenditure Plan (CTEP). He cited that staff is waiting for direction from the STIA Board to pursue placement of the Sales Tax Measure on the ballot for the June or November 2006 ballot.

B. Intercity Transit Funding Agreement

Elizabeth Richards stated that STA's transit consultant, Nancy Whelan, is working with STA staff and three intercity transit operators in developing a consistent methodology that is equitable to the transit operator as well as to the transit service's funding partners on six funding scenarios to create on-going consistency for both parties. She cited that the STA would provide a further update at the next scheduled TAC meeting of January 4, 2006.

C. Unmet Transit Needs Public Hearing for FY 2006-07

Elizabeth Richards announced the next Unmet Transit Needs public hearing for the FY 2006-07 TDA funding cycle is scheduled at 5:45 p.m. on Wednesday, December 7, 2005 at the Suisun City Council Chamber. She cited that STA has been working with MTC to complete an extensive mailing to notify organizations and individuals of this hearing. She added that MTC would summarize the key issues of concern and forward them to the STA to coordinate a response.

D. Status of Congestion Management Program (CMP) Consistency Review of Recently Submitted Development Projects

Dan Christians cited that STA will continue to provide updates to the STA Board, TAC, and the Solano City and County Planners Group on the status and consistency of any additional major new proposed projects that require a general plan amendment and/or CMP model run and analysis.

E. Inactive Obligations – Call to Action

Jennifer Tongson reviewed the projects listed on the de-obligation list that is being monitored and tracked by MTC and Caltrans Local Assistance. She stated that projects would be de-obligated unless an invoice is received by Caltrans within the next couple of weeks, and thereby making the project 'Active'. She cited that Obligation Authority (OA) is only available through the end of the fiscal year, and any OA freed-up as result of de-obligation or conversion to ACA must be re-obligated by September 2006, otherwise, there is no guarantee that the funds will be available to the project at a later date.

VIII. ADJOURNMENT

The meeting was adjourned at 3:10 p.m. The next meeting of the STA TAC is scheduled at **1:30 p.m. on Wednesday, January 4, 2006.**

Solano Transportation Authority
BOARD HIGHLIGHTS
December 14, 2005
6:00 p.m.

TO: City Council Members and Members of the Board of Supervisors (Attn: City Clerks and County Clerk of the Board)
FROM: Johanna Masiclat, STA Acting Clerk of the Board
RE: Summary Actions of the December 14, 2005 STA Board Meeting

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Following is a summary of the actions taken by the Solano Transportation Authority (STA) at the Board meeting of December 14, 2005. If you have any questions regarding specific items, please give me a call at 424-6075.

BOARD MEMBERS PRESENT:

Mary Ann Courville (Chair)	City of Dixon
Len Augustine (Vice Chair)	City of Vacaville
Steve Messina	City of Benicia
Harry Price	City of Fairfield
Ed Woodruff	City of Rio Vista
Jim Spering	City of Suisun City
Anthony Intintoli	City of Vallejo
John Silva	County of Solano

BOARD MEMBERS ABSENT:
None.

ACTION ITEMS - NON FINANCIAL

A. Initiation of Safe Routes to School (SR2S) and Safe Routes to Transit (SR2T)
Recommendation:
Approve the SR2S/SR2T Outreach Program.

On a motion by Member Price, and a second by Member Spering, the staff recommendation was unanimously approved.

B. Lifeline Transportation Funding Program

Recommendation:

Authorize the formation of a Lifeline Transportation Advisory Committee with the proposed organizational membership as indicated on Attachment B.

On a motion by Member Intintoli, and a second by Member Price, the staff recommendation was unanimously approved.

C. State Route 12 East Operational Prioritization and Implementation Strategy

Recommendation:

Approve the SR 12 East Prioritization and Implementation Strategy.

On a motion by Vice Chair Augustine, and a second by Member Woodruff, the staff recommendation was unanimously approved.

D. Legislative Update – November 2005 and Adoption of STA's 2006 Legislative Priorities and Platform

Recommendation:

Approve the following:

1. Adopt the Final Draft 2006 Legislative Priorities and Platform.
2. Authorize the Chair to forward letters of appreciation from the STA Board to Congress Representatives Miller and Tauscher for their successful efforts to obtain Federal Earmarks for new priority projects.

On a motion by Member Price, and a second by Member Messina, the staff recommendation was unanimously approved.

ACTION ITEMS - FINANCIAL

A. Project Study Report Overview

Recommendation:

Approve the following:

1. The Priority List for future Solano County Project Study Reports (PSRs) to be conducted by STA.
2. Authorize the STA to be the lead agency for the PSR for the I-80 HOV Lane/Turner Parkway Overcrossing project in Vallejo to be funded by Federal SAFETEA Demo funds.
3. Authorize the Executive Director to initiate PSR for the SR 12 and Church Road Improvements project in Rio Vista to be funded by the STA in FY 2005-06 and FY 2006-07.
4. Authorize the STA to initiate the PSR for the EB I-80 Aux Lanes – Travis Blvd. to Air Base Pkwy. Project in Fairfield to be funded by the STA in FY 2005-06 and FY 2006-07.
5. Designate I-80 HOV Lane – Air Base to I-505 as the subsequent priority for next PSR to be funded and performed by the STA.
6. Authorize the Executive Director to request Caltrans to conduct PSRs for the EB/WB I-780 Stripe Aux Lanes project from 2nd St. to 5th St., the Phase II Truck Climbing Lane project, and the I-80 pavement rehabilitation project from SR12 East (Fairfield) to Meridian Road (Vacaville).

On a motion by Member Intintoli, and a second by Member Spering, the staff recommendation was unanimously approved.

CONSENT CALENDAR ITEMS

On a motion by Member Intintoli, and a second by Member Spering, the staff recommendations for consent calendar items A through M were approved unanimously.

A. STA Board Minutes of October 12, 2005
Recommendation:
Approve minutes of October 12, 2005.

B. Review Draft TAC Minutes of November 30, 2005
Recommendation:
Receive and file.

C. STA Meeting Schedule Update
Recommendation:
Receive and file.

D. Appointment of Clerk of the Board for the Solano Transportation Authority (STA) and Approval of Modification of Salary Range and Title
Recommendation:
Approve the following:

1. The reclassification of the Clerk of the Board/Administrative Service Director position to Clerk of the Board/Office Manager as described in attachment A.
2. Designate Johanna Masiclat to serve as the STA's Clerk of the Board.

E. FY 2004-05 4th Quarter Budget Report
Recommendation:
Review and file.

F. STA Employee Benefit Summary Update
Recommendation:
Review and file.

G. Human Resource Consultant Salary and Benefit Survey
Recommendation:
Approve the Comparator Agencies and Benefit Data to be collected.

H. Solano-Napa Countywide Travel Demand Modeling Agreements with the Consultant and the City of Fairfield
Recommendation:
Authorize the Executive Director to:

1. Enter into a modeling services contract for up to a total of $130,000 with the City of Fairfield for specified modeling runs and services for FY 2005-06 and FY 2006-07 as described in Attachment A (maximum of $65,000 each fiscal year), with an additional optional year for up to $65,000 for FY 2007-08; and

2. Enter into a funding agreement with the Metropolitan Transportation Commission (MTC) to obtain $70,000 of federal planning grant funds (combined with up to $30,000 of STA's local matching funds) to complete the new Solano-Napa Travel Demand Model (Phase 2 transit component) as part of the "Smarter Growth along the I-80/Capitol Corridor" study; and
3. Issue a Request for Proposals for modeling services, select a consultant and enter into an agreement to complete Phase 2 of the new Solano-Napa Travel Demand Model as described in Attachment B at a cost not to exceed $100,000.

I. Solano Bicycle and Pedestrian Program Guidelines and Criteria

Recommendation:

Approve the following:

1. Adopt the Solano Bicycle and Pedestrian Program (SBPP) Guidelines and Criteria.
2. Issue a call for the SBPP Program's 3-Year Implementation Plan (including TDA Article 3 and County Bicycle Pedestrian Program funds for FY 2006-07 through FY 2008-09).

J. SAFETEA Third Cycle – STP Local Streets and Roads Call for Projects

Recommendation:

Approve and forward the list of SAFETEA Cycle 3 projects for Local Streets and Roads to MTC for adoption.

K. Amendment to Programming of the 2006 State Transportation Improvement Program (STIP)

Recommendation:

Approve the programming of an additional $1.164M in 2006 STIP funds to the Jepson Parkway and the revised distribution of Solano County's $14.951M in new 2006 STIP funds as listed on Attachment A.

L. Proposed No Call/No Show Policy on Solano Paratransit

Recommendation:

Approve a No Call/No Show Policy for Solano Paratransit.

M. Appointments to Solano Pedestrian Advisory Committee

Recommendation:

Appoint the following Pedestrian Advisory Committee members for a three-year term:

1. Mr. Frank Morris- Solano Land Trust PAC Member
2. Ms. Linda Williams- Solano County PAC Member

UPDATE FROM STAFF

A. Caltrans Report

Doanh Nguyen, Caltrans Project Manager, provided a status report on the construction progress of various projects in Solano County.

B. MTC Report
None presented.

C. STA Report
None presented.

INFORMATIONAL ITEMS: (No Discussion Necessary)

A. Status of Congestion Management Program (CMP) Consistency Review of Recently Submitted Development Projects

B. Inactive Obligations – Call to Action

C. Unmet Transit Needs Public Hearing for FY 2006-07

D. Funding Opportunities Summary

The STA Board meeting was adjourned at 7:06 p.m. The next regular meeting of the STA Board is scheduled for **January 11, 2006, 6:00 p.m.** at the Suisun City Hall Council Chambers.

STA
Solano Transportation Authority

DATE: December 19, 2005
TO: STA TAC
FROM: Johanna Masiclat, Acting Clerk of the Board
RE: STA 2006 Board Meeting Calendar

Background:
Attached is the updated STA Board meeting calendar for 2006 that may be of interest to the STA TAC.

Fiscal Impact:
None.

Recommendation:
Informational.

Attachment:
A. STA 2006 Board Meeting Calendar

STA
Solano Transportation Authority

2006 BOARD MEETING SCHEDULE

DATE	TIME	DESCRIPTION	LOCATION	STATUS
January 4	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
January 11	**6:00 p.m.**	**STA Board Meeting**	**Suisun City Hall**	**Confirmed**
January 19	*TBD*	*BAC/PAC SBPP Application Workshop*	*STA Conference Room*	*Tentative*
January 20	*12 noon*	*Paratransit Coordinating Council (PCC)*	*Fairfield Community Center*	*Tentative*
January 25	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
February 8	**6:00 p.m.**	**STA Board Meeting**	**Suisun City Hall**	**Confirmed**
February 15 or 16	*6:30 p.m.*	*Bicycle Advisory Committee (BAC)*	*STA Conference Room*	*Tentative*
February 22	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
February 22 or 23	*6:00 p.m.*	*Pedestrian Advisory Committee (PAC)*	*STA Conference Room*	*Tentative*
March 2 or 9	*6:30 p.m.*	*Joint BAC/PAC Meeting*	*STA Conference Room*	*Tentative*
March 8	**6:00 p.m.**	**STA Board Meeting**	**Suisun City Hall**	**Confirmed**
March 17	*12 noon*	*Paratransit Coordinating Council (PCC)*	*Fairfield Community Center*	*Tentative*
March 29	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
April 12	**6:00 p.m.**	**STA Board Meeting**	**Suisun City Hall**	**Confirmed**
April 26	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
May 10	**6:00 p.m.**	**STA Board Meeting**	**Suisun City Hall**	**Confirmed**
May 19	*12 noon*	*Paratransit Coordinating Council (PCC)*	*Fairfield Community Center*	*Tentative*
May 31	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
June 14	**6:00 p.m.**	**STA Board Meeting**	**Suisun City Hall**	**Confirmed**
June 28	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
July 12	**6:00 p.m.**	**STA Board Meeting**	**Suisun City Hall**	**Confirmed**
August 30	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
September 13	**6:00 p.m.**	**STA Board Meeting**	**Suisun City Hall**	**Confirmed**
September 27	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
October 11	**6:00 p.m.**	**STA Board Meeting**	**Suisun City Hall**	**Confirmed**
October 25	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
November 8	**6:00 p.m.**	**STA Annual Awards**	**TBD - Vacaville**	**TBD**
November 29	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
December 13	**6:00 p.m.**	**STA Board Meeting**	**Suisun City Hall**	**Confirmed**

Tentative

ATTACHMENT A

STA
Solano Transportation Authority

DATE: December 20, 2005
TO: STA TAC
FROM: Sam Shelton, Planning Assistant
RE: Funding Opportunities Summary

The following funding opportunities will be available to STA member agencies during the next few months. Also attached are summary fact sheets for each program. Please distribute this information to appropriate departments within your jurisdiction.

Fund Source	**Application Available From**	**Application Due**
Office of Traffic Safety (OTS) Grant	Michele Meadows, OTS (916) 262-0864	**January 31, 2006**
Solano Bicycle and Pedestrian Program (SBPP) – Call for Projects	Robert Guerrero, STA (707) 424-6014	**Call for Projects Feb. 9, 2006 Due March 9, 2006**
Yolo-Solano Air Quality Management District (YSAQMD) Clean Air Funds (CAF) Program	Jim Antone, YSAQMD (530) 757-3653	**Call for Projects Jan. 2006, Due March 2006**
Transportation for Clean Air (TFCA), 40% County Program Manager Funds	Robert Guerrero, STA (707) 424-6014	**Call for Projects in January Due date TBD**

Solano Transportation Authority

FUNDING OPPORTUNITY:

Office of Traffic Safety (OTS) Grant

Due January 31, 2006

TO: STA Board
FROM: Sam Shelton, Planning Assistant

This summary of the Office of Traffic Safety (OTS) Grant is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors:	State governmental agencies, state colleges, and state universities, local city and county government agencies, school districts, fire departments, and public emergency services providers are eligible. Community-based organizations and nonprofits may be co-partners but cannot receive the funds.
Program Description:	OTS offers traffic safety grant funds to reduce deaths, injuries and economic losses resulting from traffic related collisions.
Funding Available:	$70 million in OTS funds is commonly available each fiscal year.
Example Projects:	Solano County 2005 Traffic Safety Grant Awards • Fairfield, "Safe Passage", Lidar speed signs on Air Base $61,500 • Fairfield Police Department, $342,648 • Suisun City Police Department, $90,000 • Vallejo Police Department, $125,000
Further Details:	http://www.ots.ca.gov
Program Contact Person:	Michele Meadows, (916) 262-0864, mmeadows@ots.ca.gov
STA Contact Person:	Sam Shelton, Planning Assistant, (707) 424-6075

Solano Transportation Authority

FUNDING OPPORTUNITY:

Solano Bicycle and Pedestrian Program (SBPP)

Call for Projects, February 9, 2006
Tentatively due March 9, 2006

TO: STA Board
FROM: Sam Shelton, Planning Assistant

This summary of the Solano Bicycle and Pedestrian Program (SBPP) is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors:	Groups who are responsible for the construction and maintenance of bicycle and pedestrian facilities are eligible. They are also subject to the requirements of TDA Article 3 funding, Countywide Bicycle and Pedestrian Program, and possibly Air District programs such as Transportation for Clean Air funds.
Program Description:	SBPP funds are intended to implement mainly priority bicycle and pedestrian projects found in the Solano Countywide Bicycle and Pedestrian Plans.
Funding Available:	Funding available to this program will be subject to an adopted Alternative Modes Funding Strategy currently in development.
Eligible Projects:	Bicycle and pedestrian projects found in the Countywide Bicycle and Pedestrian Plans are highly encouraged to apply for SBPP funds.
Further Details:	Solano Countywide Bicycle Plan http://www.solanolinks.com/plans2.html#bikeplan Solano Countywide Pedestrian Plan http://www.solanolinks.com/plans2.html#pedplan Solano Bicycle and Pedestrian Program (webpage coming soon) Two types of applications will be available: • 1st Year project application (complete criteria is applied) • Long-term project application (specific funding and design criteria can be ignored)
STA Contact Person:	Robert Guerrero, STA Associate Planner, (707) 424-6014

Solano Transportation Authority

FUNDING OPPORTUNITY:

2005-06 YSAQMD Clean Air Funds (CAF) Program

Call for Projects, January 2006
Due March 2006

TO: STA Board
FROM: Sam Shelton, Planning Assistant

This summary of the 2005-06 YSAQMD Clean Air Funds Program is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors:	Cities of Dixon, Rio Vista, Vacaville, and portions of Solano County located in the Yolo Solano Air Basin.
Program Description:	The YSAQMD Clean Air Funds (CAF) Program provides grants to local agencies to implement various clean air projects including transit, and bicycle routes.
Funding Available:	Approximately $290,000 is historically available.
Eligible Projects:	Clean air vehicles, transit routes, bicycle routes, pedestrian paths, clean air programs, and ridesharing. This discretionary program funds various clean air projects that result in reduction of air emissions. The District will require Emission Reduction and Cost Effectiveness Calculations for projects that receive more than $10,000 in District Clean Air Funds.
Further Details:	http://www.ysaqmd.org/incentive-caf.php
Program Contact Person:	Jim Antone, YSAQMD (530) 757-3653
STA Contact Person:	Robert Guerrero, STA Associate Planner, (707) 424-6014

Solano Transportation Authority

FUNDING OPPORTUNITY:

Solano Transportation Fund for Clean Air Program
(40% Program Manager Funds)

Call for projects in January
Due date to be determined

TO: STA Board
FROM: Sam Shelton, Planning Assistant

This summary of the Solano Transportation Fund for Clean Air Program (40% Program Manager Funds) is intended to assist jurisdictions plan projects that are eligible for the program. STA staff is available to answer questions regarding this funding program and provide feedback on potential project applications.

Eligible Project Sponsors:	Public agencies are eligible such as cities, counties, school districts, and transit districts in the cities of Fairfield, Suisun City, Vallejo, Benicia, and portions of Solano County located in the Bay Area Air Quality Management District.
Program Description:	The County Program Manager Fund is a part of the Transportation Fund for Clean Air (TFCA) grant program, which is funded by a $4 surcharge on motor vehicles registered in the Bay Area.
Funding Available:	$320,000 is available in FY 2005-06.
Eligible Projects:	Shuttle/feeder buses, arterial management, bicycle facilities, clean air vehicles and infrastructure, ridesharing, clean air vehicles, and "Smart Growth" projects.
Further Details:	http://www.baaqmd.gov/pln/grants_and_incentives/tfca/cpm_fund.asp
Program Contact Person:	Robert Guerrero, Associate Planner, 707.424.6014

STA
Solano Transportation Authority

DATE: December 16, 2005
TO: STA TAC
FROM: Janet Adams, Director of Projects
RE: Request for Proposal (RFP) of Project Study Reports (PSRs)

Background:
A Project Study Report (PSR) is an engineering report, the purpose of which is to document agreement on the scope, schedule, and estimated cost of a project so that the project can be included in a future State Transportation Improvement Program (STIP). The California Transportation Commission (CTC) requires a completed PSR for projects before being added into the STIP. The CTC intends that the process and requirements for PSR's be as simple, timely, and workable as practical, given that a PSR must be prepared at the front end of the project development process, before environmental evaluation and detailed design, and that it must provide a sound basis for commitment of future state funding. A PSR also provides a key opportunity to achieve consensus on project scope, schedule, and proposed cost among Caltrans and involved regional and local agencies.

In December 2005 the STA Board approved the Priority List for future Solano County PSR's to be conducted by STA. These priorities are:

Project	Recommended for PSR	I-80/680/780 Corridor Study Priority	Project Cost (in millions)	FY
SR 12 East – Church Road	***X***	***(SR12 MIS)***	***$3-4***	***2005-06***
Turner Parkway Overcrossing (PSR Funded) [1]	***X***	***30***	***$38***	***2005-06***
WB I-80 HOV Lane – Carquinez Bridge to SR37 [1]	***X***	***23***	***$15.7***	***2005-06***
EB I-80 HOV Lane – Carquinez Bridge to SR37 [1]	***X***	***24***	***$32.3***	***2005-06***
EB I-80 Aux Lanes – Travis Blvd to Air Base Pkwy		***9***	***$3.7***	***2006-07***
I-80 HOV – Air Base to I-505		25	$111.2	
WB I-80 Aux Lane – W. Texas St. to Abernathy Rd		13A	$4.4	
WB I-80 Aux Lane – Waterman Blvd to Travis Blvd		13B	$5.0	
I-80 Mix Flow Lane from SR12 E to Beck Ave		12	$16.6	

The STA will be issuing a RFP for:

1. I-80 HOV Lane/Turner Parkway Overcrossing project in Vallejo to be funded by Federal SAFETEA Demo funds.
2. SR 12 and Church Road Improvements project in Rio Vista to be funded by the STA in FY 2005-06 and FY 2006-07.

In addition, the City of Rio Vista obtained a $560 million ($492 million available) Federal Earmark for completing both a SR 12 – Rio Vista Bridge Study and a Signage Improvement Project.

