



Memorandum

Date: January 14, 2019
To: Potential Project Sponsors
From: Aprile Smith – Senior Transportation Planner
Through: Anna LaForte – Deputy Director for Policy and Programming
Subject: San Francisco Lifeline Transportation Program Call for Projects

APPLICATIONS DUE TO THE TRANSPORTATION AUTHORITY BY 5 P.M. ON FEBRUARY 15, 2019

The San Francisco County Transportation Authority (Transportation Authority) is pleased to announce a call for projects for an estimated \$4.599 million in San Francisco Lifeline Transportation Program (SF LTP) Cycle 1 funds. This call for projects contains all the relevant information for submitting an application to the Transportation Authority for SF LTP funds. The remaining sections of this memorandum are organized as follows:

1. Introduction
2. Schedule
3. Available Funds and Local Match
4. Eligible Applicants and Projects
5. Prioritization Criteria
6. Application Process
7. Timely Use of Funds and Project Monitoring Requirements
8. For More Information
9. Resources

1. INTRODUCTION

In December 2018, the Transportation Authority Board approved San Francisco's State Transit Assistance (STA) County Block Grant framework for Fiscal Years 2018/19 and 2019/20, creating the SF LTP. The approved framework distributes 40% to the San Francisco Municipal Transportation Agency's paratransit program and 60% of San Francisco's STA County Block Grant funds to a new SF LTP modelled after the former regional LTP. As such, the SF LTP will support projects that improve mobility for low-income residents by addressing transportation gaps or barriers identified through equity assessments and collaborative and inclusive community-based planning processes. The first funding cycle of the SF LTP covers Fiscal Years 2018/19 and 2019/20.

2 CALL FOR PROJECTS SCHEDULE

The schedule for the SF LTP Cycle 1 call for projects is shown below. Transportation Authority Board and Citizens Advisory Committee meeting dates are subject to change. Please visit www.sfcta.org/meetings for the most up to date information.

December 11, 2018	Transportation Authority Board Approved SF LTP Cycle 1 Framework Staff release notice of upcoming Call for Projects
January 14, 2019	Transportation Authority issues SF LTP Cycle 1 Call for Projects
January 17, 2019	Transportation Authority Technical Working Group (TWG) Workshop for potential applicants during TWG meeting
February 15, 2019 by 5 pm	SF LTP Cycle 1 Applications due to the Transportation Authority
March 21, 2019	Transportation Authority Technical Working Group Review draft SF LTP Cycle 1 staff recommendations
March 27, 2019	Transportation Authority Citizens Advisory Committee – ACTION SF LTP Cycle 1 recommendations
April 9, 2019	Transportation Authority Board – PRELIMINARY ACTION SF LTP Cycle 1 recommendations
April 23, 2019	Transportation Authority Board – FINAL ACTION SF LTP Cycle 1 recommendations
May/June 2019	Metropolitan Transportation Commission (MTC) approval of San Francisco projects

3 AVAILABLE FUNDS AND LOCAL MATCH

The estimated amount of funds available for the SF LTP Cycle 1 is \$4,599,609. Project sponsors may initiate claims on the STA funds immediately for Fiscal Years 2018/19 and 2019/20 upon MTC approval of the SF LTP program of projects. There is no minimum grant amount and no maximum grant amount beyond the fund availability.

Programming variability: STA annual funding amounts are projections and annual amounts may be higher or lower when confirmed at the end of each fiscal year following the state's reconciliation of revenues generated. Due to the uncertainty of forecasting STA revenues, the Transportation Authority will program 95% of the county's estimated STA amount (i.e. \$4,369,628 or \$229,981 less than the original estimate) and develop a contingency list should the actual revenue level match or exceed the original estimate.

Local match: SF LTP Cycle 1 requires a minimum local match of 10% of the total project cost.

4 ELIGIBLE APPLICANTS AND PROJECTS

Only public transit operators are eligible recipients of STA funds.