Discussion:
STA will issue a RFP for preparation of PSR's for the I-80 HOV Lane/Turner Parkway Overcrossing and the SR 12/Church Road Improvements as approved by the STA Board in December 2005. STA will pursue additional PSRs on the priority list as funding becomes available.

Due to the proximity and similar scope of the SR 12/Church Road Improvements and the SR 12 – Rio Vista Bridge Study, utilizing the same consultant for both efforts will likely produce an efficiently to the work. The proposal to combine these two efforts will still require further discussions with the City of Rio Vista for concurrence.

In addition, STA currently does not have an eligibility list for PSR's. Having an eligibility list will provide a streamlined process for subsequent PSR work. Establishing an eligibility list can be done as part of the RFP process for the currently approved PSR projects.

Through the RFP, the most qualified firms/teams will be ranked (excluding the selected firm/team for the I-80 HOV Lane/Turner Parkway Overcrossing project in Vallejo and the SR 12 and Church Road Improvements project in Rio Vista projects) and included on a short list of Consulting Firms for future PSR's. For each PSR consultant opportunity, one to three of the firms/teams on the list will be invited to submit proposals, and to possibly attend an interview for a specific project.

For subsequent PSR's, STA would then start contract negotiations with the first ranked firm/team. If contract negotiations are not successful, then the second firm/team may be asked to negotiate a contract with CCTA, etc. A firm/team, which receives a contract, will be removed from the short list of eligible firms/team for any additional projects. Subconsultants can be on more than one team.

The process would be repeated as additional funding for PSR work became available, soliciting proposals from the top one to three firms/teams remaining on the short list. The process will continue until either the list is exhausted, or three years have elapsed since approval of the list by the STA Board.

Fiscal Impact:
For the I-80 HOV Lane/Turner Parkway Overcrossing, the PSR and will be funded from the Federal SAFETEA Demo funds.

The SR 12/Chruch Road Improvements PSR and SR 12 - Rio Vista Bridge Study will be funded by both the STA dedicated $112,000 FY 2005-06 and $125,000 FY 2006-07 budgets for PSR work for future STIP eligible projects and a portion of the $560,000 ($492,000 to be available) City of Rio Vista Federal Earmark. Combining the SR 12 – Rio Bridge Study will require further discussions with the City of Rio Vista for concurrence.

Recommendation:

Forward to the STA Board the following:

1. Authorize the STA Executive Director to combine the PSR for the SR 12/Church Road Improvements and the SR 12 – Rio Vista Bridge Study.
2. Authorize the STA Executive Director to issue the RFP to include provisions for the establishment of an eligibility list for PSR's that would be valid for the next three years.

STA
Solano Transportation Authority

DATE: December 18, 2005
TO: STA TAC
FROM: Janet Adams, Director of Projects
RE: Request for Proposal (RFP) of Project Management Services

Background:
A Project Study Report (PSR) is an engineering report, the purpose of which is to document agreement on the scope, schedule, and estimated cost of a project so that the project can be included in a future State Transportation Improvement Program (STIP). The California Transportation Commission (CTC) requires a completed PSR for projects before being added into the STIP. The CTC intends that the process and requirements for PSR's be as simple, timely, and workable as practical, given that a PSR must be prepared at the front end of the project development process, before environmental evaluation and detailed design, and that it must provide a sound basis for commitment of future state funding. A PSR also provides a key opportunity to achieve consensus on project scope, schedule, and proposed cost among Caltrans and involved regional and local agencies.

The STA will be the lead on these PSR's:

1. I-80 HOV Lane/Turner Parkway Overcrossing project in Vallejo to be funded by Federal SAFETEA Demo funds.
2. SR 12 and Church Road Improvements project in Rio Vista to be funded by the STA in FY 2005-06 and FY 2006-07.

In addition, the City of Rio Vista obtained a $560 million ($492 million available) Federal Earmark for completing both the SR 12 – Rio Vista Bridge Study and a Signage Improvement Project.

Discussion:
Effectively managing these PSR's is necessary to insure cost, scope and schedule of the products are met to the expectation of the STA Board and all Stakeholders. Having a dedicated Project Manager is the appropriate action to insure this outcome. The STA is currently utilizing this approach for the I-80/I-680/SR 12 Interchange and the North Connector Projects.

Consultant Project Management services for I-80 HOV Lane/Turner Parkway Overcrossing project in Vallejo would be funded by Federal SAFETEA Demo funds.

Due to the proximity and similar scope of the SR 12/Church Road Improvements PSR and the SR 12 – Rio Vista Bridge Study, utilizing the same consultant for Project Management services on both efforts will likely produce an efficiently to the work. The

proposal to combine the Project Management for these two efforts will still require further discussions with the City of Rio Vista for concurrence.

Fiscal Impact:
For the I-80 HOV Lane/Turner Parkway Overcrossing, the Project Management services and the STA staff time for the PSR management will be funded from the Federal SAFETEA Demo funds. STA and the County will be required to enter into a funding agreement to include this work.

For the SR 12/Church Road Improvements and SR 12 - Rio Vista Bridge Study Project Management services and STA staff time will be funded by both the STA dedicated $112,000 FY 05/06 and $125,000 FY 06/07 budgets for PSR work for future STIP eligible projects and the $560,000 ($492 million available) City of Rio Vista Federal Earmark. Use of the City of Rio Vista Federal Earmark will require further discussions with the City for concurrence.`

Recommendation:
Forward to the Board for a recommendation authorizing the Executive Director to issue a RFP for Project Management Services for the following:

1. I-80 HOV Lane/Turner Parkway Overcrossing and SR 12/Church Road Improvements PSR's
2. SR 12 – Rio Vista Bridge Study

DATE: December 15, 2005
TO: STA TAC
FROM: Jayne Bauer, Marketing and Legislative Program Manager
RE: FY 2006-07 Federal Appropriations

Background:
Major transportation projects typically receive federal funding through specific projects identified by Congress as part of the Transportation Authorization Act. The last transportation authorization act, the Transportation Equity Act for the 21st Century (TEA-21) was set to expire on September 30, 2003, but was extended several times. The Transportation Authorization Act was reauthorized as the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) by President Bush on August 10, 2005.

The STA continues to promote four Federal priority projects (the I-80/I-680/SR 12 Interchange, the Jepson Parkway, the Vallejo Intermodal Station, and the Fairfield/Vacaville Train Station) for both annual appropriations and for inclusion in the reauthorization of TEA-21.

In addition to the Transportation Authorization Act, certain projects (primarily transit-related) may receive funding through the annual appropriations bills that fund transportation and other areas of government.

STA requested for FY 2006 appropriations $4 Million for the Vallejo Station and $2.5 Million for the Fairfield/Vacaville Intermodal Station. These were ultimately approved for $850,000 and $500,000 respectively and signed into law on November 30, 2005.

Discussion:
Vallejo Intermodal Station - $65 Million
The Vallejo Intermodal Station has secured the following approximate funding commitments to date:

Funding Sources	Amount
Regional Measure 2 (RM2)	$28.00 M
State Transportation Improvement Program (STIP)	$12.40 M
Federal Earmarks (FY's 2001-2006)	$ 7.23 M
Local	$ 6.00 M
Estimated Unfunded Need	$11.37 M
Total Cost Estimate	$65.00 M

Fairfield/Vacaville Intermodal Station (Phase I) - $29 Million

The Fairfield/Vacaville Intermodal Station (Phase I) has secured the following approximate funding commitments to date:

Funding Sources	Amount
Regional Measure 2 (RM2)	$20.99 M
Local	$ 3.80 M
Federal Earmarks (FY's 2003-2006)	$ 2.23 M
State Transportation Improvement Program (STIP)	$ 0.13 M
Estimated Unfunded Need (Phase I)	$ 1.85 M
Total Cost Estimate (Phase I)	$29.00 M

Based on these summarized funding needs, requests for FY 2007 Federal appropriations are proposed as follows:

- Vallejo Intermodal Station: $4.0 Million
- Fairfield/Vacaville Intermodal Station (Phase I): $1.9 Million

Recommendation:

Forward a recommendation to the STA Board to approve the FY 2007 Federal appropriations requests for the Vallejo Intermodal Station ($4 million) and the Fairfield/Vacaville Intermodal Station ($1.9 Million).

DATE: December 20, 2005
TO: STA TAC
FROM: Daryl Halls, Executive Director
RE: Status of Development of County Transportation Expenditure Plan (CTEP) and Review of Plan Elements

Background:
On November 2, 2004, Measure A received the support of 63.88% of Solano County voters, but failed to attain the necessary 66.7% percent support required for passage. This marked the second time that Solano County had placed a half cent sales tax measure for transportation on the ballot, but did not achieved the supermajority voter threshold of 2/3 necessary for passage.

On Thursday, February 17, 2005, the Solano Transportation Authority (STA) Board held a retreat at the Travis Credit Union in Vacaville. All eight STA Board Members and five Board Alternates were in attendance. At the Board Retreat, STA staff provided a series of informational presentations including the following topic, "Follow up to Measure A – Development of an Expenditure Plan of Critical Projects that Require a Local Funding Source." Board Members provided the following comments:

- Solano Transportation Improvement Authority (STIA) should survey the public/voters and move forward with a follow up effort.
- Concern about continuing distrust of government.
- Need to pay attention to cities where Measure A did not pass.
- Should consider addressing both transportation and regional parks together and providing incentives for cities to link transportation improvement to land use.
- Focus on obtaining support from the 3% needed for passage from Measure A.
- Narrow down the list of projects to those that have overwhelming support – such as I-80/680/SR 12 – do not increase the list of projects.
- 64% support is not a failure, STA has developed some trust with the public and we should cautiously move forward with a follow up measure.
- Interested in local transit linkages to the Capitol Corridor.

On April 13, 2005, the STA Board authorized the Executive Director to retain consultants for the following tasks related to the development of a CTEP:

1. Update Programmatic Environmental Impact Report (EIR)
2. Specialized Legal Counsel
3. Evaluation of Public Input and Development of Public Information

In order to ensure that the supplemental amendment to the Programmatic EIR for the 2005 CTEP is completed in a timely manner, the Solano Transportation Improvement Authority (STIA) Board conducted a public scoping meeting and review of projects to be included in the document at the May Board meeting. The Draft Supplemental EIR was then released on June 5, 2005. On July 7, 2005, the STIA Board voted to not place a follow up measure on the ballot for the November 2005 election, but provided staff direction to extend the public input process and the development of an expenditure plan for the June 2006 or November 2006 ballot.

ALLOCATION OF RETURN TO SOURCE FUNDS AND STREETS & ROADS MAINTENANCE FUNDS

In preparation for the development of the expenditure plan for Measure A, STA staff and members of the TAC spent a significant amount of time reviewing, discussing and ultimately recommending policies to guide the allocation of Local Return to Source funds and Local Streets and Roads funding. Due to the flexibility of local return to source funds, an allocation formula based on population averaged over the 30 years of the measure was adopted. As part of this action, a policy to review and reconsider the policy for allocation of funds for local return to source projects was to be undertaken every ten years as part of the review of the CTEP.

After reviewing and discussing several options presented by staff, which were discussed and debated by the TAC, the STA Board adopted an allocation formula for local streets and roads funding based on 66.7% population and 33.3% center lane miles. This 2 to 1 allocation formula utilized for Measure A was a modification of the formula included as part of the expenditure plan for Measure E (2002) which used a 1.5 population to 1 center lane miles formula.

Subsequent to this action, the Metropolitan Transportation Commission (MTC) in consultant with their Local Streets and Roads advisory committee adopted a revised policy for the allocation of future federal cycle funds for local streets and roads based on a combination of population, lane miles, pavement management and unfunded need. The Bay Area's public works directors that serve on the Local Streets and Roads Committee helped develop this revised formula after extensive review and discussion.

PUBLIC INPUT PROCESS

In accordance with STIA Board direction, staff scheduled and coordinated seven community input meetings, one in each city, and two meetings of a Citizen's Advisory Committee comprised of representatives from 62 interest and community groups. These meeting took place in April through June of 2005.

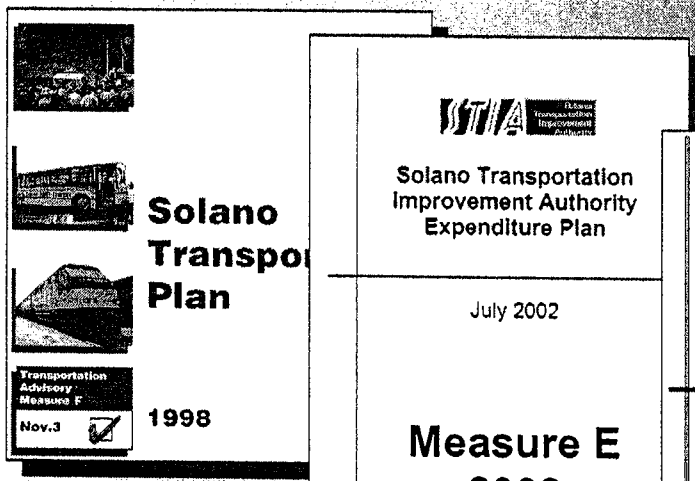
Discussion:

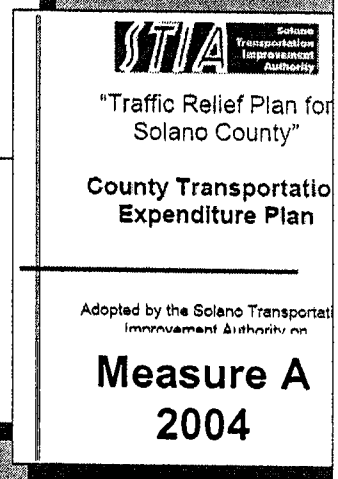
On December 14, 2005, the STIA Board approved the initiation of the CTEP in preparation for either the June or November 2006 ballot. STA staff and consultants are currently updating project cost estimates and funding plans for each potential project to be included in the expenditure plan. Staff is working to ensure that a draft CTEP is ready for the public input process that would need to occur prior to adoption by the STIA Board of the plan in early February 2006 in preparation for the June 2006 ballot.

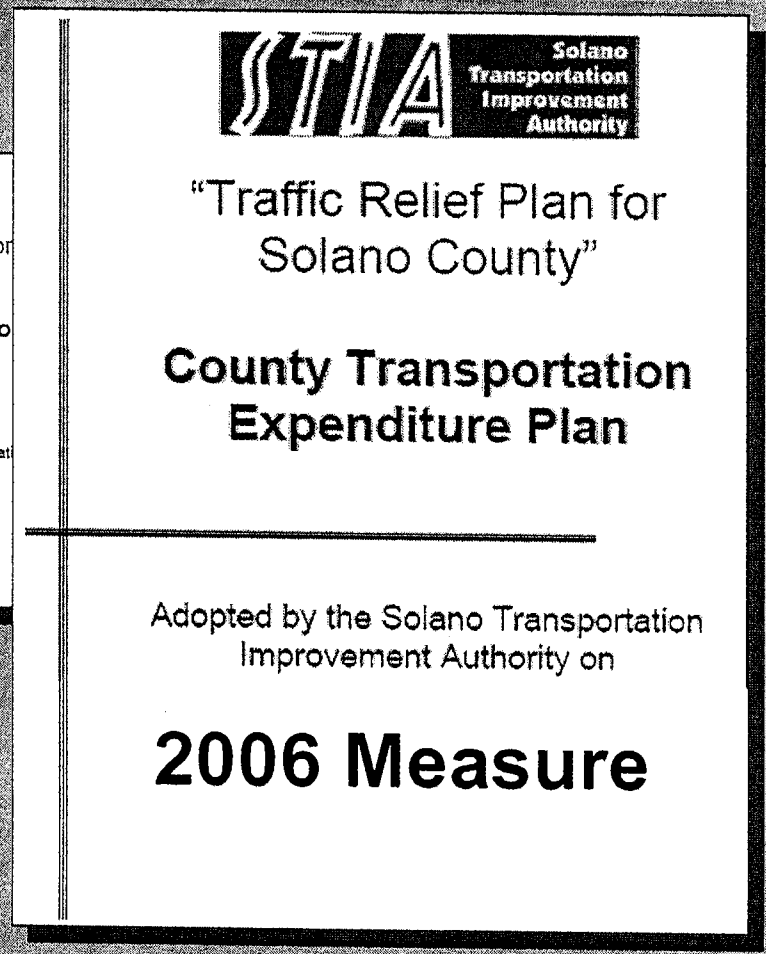
Staff will provide the TAC with an update of the meeting schedule for the public input process, the schedule for adoption of the draft plan by the STIA Board and the subsequent adoption by the seven cities and County Board of Supervisors, updated project cost estimates, and potential recommended allocation options for the various return to source components of the CTEP.

Recommendation:
Informational.

Attachment:
A. Copy of PowerPoint presentation provided to STIA Board on December 14, 2005, "Development Status of a County Transportation Expenditure Plan (CTEP) and Review of Plan Elements."







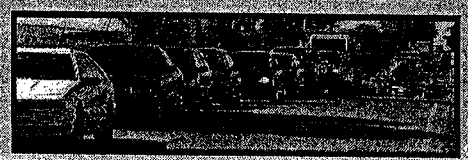
Development Status of a County Transportation Expenditure Plan (CTEP) and Review of Plan Elements

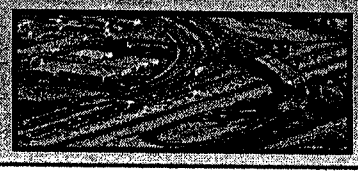
STIA Board Meeting
December 14, 2005

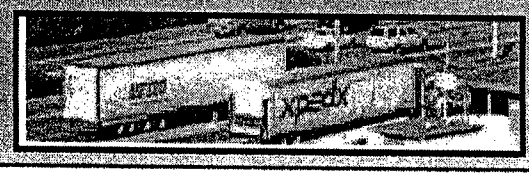
ATTACHMENT A

Arterials, Highways, and Freeways Expenditures

	1998 Measure F 74%	2002 Measure E 60%	2004 Measure A 63.88%
Type of Measure	Advisory	20 Year ½ Cent Sales Tax	30 Year ½ Cent Sales Tax
Arterials, Highways, and Freeways			
Upgrade Local Roads, Interchanges	X		
I-80/I-680/SR 12 Interchange Improvements	X	20%	17%
Build I-80 Reliever Route (Jepson Parkway)	X		*
I-80/I-680/I-780 Corridor Improvements		20%	25%
SR 12 Corridor (SR12 MIS 2001)		6%	5%
Improve Road Safety	X		2%
SR 113 (Safety near Dixon)		0.5%	*
Fix Streets, Potholes	X	10%	15%





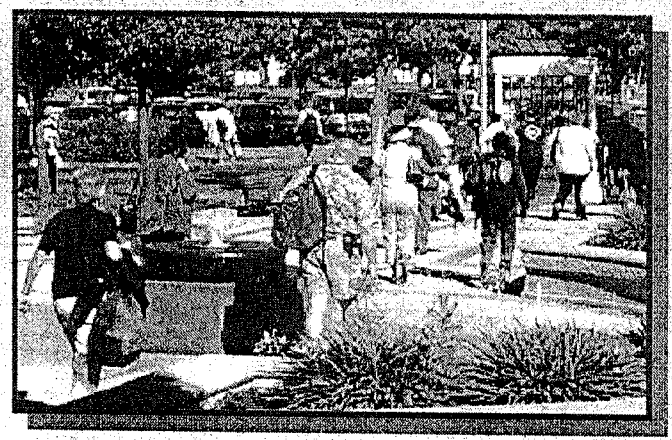


* Eligible for Local Return to Source Projects

STIA Solano Transportation Improvement Authority

Alternative Mode Expenditures

	1998 Measure F 74%	2002 Measure E 60%	2004 Measure A 63.88%
Type of Measure	Advisory	20 Year ½ Cent Sales Tax	30 Year ½ Cent Sales Tax
Alternative Modes			
Pedestrian and Transit Friendly Downtowns		1.5%	*
Bicycle/Pedestrian Trails	X	1%	*
Park and Ride Facilities/Rideshare		1.7%	* *