Examples of eligible projects include:

- new, enhanced, or restored transit service, including late-night and weekend services;
- transit stop or station area enhancements including pedestrian-scale lighting;
- transit-related aspects of bicycling (e.g. adding bicycle racks to vehicles; providing secure bicycle parking at transit stations);
- shuttle service;

- purchase of vehicles or technologies; and
- various elements of mobility management.

Projects must be eligible per STA guidelines as established by the State. See the State Transit Assistance Public Utilities Code in the Resources section for more information on eligibility.

5. PRIORITIZATION CRITERIA

Eligible projects will be prioritized based on the following criteria:

- **Transit Services Directly Benefitting Communities of Concern:** Highest priority will be given to Communities of Concern supportive transit services that directly increase mobility for low income persons (see Attachment 2) since STA is one of the few sources that the Transportation Authority can use to fund transit service. In addition, transit service projects provide an opportunity for a broad geographic distribution of benefits to Communities of Concern.
- **Community-Identified Priority:** Priority will be given to projects that directly address transportation gaps and/or barriers identified through a Community-Based Transportation Plan, Muni Service Equity Strategy, or other substantive local planning effort involving focused, inclusive engagement with low-income populations.
- **Project Need:** Projects will be evaluated based on the significance of the unmet transportation need or gap that the proposed project seeks to address and on how well the project will address that need or gap.
- **Implementation Plan and Project Management Capacity:** Priority will be given to projects that are ready to be implemented in the timeframe that the funding is available and have no significant foreseeable implementation issues that may affect project delivery.
- **Project Budget and Sustainability:** Projects that have secured funding sources for long-term operations and/or maintenance beyond the grant period will be prioritized.
- **Cost-Effectiveness:** Priority will be given to projects where the applicant demonstrates that the project is the most appropriate and cost-effective way in which to address the identified transportation need.
- **Project Sponsor's Priority of Application:** For project sponsors that submit multiple applications, the project sponsor's relative priority for its applications will be taken into consideration.
- **Higher Local Match:** Priority will be given to projects that have identified matching funds that exceed the 10% requirement.
- **Geographic Diversity:** After projects are evaluated based on all of the above criteria, a geographic diversity consideration will be applied to the entire draft recommended list.

6. APPLICATION PROCESS

In order to be eligible to compete for this call, sponsors must submit via email an electronic copy of a complete set of application materials by **5 pm on February 15, 2019**, with the subject line of "SF LTP Cycle 1 Application – [insert sponsor and project name]" to lifeline@sfcta.org.

The complete SF LTP Cycle 1 application consists of:

- Application
 - Word file: Project Summary and Narrative
 - Excel file:

- Operating Projects - Schedule, Cost, and Funding Plan (Worksheet 1)
- Capital Projects - Schedule, Cost, and Funding Plan (Worksheet 2) and Major Line Item Budget (Worksheet 3)
- Map of project area/route map with transit stops indicated
- All applicable attachments, such as letters of support, charts, drawings, and route schedule/timetable

7. TIMELY USE OF FUNDS AND PROJECT MONITORING REQUIREMENTS

All SF LTP funds must be fully expended within three years of the date that the funds are programmed by MTC, anticipated by June 2019.

As the SF LTP administrator, the Transportation Authority is responsible for ensuring that projects are delivered in a timely manner and remain consistent with the original purpose, scope, and budget approved by the Transportation Authority Board. All budget, scope, and schedule changes must be approved by the Transportation Authority to ensure consistency with SF LTP.

Performance Monitoring: If awarded, projects will be monitored using the goals and performance measures identified in the application as approved by the Board. Sponsors are responsible for submitting quarterly progress reports via the Transportation Authority's online grants portal: <http://portal.sfcta.org>.

8. FOR MORE INFORMATION

For more information or assistance with this call for projects, please email lifeline@sfcta.org or contact Aprile Smith at 415.522.4837 or aprile.smith@sfcta.org.

9. RESOURCES

This call for projects and related materials are available on the Transportation Authority's website at <http://www.sfcta.org/lifeline>. Hard copies may be obtained by contacting us. Links to other related resources and plans are listed below.