* Eligible for Local Return to Source Projects

* * Part of I-80/I-680/I-780 Corridor Improvement Projects

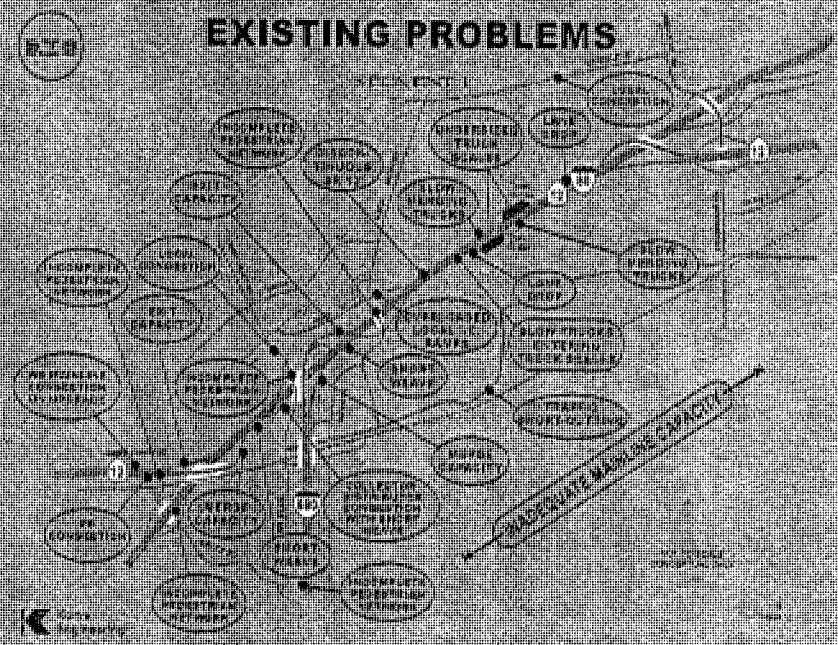
STIA Solano Transportation Improvement Authority

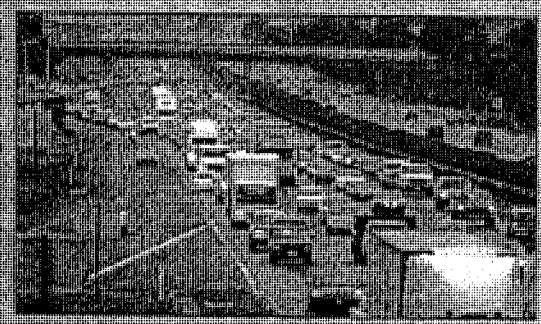
Potential 2006 Expenditure Plan Projects

Project Categories
Highway Projects
I-80/680/SR12 Interchange
I-80/680/780 Corridor Projects
State Route 12 Improvements
State Route 113 Improvements (Option)
Commuter Transit
I-80/680/780 Express Bus
Ferry Service
Commuter Rail
Senior and Disabled Transit Service
Local Return to Source
Local Safety Projects / Safe Routes to School
Local Streets and Roads

I-80/I-680/SR 12 Interchange

- Rebuild interchange to relieve traffic
  - Improve connections between I-80 and I-680 and SR 12
  - Separation of truck traffic from other traffic
  - Alternate routes for local traffic (includes North Connector, SR 12 west to SR 12 east)





Maintain Funding Commitment

State Route 12 (SR 12) Improvements

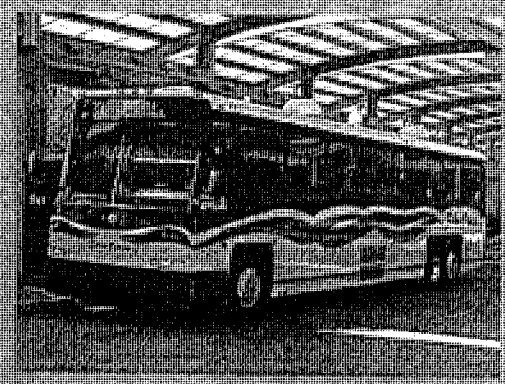
- Safety and capacity improvements on SR 12 East

- Safety and capacity improvements on SR 12 West (Jamison Canyon)

Maintain Funding Commitment

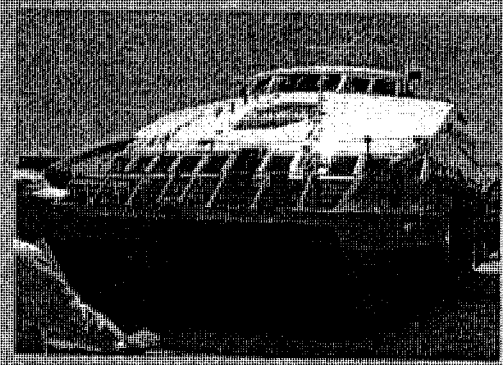
Express Commuter Bus Services along I-80/I-680/I-780 and SR 12 Corridors

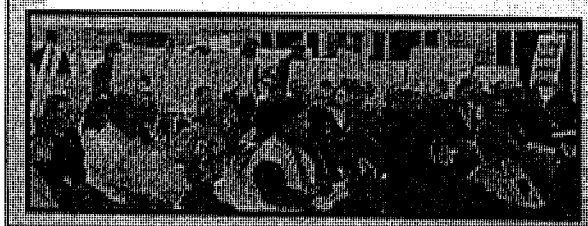
- Based on "I-80/I-680/I-780 Transit Corridor Study" and "SR 12 Transit Study"
- Capital and operational funding to expand number of express buses
- Complete critical intermodal stations and park and ride lots
- Expand number of commuter bus routes and level of service



Expand Vallejo Baylink Ferry Service

- Capital and operational funding to expand Baylink ferry service





Maintain Funding Commitment, but subject funding level based on new RM2 funds

Transportation Safety Projects

- Improvements to dangerous intersections
- Installation of traffic and pedestrian signals
- Improved safety for walking and biking routes to schools
- Improve key bottlenecks for emergency vehicles driving during peak commute times

Increase funding for Local Safety Projects and provide funding for a new Safe Routes to Schools (SR2S) Program

STA
Solano Transportation Authority

DATE: December 19, 2005
TO: STA TAC
FROM: Jennifer Tongson, Assistant Project Manager
RE: Regional Measure 2 Allocation Requirements

Background:
On March 2, 2004, voters passed Regional Measure 2 (RM2), raising the toll on the seven State-owned bridges in the Bay Area by $1.00. This extra dollar is to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll corridors. The projects are specifically identified in SB 916. The STA is the project sponsor for all Solano County capital RM2 projects (see Attachment A).

Discussion:
The Metropolitan Transportation Commission (MTC) manages the RM2 funding for projects and programs. MTC held an RM2 Workshop on December 6, 2005 to review the policies and procedures for allocation requests, reimbursement requests, and reporting requirements for the capital program. MTC retained T.Y. Lin International to manage and monitor the reporting requirements for RM2 capital projects. RM2 Policies and Procedures were revised on September 21, 2005 (see Attachment B). The following is a review of the main topics covered in this workshop:

Allocation and Funding Agreements: Project sponsors or implementing agencies must initiate an allocation request by submitting an Allocation Request Form and a draft Initial Project Report (IPR) 60 days prior to the required MTC action. The adoption of an Initial Project Report (IPR) and implementing agency resolution is required prior to MTC approval of the IPR and the allocation of funds. MTC's resolution approving the IPR and allocation of RM2 funds will serve as the final agreement between MTC and the implementing agency. Allocation is subject to availability of funds.

Eligible Costs After Allocation: The project sponsor must obtain MTC's approval of the allocation and description of eligible costs prior to incurring costs. Project sponsors shall proceed solely at their own risk in advertising, opening bids, or awarding a contract prior to an allocation of RM2 funds. If a project or project component is ready for implementation earlier than RM2 funding is available, the sponsor may request an allocation of funds covering eligible expenditures with deferred reimbursement, similar to FHWA's Advance Construction (AC) authorization.

Project Sponsor/Implementing Agency Costs: Direct staff costs are eligible, provided these costs are directly related to the project tasks. Overhead expenses are eligible with

an approved overhead plan as approved by Office of Management and Budget (OMB) Circular A-87, however, the reimbursable amount for the overhead rate shall not exceed 50% of the labor costs.

One Phase At a Time: Allocations will only be made to projects a phase at a time; environmental/project approval, final design, right of way (ROW), and construction.

Environmental Process: RM2 funds cannot be utilized for any capital expenditure, either for ROW or construction, until the project has been environmentally cleared and the project has been approved by the project sponsor. The process to achieve environmental documentation and project approval shall not exceed 3 years from the initiation of the environmental process and are not contingent on when the RM2 funds are expended within that process.

Preliminary Engineering: MTC will evaluate the definition of "Preliminary Engineering" as defined by the project sponsor in the IPR.

Timely Use of Funds: Funds should be encumbered within six months of the allocation. ROW agreements should be finalized within two years of the allocation of funds for ROW acquisition. A construction/equipment purchase contract should be awarded within one year of the allocation of construction funds. Funds should be expended within the year identified in the expenditure plan. Final reimbursement of funds will be subject to review of the delivered usable/operable phase or segment.

Reporting Requirements: Project sponsors are required to submit Quarterly or Semi-Annual progress reports, due 30 days after the end of each quarter (on or before October 31st, January 31st, April 30th, and July 31st). Following the April progress report, sponsors and implementing agencies must provide notification to MTC of anticipated allocation requests for toll revenues within the subsequent fiscal year (12 months). MTC and its consultant (T.Y. Lin) will work with project sponsors to submit an At-Risk Report, which outlines critical scope, cost, or schedule changes to the project.

More information on the RM2 Policies and Procedures for capital projects can be found on MTC's website: www.mtc.ca.gov/funding/RM2.

Recommendation:
Informational.

Attachments:

A. Regional Measure 2 Capital Program Project List, Adopted 10/3/05
B. Regional Measure 2 Policies and Procedures, Amended 9/21/05

Regional Measure 2 - Capital Program Project List
October 3, 2005

Capital Project No.	RM2 Funding ($1,000)	Deliv. Segment No.	Project Description	Sponsor/ Implementing Agency
1	$ 3,000	1	BART/SF MUNI Direct Connection at Embarcadero & Civic Center Stations	BART
2	$ 30,000	2	SF MUNI Metro 3rd Street LRT Extension	SF MUNI
3	$ 10,000	3.1	SF MUNI E-Line - Acquire 11 Historic Streetcars	SF MUNI
		3.2	SF MUNI E-Embarcadero Line Rehab 5 Double ended Vehicles	SF MUNI
4	$ 135,000	4.1	Dumbarton Commuter Rail Service	San Mateo TA, ACCMA, ACTIA
		4.2	Union City Intermodal Station Environmental Impact Report	Union City
5	$ 28,000	5	Vallejo Ferry Intermodal Station	City of Vallejo
6	$ 20,000	6.1	Solano County Express Bus Intermodal Facilities - Vallejo Curtola Transit Center	STA/ City of Vallejo
		6.2	Solano Co. Express Bus Intermodal Facilities - Benicia Intermodal Facility	STA/ City of Benicia
		6.3	Solano Co. Express Bus Intermodal Facilities - Fairfield Transporation Center	STA/ Fairfield/Suisun Transit
		6.4	Solano Co. Express Bus Intermodal Facilities - Vacaville Intermodal Station	STA/ City of Vacaville
7	$ 100,000	7.1	Solano North Connector (Abernathy to Green Valley Road)	STA
		7.2	Solano I-80/I-680 Interchange Complex (HOV Lanes from SR12 W to Airbase Parkway)	STA
8	$ 50,000	8	I-80 EB HOV Lane Extension from Route 4 to Carquinez Bridge	Caltrans
9	$ 16,000	9	Richmond Parkway Park & Ride	AC Transit
10	$ 35,000	10.1	Cal Park Hill Tunnel Rehabilitation and Bikeway	SMART
		10.2	SMART Extension to Larkspur or San Quentin	SMART
11	$ 65,000	11.1	U.S. 101 Greenbrae I/C Corridor Imps. - Sir Francis Drake To Tamalpais	Transportation Authority of Marin
		11.2	Sir Fancis Drake Blvd Widening	Transportation Authority of Marin
		11.3	Cal Park Hill Tunnel Rehabilitation and Bikeway	Transportation Authority of Marin
		11.4	Central Marin Ferry Acces Imps. Phase A - Wornum to Corte Madera	Transportation Authority of Marin
		11.5	Central Marin Ferry Access Imps. Phase B - Corte Madera Ck. and Sir Francis Drake	Transportation Authority of Marin
12	$ 15,000	12.1	Direct HOV lane connector from I-680 to the Pleasant Hill BART - Study	CCCTA
		12.2	Direct HOV lane connector from I-680 to the Pleasant Hill BART	CCTA
13	$ 96,000	13.1	E-BART / Rail Extension to East Contra Costa	BART, CCTA
14	$ 25,000	14.1	Benicia Siding Extension	Capital Corridor JPA
		14.2	Fairfield/Vacaville Intermodal Rail Station and Track Improvements	Fairfield/Suisun Transit
15	$ 25,000	15	Central Contra Costa BART Crossover	BART
16	$ 50,000	16	Benicia-Martinez Bridge: New Span	BATA
17	$ 20,000	17.1	Express Bus North - Vallejo Curtola Transit Center	City of Vallejo
		17.2	Express Bus North - Benicia Park/Industrial I/C Improvements and Park and Ride	City of Benicia
		17.3	Express Bus North - Fairfield Transporation Center	Fairfield/Suisun Transit
		17.4	Express Bus North - Vacaville Intermodal Station	City of Vacaville
		17.5	Express Bus North - Martinez Transit Center	CCCTA
		17.6	Express Bus North - Diablo Valley College Tranist Center	CCCTA
		17.7	Express Bus North - Macdonald Ave. Bus stop amenities	GGT/Richmond
		17.8	Express Bus North - Napa VINE	Napa VINE
		17.9	Express Bus North - GGBH&TD	GGBH&TD
18	$ 22,000	18	TransLink®	BART
19	$ 20,000	19.1	Real-Time Transit: Emery Go Round Signage at MacArthur BART	MTC/City of Emeryville
		19.2	Real-Time Transit: Automatic Vehicle Locator	MTC/ Muni
		19.3	Real-Time Transit: Hastus Scheduling and Signage at Berkeley BART	MTC/ AC Transit
		19.4	Real-Time Transit: Technology Implementation and Signage	MTC/ Westcat
		19.5	Real-Time Transit: AVL and Signage	MTC/ SamTrans
		19.6	Real-Time Transit: Signage at Dublin BART	MTC/ LAVTA
		19.7	Real-Time Transit: Completion of Technology and Signage	MTC/ VTA
		19.8	Real-Time Transit: Radio system and signage	MTC/ GGT
		19.9	Real-Time Transit: Miscellaneous	MTC
20	$ 22,500	20.1	City CarShare	City Car Share
		20.2	Safe Routes to Transit	East Bay Bicycle Coalition, TALC
21	$ 143,000	21	BART Tube Seismic Retrofit	BART
22	$ 150,000	22	Transbay Terminal/Downtown Caltrain Extension	Transbay JPA
23	$ 30,000	23	Oakland Airport Connector	BART, Port of Oakland
24	$ 65,000	24	AC Transit Enhanced Bus - Vehicle Procurement	AC Transit

Regional Measure 2 - Capital Program Project List
October 3, 2005

Capital Project No.	RM2 Funding ($1,000)	Deliv. Segment No.	Project Description	Sponsor/ Implementing Agency
25	$ 12,000	25	Commute Ferry Service for Alameda/Oakland/Harbor Bay	WTA
26	$ 12,000	26	Commute Ferry Service for Berkeley/Albany	WTA
27	$ 12,000	27	Commute Ferry Service for South San Francisco	WTA
28	$ 48,000	28.1	Water Transit Improvements - Environmental Review	WTA
29	$ 22,000	29.1	Express Bus South - Purchase of Rolling Stock	AC Transit
		29.2	Express Bus South - SR 84 WB / Newark Blvd HOV ON-Ramp	Alameda County CMA
		29.3	Express Bus South - SR 84 WB HOV Lane Extension	Alameda County CMA
		29.4	Express Bus South - I-880 NB / Maritime Street HOV On-Ramp	Alameda County CMA
		29.5	Express Bus South - Ardenwood Blvd park and Ride Lot	Alameda County CMA
		29.6	Express Bus South - Reserve	Alameda County CMA
30	$ 10,000	30	I-880 North Safety Improvements	Alameda County CMA
31	$ 95,000	31.1	BART Warm Springs Extension - Grade Separation	City of Fremont
		31.2	BART Warm Springs Extension	BART
32	$ 65,000	32	I-580 (Tri Valley) Rapid Transit Corridor Improvements	Alameda County CMA
33	$ 6,500	33.1	High Speed Rail Ridership Forecast Study	MTC
		33.2	Transit Connectivity Plan	MTC
		33.3	Regional Rail Plan	MTC, Caltrain, BART, CHSRA
34	$ 1,500	34	Integrated Fare Structure Program	TransLink® Consortium
35	$ 5,000	35	Transit Commute Benefits Promotion	MTC
36	$ 50,500	36.1	Caldecott Tunnel Improvements - Fourth Bore	CCTA
		36.2	Caldecott Tunnel Improvements - Transit Study	CCTA
	$ 1,515,000			

Date: June 23, 2004
W.I.: 1255
Referred by: PAC
Revised: 11/17/04-C
09/21/05-C

Regional Measure 2 Regional Traffic Relief Plan Policies and Procedures

Amended September 21, 2005

MTC Resolution No. 3636
Attachment A

Metropolitan Transportation Commission
Programming and Allocations Section
http://www.mtc.ca.gov

Policies and Procedures
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SECTION 1 – GENERAL PROVISIONS

BACKGROUND

On March 2, 2004, voters passed Regional Measure 2 (RM2), raising the toll for all vehicles on the seven State-owned toll bridges in the San Francisco Bay Area, by $1.00. This extra dollar is to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors, as identified in SB 916 (Chapter 715, Statutes of 2004). Specifically, RM2 establishes the Regional Traffic Relief Plan and identifies specific capital projects and programs and transit operating assistance eligible to receive RM2 funding as identified in Sections 30914(c) & (d) of the California Streets and Highways Code.

The following serve as the general provisions in the management of RM2 funding.

FUND MANAGEMENT

The collection of toll revenue is estimated to equal $125 million annually. Costs to administer the program are an annual drawdown on the revenue and an annual limit of up to 38 percent, a funding cap estimated to be reached in 2015, is made available for the RM2 operation projects. Available revenue for capital allocations will vary annually and capital allocations will be approved with respect to the fund management of the overall program. Final allocation decisions will be subject to the availability of funds. Finally, first year costs (FY 2004-05) include the required reimbursements to counties for the costs of administering the RM2 ballot measure as part of the March 2nd 2004 general election, as well as the 4-month discount from July 2004 through October 2004 to encourage more users to sign up for FasTrak, the Bay Area's electronic toll collection system.

Program Financing Costs

It is the intent of the Commission to implement those projects and programs outlined in Streets and Highways Code Section 30914 (c) and (d), to the funding amounts designated. The cost of bonding and financing associated with RM2, including interest payments shall be considered a program cost and shall be identified in the annual RM2 Budget as the first priority repayment. The financing costs are not predicted to reduce the overall funding level available to projects and programs.

Funding Exchanges

Generally, the exchange of RM2 funding with other types of funding from projects not identified in RM2 shall not be allowed, nor shall projects be substituted.

Matching Funds

A local match is not required for RM2 funds. Complementary funds (non-RM2 funds) identified in the financial plan must be available at the time of allocation. Regional Measure 2 funds can be used as the match for federal fund sources requiring a non-federal match.

PUBLIC INVOLVEMENT PROCESS

The capital improvement projects and operating assistance for transit services identified for funding in RM2 are established by state legislation (Senate Bill 916, Chapter 715, Statutes of 2004) approved by the voters on March 2, 2004. In accordance with the legislation as approved

by the voters, the Bay Area Toll Authority (BATA) is the financial manager for RM2 funds, whose responsibilities include the preparation of financial plans, the issuance of debt financing, and the disbursal of funds to project sponsors. The Metropolitan Transportation Commission (MTC) is the program and project coordinator, whose responsibilities include reviewing project applications, programming and allocating funds to specific projects, and monitoring project delivery. In some cases, MTC also serves as the project sponsor, for the regional Transit Connectivity Study, as well as certain regional customer service projects, such as the Transit Commuter Benefits promotion, the Real Time Transit information program, and implementation of TransLink®.

Generally, in conducting its review and approval responsibilities stipulated under RM2, MTC will adhere to its public participation policies as outlined in MTC Resolution No. 2648, MTC's Policy and Procedures on Public Involvement.

Specific statutory provisions require further that as part of its annual assessment of the status of programs and projects under RM2, MTC may make a finding that a program or project cannot be completed or cannot continue due to financing or delivery obstacles making the continuation of the program or project unrealistic. MTC may then determine that the funding will be reassigned. Under these circumstances, the Commission shall hold a public hearing on the project after consultation with the program or project sponsor. The process outlined in MTC's Policy and Procedures on Public Involvement for notification of actions at BATA, Commission, and committee meetings will be adhered to. After the hearing, the Commission may vote to modify the program or the project's scope, decrease its level of funding, or reassign all of the funds to another or an additional regional transit program or project in the same corridor.

INDEMNIFICATION OF MTC

The sponsor shall indemnify and hold harmless MTC, its Commissioners, officers, agents, and employees from any and all claims, demands, suits, loss, damages, injury, and/or liability, direct or indirect, incurred by reason of any act or omission of sponsor, its officers, agents, employees, and subcontractors, under or in connection with the RM2 program. Sponsor agrees at its own cost, expense, and risk, to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against MTC, its Commissioners, officers, agents, and employees, or any of them, arising out of such act or omission, and to pay and satisfy any resulting judgments.

SECTION 2 – CAPITAL PROGRAM GUIDANCE

BACKGROUND

Projects eligible to receive funding from the Capital Program of the Regional Measure 2 (RM2) Regional Traffic Relief Plan are those projects identified to receive funding under Section 30914(c) of the California Streets and Highways Code (S&HC). Sponsors are required to submit an initial report to establish the baseline project data. These reports are the backbone of the allocation and funding agreements for the capital projects. The capital program is managed in a manner where allocations are approved based upon project sponsor need and readiness and the availability of funding in the bridge toll program. MTC's goal is to carry out the intent of the legislation and ensure that projects are delivered within the investments of the toll payers.

CAPITAL PROJECT DEFINITION

Initial Project Report (IPR)

Project sponsors with projects identified to receive funding under Section 30914(c) of the S&HC are required to submit an Initial Project Report (IPR) to MTC before July 1, 2004. An updated report must be submitted as needed or as requested by MTC; at a minimum, sponsors must submit an updated IPR with any funding allocation request. The Commission will consider approval of the report, or updated report, in conjunction with the allocation of funds.

This report shall include all information required to describe the project in detail, including identification of lead sponsor, the status of any environmental documents relevant to the project, additional funds required to fully fund the project, the amount, if any, of funds expended to date, a summary of any impediments to the completion of the project and a detailed financial plan. Specific information on the Initial Project Report format is included in Appendix A.

Useable Segment/ Deliverable Product

RM2 funds for capital projects will be allocated with the specific intent of achieving a product. Deliverable products shall be considered as:

- A completed planning or transit study/ environmental decision/ project approval documentation when allocating to the environmental phase;
- The final design package including contract documents when allocating to the final design phase;
- Title to property/ easements/ rights of entry / possession or utility relocation when allocating to the right of way phase;
- A completely constructed improvement (or vehicle acquisition/ rehabilitation) available for public usage when allocating to the construction phase.

The expenditure of RM2 funds for any phase of the project must lead to making available to the public a useable or operable segment in accordance with the legislative intent. Any additional funds required to fully fund the project must be identified in the uncommitted funding plan of the Initial Project Report (IPR). If the RM2 revenues are funding only a phase or segment of a larger project, it must be demonstrated that the RM2 deliverable phase or segment is fully funded with committed funds.

Project Phases
Project costs and revenue must be separated into the following project phases:

1. Planning Activities, Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)
2. Final Design - Plans, Specifications and Estimates (PS&E)
3. Right-of-Way Activities /Acquisition / Utility Relocation (R/W)
4. Construction / Rolling Stock Acquisition / Operating Service (CON)

(Planning studies should use the environmental phase. Vehicle acquisition or equipment purchase should use the construction phase.)

The project sponsor must display the project in these four components in the Initial Project Report and expenditure (cash flow) plans. All funding amounts programmed for any component shall be rounded to the nearest $1,000.

ALLOCATION AND FUNDING AGREEMENT PROCESS

The allocation process for RM2 capital projects shall also serve as the process for executing funding agreements, in lieu of a separate funding agreement for each capital project. These agreements are fully executed through a process of project sponsor governing board certification followed by Commission allocation action. Notwithstanding, under S&HC 30914(e), MTC has the option of entering into a memorandum of understanding between itself and a capital project sponsor addressing specific requirements to be met prior to the allocation of finds.

An IPR for capital projects, as outlined in S&HC 30914(e) and detailed in Appendix A and B, shall be prepared and adopted by the appropriate governing board prior to MTC approval of the IPR and allocation of funds. The sponsor is expected to certify, through an action of its governing board, that certain conditions (general and project specific) are acknowledged and will be adhered to and compliance with the RM2 Policies and Procedures. Along with the certification of conditions from the project sponsor governing board and the IPR, the sponsor will need to provide evidence that the other fund sources contributing toward that project phase are committed.

Upon completion of the lead sponsor governing board certification, the Commission will consider the allocation of RM2 funds. An allocation request is considered complete and ready for Commission consideration when all of the component elements to the request are submitted and approved by MTC staff. The Commission will (1) review the governing board action to ascertain that all conditions have been outlined and agreed to; (2) review the IPR approved by the governing board and approve it prior to allocating any funds; and (3) consider the commitment of other fund sources matching the RM2 funds that are required to complete that phase of the project. The Commission's resolution approving the IPR and allocation of RM2 funds will serve as the final agreement between MTC and the implementing agency.

Allocation Principles
For the capital program, allocations will be considered on a rolling basis and final allocation decisions will be subject to the availability of funds in the overall RM2 program (capital and operating elements). The Commission will carefully consider each allocation and apply the following principles in its allocation decisions:

1. **Replacement Fund Source Not Allowed.** RM2 funds will not be utilized as a replacement fund source on capital projects for any funds that have been programmed or allocated previously to the project, for the phase requested by the project sponsor, if such replacement results in a shortfall for the overall project or places prior programming commitments in jeopardy.

2. **Required Evidence of a Fully Funded Project Phase.** The Commission will allocate funds for capital projects only if it finds that the project phase is fully funded, either entirely with RM2 funds or with a combination of RM2 funds and other allocated funds. To receive an allocation of RM2 funds for a jointly funded phase, the other contributing funds must be assigned and allocated to that phase of work. Federal funds must have received an obligation (E-76) or Advance Construction Authorization, or be included in an approved FTA Grant. State Transportation Improvement Program (STIP) and Transportation Congestion Relief Program (TCRP) funds must have received an allocation from the California Transportation Commission (CTC). Local Measure funds must have an allocation action by the authority. All other funding must have an action allocating the funds for that phase of work by the responsible authorizing agency or governing body. At the request of the project sponsor, the Commission may, on an exception basis, consider allocations of RM2 funding conditioned on the allocation of other funds for that phase. In granting conditional allocations, the Commission will consider the nature and timing of other funding commitments to the requested and future phases of work.

3. **Phase at a Time Allocations.** Allocations will only be made to projects a phase at a time: environmental/project approval, final design, right of way, and construction. For example, if the project is entering the environmental phase, only an allocation for environmental will be considered. Exceptions will be considered on a case-by-case basis. In general, allocations will be made to the project a phase at a time. Exceptions to this will be considered; however, the Commission will strive to minimize funding risks in making allocation exceptions.

4. **Environmental Clearance.** RM2 funds will not be utilized for any capital expenditure, either for right of way or construction, until the project has been environmentally cleared and the project has been approved by the project sponsor. The Commission will give careful consideration to requests for right of way protection or hardship requests whereby early acquisition of right of way is necessary to respond to owner hardship, or to avoid excessive right of way cost increases in the future due to development of the site.

5. **Conditions of Right of Way Allocations.** RM2 funds will be expended for right of way capital and support only if the project has identified and committed construction capital funds. The Commission will consider exceptions whereupon investment in right of way can be recovered if the project does not go forward.

6. **Future Funding Commitment.** When proposing allocations for only the preconstruction components of a capital project, the implementing agency must demonstrate the means by which it intends to fund the construction of a useable or operable segment or product, consistent with the Regional Transportation Plan. The anticipated total project cost and source of any uncommitted future funding must be identified in the IPR. To be considered committed for future phases of work, federal funds must be in the current TIP or have a Full Funding Grant Agreement (FFGA) or approved Earmark. State Transportation

Improvement Program (STIP) funds must be in the current STIP and Local Measure funds must have a commitment action by the governing authority. Transportation Congestion Relief Program (TCRP) funds are considered committed, however, based on current state budget actions. All other funding must have an action committing the funds by the responsible authorizing agency.

7. **Deliverable Product.** RM2 funds will be allocated with the specific intent of achieving a deliverable product. That product shall be the environmental decision/ project approval documentation when allocating to the environmental phase, the final design package including contract documents when allocating to the final design phase, title to property/ easements/ rights of entry or possession when allocating to the right of way phase, and a constructed improvement or minimum operating segment available for public usage when allocating to the construction phase. The ability of the product to be completed will be taken into consideration when the Commission allocates funds to the project. Any impediments to achieving the specific product shall be brought to the attention to the Commission in the Initial Project Report and through quarterly progress reports submitted by the project sponsor. If in the opinion of the Commission, impediments are such that the required product is unachievable, the Commission may withhold allocations, or withhold reimbursements on previously allocated funds.

8. **Project Timeliness.** The ability of the product to be completed will be taken into consideration when the Commission allocates funds to the project. Any impediments to achieving the specific product shall be brought to the attention of the Commission in the IPR or through quarterly progress reports submitted by the project sponsor. If in the opinion of the Commission, impediments are such that the required product is unachievable, the Commission may withhold allocations. The Commission reserves the right to issue a 30-day stop notice in the event it has to reevaluate the project per S&HC 30914(f).

9. **Complementary Funds Consideration.** Projects with complementary funds from other sources may be given priority if there are pending timely use of funds requirements on the other fund sources.

10. **Complementary Funds Spend Down Rate.** Other fund sources committed to a project phase that are complementary to RM2 funds will be expected to be spent down at an approximate proportional rate to RM2 funds. On an exception basis, the Commission may consider alternative cash flow expectations of other fund sources.

11. **Transit Operating Considerations.** For transit systems, an allocation of funds for capital expenditures, either right of way or construction, may be predicated on an ability to demonstrate that the service meets operating requirements.

Right of Way Hardship and Protection

Advance acquisition of property may be advisable prior to the completion of the environmental decision and the approval of the project. This generally occurs either under conditions of hardship or protection.

Hardship is defined as a situation where unusual personal circumstances of an owner are aggravated by the proposed transportation improvement and cannot be solved by the owner

without acquisition by the project sponsor. Owners of hardship parcels should receive full consideration and service from the project sponsor consistent with normal acquisition procedures, including appropriate relocation assistance and sufficient time to consider the sponsor's offer.

Protection is defined as an acquisition where substantial building activity or appreciation of vacant land value in excess of surrounding market appreciation is both likely and imminent in the event early purchase is not undertaken. Acquisition can occur with a showing that substantial new improvements are planned for the property or existing improvements are to be altered or enlarged, resulting in a substantial increase in future acquisition cost.

If applying for an allocation of RM2 funds for right of way hardship or protection acquisition, the sponsor must investigate need for acquisition, including but not limited to independent appraisals of the property including appropriate investigations of the site for any environmental conditions affecting the value of the property. In the case of advance acquisition due to hardship, the project sponsor must submit to MTC documentation addressing the following minimum criteria prior to a hardship allocation being approved:

- The owner demonstrates a need to dispose of the property.
- The owner is unable to dispose of the property at fair market value because of the pending transportation facility plans.
- The owner cannot reasonable alleviate the hardship in the absence of the sponsor's purchase of the property.
- The sponsor's purchase will substantially alleviate the hardship.

In the case of advance acquisition for the purpose of protection, the aforementioned showing must be made that prompt acquisition is required to prevent development of property, which would cause substantially higher acquisition or construction costs if acquisition were deferred. Relocation costs of residences or businesses should be considered in the final financial analysis provided by the sponsor.

Advance acquisitions made prior to completion of environmental and location processes are not to influence environmental assessment of the project. Note that there are federal and state laws, regulations and policies governing acquisition and relocation activities. It is not intended that the use of RM2 funds shall waive any of the laws, regulations, or policies that may apply.

If the Commission approves an allocation of RM2 funds for advance acquisition of right of way meeting the conditions as outlined above, the project sponsor shall provide that the land is held in escrow until project approval occurs for the transportation improvement.

Allocation Request Process

Project sponsors or implementing agencies must initiate an allocation request by submitting an Allocation Request Form and a draft Initial Project Report 60 days prior to the required Commission action. Thirty days prior to the Commission action, the project sponsor or implementing agency must submit the completed allocation application package to MTC. The allocation request consists of the following, detailed in Appendix A, and is available on the Internet (as applicable) at: http://www.mtc.ca.gov:

Intent to Request an Allocation (60 days prior to Commission action):

1. Allocation Request Initiation Form

2. Draft Initial Project Report

Allocation Application Package (30 days prior to Commission action):

1. Implementing Agency Resolution of Project Compliance
2. Opinion of Legal Counsel / MTC Indemnification*
3. Board or Official Governing Body Approved Initial Project Report (IPR)
4. Environmental Documentation**
5. Evidence of Allocation and Commitment of Complementary Funds **
6. Allocation WorkPlan **
7. Allocation Estimated Budget Plan

* Project sponsors have the option of consolidating the 'Opinion of Legal Counsel / MTC Indemnification' within the 'Implementing Agency Governing Board Resolution of Project Compliance'.

** A standard format for these elements of the allocation request has not been developed by MTC. Submission of the information for these items can be in the format as desired by the project sponsor or implementing agency.

Environmental Documentation

Pursuant to California Environmental Quality Act (CEQA) Public Resources Code §21000, et seq., all applicants are required to submit an environmental document that has been stamped by the County Clerk for each project in their annual application. Please refer to Public Resources Code and Title 14 of the California Code of Regulations for more information. At the time of service initiation, an applicant may submit a request for RM2 funding to cover the costs of the environmental assessment for the RM2 route. Applicants are urged to refer to the statutory and regulatory sections cited when preparing the environmental assessment documents. Applicants should consult their environmental officer for guidance in completion of this requirement.

EXPENDITURES AND REIMBURSEMENTS

Authority to Expend

The project sponsor must obtain the Commission's approval of the allocation and description of eligible costs prior to incurring costs. Project sponsors shall not receive reimbursement of costs incurred prior to MTC approval of the allocation of funding. Once the Commission approves the allocation, the sponsor may proceed with eligible expenditures, with the allocation conditioned on the reimbursement for eligible costs, in accordance with the allocating resolution. Project sponsors shall proceed solely at their own risk in advertising, opening bids, or awarding a contract prior to an allocation of RM2 funds. The advertising, bid opening, or awarding of a contract by the sponsor shall in no way prejudice the Commission into making an allocation they deem is unsuitable. Final allocation decisions will be subject to the availability of funds.

If a project or project component is ready for implementation earlier than RM2 funding is available, the sponsor may request an allocation of funds covering eligible expenditures with deferred reimbursement. A commitment of the funding may be made by the Commission including a determination of when the funds will be available. This action will be taken with the concurrence of the project sponsor; otherwise, the sponsor may elect to wait for an allocation until such time revenues are available. The sponsors will proceed at their own expense. The sponsor shall adhere

to the policies and procedures governing allocations and reimbursements. This deferred reimbursement is similar in concept to the Federal Highway Administration's (FHWA)'s Advance Construction (AC) authorization, or the Federal Transit Administration's (FTA)'s pre-award authority or the California Transportation Commission's (CTC)'s AB 3090 approval.

Eligible Expenses
To ensure that that RM2 funds are put to the most efficient use, limitations on allowable expenses have been placed on environmental, design, right of way, construction, staff support, oversight, consultant services and other aspects of project delivery. Furthermore, agency overhead costs, including administrative support, office equipment, and office leases, shall not exceed the cap as described under "Implementing Agency Costs" below.

Note that for all project phases, RM2 funds are limited to the statutorily authorized amount:

1. **Environmental Studies and Preliminary Engineering**
   RM2 funds are eligible to reimburse expenses incurred by sponsor staff and consultant staff for environmental study costs, including determination of the appropriate environmental document, preparation of all preliminary engineering for each alternative, including geometric layouts, determination of right-of-way needs, environmental technical studies (such as air, noise, energy, cultural resources and hazardous waste), and all other studies or activities necessary to prepare and to finalize the appropriate environmental document for approval. Environmental costs eligible for reimbursement shall be limited to the project as described in S&HC Section 30914 (c). Any environmental costs associated with an element of the environmentally scoped project that is beyond the project scope and intent as outlined in S&HC 30914 (c) and approved by the Commission in the IPR are not eligible for reimbursement under RM2.

2. **Design Costs**
   RM2 funds are eligible for expenses incurred by sponsor staff and consultant staff for design activities related to the project scope identified in S&HC 30914 (c) and as approved by the Commission in the IPR. These activities include preparation of alternative design studies; materials and foundation reports; drainage, hydrology and hydraulic reports; management oversight; surveying and mapping; preparation of the plans, specifications and estimate; preparation of bid documents and files for project; preparation of permit applications and maintenance agreements; coordination of agency reviews and any other activities necessary to prepare final PS&E for bid advertisement and award.

   If the sponsor wishes to include items of work not covered under the statutory description of the project and as approved by the Commission in the IPR, the cost for including the additional work shall be segregated and the cost borne by the sponsor from non-RM2 fund sources. Items of work that would fall into this area would be the correction or betterment of pre-existing items such as pavement, drainage facilities, landscaping (beyond Caltrans standards) or pedestrian facilities, unless these are an integral part of the project scope and necessary to meet the congestion relief goals of the RM2 program.

3. **Right-of-Way Acquisition and Utility Relocation**
   RM2 funds are eligible for expenses incurred by sponsor staff and consultant staff for all activities related to right-of-way, advanced right-of-way, and hardship acquisitions, including

determination of right-of-way needs; title searches; parcel appraisals; hazardous materials disposition; preparation of right-of-way acquisition documents; negotiation with property owners; activities involved with acquiring rights-of-way including condemnation proceedings, right-of-way capital costs, and cost-to-procure impacts related to the acquisition; utility relocation costs.

Services provided for right-of-way activities involved with property not necessary for the RM2 project as defined in the scope of work approved by the Commission in the IPR shall be at the expense of the sponsor and borne by non-RM2 fund sources.

If any excess right-of-way is sold, or otherwise disposed of, the value of such property shall be returned to MTC, including any profit realized from the sale of the property based on the prorated percentage of funds MTC contributed to the purchase of the property.

4. **Construction Costs**
RM2 funds are available to cover all construction expenditures for the project including construction capital, management and inspection, surveys, public outreach, and others as appropriate that are part of the scope of work approved by the Commission in the IPR. RM2 funds are eligible for reimbursement of sponsor's management oversight expenses associated with the construction of the project. This would include activities such as construction management, inspection, expenses associated with reviewing proposed change orders, and activities involved with managing the fund sources contributing to the project.

Sponsor may include additional work beyond the scope of work for the RM2 project at their expense. These costs will be segregated from the other item work expenses and paid for with non-RM2 funds. Items of work could include correction or betterment of pre-existing facilities such as pavement, drainage, landscaping or pedestrian facilities. Items of work within the scope, but covering more expensive treatment for the facility such as specialized lighting standards and signs, more elaborate landscaping or specialized treatment on the face of soundwalls and retaining walls, and specialized sidewalk/hardscape treatments will also be segregated from other project work and paid with non-RM2 funds.

Capital improvements and vehicle procurements for the implementation of the approved RM2 projects are eligible for construction funds. Vehicles procured with RM2 funds must be operated in revenue service for their useful life, as defined by MTC's Transit Capital Priorities process and criteria program.

5. **Project Sponsor/ Implementing Agency Costs**
The amount for which the project sponsor/ implementing agency can be reimbursed will be limited, as described below. In all cases, project sponsor/ implementing agency costs will be reimbursed within the cap of project funds stipulated in RM2.These changes are applicable to expenses beginning July 1, 2005. Prior to July 1, 2005, overhead expenses are not eligible for reimbursement.

a) DIRECT STAFF COSTS. Implementing agency staff costs are eligible, provided costs are directly related to the project tasks. Allowable implementing agency staff costs shall include the actual salary and fringe benefits directly related to the project only.

b) INDIRECT COSTS. An overhead rate for indirect costs can be assessed on direct staff costs or overhead expenses can be charged as a direct cost if it is directly related to the project. Sponsors must select a method to be used for the entire life of the project. If an overhead rate is selected, it shall be calculated by multiplying total labor cost (salaries and fringe benefits as described in above), by the sponsors' or implementing agencies' overhead rate as approved in its OMB Circular A-87 standard or an equivalent rate accepted by MTC. For projects with multiple project sponsors, the project sponsors must mutually agree to the method and overhead rate being applied to that particular RM2 project. The overhead rate effective July 1 of each year shall be applied for the entire fiscal year. Sponsors and implementing agencies may update the rate as of July 1 of each fiscal year. The amount reimbursable for the overhead rate shall not to exceed 50% of the labor cost and shall not be leveraged on consultant contract costs. Project sponsors and implementing agencies must self certify and submit an independent opinion with respect to its agency compliance with OMB Circular A-87 standards and laws.

c) CONSULTANT COSTS. Consultant services directly responsible for delivering the project are eligible. Consultant services shall be listed separately and supported in the invoice submittal to MTC.

6. Miscellaneous Costs

The costs of fees from other agencies, including permit fees, or reimbursement for review or oversight costs needed for the project are eligible costs. However, the cost of permits or fees from the sponsor will not be eligible. Utility relocation costs are eligible for reimbursement according to previous agreements establishing rights for those utilities. The costs for specialized equipment for testing, analysis or production of documents for project-related work are also eligible.