- San Francisco's Communities of Concern: See Attachment 2, or visit <https://tinyurl.com/yafsy2dz> for an interactive map
- San Francisco's Community-Based Transportation Plans: See Attachment 3, or visit, <https://tinyurl.com/y75bv xv2>
- State Transit Assistance Public Utilities Code (begin at Section 99312): <https://tinyurl.com/yc5mmyv4>

Attachments (4):

1. San Francisco Projects Funded Through Regional Lifeline Transportation Program
2. 2017 San Francisco Communities of Concern
3. San Francisco's Community-Based Transportation Plans
4. SF LTP Cycle 1 Application:
 - a. Project summary and narrative (Microsoft Word document)
 - b. Project schedule, budget, and funding plan (Microsoft Excel document)

Attachment 1. San Francisco Projects Funded Through Regional Lifeline Transportation Program

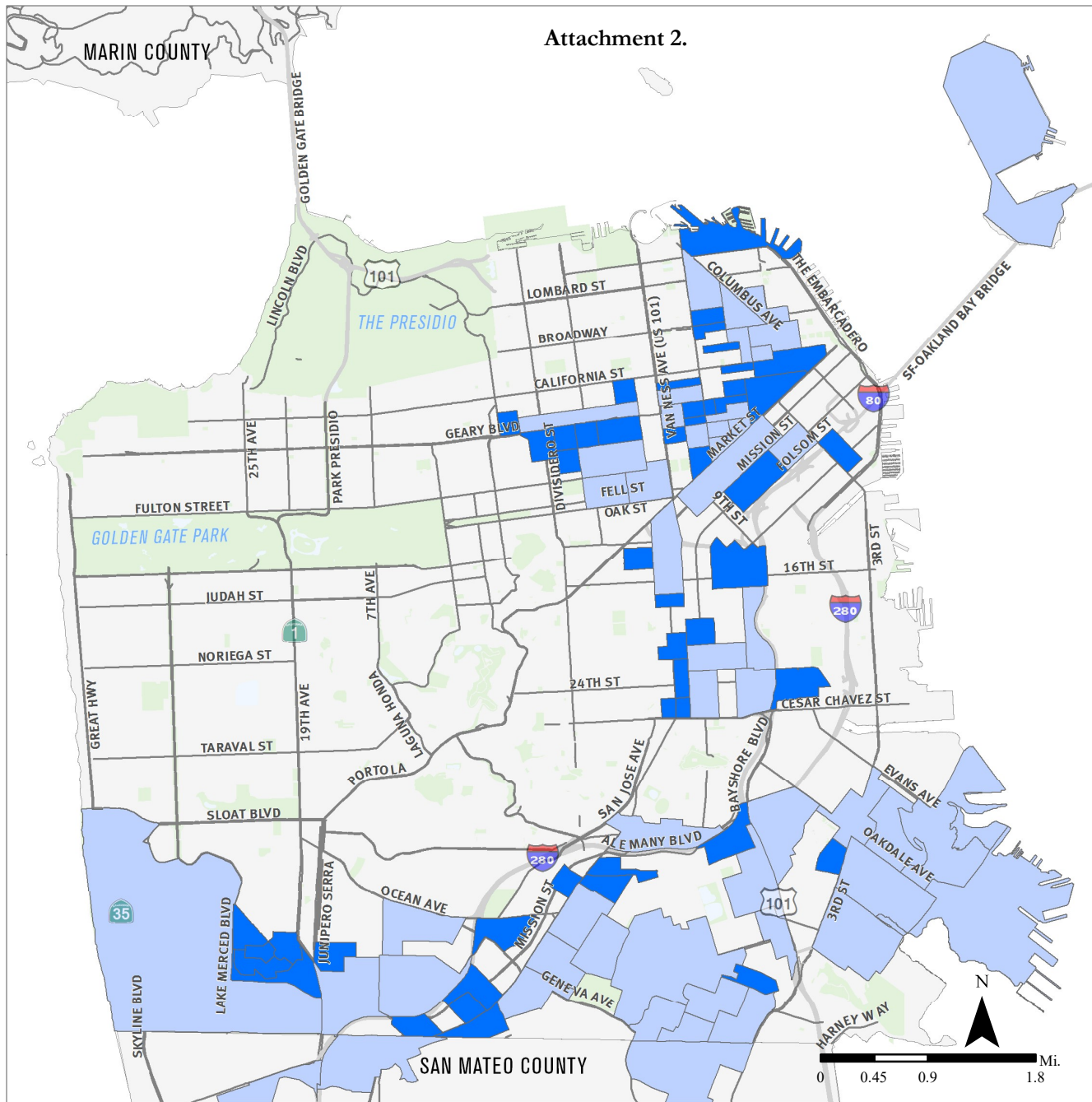
Last update: January 2019

Project Sponsor ¹	Project Name	LTP Funding	Total Project Cost	SFCTA Concurrence of Transit Operators' Prop 1B priorities
Cycle 1				
Completed				
SFMTA	Muni Route 29 Service	\$946,222	\$1,182,778	
BVHPF	Bayview Hunters Point Community Transport	\$924,879	\$1,156,879	
SFMTA	Muni Route 109/Treasure Island	\$525,000	\$874,094	
THC	Outreach Initiative for Lifeline Transit Access	\$137,741	\$227,870	
SFMTA	Lifeline Fast Pass Distribution Expansion	\$219,334	\$274,166	
	<i>Cycle 1 Total</i>	<i>\$2,753,176</i>	<i>\$3,715,787</i>	
Cycle 2				
Completed				
SFMTA	Bus Service Restoration Project	\$1,698,272	\$2,309,000	