Invoicing and Reimbursements

All eligible costs shall be invoiced on a reimbursable basis. The sponsor may invoice MTC quarterly, or as stipulated in the project resolution as approved by MTC, as eligible work proceeds. The MTC Executive Director is delegated the authority to act on behalf of the Commission to grant more frequent invoicing and reimbursements, but not more frequently than monthly. Invoices shall include only eligible costs as described above. On the invoices, the project sponsor must show that the RM2 and matching fund sources are reimbursed and drawn down at approximately the same rate as the RM2 funds. Costs shall be accounted for in the invoice, sufficient to detail services performed with respect to the project scope as approved by MTC and payments made. An invoice format is provided to sponsors by MTC and shall include appropriate supporting reports from the sponsoring agency's general ledger. Approval of invoices shall be contingent on the submittal of Quarterly Progress Reports. In the event such Progress Reports are not complete and current, approval of invoices shall be withheld until an acceptable Quarterly Progress Report is submitted.

Availability for Audits

Sponsors of capital projects shall be available for an audit as requested by MTC.

TIMELY USE OF FUNDS PROVISIONS AND DEADLINES

The majority of fund sources used for transportation improvements are bound by timely use of funds deadlines. Failure to meet specific funding milestones can result in the funds being deleted from the project. Timely use of funds provisions are established in state and federal statutes for the State Transportation Improvement Program, the federal Surface Transportation Improvement Program (STP), and the federal Congestion Mitigation and Air Quality Improvement (CMAQ) program. MTC's Regional Project Delivery Policy (MTC Resolution No. 3603, approved October 22, 2003) established additional funding milestones for regional STP and CMAQ funding. Given that most RM2 projects are jointly funding with STIP, STP or CMAQ funding, project sponsors must be cognizant of the funding deadlines of the other funds on the project, and reflect appropriate deadlines in the financial plans submitted as part of the Initial Project Report. In the event of funding loss due to the sponsor's inability to meet timely use of funds provisions, the sponsor must demonstrate that the project or project phase is still deliverable.

Although legislation governing RM2 does not place specific deadlines on the funds, MTC will be managing the availability of RM2 funding to ensure continued progress and timely project delivery. Sponsors shall expend the funding consistent with their expenditure (cash flow) plans. As part of its annual assessment of the status of programs and projects, MTC shall consider the reasonable progress of the project after receiving its allocation. If a program or project cannot continue to be delivered, as evidenced in part by a lack of reasonable further progress, the Commission shall consult with project sponsors, hold a public hearing on the project, then determine whether to modify the project's scope or funding; or to reassign the funds to another or an additional program or project within the same corridor.

Generally, project sponsors should adhere to the following timely use of funds provisions. Any specific conditions and requirements for expenditure and reimbursement pertinent to each project shall be identified in the allocating resolution.

- Funds should be encumbered within six months of the allocation.
- Right of Way agreements should be finalized within two years of the allocation of funds for right of way acquisition.
- Construction/equipment purchase contract should be awarded within one year of the allocation of construction funds.
- Funds should be expended within the year identified in the expenditure (cash flow) plan.
- Final reimbursement of funds will be subject to review of the delivered useable/ operable phase or segment.

Project sponsors must demonstrate and certify that they can meet all of the timely use of funds deadlines as part of the financial plan included in the Initial Project Report for the various fund sources on the project. It is encouraged that project sponsors follow the provisions of the Regional Project Delivery Policy (MTC Resolution No. 3606).

Timing Limitation for Environmental Approval

It shall be the policy of MTC regarding the allocation of RM2 funds for all or a portion of the cost to complete the environmental document/ project approval phase of the project, that the process to achieve environmental document and project approval shall not exceed 3 years. This duration shall be measured from the initiation of the environmental process to its completion and shall not

be contingent on when the RM2 funds are expended within that process. The intent of this condition is to ensure due diligence on the part of sponsors to secure environmental clearance.

In the event the administrative draft environmental document has not been submitted for public review within the 3 year time frame, no time extension will be recommended and staff will recommend that the project be considered for scope change or fund reassignment per Section 30914(f) of the Streets and Highway Code.

In the event that the administrative draft has been submitted for public review within the 3-year time frame and the sponsor has worked diligently to achieve environmental clearance and project approval, a time extension of one year may be recommended. Any additional extension request beyond this one-year will require the sponsor submit justification acceptable to the Commission.

Project Cancellation
If the RM2 project or project phase is not completed, the project sponsor shall repay MTC any RM2 funds expended above the proportionate share of eligible costs for the project or project phase. With regard to vehicle procurements, removal from revenue service or sale of the vehicle prior to the end of the vehicle's useful life will result in repayment to MTC and the RM2 program for the depreciated value of the vehicle at the time of removal or sale. Lease financing of vehicle procurements that do not result in the removal of the vehicles from revenue service is permissible. Project sponsors entering into a sale-leaseback or lease-leaseback financing agreement for the purpose of generating operating funds are permitted to do so provided:

1) Federal, state, and local tax and finance regulations are adhered to;
2) Any sales lease back agreement be structured so that no change of ownership for U.S. tax analysis occurs;
3) MTC is provided with opinion from the transit operator's tax counsel of compliance with applicable regulations;
4) The transit operator indemnifies and defends MTC as to any challenges of any such transactions and to pay the costs of any resulting liability arising from such challenges; and
5) RM2 funded vehicles must remain in service for their depreciable service term. Failure to comply with these conditions may result in the rescission of the RM2 allocation and reimbursement to MTC of the prorated value of the vehicles.

Following the Commission consultation with the sponsor, public hearing and determination to redirect funds from the project, payment to MTC shall be made with interest and shall be made in accordance with a negotiated repayment schedule, not to exceed 24 months. MTC shall withhold funds due the sponsor for any missed payments under the negotiated agreement.

OTHER PROJECT COST CONDITIONS

Maintenance and Operating Costs
Pertaining to capital projects outlined in Streets and Highways Code Section 30914 (c), it is the obligation of the project sponsor to arrange for all costs to operate and maintain the improvement constructed under RM2. No costs will be considered as eligible for reimbursement out of RM2 funds to operate or maintain the facility or any portion of the facility. If a minimum operating segment or other useable segment of the facility is open for public use prior to the entire facility being opened, and if that segment is still the responsibility of the contractor for operation and maintenance, then these contractor costs can be considered eligible for reimbursement as a capital

expense. For transit projects that result in enhanced or expanded services, this financial capacity should be documented as part of the Initial Project Report and its updates (as outlined in Appendix A).

Escalated Costs
RM2 funding for any individual project or program shall be limited to the amount designated in the RM2 legislation. The cost of the project phases should be escalated to the year of expenditure when submitting project cost information to MTC. RM2 funds do not escalate. Local project sponsors may use the state escalation rates or their own rates in determining the escalated project phase cost for the year of expenditure. If funding beyond RM2 amounts are required to complete the project phase the sponsor is responsible for securing the additional funding prior to allocation of RM2 funds.

Cost Increases
MTC participation in project or program costs shall be limited to those dollar amounts as outlined in S&HC Section 30914 (c). All cost estimates by project phase, being environmental/project approval, design, right of way, and construction, shall be shown in the Initial Project Report in the year of expenditure.

Where more than RM2 funds are needed to complete a project phase, it is the sole responsibility of the sponsor to secure the additional necessary funding. In the event that the sponsor cannot secure additional funding, and/or the project cannot be segmented to meet the available funds and still conform to the intent of the legislation and voter mandate, the Commission shall consult with the program or project sponsor, and conduct a public hearing as outlined in S&HC Section 30914(f). After the hearing, the Commission may vote to modify the project's or program's scope, decrease its level of funding, or reassign all of the funds to another regional project or program within the same corridor. If the existing project is removed from the RM2 program, MTC and the sponsor agree to share expenditures of eligible costs to date in accordance with the allocation conditions accompanying the project allocation.

It is the responsibility of the project sponsor to provide Quarterly Progress Reports, working in cooperation with MTC and its consultants. Proposed contract change orders or cost increases that may arise once the contract has been awarded that are in excess of $250,000 or 20% of the project cost, whichever is less, shall be noticed to MTC as soon as those increases have been identified or no later than the next scheduled Quarterly Progress Report. The project sponsor will provide assurance that the project phase the Commission allocated to is still deliverable. A revised financial plan for the project shall be included as part of the submitted Quarterly Progress Report.

The sponsor is not authorized to claim any RM2 funds in excess of the allocation amount approved by the Commission in association with the scope, cost, and schedule approved by the Commission. Increased costs are eligible for allocation of unallocated RM2 funds if the sponsor provides an updated funding plan indicating that funds from other phases or other sources are available to assure the delivery of the prescribed RM2 project or project phase. This must be accompanied by evidence that other fund sources, either new or increased in dollar amount, are committed. As mentioned elsewhere in this Policy and Procedure document, other fund sources must be programmed and allocated to the project phase requesting an allocation of RM2 funds or a supplement to the allocation of RM2 funds prior to the Commission approving an allocation of

RM2 funds. In no case shall the financial responsibility of BATA and/or MTC regarding RM2 funds exceed the amount designated in S&HC 30914 (c) and (d).

If outside funding is found to be available for the RM2 project or project phase to partially offset the RM2 funds, the RM2 funds will not be transferred out of the project until after it is ensured that any known cost increases are adequately addressed.

Cost Savings and Cost Increases at Bid Opening
At the time of bid opening, the responsible low bid may exceed the funding commitment of RM2 funds as well as other fund sources. If in the event of construction budget exceedances, the sponsor may seek an allocation of any remaining RM2 funds not yet allocated to the project only if other funds are committed in sufficient amounts to deliver the construction phase. If all available fund sources are not sufficient to award the project, the sponsor shall consult with MTC on suitable measures to enable the project to proceed, including but not limited to downscoping the project and rebidding, providing additional clarity to enable a more cost-effective bid, or seeking additional revenues. In no case shall the sponsor exceed the levels of RM2 funding allowable under Street and Highway Code Section 30913(d). In utilizing all available funding from all sources for contract award, the sponsor shall consult with MTC staff or its consultants on the likelihood of cost increases during construction and what contingencies are available to address these costs, including the presentation of a risk management plan for constraining construction expenditures to available revenues.

In the event of cost savings at bid opening, the sponsor shall distribute bid savings proportionately to all construction fund sources, including both capital and support. The RM2 funds shall be available to the sponsor for any cost increases associated with the project after construction award until the time of final close-out of the construction phase, including the settlement of all claims.

Any funds remaining at the end of the project shall be reassigned at the discretion of the Commission.

MONITORING AND REPORTING REQUIREMENTS

Annual Updates
On an annual basis, following the April progress reporting schedule, sponsors and implementing agencies must provide notification to the Commission of anticipated allocation requests for toll revenues within the subsequent fiscal year (12 months). Failure to do so may impact the allocation approval capacity of the Commission.

Quarterly and Semi-annual Progress Reports
As directed by MTC, sponsors and/or implementing agencies will provide MTC with either a Quarterly Progress Reports or Semi-Annual Progress Report. Quarterly progress reports will be due 30 days after the end of each quarter (on or before October 31st, January 31st, April 30th, July 31st). Semi-Annual Progress Reports will be due on or before January 31st and July 31st. These reports are meant to update MTC on the project's scope, cost, and schedule. These reports shall include the following:

- Status: the phase currently underway and the progress since the last report; major meetings and decisions on the project; any significant accomplishments; any setbacks to the project. The

sponsor should note whether they anticipate any problems, and what area these problems exist in.

- Expenditures to date: these will be specified as expenditures since the prior quarter, and will include all funding sources including RM2. These will be in sufficient detail to determine that they are eligible expenses.
- Schedule changes: any changes in the project schedule as outlined and approved in the IPR and the consequences of those changes, particularly related to project costs. If the schedule has been modified, a revised schedule must be attached.
- Cost changes: all changes should be noted in the Progress Report; changes greater than 20% or $250,000 dollars, whichever is less, must be accompanied by a detailed explanation of what options the sponsor has considered to manage the change, including but not limited to what savings can be realized elsewhere in the project to compensate for the change, and what the risks are to not funding the change. If costs have changed by more than $250,000 or 20%, whichever is greater, a revised funding plan and cash flow schedule must be attached.
- Potential Claims: If RM 2 funds are utilized for the construction phase of the project, then the sponsor must certify if there are any Notices of Potential Claim. If they exist, a summary of such notices as well as the likely cost or schedule impact shall be included. MTC acknowledges that information may be limited, given the need for confidentiality between the sponsor and the contractor. A confidential discussion with MTC staff may be requested; the sponsor shall make every effort to comply with this information request.
- Address of Project Specific Conditions: If project specific conditions were approved as part of the allocation, the sponsor must address the status of meeting the condition.
- The Progress Report shall be signed by the responsible Project Manager.

At Risk Report/Cooperation with Consultants

Upon receipt of the sponsor-submitted quarterly progress reports, MTC and/or its consultant shall prepare an At-Risk Report (Report) for submittal to the Commission that outlines critical scope, cost, or schedule changes to the project. MTC may retain a project control and monitoring consultant to monitor projects, and report to the Commission quarterly on projects or project phases at risk for meeting the adopted scope, cost, or schedule, assessing what options are available to the sponsor to respond to the at-risk condition, and what recommendations may be available to the Commission. The sponsor shall cooperate with MTC and its consultant in the preparation of the Report. This report shall include options the sponsor has or has not considered and the costs and risks associated with those options. The sponsor is expected to participate in discussions with the Commission regarding options to proceed. The Commission will take the Report into consideration when assessing the ability of the project or project phase to be delivered, per Section 30914(f) of the S&HC. Regarding scope changes, any changes resulting in changes in costs or schedule should be delineated. The sponsor at a minimum should mention changes in scope due to permit agency requirements, local governing board direction, or changes in federal, state, or local laws and regulations. The sponsor shall cooperate with MTC or its consultants in the preparation of these documents.

CONSISTENCY WITH OTHER PLANS AND POLICIES

RTP Consistency
Capital projects seeking allocations must be consistent with the adopted Regional Transportation Plan (RTP), which state law requires be consistent with federal planning and programming requirements.

CMP Consistency
For capital projects, it is required that all committed project phases be included in a Countywide Plan. The phase of the project requiring funding shall be in an approved County Congestion Management Plan (CMP) or in an adopted Capital Improvement Program (CIP) for counties that have opted out of the CMP requirement, prior to seeking allocation of RM2 funds. For multi-county projects, the project must be in the countywide plans and CMP/CIP of the counties affected by the project.

TIP and Air Quality Conformity
Federal laws governing requirements for regions to achieve or maintain federally mandated air quality standards require that all regionally significant transportation improvements be part of a required regional conformity finding. This conformity finding is performed by MTC, the Metropolitan Planning Organization (MPO) for the Bay Area, in concert with the Bay Area Air Quality Management District and the Association of Bay Area Governments and must state that if all the transportation improvements proceed, air quality standards can be reached.

A project is regionally significant if it increases transit or highway capacity or offers an alternative to established regional highway travel. Projects must be included in the conformity analysis, regardless of their fund source. To that extent, all regionally significant RM2 projects must be included in the conformity analysis for the Regional Transportation Plan (Plan) and Transportation Improvement Program (Program). Project specific air quality conformity analysis and findings are the sole responsibility of the project sponsor.

Accommodations for Bicyclists, Pedestrians and Persons with Disabilities
Federal, state and regional policies and directives emphasize the accommodation of bicyclists, pedestrians, and persons with disabilities when designing transportation facilities. As with many existing projects in the Bay Area, an RM2 project is likely to have a number of fund sources that make it whole. A project must incorporate the appropriate policy associated with the fund sources that make up the project. Federal, State, and regional policies and directives regarding non-motorized travel include the following:

Federal Policy Mandates
TEA-21 states that, "Bicycle transportation facilities and pedestrian walkways shall be considered, where appropriate, in conjunction with all new construction and reconstruction of transportation projects, except where bicycle and pedestrian use are not permitted" (Section 1202).

State Policy Mandates
Caltrans Deputy Directive 64 (http://www.dot.ca.gov/hq/tpp/offices/bike/DD64.pdf), states: "the Department fully considers the needs of non-motorized travelers (including pedestrians, bicyclists, and persons with disabilities) in all programming, planning, maintenance, construction, operations, and project development activities and products. This includes

incorporation of the best available standards in all of the Department's practices. The Department adopts the best practices concept in the US DOT Policy Statement on Integrating Bicycling and Walking into Transportation Infrastructure."

Regional Policy Mandates
MTC's Regional Bicycle Plan, adopted as a component of the RTP, requires that "all regionally funded projects consider enhancement of bicycle transportation consistent with Deputy Directive 64." MTC's Regional Bicycle Plan, containing federal, state and regional polices for accommodating bicycles and non-motorized travel, is available on MTC's Web site at: http://www.mtc.ca.gov/projects/rtp/bicycle.htm.

Intelligent Transportation Systems Policy
In collaboration with federal, state, and local partners, MTC is developing the regional Intelligent Transportation Systems (ITS) architecture. MTC, state and federal agencies will soon require projects funded with federal highway trust funds to meet applicable ITS architecture requirements. Through the on-line WEBFMS application process, project sponsors will identify the appropriate ITS category, if applicable. Information on the regional ITS architecture can be found at: http://www.mtc.ca.gov/planning/ITS/index.htm.

Traffic Operations System Policy for Major New Freeway Projects
It is the Commission's policy that all major new freeway projects included in the Transportation 2030 Plan and subsequent regional transportation plans shall include traffic operations system (TOS) elements to effectively operate the region's freeway system and coordinate with local transportation management systems. MTC is requiring that all applicable RM2 projects conform to the regional policy. For purposes of this policy, a "major freeway project" is a project that adds lanes to a freeway, constructs a new segment of freeway, modifies a freeway interchange, or reconstructs an existing freeway. A project is considered "new" if it does not have an approved Project Study Report (PSR) by December 2004. Caltrans shall operate, manage, maintain and replace the TOS elements installed within its right-of-way.

SECTION 3 – OPERATING PROGRAM GUIDANCE

BACKGROUND

Regional Measure 2 (RM 2) will provide operating support for a number of transit services. These projects are identified in Section 30914(d) of the California S&HC.

On October 13, 2004, the Federal Highway Administration with concurrence of the Federal Transit Administration approved the use of toll revenues from the four non-federalized Bay Area bridges for funding transit operations through the RM2 program. This decision allows MTC to begin allocating operating funds to the projects that were approved as part of RM2.

RM2 funds for operating assistance will be made available annually in accordance with the policies and procedures defined in this section.

ALLOCATION PROCESS

Prior to the beginning of each fiscal year, pending resolution of the federal limitation concerning using toll revenues for operations, MTC will adopt a project specific budget for RM 2 operating funds. It is against this budget, subject to meeting eligibility requirements and fund availability, that project sponsors should request operating allocations.

In S&HC 30914.5(b), MTC is directed to execute an operating agreement with sponsors seeking RM2 funding covering operating assistance for transit services. These agreements are to be executed through a process of project sponsor governing board certification followed by Commission allocation action. The annual funding agreement will consist of approval by both project sponsors and MTC of the terms outlined in the sponsor Implementing Agency Resolution and Operating Assistance Proposal (OAP). The Implementing Agency Resolution should provide evidence of a full funding plan, adherence to performance measures, local agreement to conditions, local certification of absence of legal impediments and local indemnification of the Commission and adherence to the planned activity as outlined in the OAP.

Environmental Documentation

Pursuant to California Environmental Quality Act (CEQA) Public Resources Code §21000, et seq., all applicants are required to submit an environmental document that has been stamped by the County Clerk for each project in their annual application. Please refer to Public Resources Code and Title 14 of the California Code of Regulations for more information. At the time of service initiation, an applicant may submit a request for RM2 funding to cover the costs of the environmental assessment for the RM2 route. Applicants are urged to refer to the statutory and regulatory sections cited when preparing the environmental assessment documents. Applicants should consult their environmental officer for guidance in completion of this requirement.
An application for operating funds solely to maintain existing transit services normally will be a Class I categorical exemption under CEQA, and requires only a Notice of Exemption. Applicants should check with their environmental officer for further assistance.

Allocation Applications

An allocation request will be considered complete and ready for consideration by the Commission when all of the component elements to the request are submitted and approved for forwarding to the Commission by MTC staff.

Applications for operating assistance should be submitted sixty days prior to expected allocation date and should include the following material:

1. Cover letter detailing the allocation request;
2. Implementing Agency Resolution; *
3. Operating Assistance Proposal;
4. Opinion of Legal Counsel; *
5. Environmental documentation;
6. Certifications and assurances; and
7. Fiscal audit.

* Project sponsors have the option of consolidating the 'Implementing Agency Resolution' and the 'Opinion of Legal Counsel.'

Appendix C details the formats for the Implementing Agency Resolution, Operating Assistance Proposal, the Opinion of Legal Counsel, and the Certifications and Assurances.

Staff will review the operating assistance request to ensure that the project request meets eligibility per S&H code 30914(d), compliance with financial audit requirements, satisfaction of established performance measures, and other requirements outlined in this policies and procedures manual.

ELIGIBILITY

Reimbursable Activities

Transit services eligible to receive operating assistance under RM2 are those projects identified under Section 30914(d) of the S&HC. These projects and services have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors. Due to other federal, state and regional requirements, full eligibility for the receipt of RM2 funding is not determined until approval of the funding allocation by the Commission.

Operating costs included in the operating expense object classes of the uniform system of accounts, exclusive of depreciation and amortization expenses and direct costs for providing charter service, are eligible for RM2 operating assistance. In the case of a transit service claimant that is allocated funds for payment to an entity, which is under contract with it to provide transportation services, "operating cost" also includes the amount of the fare revenues that are received by the entity providing the services and not transferred to the claimant. Eligible expenses for operating follow the eligibility criteria for Transportation Development Act funds.

Service initiation costs for RM2 routes – including preparation of environmental clearance – are an eligible expense.

No operator or transit service claimant shall be eligible to receive moneys during the fiscal year from RM2 operating assistance for operating costs that exceed its actual operating cost for the service identified in S&HC 30914(d) or subsequently amended through an action by the MTC Commission (including payment for disposition of claims arising out of the operator's liability) in the fiscal year less the sum of the following amounts:

1. The actual amount of fare revenues received during the fiscal year.
2. The amount of other operating subsidies directed at the service during the fiscal year.

For those cases where the RM2 service is a portion of an operator's service, the methodology used to derive the costs and revenues for the route must be specified at the time of allocation. Any change in the methodology will require a revision to the allocation.

The period of eligibility for operating expenses is for the fiscal year for which the allocation is made. The term fiscal year has reference to the year commencing July 1 and ending June 30 of the following year.

Notwithstanding the provisions listed above for transit operating, for purposes of TransLink® and Water Transit Authority administrative expenses, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have determined that planning activities are eligible for reimbursement from toll revenues. Allocation for planning activities will be in accordance with federal guidance and may need to be reviewed by federal agencies in advance of the allocation to confirm that the planned activities are Title 23 eligible.

Consistency with Plans
In addition to the eligibility requirements outlined above, applicants must demonstrate consistency with regional plans and federal planning requirements including but not limited to:

- MTC Regional Transportation Plan: For operations projects, applicants should provide the necessary project reference or information to verify that their project is compatible with the RTP.
- Applicant's Short Range Transit Plan (SRTP) or Countywide Plan: For operations projects, applicants must reference how the project is reflected in their Short Range Transit Plan or County-wide Five Year Plan. All transit operators that receive operating assistance shall prepare a Short Range Transit Plan, or planning document equivalent for their system, including reference to the planned use of RM2 bridge tolls as part of their overall operations. Failure to complete an SRTP could delay an allocation or make a project sponsor ineligible for RM2 operating assistance.
- Air Quality Conformity: An applicant's project must be consistent with the TIP for which MTC has completed an air quality conformity assessment.

DISBURSEMENT OF FUNDS

After approval by the Commission, allocations of operating funds through RM2 will be disbursed in accordance with the terms and conditions as established in the allocation instructions by MTC. Generally, allocation instructions will direct payments to be made monthly in advance, subject to quarterly adjustments to reflect actual expenses based on monthly invoices. All disbursements are subject to the availability of bridge toll revenues and determination of eligible expenses based on submitted invoices. Specific invoicing procedures will be provided to the sponsor.

Disbursement of RM2 operating assistance is conditional on timely and satisfactory completion of a fiscal audit and may be delayed, cancelled, or adjusted based on audit findings of ineligible expenses. Delinquency of report submittals or failure to comply with other RM2 operating assistance conditions could be grounds for withholding disbursement of funding or rescinding allocations.

MONITORING REQUIREMENTS

Annual Update of Operating Assistance Plan

Streets and Highway Code 30914.5(b) requires that MTC enter into an agreement with all recipients of RM2 operating assistance that shall include, at a minimum, a fully funded operating plan that conforms to and is consistent with the adopted performance measures. The agreement shall also include a schedule of projected fare revenue and any other operating revenues needed to demonstrate that the service is viable in the near-term and is expected to meet the adopted performance measures. These agreements are to be executed through a process of project sponsor governing board certification followed by Commission allocation action as discussed above in Allocation Process.

Applicants for RM2 operating assistance will use the Operating Assistance Plan (OAP) to demonstrate a fully funded operating plan that is consistent with MTC adopted performance measures. The original submittal of the OAP for FY 2004-05 was due by May 1st for sponsors requesting allocation in the fiscal year and by June 1st for all other sponsors. In subsequent years, the submittal shall follow a similar schedule but be updated to reflect audited actual data as well as adjusted current year financial and operating data statistics, as appropriate.

The OAP required information is included in Appendix C.

Performance Measures

Prior to allocation of revenue for transit operating assistance under subdivision (d) of Section 30914 of the S&HC, the MTC shall adopt performance measures related to farebox recovery, ridership, and other performance measures as needed. The performance measures are included in Appendix C, Part 5.

The performance measures, as developed in concert with the affected transit operators and the Advisory Council and as approved by the Commission, will effect allocations starting in FY 2006-07. The applicable year for calculating performance measures will be two years in arrears of a requested allocation year. In other words, for FY 2006-07 operating allocations, the Commission will base compliance with the performance measures on FY 2004-05 operating performance.

An independent auditor in the fiscal audit, as discussed below shall verify the certification of compliance with adopted performance measures.

Fiscal Audit

As established in S&H Code 30914.5(c), prior to annual allocation of transit operating assistance by the MTC, the MTC shall conduct an independent audit that contains audited financial information, including an opinion on the status and costs of the project and its compliance with the approved performance measures. At a minimum, the fiscal audit will provide the auditor's professional opinion as to whether RM2 operating assistance was spent on eligible costs and performance measures were met.

In addition, a project sponsor should include RM2 expenses and revenues in its general fiscal audit. This t annual certified fiscal audit shall be submitted to MTC within 180 days after the close of the fiscal year in which the RM2 allocation was received. MTC may suspend disbursement of RM2 operating assistance if an operator fails to meet this deadline.

The Commission's determination of eligibility for operating assistance will depend on the fiscal audit that is two years in arrears. The first year that fiscal audits must address is FY 2004-05, for use in allocation decisions for FY 2006-07.

All fiscal and accounting records and other supporting papers shall be retained for a minimum of four years following the close of the fiscal year of expenditure.

Cooperation with MTC and MTC's Consultants
Recipients of RM2 operating assistance funds agree to work cooperatively with MTC staff and/or MTC consultants to provide operating statistics that will be used to monitor the effectiveness of the RM2 operating program and consistency with MTC adopted performance measures. This includes but is not limited to assisting in the collection of survey data, on-board vehicle counts, and making available relevant ridership and costs information. It is important to note that, in most cases, these performance measures will be route-specific and therefore require isolation of the operating cost, passenger boardings, and fare revenue for the route or line for which RM 2 operating assistance is secured.

Regional Coordination/Participation in MTC Programs
Recipients of RM2 operating assistance agree to participate in regional programs aimed at enhancing transit information and customer service. At a minimum, recipients agree to 1) provide their schedule and real-time transit information/data to 511, maintain the data so that it is updated in a timely and accurate manner, and market 511 as the way to learn about the transit service; and 2) offer TransLink® services and market TransLink® as the fare medium to pay for the transit service, as applicable based on transit operator implementation of TransLink®. Recipients also agree to participate in the Integrated Fare Structure and Transit Connectivity studies, as authorized under S&H codes 30914(c). Further, transit operators receiving RM2 operating assistance agree to make reasonable efforts to implement any recommendations resulting from these studies, as appropriate.

Appendix A – Capital Intent for Allocation Request Forms

Part 1: RM2 Allocation Request Initiation Form

A project sponsor is requested to submit a one page Allocation Request form at least 60 days prior to a request MTC Commission allocation action. A draft Initial Project Report (IPR) should accompany the allocation request. The form is available electronically at www.mtc.ca.gov.

Part 2: RM2 Initial Project Report (IPR) Format

Section 30914(e) of the California Streets and Highways Code requires that project sponsors with projects listed in the capital program of the Regional Traffic Relief Plan (Section 30914(c)) submit an Initial Project Report (IPR) to the Metropolitan Transportation Commission (MTC) by July 1, 2004. Furthermore, MTC requires the project sponsor to submit an updated report to MTC at least annually, and an updated report be submitted along with the funding allocation request. The governing board of the agency submitting the allocation request must approve the updated IPR before MTC can approve the IPR, or allocation of funds. MTC will approve the report, or updated report, in conjunction with the funding allocation.

The report shall include all information required to describe the project in detail, including identification of lead sponsor, the status of any environmental documents relevant to the project, additional funds beyond RM2 required to fully fund the project, the amount, if any, of funds expended to date, a summary of any impediments to the completion of the project, a detailed financial plan, and notification of whether Regional Measure 2 (RM2) funds will be needed within the subsequent 12 months (following fiscal year). The Initial Project Report format is available at www.mtc.ca.gov.

Appendix B – Capital Allocation Application Forms

Part 1: RM2 Implementing Agency Resolution of Project Compliance

Resolution No.

Implementing Agency:

Project Title:

Whereas, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

Whereas, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

Whereas, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

Whereas, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

Whereas, (agency name) is an eligible sponsor of transportation project(s) in Regional Measure 2, Regional Traffic Relief Plan funds; and

Whereas, the (project title) is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d); and

Whereas, the Regional Measure 2 allocation request, attached hereto in the Initial Project Report and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which (agency name) is requesting that MTC allocate Regional Measure 2 funds; and

Resolved, that (agency name), and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

Resolved, that (agency) certifies that the project is consistent with the Regional Transportation Plan (RTP).

Resolved, that the year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project.

Resolved, that the Regional Measure 2 phase or segment is fully funded, and results in an operable and useable segment.

Resolved, that (agency name) approves the updated Initial Project Report, attached to this resolution; and be it further

Resolved, that (agency name) approves the cash flow plan, attached to this resolution; and be it further

Resolved, that (agency name) has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the updated Initial Project Report, attached to this resolution; and be it further

Resolved, that (agency name) is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(c); and be it further

Resolved, that (agency name) is authorized to submit an application for Regional Measure 2 funds for (project name) in accordance with California Streets and Highways Code 30914(c); and be it further

Resolved, that (agency name) certifies that the projects and purposes for which RM2 funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations thereunder; and be it further

Resolved, that there is no legal impediment to (agency name) making allocation requests for Regional Measure 2 funds; and be it further

Resolved, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of (agency name) to deliver such project; and be it further

Resolved that (agency name) indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of (agency name), its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages, and be it further

Resolved, that (agency name) shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital

improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

Resolved, that assets purchased with RM2 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the Metropolitan Transportation Commission (MTC) shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that Regional Measure 2 funds were originally used; and be it further

Resolved, that (agency name) shall post on both ends of the construction site(s) at least two signs visible to the public stating that the Project is funded with Regional Measure 2 Toll Revenues; and be it further

Resolved, that (agency name) authorizes its (Executive Director, General Manager, or his/her designee) to execute and submit an allocation request for the (environmental/ design/ right-of-way/ construction) phase with MTC for Regional Measure 2 funds in the amount of ($_____), for the project, purposes and amounts included in the project application attached to this resolution; and be it further

Resolved, that the (Executive Director, General Manager, or his/her designee) is hereby delegated the authority to make non-substantive changes or minor amendments to the IPR as he/she deems appropriate.

Resolved, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the (agency name) application referenced herein.

Part 2: RM2 Sample Opinion of Legal Counsel

Project sponsors have the option of including specified terms and conditions within the Resolution of Local Support as included in Part 1. If a project sponsor elects not to include the specified language within the Resolution of Local Support, then the sponsor shall provide MTC with a current Opinion of Counsel stating that the agency is an eligible sponsor of projects for the Regional Measure 2; that the agency is authorized to perform the project for which funds are requested; that there is no legal impediment to the agency applying for the funds; and that there is no pending or anticipated litigation which might adversely affect the project or the ability of the agency to carry out the project. A sample format is provided below.

(Date)

To: Metropolitan Transportation Commission
Fr: (Applicant)
Re: Eligibility for Regional Measure 2 funds

This communication will serve as the requisite opinion of counsel in connection with the allocation of (Applicant) _____ for funding from Regional Measure 2 Regional Traffic Relief Plan made available pursuant to Streets and Highways Code Section 30914(c)(d) for (Project Name) _____

1. (Applicant)_____ is an eligible sponsor for the Regional Measure 2 funding.
2. (Applicant) _____ is authorized to submit an allocation request for Regional Measure 2 funding for (project) _____
3. I have reviewed the pertinent state laws and I am of the opinion that there is no legal impediment to (Applicant) _____ making applications for Regional Measure 2 funds. Furthermore, as a result of my examinations, I find that there is no pending or threatened litigation that might in any way adversely affect the proposed projects, or the ability of (Applicant) _____ to carry out such projects.

Sincerely,

_____
Legal Counsel

_____
Print Name

Part 3: RM2 Initial Project Report (IPR) Format

Section 30914(e) of the California Streets and Highways Code requires that project sponsors with projects listed in the capital program of the Regional Traffic Relief Plan (Section 30914(c)) submit an Initial Project Report (IPR) to the Metropolitan Transportation Commission (MTC) by July 1, 2004. Furthermore, MTC requires the project sponsor to submit an updated report to MTC at least annually, and an updated report be submitted along with the funding allocation request. The governing board of the agency submitting the allocation request must approve the updated IPR before MTC can approve the IPR, or allocation of funds. MTC will approve the report, or updated report, in conjunction with the funding allocation.

The report shall include all information required to describe the project in detail, including identification of lead sponsor, the status of any environmental documents relevant to the project, additional funds beyond RM2 required to fully fund the project, the amount, if any, of funds expended to date, a summary of any impediments to the completion of the project, a detailed financial plan, and notification of whether Regional Measure 2 (RM2) funds will be needed within the subsequent 12 months (following fiscal year). The Initial Project Report is outlined below, with the report format available at www.mtc.ca.gov.

- **Project Description and Sponsor Information,** including identification of lead sponsor in coordination with all identified sponsors, and identification of agency to seek and receive allocations from MTC,
- **Project Delivery Information,** including summary of any impediments to the completion of the project, status of any environmental documents relevant to the project, status of the project phases and delivery milestones, and discussion of the operability of the project once competed.
- **Project Budget Information**, including the total budget for the project, and any prior expenditure.
- **RM2 Funding Need Information,** including RM2 expenditure (cash flow) plan, status of any prior RM2 expenditures, and identification of any RM2 funding needs for the next fiscal year, and beyond.
- **Project Funding Information**, including identification of committed funding to the project, any uncommitted funding required to fully fund the project, and segregation of the RM2 deliverable segment if different from the total project. Any timely use of funds requirements must be noted and incorporated into the overall funding schedule of the financial plan. The RM2 phase or component must be fully funded with committed funds, and it must be demonstrated that the RM2 funded phase or component results in a useable or operable segment. For transit projects resulting in expanded or enhanced services, the sponsor shall document the financial capacity to operate and maintain those services for a period of at least 10 years following the year services are initiated.
- **Governing Board Action,** including verification of approval of the IPR. The IPR must be approved by the board or governing body of the agency responsible for preparing and submitting the IPR and requested the allocation of RM2 funding prior to MTC approval of

the IPR and allocation of funds. Verification of the governing board action should be attached to the IPR.

- **Agency Contact and IPR Preparation Information**, including agency and project manager, and IPR preparer contact information, and date the report was prepared or updated.

Part 4: Environmental Documentation

Pursuant to California Environmental Quality Act Public Resources Code §21000, et seq., all applicants are required to submit a valid environmental document that has been certified by the County Clerk for each project. Please refer to Public Resources Code and Title 14 of the California Code of Regulations for more information. Applicants are urged to refer to the statutory and regulatory sections cited when preparing any environmental assessment under CEQA or NEPA. Applicants should consult their environmental officer for guidance in completion of this requirement. If a project is federally funded or is anticipated to be federally funded, project sponsors must submit approved National Environmental Protection Act documents.

Part 5: RM2 Evidence of Allocation and Commitment of Complementary Funds

Applicants are required to submit evidence of the commitment of complementary funds for the phase for which the applicant is seeking an allocation of RM2 funds. Copies of the applicable resolution(s) and/or governing body actions allocating the funds to the phase, within the years displayed in the cashflow plan, must be attached to the allocation request. The applicant must demonstrate that the phase is entirely funded prior to the allocation of RM2 funds. Part 6: RM2 Allocation Work Plan

The implementing agency must submit a detailed Work Plan covering the deliverables for which a RM2 funding allocation is being sought. The Work Plan should be consistent with the parameters included in the Board approved Initial Project Report, and must have sufficient detail regarding each deliverables' scope, cost and schedule. The elements of the work plan will serve as the basis of MTC staff review of project sponsor invoices. MTC staff will work with sponsors to ascertain the work breakdown level appropriate to the funding request being made. The Work Plan must be submitted with the allocation application request.

Part 7: RM2 Estimated Budget Plan

The sponsor must submit an Estimated Budget Plan (EBP) outlining the agency costs, consultant costs, and any other costs associated with the delivery of the Work Plan element. A separate EBP is required for each deliverable segment within each allocation. In some instances an allocation may have only one deliverable. In other instances an allocation may be associated with multiple deliverables. The format for the EBP submission is available at www.mtc.ca.gov.

Appendix C – Operating Allocation Request Forms

Part 1: Certifications and Assurances

(Sample form is available at www.mtc.ca.gov)

Applicant certifies that, if RM-2 funding was received in the prior year, it has included the RM-2 costs and revenues in its general fiscal audit for that year. Applicant also assures that it will include the RM-2 costs and revenues in its general fiscal audit for the year in which funds are requested .

Applicant certifies to one of the following:
1) For bus operators, that it has submitted a copy of the California Highway Patrol (CHP) certification, which was issued within the last 13 months indicating compliance with California Vehicle Code §1808.1 and Public Utility Code §99251 (CHP "pull notice system and periodic reports").
2) For rail or ferry operators, it certifies that it is current on all inspections and certifications required by federal and state agencies.

Applicant for RM2 funds certifies that it has current SB 602 "joint fare revenue sharing agreements" in place with transit operators in the MTC region with which its service connects, and that it has submitted valid and current copies of all such agreements to MTC.

Applicant also agrees to participate in the Integrated Fare Structure and Transit Connectivity studies authorized in SB 916 (Chapter 715, Statutes of 2004).

Applicant for funds certifies that it complies with MTC's Transit Coordination Implementation Plan (MTC Resolution No. 3055, revised) and with Public Utilities Code §99314.5(c) and §99314.7).

The applicant may be asked to certify such other assurances as MTC may deem appropriate consistent with the RM2 Policies and Procedures outlined above.

Part 2: RM2 Operating Assistance Proposal (OAP)

The Operating Assistance Proposal (OAP) includes the information outlined below. The format for sponsors to complete is available to be downloaded at www.mtc.ca.gov.

1. **Description of Proposed Service**
   a. Map of service area.
   b. Description of markets being served (both travel demand as well as inter-operator connections)
   c. Description of methodology used to estimate ridership/assign ridership
2. **Service Parameters**
   a. Service start/end times.
   b. Headways in the peak and off-peak
   c. Vehicles in service during the peak and off-peak
   d. Daily revenue vehicle hours
3. **Budget Information**
   a. Basis of expense projections, i.e., description of cost model.
   b. Basis of fare revenue projections (assumptions on fare structure, including any increases over the five years, and resulting average fare).
   c. Description of other revenues – if subsidies from other agencies are included, describe status of commitments.
   d. Five-year projections and audited past actual and adjusted current year information for operating cost and revenue. Revenue projections should disaggregate fare revenue, TDA, local sales tax, private sector contributions, and other subsidies.
4. **Operating Data and Performance Measures**
   a. Five-year projections and audited past actual and adjusted current year information for service parameters including annual ridership, weekday ridership, revenue vehicle hours, and revenue miles.
   b. Five-year projections and audited past actual and adjusted current year information for performance measures including farebox recovery ratio, passengers per revenue hour, cost per rider, subsidy per rider, and cost per revenue hour.
5. **Implementation Schedule and Status Report**
   a. Proposed start date
   b. Environmental clearance – status and schedule
   c. Vehicles/other capital – status and procurement schedule for incremental capital needed to support RM2 funded operations.
   d. If partnering with other agencies, provide letters of support from partners.
   e. Description of potential implementation issues
   f. Once operational, please provide a status report on the implementation to-date as well as any planned schedule adjustments or other service changes in the coming year.

Part 3: Sample RM2 Operating Board Resolution

Resolution No.

Implementing Agency:

Project Title:

Whereas, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

Whereas, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

Whereas, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

Whereas, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

Whereas, (agency name) is an eligible sponsor of transportation project(s) in Regional Measure 2, Regional Traffic Relief Plan funds; and

Whereas, the (project title) is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d); and

Whereas, the Regional Measure 2 allocation request, attached hereto in the Operating Assistance Proposal and incorporated herein as though set forth at length, demonstrates a fully funded operating plan that is consistent with the adopted performance measures, as applicable, for which (agency name) is requesting that MTC allocate Regional Measure 2 funds; and

Whereas, Part 2 of the project application, attached hereto and incorporated herein as though set forth at length, includes the certification by (agency name) of assurances required for the allocation of funds by MTC; now, therefore, be it

Resolved, that (agency name), and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

Resolved, that (agency) certifies that the project is consistent with the Regional Transportation Plan (RTP).