SFMTA	Route 108 Treasure Island Enhanced Service	\$1,165,712	\$1,708,866	
SFMTA	Persia Triangle Transit Access Improvements Project	\$802,734	\$1,003,418	X
SFMTA	Route 29 Reliability Improvement Project	\$695,711	\$1,672,560	
MOH/SFMTA	Hunters View Revitalization Transit Stop Connection	\$510,160	\$708,176	X
SFMTA	Randolph/Farallones/ Orizaba Transit Access Project	\$480,000	\$599,600	X
BART	Balboa Park Station-Eastside Connections Project	\$1,906,050	\$2,801,050	X
SFMTA	Balboa Park Station-Eastside Connections Project	\$1,083,277	\$1,354,096	X
Work Progressing				
SFMTA	Shopper Shuttle	\$1,560,000	\$1,872,000	
	<i>Cycle 2 Total</i>	<i>\$9,901,916</i>	<i>\$14,028,766</i>	
Cycle 3				
Completed				
SFMTA	Continuation of Bus Restoration	\$2,158,562	\$6,922,000	
SFMTA	Eddy and Ellis Traffic Calming Improvement	\$1,175,104	\$1,691,823	
SFMTA	Route 108 Treasure Island Enhanced Service	\$800,000	\$1,075,677	
SFMTA	Route 29 Reliability Improvement Project	\$800,000	\$4,058,492	
SFMTA	Free Muni for Low Income Youth Pilot (funded through a fund exchange)	\$400,000	\$9,900,000	
Work Progressing				
BART	Station Wayfinding and Bicycle Parking	\$2,143,200	\$2,679,000	X
SFMTA	8X Customer First	\$5,285,000	\$11,637,000	X
SFMTA	14-Mission Customer First	\$5,056,891	\$10,440,000	X
SFMTA	Mission Bay Loop	\$1,482,049	\$6,100,000	X
	<i>Cycle 3 Total</i>	<i>\$19,300,806</i>	<i>\$54,503,992</i>	
Cycle 4				
Completed				
SFMTA	Expanding Late Night Transit Service to Communities in Need	\$4,767,860	\$5,947,861	