Resolved, that (agency name) approves the updated Operating Assistance Proposal, attached to this resolution; and be it further

Resolved, that (agency name) approves the certification of assurances, attached to this resolution; and be it further

Resolved, that (agency name) is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(d); and be it further

Resolved, that (agency name) is authorized to submit an application for Regional Measure 2 funds for (project name) in accordance with California Streets and Highways Code 30914(d); and be it further

Resolved, that (agency name) certifies that the projects and purposes for which RM2 funds are being requested are in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and, if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations thereunder; and be it further

Resolved, that there is no legal impediment to (agency name) making allocation requests for Regional Measure 2 funds; and be it further

Resolved, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of (agency name) to deliver such project; and be it further

Resolved that (agency name) indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of (agency name), its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages.

Resolved, that (agency name) shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

Resolved, that (agency name) authorizes its (Executive Director, General Manager, or his/her designee) to execute and submit an allocation request for operating or planning costs for (Fiscal Year) with MTC for Regional Measure 2 funds in the amount of ($_____), for the project, purposes and amounts included in the project application attached to this resolution; and be it further

Resolved, that the (Executive Director, General Manager, or his/her designee) is hereby delegated the authority to make non-substantive changes or minor amendments to the IPR as he/she deems appropriate.

Resolved, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the (agency name) application referenced herein.

Part 4: RM2 Sample Opinion of Legal Counsel

Project sponsors have the option of including specified terms and conditions within the Resolution of Local Support as included in Part 3. If a project sponsor elects not to include the specified language within the Resolution of Local Support, then the sponsor shall provide MTC with a current Opinion of Counsel stating that the agency is an eligible sponsor of projects for the Regional Measure 2; that the agency is authorized to perform the project for which funds are requested; that there is no legal impediment to the agency applying for the funds; and that there is no pending or anticipated litigation which might adversely affect the project or the ability of the agency to carry out the project. A sample format is provided below.

(Date)

To: Metropolitan Transportation Commission
Fr: (Applicant)
Re: Eligibility for Regional Measure 2 funds

This communication will serve as the requisite opinion of counsel in connection with the allocation of (Applicant) _____ for funding from Regional Measure 2 Regional Traffic Relief Plan made available pursuant to Streets and Highways Code Section 30914(c)(d) for (Project Name) _____

4. (Applicant)_____ is an eligible sponsor for the Regional Measure 2 funding.
5. (Applicant) _____ is authorized to submit an allocation request for Regional Measure 2 funding for (project) _____
6. I have reviewed the pertinent state laws and I am of the opinion that there is no legal impediment to (Applicant) _____ making applications for Regional Measure 2 funds. Furthermore, as a result of my examinations, I find that there is no pending or threatened litigation that might in any way adversely affect the proposed projects, or the ability of (Applicant) _____ to carry out such projects.

Sincerely,

_____
Legal Counsel

_____
Print Name

Part 5: RM2 Performance Measures for Operating Projects

1. The objective in establishing performance measures is to ensure that the Regional Measure 2 (RM2) operating dollars are directed to productive services within the corridors identified in the legislation, or as redirected by the Commission after a public hearing process.

2. Two performance measures will be used to assess cost recovery and ridership change in accordance with California Streets and Highway Code (S&HC) 30914.5(a), which requires that MTC shall adopt performance measures related to farebox recovery ratio and ridership: 1) farebox recovery and 2) change in passengers per revenue vehicle hour. Farebox recovery ratio and change in passengers per hour performance measures are established in items 4 and 5.

3. Recognizing that the market demands as well as policy goals for the operating projects in S&HC 30914(d) are not uniform, several thresholds for farebox recovery are established and outlined in item 4.

4. An operating segment must meet or exceed the farebox recovery ratio conforming to its particular mode and service type as defined in the table below. Peak service is defined as service that does not continue at least hourly between the morning and afternoon commute periods. All day service is generally defined as service that is provided at least hourly between the hours of 6 a.m. and 7 p.m. Long-haul bus services (> 25 miles) will be deemed "all day" if service is provided as least every two hours during the midday. Owl service is service that has been developed with the specific goal of closing a temporal gap in the transit network.

Service Type	Ferry	Rail	Bus
Peak Service	40%	35%	30%
All Day Service	30%	25%	20%
Owl Service	N/A	N/A	10%

Projects (11) and (12) in S&HC 30914(d) are exempt from the farebox thresholds above and instead must meet the farebox requirements established for receiving allocation for state funds (Transportation Development Act, State Transit Assistance, and AB 1107).

5. It is the expectation that all operating segments will maintain a positive annual change in passengers per revenue vehicle hour. A negative change in an amount equal to or less than a negative change in Transportation Development Act revenues in the county of operation (or average between the origination and destination) for the same period will be allowable. The goal is to have positive ridership change from year-to-year, but the allowance for a negative change is to account for economic adjustments in the region.

Projects (11) and (12) in S&HC 30914(d) are exempt from the passenger per revenue vehicle hour changes and instead must meet the performance measure requirements established for receiving allocation for state funds (Transportation Development Act, State Transit Assistance, and AB 1107).

6. If an operating program cannot achieve its performance objectives described above, MTC staff will consult with the project sponsor about potential service adjustments or redeployment to

increase the productivity of the route and best serve transit in the corridor. After this consultation, the sponsor will be given the opportunity to present to the Commission a corrective action plan for meeting the RM2 performance measures. Based on the corrective action plan recommendation, the Commission shall give the sponsor a time certain to achieve the performance measure or have its funding reassigned. If the project continues to not meet the performance measure, the Commission shall hold a public hearing concerning the project. After the hearing, the Commission may vote to modify the program's scope, decrease its level of funding, or to reassign all of the funds to another or an additional project.

7. Only transit operations will be subject to the performance measure outlined in this policy. Projects (13) and (14) outlined in RM2 under S&HC 30914(d) are not subject to these performance measures as these projects do not meet the definition of transit operations.

8. Each operating project that requests RM2 operating funding will be given a two-year ramp-up period to meet the performance measures with an expectation that measures will be met in the third year of service. If an operating scope or definition is changed at the sponsor request after initial rollout of the operating project, no new ramp-up period will be granted.

9. Compliance with the performance measures must be certified as part of the annual fiscal audit prepared by the project sponsor. The compliance and, therefore eligibility for RM2 operating funds, for a given fiscal year will be based on fiscal audit two years in arrears. Therefore, the first year for which performance measures will be assessed is for FY 2008-09 operating requests; these requests will take into consideration performance in FY 2006-07.

10. For purposes of calculating farebox recovery ratio and passengers per revenue vehicle hour, project sponsors must allocate costs in accordance with the cost allocation shown below for the various service types. This cost allocation strategy must be consistent with that provided to MTC as part of the annual Operating Assistance Plan (OAP). Further, baseline data on ridership, costs, fares, and average fare must be established as part of the OAP for RM2 services that represent an incremental change to the operator's overall service plan. The operator should establish a data collection plan for assessing changes to the baseline system for purposes of calculating ridership, costs, and fare for the new RM2 incremental services.

Service Type	Cost Allocation Methodology
Peak Service	Fully Allocated Costs
All Day Service	Fully Allocated Costs
Owl Service	Marginal Costs

11. For purposes of this policy, the farebox recovery ratio is the ratio of fares collected on the RM2-funded segment to total operating costs for that same segment. Passenger per revenue vehicle hour is defined as the total passengers (total of all adult, youth and student, senior and disabled, inter-operator paid transfer, and non-revenue boardings) divided by the revenue vehicle hours (the total number of hours that each transit vehicle is in revenue service, including layover time).

STA
Solano Transportation Authority

DATE: December 20, 2005
TO: STA TAC
FROM: Jennifer Tongson, Assistant Project Manager
RE: Federal Highway Administration (FHWA) Inactive Obligations Update

Background:
The FHWA has directed Caltrans to start de-obligating Federal Funds from projects that are "inactive." Projects are considered inactive when no invoices have been submitted within a 12-month period. FHWA has informed Caltrans that unless the State reduces its amount of Inactive Obligations (now standing at $750M statewide), California will not be receiving any of the federal redistribution of Obligation Authority this August. FHWA has provided a goal of reducing the obligation to $400M by December 31, 2005 and $200M by May 2006. Therefore, Caltrans is now in the process of de-obligating those projects identified by FHWA as being Inactive as of October 31, 2005. There are 445 projects (totaling $90M) in the nine-county Bay Area that are subject to de-obligation by December 31, 2005. Of the regional list, 46 projects were identified in Solano County, totaling approximately $5.5M in unexpended funds. (Attachment A.) Projects will be de-obligated unless an invoice is received by Caltrans within the next couple of weeks, and thereby making the project 'Active'.

Discussion:
Caltrans and FHWA are continuing to monitor the status of Inactive Obligations in the state. Caltrans and FHWA are closely adhering to the new federal guidelines requiring sponsors to submit an invoice within 6 months of the obligation, and to continue invoicing at least once every 6 months there after.

A "long-list" of 46 projects were identified in Solano County, totaling approximately $5.5M in unexpended funds (see Attachment A). Local agencies, STA, MTC, and Caltrans Local Assistance worked late-November/early-December collecting copies of invoices, final reports, and other documentation to demonstrate that the projects on the list have been active over the past 6 months.

STA staff and local agencies met with Caltrans Local Assistance and FHWA on December 13, 2005 to address a "short-list" of targeted Solano County projects (see Attachment B). The short-list consisted of 14 Solano County projects taken from the long list, which were targeted by FHWA for the first round of de-obligation. During this meeting, FHWA asked specific questions about when the last invoice was submitted, when sponsors anticipate submitting the next invoice or close-out forms, when the project would go out to bid, and when the anticipated completion date would be for the project. FHWA has agreed not to de-obligate or take further action without holding discussions between project sponsors and

Caltrans. FHWA was scheduled to meet later that week to examine the results of the targeted inactive obligations list and to discuss the lessons learned from their visits (a memo of this meeting has not been released). In the meantime, STA, MTC, and Caltrans are encouraging project sponsors to continue invoicing or, in the least, progressing on the projects listed on the long-list as well as all other federal obligations – old and new – to ensure the funds do not become inactive from now on. This long-list will be revisited again over the next couple months.

Recommendation:
Informational.

Attachments:

A. "Long-List," Inactive Obligations – Solano County
B. "Short-List," Inactive Obligations – December 13th Meeting discussion with FHWA

ATTACHMENT A

Inactive Obligations with no Expenditure Changes Since December 31, 2004
District 4
as of November 18, 2005

PROJ NO	Agency	County	DESCRIPTION	PROG CD	LAST BILLED	PE ST	ROW ST	CON ST	TOT COST	FED FUNDS	EXPENDED	UNEXPENDED	STATUS	COMMENTS
2149002		Solano	AIR BASE PKWY/HEATH DR & PEABODY RD, RESURFACE/UPDATE RR RAIL/GUARDRAIL	W325	03/31/1993			08/07/1989	$2,337,412.00	$2,020,458.84	$2,020,458.84	$0.00	closed out	Project Completed 12 years ago. Files in archives. Caltrans should check their files.
5003010	Benicia	Solano	WB ROUTE 780 AT E. 2ND ST. ON/OFF RAMPS INSTALL TRAFFIC SIGNALS	Q400	12/09/2003			04/29/2002	$184,000.00	$181,700.00	[illegible]	[illegible]	complete	Submit final invoice/report [illegible]. STA has copy of report [illegible]
5003014	Benicia	Solano	PARK ROAD FROM ADAMS ST. TO OAK RD. CONSTRUCT BIKE LANE	Q400	10/15/2003	07/15/2002		08/22/2001	$296,772.00	$180,000.00	$22,845.80	$157,114.81	in progress	Ret for CCON in Feb 06, 1st invoice in June 06. STA has ATTACH. A. TWKA
5003015	Benicia	Solano	EAST H ST. FROM E. 2ND ST. TO E. 5TH ST. AC OVERLAY	Q240				02/11/2004	$118,600.00	$105,000.00	$0.00	$105,000.00	in progress	Ret for CCON in Feb 06, 1st invoice in June 06. STA has ATTACH. A. TWKA
5003017	Benicia	Solano	EAST FIFTH ST. FROM MILITARY EAST TO SR 780 AC OVERLAY	Q240	10/15/2003	07/12/2002		02/11/2004	$126,800.00	$115,000.00	$11,817.34	$103,182.66	in progress	Ret for CCON in Feb 06, 1st invoice in June 06. STA has ATTACH. A. TWKA
5003018	Benicia	Solano	EAST 2ND ST. FROM RIVERHILL TO HILLCREST AVE. AC OVERLAY	H240				03/11/2004	$103,852.00	$90,000.00	$0.00	$90,000.00	in progress	Ret for CCON in Feb 06, 1st invoice in June 06. STA has ATTACH. A. TWKA
5003019	Benicia	Solano	EAST L ST. FROM E. 2ND ST. TO E. 5TH ST. SIDEWALKS, CURBS & STRIPING	Q400	10/15/2003	07/12/2002		02/10/2004	$58,480.00	$50,000.00	$5,315.00	$44,685.00	in progress	Ret for CCON in Feb 06, 1st invoice in June 06. STA has ATTACH. A.
5003020	Benicia	Solano	MILITARY EAST FROM EAST 5TH TO EAST 7TH ST. AC OVERLAY	Q230	10/15/2003	07/12/2002		09/27/2002	$126,801.00	$105,000.00	$88,882.67	$16,117.33	complete	Submit final invoice/report [illegible]. STA has copy of [illegible]. Must submit close-out pack.
5003026	Benicia	Solano	MILITARY EAST FROM EAST 5TH TO EAST 7TH ST. AC OVERLAY	Q240	10/15/2003	07/12/2002		09/01/2002	$0.00	$0.00	$0.00	$0.00		see above project
5254006	Caltrans	Solano	CHP COMMUNICATIONS CENTER IN VALLEJO, PROCURE/INSTALL TMC EQUIPMENT	Q200	10/21/1997			12/01/1994	$773,328.00	$684,428.00	$6,665.92	$677,762.08		
5254041	Caltrans	Solano	INTERSECTION OF SR 12 AND HILLSIDE TERRACE, INSTALL TRAFFIC SIGNAL	[illegible]	09/18/2003	07/26/2001		05/06/2002	$118,750.00	$115,296.00	$625.72	[illegible]		[illegible]
5254041	Caltrans	Solano	INTERSECTION OF SR 12 AND HILLSIDE TERRACE, INSTALL TRAFFIC SIGNAL	[illegible]	09/18/2004	07/26/2001		05/06/2002	$13,880.00	[illegible]	[illegible]	[illegible]		see above project
5080015	Dixon	Solano	NORTH JACKSON STREET/WEST B STREETS STREETSCAPE, TREES LIGHT, SW, BENCH	[illegible]				08/04/2003	$63,370.00	$45,000.00	$0.00	$45,000.00		[illegible]
5080016	Dixon	Solano	NORTH JACKSON STREET/WEST B STREETS STREETSCAPE, TREES LIGHT, SW, BENCH	Q240				08/04/2003	$325,621.00	$190,000.00	$0.00	$190,000.00		see above project
5080017	Dixon	Solano	N. ALMOND ST. FROM WEST A ST. TO WEST H ST. ADA RAMPS REHABILITATION	H240				04/14/2005	$725,370.00	$75,000.00	$0.00	$75,000.00		Will submit invoice. SEND INVOICE COPY to STA
5132027	Fairfield	Solano	TRAVIS BLVD FROM [illegible] RD TO N. TEXAS ST SIGNAL UPGRADE, TRAFFIC SIGN INSTAL	H240				06/28/2005	$400,500.00	$300,000.00	$0.00	$300,000.00	[illegible]	Will submit by end of Dec.
[illegible]	Rio Vista	Solano	FRONT ST. FROM LOGAN ST. TO SR 12 ASPHALT CONCRETE OVERLAY, ADV CON	Q240				04/29/2002	$64,500.00	$55,000.00	$0.00	$55,000.00	complete	Attach A Completed. Must submit close-out.
5099008	Rio Vista	Solano	DROUIN DR. FROM MAIN ST. TO ESPERANZA CT AC OVERLAY	Q245		07/29/2002			$3,500.00	$2,655.00	$0.00	$2,655.00	complete	Attach A submitted. Must submit close-out.
[illegible]	Solano County	Solano	ABERNATHY RD FROM FAIRFIELD LINEAR PARK NOR [illegible] BIKE PATH	Q400	[illegible]	11/22/2000	06/27/2001		$17,000.00	$15,000.00	$15,000.00	$0.00		[illegible]
[illegible]	Solano County	Solano	ROBINSON ROAD AT RIO DITCH 23C-0185 REPLACE EXISTING BRIDGE	H110		07/09/2004			$129,000.00	$114,200.00	$0.00	$114,200.00	in progress	PE obligated [illegible]
[illegible]	Solano County	Solano	[illegible] CLASS II BIKE LANE	H400		[illegible]			[illegible]	[illegible]	$0.00	[illegible]	in progress	[illegible]
6249015	STA	Solano	EASTERN SOLANO COUNTY SPARE THE AIR PROGRAM FY 03/04	Q400		07/29/2004			$169,325.00	$150,000.00	$0.00	$150,000.00	in progress	Last invoice submitted [illegible]
5032011	Suisun City	Solano	VARIOUS LOCATIONS THROUGHOUT CITY, STRIPING FOR BIKE LANES	Q400				06/11/2001	$44,800.00	$35,000.00	$0.00	$35,000.00		Will submit
5032016	Suisun City	Solano	DRIFTWOOD DR. FROM MAIN ST. TO CIVIC CENTER PEDESTRIAN WALKWAY	H240		12/29/2003		08/24/2004	$421,311.00	$310,162.00	$0.00	$310,162.00		[illegible] MUST FILL OUT ATTACH. A.
5032017	Suisun City	Solano	DRIFTWOOD DR. FROM MAIN ST. TO CIVIC CENTER PEDESTRIAN WALKWAY	H400		12/29/2003		08/24/2004	$45,000.00	$39,839.00	$0.00	$39,839.00		see above project
5032018	Suisun City	Solano	EMPORER DR. FROM SR 12 TO PINTAIL DRIVE AC OVERLAY	H240				08/12/2004	$195,843.00	$150,006.00	$0.00	$150,006.00	in progress	Invoice [illegible] SENT COPY.
5094030	Vacaville	Solano	DAVIS ST. FROM DAVIS PLACE TO MARSHALL RD CONSTRUCT SIDEWALK CURB AND GUTTER	Q211	08/19/2004	04/29/2003		07/25/2002	$217,808.00	$190,844.00	$177,777.07	[illegible]	complete	Final report needed Dec 05
5094032	Vacaville	Solano	EQUIPMENT PURCHASE, PURCHASE OF LNG VEHICLES	[illegible]	08/19/2004			08/08/2002	$381,709.00	$325,000.00	$27,810.00	[illegible]	in progress	Last invoice submitted [illegible]
5094033	Vacaville	Solano	VARIOUS LOCATION IN THE CITY OF VACAVILLE INSTALL BIKE RACKS AND LOCKERS	Q400				08/09/2002	$22,315.00	$20,000.00	$0.00	$20,000.00	complete	[illegible]
5094034	Vacaville	Solano	NUT TREE RD FROM ALAMO DR TO ULATIS DR AC OVERLAY	Q240				02/24/2004	$521,806.00	$462,000.00	$0.00	$462,000.00	in progress	Submitted attach A [illegible]
5094035	Vacaville	Solano	DAVIS ST. FROM MASON ST. TO MAIN ST. LANDSCAPE IMPROVEMENT	H450	07/30/2004			06/21/2004	$565,448.00	$482,000.00	$475,111.01	[illegible]	complete	Submit final invoice/report Dec 05. MUST FILL OUT ATTACH. A.
5094036	Vacaville	Solano	DAVIS ST. FROM MASON ST. TO MAIN ST. LANDSCAPE IMPROVEMENT	Q450	07/30/2004			04/27/2002	$0.00	$0.00	$0.00	$0.00	complete	Submit final invoice/report Dec 05. MUST FILL OUT ATTACH. A.
5094038	Vacaville	Solano	ULATIS CRK FROM ALLISON DR TO LEISURE TOWN RD, CLASS I BIKE PATH	H400		[illegible]			$50,907.00	$45,000.00	$0.00	$45,000.00	in progress	[illegible]
5094039	Vacaville	Solano	ALAMO DR. FROM MERCHANT ST. TO BUCK AVE. AC OVERLAY AND CURB RAMPS	H240				05/17/2005	$421,873.00	$248,000.00	$0.00	$248,000.00	complete	Will submit invoice [illegible]
5094040	Vacaville	Solano	CENTENNIAL PARK/BROWNS VLLY PKWY TO ALLISON CLASS I AND CLASS II BIKE PATH	H400		02/13/2005			$335,098.00	$300,000.00	$0.00	$300,000.00	in progress	[illegible]
5094041	Vacaville	Solano	VACANT CITY LAND FROM ALAMO DR TO CALIFORNIA CLASS I BIKE PATH	H400		05/21/2005			$338,000.00	$300,000.00	$0.00	$300,000.00	in progress	[illegible]
5030011	Vallejo	Solano	SACRAMENTO ST OH (BR NO 23C-0153) SEISMIC RETROFIT	[illegible]		08/01/1996			$76,000.00	$66,397.00	$0.00	$66,397.00	in process	Field review [illegible] STA has ATTACH A.
5030018	Vallejo	Solano	AT VARIOUS LOCATIONS IN THE CITY OF VALLEJO LOCAL AGENCY BRIDGE INSPECTION	[illegible]		05/25/1997			$0.00	$0.00	$0.00	$0.00		???
5030022	Vallejo	Solano	FAIRGROUNDS DR FROM GATEWAY DR TO CITY LIMITS, PAVEMENT REHAB AND OVERLAY	Q230	07/29/2004			09/01/2001	$535,454.00	$424,000.00	[illegible]	[illegible]	in progress	Last invoice [illegible]
5030023	Vallejo	Solano	FAIRGROUNDS DR FROM GATEWAY DR TO CITY LIMITS, PAVEMENT REHAB AND OVERLAY	Q240	07/29/2004			09/01/2001	$0.00	$0.00	$0.00	$0.00		see above project