Work Progressing				
SFMTA	Van Ness Bus Rapid Transit	\$6,189,054	\$162,072,300	X
BART	Wayfinding Signage and Pit Stop Initiative	\$1,220,233	\$2,525,291	X
SFMTA	Potrero Hill Pedestrian Safety and Transit Stop Improvements	\$375,854	\$477,309	
	<i>Cycle 4 Total</i>	<i>\$12,553,001</i>	<i>\$171,022,761</i>	
Cycle 5				
Work Progressing				
SFMTA	Expanding Late Night Transit Service to Communities in Need	\$2,578,270	\$3,775,560	
SFMTA	Wheelchair Accessible Taxi Incentive Program	\$75,000	\$375,000	
SFMTA	Enhanced Shop-a-Round and Van Gogh Recreational Shuttle Service	\$32,462	\$562,500	
	<i>Cycle 5 Total</i>	<i>\$2,685,732</i>	<i>\$4,713,060</i>	
	Grand Total	\$47,194,631	\$247,984,366	

¹Project sponsor acronyms include the Bay Area Rapid Transit District (BART), Bayview Hunters Point Foundation for Community Improvement (BVHPF), Mayor's Office of Housing (MOH), San Francisco Municipal Transportation Agency (SFMTA), and Tenderloin Housing Clinic (THC).

Attachment 2.



San Francisco Communities of Concern 2017

- SFCTA 2017 supplemental Communities of Concern Boundaries
- MTC 2017 Communities of Concern (Modified)
- Parks and Open Space



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Attachment 3.

San Francisco Lifeline Transportation Program Call for Projects
San Francisco's Community-Based Transportation Plans

Title	Date Approved	Website
Bayview/Hunters Point	6/29/2010	https://tinyurl.com/y978rc9f
Western South of Market	3/27/2012	https://tinyurl.com/y7q2bxmj
Chinatown/North Beach/Treasure Island	7/28/2015	https://tinyurl.com/y7xvs2d6
Mission-Geneva	4/24/2007	https://tinyurl.com/ybbevjmb
Mission South of Chavez	9/28/2007	https://tinyurl.com/ya4ng2bl
Potrero Hill/Inner Mission	6/23/2015	https://tinyurl.com/yczpeeu6
Tenderloin/Little Saigon	3/20/2007	https://tinyurl.com/yb8t64ja
Columbus Avenue	2/23/2010	https://tinyurl.com/yd55n36x
Western Addition/Fillmore	4/25/2017	https://tinyurl.com/ya6vsmk2



San Francisco Lifeline Transportation Program (SF LTP) Cycle 1 Application

Applications are due by 5 p.m., February 15, 2019

Project Name:

Date Received:

Project Type: Operating/Capital

Project Sponsor:

Date:

For sponsors submitting more than one application, please rank the application:

Application_____of_____total applications submitted

Complete this checklist to indicate the submitted items and to list any additional attachments. Clearly label attachments according to the numbering provided below. Attachments must be easily readable when reproduced in black and white.

To mark a box as checked, double click on the box and mark the "Default Value" as "Checked."

☐ **SF LTP Cycle 1 Application**

Provided Word file: Project Summary and Narrative

Provided Excel file: Schedule, Budget, and Funding Plan

☐ **Map of Project Area / Route Map with Transit Stops Indicated**

List additional attachments, such as letters of support, charts, drawings, and route schedule/timetable (add attachments as needed):

☐ **Attachment 1:** *(add title)*

☐ **Attachment 2:** *(add title)*

☐ **Attachment 3:** *(add title)*

Budget Summary	Amount (\$)	% of Total Project Budget
Lifeline funding requested:		
Required local match:		
Other funding:		
Total project budget:		

San Francisco Lifeline Transportation Program Cycle 1 Application
Project Summary and Narrative

A. GENERAL PROJECT INFORMATION

1. **Project Name:** _____

2. **Project Sponsor**

Agency _____

Contact/Title _____

Address _____

E-mail _____

Telephone _____

3. **Partner Agencies**

Agency, Project Role, Name/Title, Telephone, Email

4. **Brief Description of Project (50 words max.):**

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B. PROJECT DETAILS

Project Need, Goals and Objectives

1. Provide a detailed project description. Specify if the project will provide new or continue existing transit service directly benefiting Communities of Concern (CoCs).
2. Describe the significance of the unmet transportation need or gap that the proposed project seeks to address and how the project will address that need or gap. Specify the goals and objectives of the project.
3. Please describe the CoC(s) that will directly benefit from the project including pertinent demographic data and/or maps. Estimate the number of people per month and year that will be served by this project.

Community-Identified Priority

4. Discuss how the project addresses a transportation gap and/or barrier identified in a Community-Based Transportation Plan (CBTP) and/or other substantive local planning effort involving focused inclusive engagement to low-income populations. Indicate the name of the plan(s) and the page number(s) where the relevant gap and/or barrier is identified. Indicate the priority given to the project in the plan.

Implementation Plan and Project Management Capacity

5. Is the project ready to be implemented? What, if any, major issues need to be resolved prior to

San Francisco Lifeline Transportation Program Cycle 1 Application
Project Summary and Narrative

implementation and when will they be resolved?

6. Describe your organization's ability to provide and manage the proposed project.
7. Describe any proposed use of innovative approaches that will be employed for this project and their potential impact on project success.

Project Sustainability

8. Describe project sustainability by project type:
 - Operating projects: Describe efforts to identify potential funding sources for sustaining the service beyond the grant period. If funding is identified, provide the responsible agency(ies) and funding sources for all ongoing service.
 - Capital projects: For construction projects, identify the responsible agency(ies) and funding sources for ongoing maintenance of the project, including but not limited to lighting and landscaping.

Cost-Effectiveness and Performance Indicators

9. Demonstrate how the proposed project is the most appropriate and cost-effective way in which to address the identified transportation need.
10. Identify performance measures to track the effectiveness of the project in meeting the identified goals. Minimum requirements by project type include:
 - Operating projects, provide the baseline and new or continued units of service to be provided (e.g., number of trips, service hours, etc.) and cost per unit of service (e.g., cost per trip or persons served per month and year).
 - Capital projects, identify project delivery milestones.

Coordination and Program Outreach

11. Describe how the project will be coordinated with the community, public and/or private transportation providers, social service agencies, and non-profit organizations serving CoCs. Describe plans to market the project, and ways to promote public awareness of the project.

C. PROJECT SCHEDULE, BUDGET, AND FUNDING PLAN

1. Complete the schedule, budget and funding plan information in the attached Excel template.

**San Francisco Lifeline Transportation Program Cycle 1 Application
Operating Project Schedule, Cost, and Funding Plan**



Instructions: Enter major cost line items below. Additional lines may be added as needed.

Project Name:	
Project Sponsor:	

Operating Projects					
Start Date of Operations:					
End Date of Operations:					
Source	Year 1	Year 2	Year 3	Total	Status ¹
SF LTP (requested)	\$0	\$0	\$0	\$0	Planned
Required Local Match (specify source(s)) ²	\$0	\$0	\$0	\$0	
Other funding ²	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
Total Funding	\$0	\$0	\$0	\$0	
Cost by Task and Agency	Year 1	Year 2	Year 3	Total	Source of Cost Estimate
Example: Shuttle Driver/Agency Name	\$0	\$0	\$0	\$0	
Example: Vehicle Maintenance/Agency Name	\$0	\$0	\$0	\$0	
Example: Administrative Costs/Agency Name	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	
Total Expenditures	\$0	\$0	\$0	\$0	
Additional Schedule/Status/Cost/Source Information (If needed)					

¹ Planned funds have not been programmed or allocated specifically to the project or program that is the subject of the current request; Programmed funds have been committed to the project by the agency with the authority to do so; Allocated funds have been approved for expenditure for the subject project by the funding authority.

² Clearly specify the source(s) and status of all funding. Include letter(s) of commitment from all agencies contributing towards the match. If the project is multi-year, provide letters of commitment for all years.