Inactive Obligations with no Expenditure Changes Since December 31, 2004
District 4
as of November 18, 2005

PROJ NO	Agency	County	DESCRIPTION	PROG CD	LAST BILLED	PE DT	ROW DT	CON DT	TOT COST	FED FUNDS	EXPENDED	UNEXPENDED	STATUS	COMMENTS
5030029	Vallejo	Solano	GEORGIA ST. FROM SANTA CLARA TO MARE ISLAND STREET EXTENSION AND STREETSCAPE	Q220	08/31/2004			05/30/2002	$1,114,886.00	$800,000.00	$674,348.76	$125,651.24	complete	Final invoice submitted 9/30/04. CT Acct. holding last invoice due to litigation btw city and contractor. STA has ATTACH A.
5030030	Vallejo	Solano	OAKWOOD AV,ROLLINGWOOD DR,SOLANO AV,BROADWAY, AC OVERLAY	Q230	09/28/2004	05/30/2002		08/01/2002	$0.00	$0.00	$0.00	$0.00	complete	last invoice submitted 10/20/05. STA has copy. Final invoice to submit in Dec 05.
5030030	Vallejo	Solano	OAKWOOD AV,ROLLINGWOOD DR,SOLANO AV,BROADWAY, AC OVERLAY	Q240	09/28/2004	05/30/2002		08/01/2002	$1,556,654.00	$1,361,000.00	$1,220,018.25	$140,981.75		see above project
5030031	Vallejo	Solano	ADMIRAL CALLAGHAN LN BETWEEN REDWOOD & ROTARY , INSTALL MEDIAN ISLAND AND STRIPING	H400				01/07/2004	$106,280.00	$70,000.00	$0.00	$70,000.00	in process	STA has Attach A.
5030036	Vallejo	Solano	BROADWAY/TENNESEE ST I/S,TUOLUMNE/TENNESEE IS UPGRADE SIGNALS	Q210		03/18/2005			$10,000.00	$9,000.00	$0.00	$9,000.00	in process	Award deadline extended to 9/30/06. See letter dated 9/30/05. STA has Attach A.
5030038	Vallejo	Solano	HUMBOLDT ST. AND ADMIRAL CALLAGHAN LN , AC OVERLAY	H240				06/29/2005	$353,553.00	$313,000.00	$0.00	$313,000.00	in process	STA has Attach A.

Solano County
FHWA Inactive Obligations
"Short List"

	A	B	C	D	E	F	G	H	I	J	K
1	Auth Date.	Prog. Cd	Program Code Description	Project No.	DIST	CTY	PT	DESCRIPTION	Unexpended Balance		Status
20	Jun-04	Q400	CMAQ-TEA21 80%	5003014	04	Benicia	L	PARK ROAD FROM ADAMS ST. TO OAK RD. , CONSTRUCT BIKE LANE	137,414.51	1	Attach A. Invoice for TDA submitted to MTC 11/3/05. Bid in Feb 06; 1st inv June 06; CON complete 12/06.
21	Feb-04	Q240	STP FLEX TEA21 80%	5003016	04	Benicia	L	EAST H ST. FROM E. 2ND ST. TO E. 5TH ST. , AC OVERLAY	105,000.00	2	Attach A. Bid Feb 2006; 1st inv. June 06; CON complete 12/06.
22	Feb-04	Q240	STP FLEX TEA21 80%	5003017	04	Benicia	L	EAST FIFTH ST. FROM MILITARY EAST TO SR 780 , AC OVERLAY	103,382.66	3	Attach A. Bid Feb 2006; 1st inv. June 06; CON complete 12/06.
23	Feb-04	H240	STP - STATE FLEXIBLE - STEA03	5003018	04	Benicia	L	EAST 2ND ST. FROM RIVERHILL TO HILLCREST AVE , AC OVERLAY	90,000.00	4	Attach A. Bid Feb 2006; 1st inv. June 06; CON complete 12/06.
41	Sep-03	Q240	STP FLEX TEA21 80%	5056010	04	Dixon	L	NORTH JACKSON STREETS&WEST B STREETS , STREETSCAPE: TREES,LIGHT, S/W,BENCH	189,000.00	5	Invoiced 11/15/05. Copy of LPAMS website. Final rep 2/06.
121	Apr-02	Q240	STP FLEX TEA21 80%	5099007	04	Rio Vista	L	FRONT ST. FROM LOGAN ST. TO SR 12 , ASPHALT CONCRETE OVERLAY- ADV CON	83,000.00	6	Attachment A submitted. Final rep 1/15/06. $75K invoiced, will de-oblig remainder.
157	Jul-04	Q400	CMAQ-TEA21 80%	6249015	04	Sol	L	EASTERN SOLANO COUNTY , SPARE THE AIR PROGRAM FY 03/04 .	150,000.00	7	Invoiced 10/26/05; Final report 6/06.
158	Oct-90	CR10	CRP SEC 137 ??	L089349	04	Sol	L	PEABODY RD/CEMENT HILL RD TO 2.0 MI NORTH, PE; RECONST & WIDEN TO 4 LANES	171,740.00	8	CT will research. Will de-oblig at end of Jan 06.
159	Sep-93	CR10	CRP SEC 137 ??	L089678	04	Sol-Fairfield	L	AIR BASE PRKWY @ TRAVIS O/H, PE, SEISMIC RETROFIT	71,143.00	9	Final report submitted 12/18/01. (Not on long list)
185	Jul-04	Q100	BR-RP-65% TEA21 80%	5094005	04	Vacaville	L	ELMIRA RD. @ ALAMO CRK. , BRIDGE REPLACEMENT BR.#23C-0086	324,819.00	10	Attachment A. Const delayed due to Section 401 process. Bid in January 2006. CON complete 8/06. (Not on long list.)
187	Feb-04	Q240	STP FLEX TEA21 80%	5094034	04	Vacaville	L	NUT TREE RD FROM ALAMO DR.TO ULATIS DR. . , AC OVERLAY .	462,000.00	11	Attachment A. Awarded 12/2/05. Will invoice Dec 2005. CON complete Spring 06.
189	Aug-96	3270	FERR BOATS & TERMINAL	5030012	04	Vallejo	L	04-SOL-0-VAL, SF FISHERMANS WHARF @ PIER 43 , PUBLIC FERRYBOAT DOCKING FACILITIES	1,441,067.30	12	Project cancelled. See letter dated 8/30/05. Will de-obligate. (Not on long list.)
190	Sep-01	Q230	STP-URB-TEA 21 80%	5030023	04	Vallejo	L	FAIRGROUNDS DR FROM GATEWAY DR TO CITY LIMITS , PAVEMENT REHAB AND OVERLAY	69,157.08	13	last invoice 11/17/05. CT LA ok'd 12/1/05
194	Jan-04	H400	CMAQ	5030031	04	Vallejo	L	ADMIRAL CALLAGHAN LN BETWEEN REDWOOD & ROTARY , INSTALL MEDIAN ISLAND AND STRIPING	70,000.00	14	Attach A sub. Encroach permit Feb 06. Spring construction.
207											
208											

ATTACHMENT B

DATE: December 18, 2005
TO: STA TAC
FROM: Janet Adams, Director of Projects
RE: Ruling from Ninth Circuit Court of Appeals on Washington State's Implementation of Disadvantaged Business Enterprise (DBE) Program

Background:
Local agency recipients of federal funds are required to comply with all elements of Title 49, Part 26 of the CFR entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". These provisions apply to all federal-aid funded transportation projects.

Each local agency is required to implement a DBE Program and establish an annual overall goal prior to submitting a "Request for Authorization" to proceed with a federal-aid project. Federal-aid contracts refer to U.S. Department of Transportation (DOT) assisted contracts, which includes funding from Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

Establishment of the overall goal is currently done by a two step process. The overall goal is segregated into race-neutral and race-conscious components. The base figure is determined by the relative availability of DBEs that are ready, willing and able to participate in the federal-aid contracting program. This base figure may then be adjusted based on a required review of agencies knowledge of the contracting market. The evidence used for this adjustment comes from disparity studies, statistical disparities or other relevant means by the local agency.

Race-neutral DBE participation is defined by the level of DBE participation that would be obtained through customary competitive procurement procedures that do not have a DBE goal or a DBE obtains a contract from a prime contractor that did not consider its DBE status in making the contract award.

Race-conscious DBE participation is the component of the overall goal that focuses on assisting only DBEs. The use of contract goals is the primarily example of a race-conscious measure in the DBE Program. Local agencies must establish contract goals to meet any portion of their overall goal they do not project being able to meet using race-neutral means.

Discussion:
On May 9, 2005 the United States Court of Appeals for the Ninth Circuit Court filed an opinion on the Western States Paving Co. vs Washington State Department of

Transportation (WSDOT) and the United States of America Department of Transportation (USDOT) Federal Highway Administration (FHWA). The opinion found that while the Federal DBE Program is constitutional on its face, judgment was made against the State because WSDOTs DBE goal was not separately supported with controlled, statistical evident of discrimination for the race-conscious portion of the goal and therefore was not based on actual evidence of discrimination in its market place.

WSDOT was expected to prove that discrimination had current effects on its market and that such discrimination also affected all of the socially disadvantaged groups included in the WSDOTs DBE Program.

In response to this ruling, Caltrans has committed to lead a disparity study over the next 45 days. This is expected to study what, if any discrimination exists to the minority groups included in its DBE Program. This study would be expected to be the basis of determining what, if any, changes will be made to the current DBE Program.

STA is currently preparing its DBE Program under the current guidelines from Caltrans. Should Caltrans notify STA of required changes to the Program, then an amendment to this Program, once approved, would likely be required.

Fiscal Impact:
None.

Recommendation:
Informational.

STA
Solano Transportation Authority

DATE: December 19, 2005
TO: STA TAC
FROM: Jennifer Tongson, Assistant Project Manager
RE: Project Monitoring and Delivery Update

Background:
Staff periodically updates the TAC and STA Board on the current status of all federal and state funded projects. Particular attention is given to pending allocation/obligation and award deadlines.

Discussion:

STIP and STIP-TE Projects Programmed in FY 2005-06:
STIP projects programmed in FY 2005-06 must be allocated by June 30, 2006. In order to meet this deadline, project sponsors must submit the request for allocation or a request for extension to Caltrans no later than **April 1, 2006**. Solano County has several STIP projects programmed in FY 2005-06, which are outlined on the bottom of Attachment A.

Projects funded with STIP-TE funds require additional steps before receiving an allocation. The project must be declared TE-eligible by Caltrans HQ and requires CTC action to "list" the project in the STIP **prior to the April 1st deadline** for allocation requests. (Currently, Solano TE funds are listed in the STIP as a "TE Reserve" lump sum. CTC requires an action to separate, or list, the project from the lump sum before issuing the allocation.) STIP-TE projects are listed on Attachment B. STA staff recommends beginning the STIP-TE process immediately in order to receive an allocation.

Funds not allocated or extended by CTC within the deadline will lapse back to the county share for programming in the 2008 STIP and the project will be deleted from the STIP.

STP/CMAQ Funds with FY 2005-06 Obligation Deadline:
The upper portion of Attachment A lists Federal STP/CMAQ funded projects programmed in FY 2005-06. Project sponsors must submit their requests for obligation (E-76 requests) to Caltrans Local Assistance by **April 1, 2006** to receive the obligation by June 30, 2006. Funds not obligated will be lost to the region. Projects on this list consist of Eastern CMAQ projects and projects programmed as part of the STP-Cycle 1 Augmentation funds. Project sponsors must have an approved **DBE Program** in order to obligate federal funds.

Project Delivery Deadlines:
A matrix of Project Delivery Deadlines will be presented at the TAC meeting.

Recommendation:
Informational.

Attachments:

A. MTC's FY 2005-06 Local Assistance Delivery Plan
B. Solano County's FY 2005-06 STIP-TE Projects

FFY 2005-06 Local Assistance Programs Delivery Plan
METROPOLITAN TRANSPORTATION COMMISSION

ATTACHMENT A
October 31, 2005

District	County	MPO/ RTPA	Local Agency	Project no. If Available	FTIP no.	Project Location	Project/Scope Description	Planned Obligation Quarter (1/2/3/4) *	Planned Total Project Obligations ($) (all fund types)	RSTP ($)	CMAQ ($)	R-TEA ($)	HBRR ($)	HES ($)	STIP ($)	Comments	Phase
4	Solano	MTC	Benicia		SOL010021	Benicia: West "K" Street btw West 9th Street and Military West	West "K" Street Overlay and Rehabilitation; Roadway Rehab with asphalt overlay.	3	$ 81,000	81,000							CON
4	Solano	MTC	Vacaville		SOL010026	Vacaville: Nut Tree Road from Ulatis Drive to Orange Drive	Nut Tree Road Resurfacing & Rehablitation; Rehabilitate roadway.	2	$ 253,000	253,000							PSE
4	Solano	MTC	Fairfield		SOL050015	Fairfield: Pittman Road btw I-80 & Central Way and on Suisun Valley Rd btw I-80 & City Limits.	Pittman Rd & Suisun Valley Rd Rehab	3	$ 426,000	426,000							CON
4	Solano	MTC	Vallejo		SOL050023	Vallejo: York St.	Vallejo Station Pedestrian Links; Provide improvements around new transit center, including landscape enhancements, planting, lighting and site furnishing.	3	$ 355,000		355,000						CON
4	Solano	MTC	Vacaville	CML-5094(038)	SOL050025	Vacaville: Ulatis Creek Path from Allison Drive to Ulatis Drive	Ulatis Creek Bike Path; Construct Class I bike path.	3	$ 350,000		350,000					ENV Obligated in FY 2004-05	CON
4	Solano	MTC	Dixon		SOL050041	Dixon: Stratford Ave from SR113 to Afton Way	Stratford Ave Rehabilitation; Rehabilitate roadway with overlay plus minor curb gutter repair.	3	$ 75,000	75,000							CON
4	Solano	MTC	Fairfield		SOL050042	Fairfield: Dickson Hill Road between North Texas and Redwood Drive	Dickson Hill Road Pavement Rehabilitation; Rehabilitate roadway including striping, installation of markers, traffic detectors and other curb improvements.	3	$ 277,000	277,000							CON
4	Solano	MTC	Rio Vista		SOL050043	Rio Vista: On Drouin Drive from Sierra Drive to SR12; Delta Way from Crescent St. to Crescent St	Drouin Drive and Delta Way Rehabilitation; Rehab roadways including overlay, striping and signing.	3	$ 75,000	75,000							CON
4	Solano	MTC	Solano County		SOL050044	Solano County: On Cherry Glen Rd from I-80 to Pleasants Valley Rd; Pitt School Rd from Sievers Rd to about one mile south	Cherry Glen Rd & Pitt School Rd Rehab; Rehab roadways including overlay & striping.	3	$ 149,000	149,000							CON
4	Solano	MTC	Vallejo		SOL050045	Vallejo: On Admiral Callaghan betwee Tennesee St. and Henry St	Admiral Callaghan Lane Rehabilitation; Pavement rehabilitation and overlay plus raising manhole covers to grade, signing and striping.	3	$ 302,000	302,000							CON
4	Solano	MTC	Vallejo		SOL050045	Vallejo: On Admiral Callaghan betwee Tennesee St. and Henry St	Admiral Callaghan Lane Rehabilitation; Pavement rehabilitation and overlay plus raising manhole covers to grade, signing and striping.	2	$ 13,000	13,000							PSE
4	Solano	MTC	Solano Co TA		SOL991066	Eastern Solano Air Basin (Sacramento Valley Air Basin - Solano, Napa Commuter Info)	Regional Rideshare Program - FY 2005-06; Encourage ridesharing activities within the Eastern Solano County Region.	2	$ 115,000		115,000						CON
04	Solano	MTC	Vallejo		SOL950035	Vallejo	Vallejo ferry terminal, parking	2	$ 1,200,000						$ 1,200,000		
04	Solano	MTC	Vallejo		SOL991032	Vallejo	Baylink ferry maintenance facility	2	$ 425,000						$ 425,000		
04	Solano	MTC	Benicia		SOL010031	Benicia	Intermodal transit station, Benicia	2	$ 225,000						$ 225,000		
04	Solano	MTC	Fairfield		SOL010032	Fairfield	Capitol Corridor rail station, Fairfield	2	$ 125,000						$ 125,000		
04	Solano	MTC	Solano		Reserve	Solano	TE Reserve	2	$ 1,629,000			$ 1,629,000					
04	Solano	MTC	CCJPA		SOL010030	Solano	Bahia viaduct track & bridge upgrade	2	$ 190,000						$ 190,000	FY 04-05 Project rescheduled	

* obligation quarter - 1 = 10/1 to 12/31, 2 = 1/1 to 3/31, 3 = 4/1 to 6/30, 4 = 7/1 to 9/30

ATTACHMENT A

SOLANO COUNTY
FY 2005-06 STIP-TE PROJECTS

Sponsor	Project Name	Project Description	Schedule for Project	Priority	Delivery in 05-06?	TE Programmed
Fairfield	Downtown Fairfield Pedestrian Enhancement Project (Pennsylvania Ave. to State St. and Union St. from Texas to SR12)	This project will improve pedestrian safety and mobility in the Texas Street corridor between State St. and Pennsylvania Ave. and Union St. from Texas to SR12. These enhancements will address the needs of high school students, local merchants, downtown visitors, County and City employees, downtown customers, and those with mobility restrictions and disabilities. The project will also link downtown to the Suisun/Fairfield Train Station via Union Ave. Finally, the project will improve the appearance of the downtown area's "gateways" particularly at the pedestrian scale. Specific Elements of the project willinclude new traffic signals and/or lit pedestrian crosswalks, landscape and hardscape enjancements, special signage, and code-complaint handicapped ramps at all intersections.	Obligate PE 3/05; Obligate CON 12/05	1	YES	$ 350,000
Solano County	Old Town Cordilia Improvement Project	The project consists of making a number of improvements to historic Old Town Cordelia, including installation of a pedestrian path on the north side of Cordelia Road from Lopes Road to Pittman Road, landscaping, historical markers, benches and other amenities along the corridor.	Obligate funds 4/05; complete and environ 4/08	1	YES	$ 265,000
Vacaville	Vacaville Regional Transportatioin Center (VRTC) Landscaping	Landscaping on slope between VRTC and I-80.			YES	$ 175,000
Vacaville	Jepson Parkway Gateway at I-80 & Leisure Town Road	Art Scupltures at Gateway to Jepson Parkway.			YES	$ 175,000
Vallejo	Downtown Vallejo Square Pedestrian Enhancement Project (Sonoma/Santa Clara/Capitol/Georgia)	The City of Vallejo's Specific Plan for the revitalization of its historic downtown represents a comprehensive vision for promoting and guiding development in a 97-acre portion of the downtown over the next 20 years. The first phase of development consists of three mixed use buildings composed of approximately 478 for-sale market-rate condominium residential units and ground floor retail and live work space. In conjuncion with this private development the City of Vallejo is responsible for enhancements of the public right of way to achieve the pedestrian friendly sense of place outlined in this Specific Plan. Enhancements include: Traffic-calming, narrowing of streets to increase safety and create a more pedestrian oriented neighborhood; Re-striping streets to accommmodate diagonal on-street parking; Increased tree and landscaping; Enhanced safety and decorative lighting; Brick pavers, street furniture; Street furniture, public art, improved signage and banners.	EIR circulated 6/05, certified 8/05; Design comp. Winter 2005; CON 3/06.	1	YES	$ 664,000
					TE Total	**$ 1,629,000**