San Francisco Lifeline Transportation Program Cycle 1 Application
Capital Project Schedule, Cost, and Funding Plan



Instructions: Enter the funding plan for all phases (planning through construction) of the project. Show all funding sources.

Project Name:	
Project Sponsor:	

Capital Project Schedule and Cost					
Project Delivery Milestones	Schedule		Cost		Work
Phase	Start (Mo/Yr)	End (Mo/Yr)	Phase Total	Source of Cost Estimate (e.g. % Design Complete)	In-house, Contracted, or Both
Planning/Conceptual Engineering (typically 30% design)					
Environmental Studies (PA&ED)					
Design Engineering (PS&E)					
Right-of-way					
Construction					
Total Cost			\$	-	

Capital Project Funding Plan								
Source	Status ¹	Planning/ Conceptual Engineering	Environmental Studies	Design Engineering	Right-of-way	Construction	Total by Fund Source	% of Cost by Fund Source
SF LTP funds (requested)	Planned						\$0	
Required Local Match (specify source(s)) ²							\$0	
Other Funding ²							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
Total Funding		\$0	\$0	\$0	\$0	\$0	\$0	\$0

¹ Planned funds have not been programmed or allocated specifically to the project or program that is the subject of the current request; Programmed funds have been committed to the project by the agency with the authority to do so; Allocated funds have been approved for expenditure for the subject project by the funding authority.

² Clearly specify the source(s) and status of all funding. Include letter(s) of commitment from all agencies contributing towards the match. If the project is multi-year, provide letters of commitment for all years.

**San Francisco Lifeline Transportation Program Cycle 1 Application
Capital Project Major Line Item Budget**

Instructions:

Provide a detailed line-item budget for all phases through construction. Sponsor may attach budget details in another format (Excel) that includes all required information.

For Planning (e.g. mobility management):

- Provide a detailed labor cost estimate by task and agency, consultant costs by task, other direct costs, contingency.
- For work to be performed by agency staff rather than consultants, provide base rate, overhead multiplier, and fully burdened rates by position with FTE (full-time equivalent) ratio.

For Environmental Studies, Right-of-Way, Design Engineering Phase:

- Provide total labor cost by agency, consultant costs, other direct costs, contract procurement(s), and contingency.

For Construction Phase:

- Provide total labor cost by agency, contract costs (include major line item detail), construction management/support (includes project management, inspection, design services during construction, outreach during construction), other direct costs (includes Job Order Contracting, inter-agency costs, owner provided materials and services), and contingency (includes construction contingency and management reserve).

Project Name: 0

PROJECT BUDGET - PLANNING

Agency	Task 1	Task 2	Task 3	Task 4	Task 5	Total
Agency 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Agency 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Costs *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PHASE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Direct Costs include mailing, reproduction costs room rental fees.

PROJECT BUDGET - ENVIRONMENTAL STUDIES, RIGHT-OF-WAY, DESIGN

Budget Line Item	Totals	% of phase	TOTAL LABOR COST BY AGENCY	
1. Total Labor	\$ -		Agency 1	\$ -
2. Consultant	\$ -		Agency 2	\$ -
3. Other Direct Costs *	\$ -		TOTAL	\$ -
4. Contingency	\$ -			
TOTAL PHASE	\$ -			

* e.g. PUC costs

PROJECT BUDGET - CONSTRUCTION

SUMMARY BY MAJOR LINE ITEM (BY AGENCY LABOR BY TASK)

Budget Line Item	Totals	% of contract	Agency 1	Agency 2	Contractor
1. Contract					
Budget Line Item/Task 1	\$ -				\$ -
Budget Line Item/Task 2	\$ -				\$ -
<i>Subtotal</i>	\$ -				\$ -
2. Non-Contract Work	\$ -		\$ -	\$ -	
3. Construction Management/Support	\$ -		\$ -	\$ -	
4. Other Direct Costs *	\$ -		\$ -	\$ -	
5. Contingency	\$ -		\$ -	\$ -	
TOTAL PHASE	\$ -		\$ -	\$ -	\$ -

* e.g. PUC sewer inspection