



RESOLUTION APPROVING THE REPROGRAMMING OF \$197,500 IN  
TRANSPORTATION FUND FOR CLEAN AIR FUNDS FROM THE SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY'S FISCAL YEAR (FY) 2016/17  
ALTERNATIVE FUEL TAXICAB INCENTIVE PROGRAM TO SAN FRANCISCO  
DEPARTMENT OF THE ENVIRONMENT'S FY 2018/19 EMERGENCY RIDE HOME  
PROGRAM

WHEREAS, At the April 14, 2020 Board meeting, Commissioner Haney requested that staff explore ways to help essential workers who are facing challenges getting home from their jobs, particularly at night, with the recent reductions in transit service due to COVID-19; and

WHEREAS, Transportation Authority staff have worked with staff from the San Francisco Municipal Transportation Agency (SFMTA) and the San Francisco Department of the Environment (SFE) to develop a proposal, as shown in Attachment 1, to expand the existing Emergency Ride Home Program to provide reimbursable taxi rides home for essential workers who commute to work via sustainable modes, such as transit, walking or biking; and

WHEREAS, As currently envisioned, the proposed Emergency Ride Home expansion for essential workers would fund up to ten taxi rides per month for eligible trips during hours when, or to locations where, previously available transit options are temporarily unavailable due to emergency-related transit service reductions; and

WHEREAS, The expanded Emergency Ride Home would provide emissions benefits by incentivizing sustainable commute trips to work and helping transit riders to stay on transit, rather than becoming drive-alone car commuters; and

WHEREAS, To fund this expansion, Transportation Authority staff recommends reprogramming \$197,500 in Transportation Fund for Clean Air (TFCA) funds from SFMTA's FY 2016/17 Alternative Fuel Taxicab Incentive Program, which



has seen lower than anticipated demand, to the Emergency Ride Home Program, as shown in Attachment 2; and

WHEREAS, The SFMTA is very supportive of this proposal as it continues to support the taxi industry and its essential workers and because there is also \$250,000 available in a FY 2017/18 TFCA grant for SFMTA's taxicab program to provide incentives to purchasers of clean air taxis; and

WHEREAS, As the County Program Manager for TFCA, the Transportation Authority has the authority to reprogram funds between existing projects, as long as program rules and guidelines are maintained, including cost effectiveness of emissions reductions; and

WHEREAS, Transportation Authority and SFE staff will continue to work with Air District staff to ensure that the subject project remains in compliances with TFCA policies and guidelines; and

WHEREAS, In order to provide relief to essential workers as soon as possible during this time of emergency-related transit service reductions, the Transportation Authority Board is considering final approval on the first appearance of this request before the Board; now, therefore, be it

RESOLVED, That the Transportation Authority hereby reprograms \$197,500 in TFCA funds from the SFMTA's FY 2016/17 Alternative Fuel Taxicab Incentive Program to SFE's FY 2018/19 Emergency Ride Home Program; and be it further

RESOLVED, That the Executive Director is authorized to amend the funding agreement with SFE to pass-through these additional funds for implementation of the Emergency Ride Home Program, establishing such terms and conditions governing cash drawdowns, financial and program audits, and reporting as necessary to comply with the requirements imposed by the Air District for the use of the funds and as required by the Transportation Authority in order to optimize the



use of these of funds.

Attachments (2):

1. Draft Proposed Expanded Emergency Ride Home Program Guidelines
2. Proposed TFCA Programming Amendment



**San Francisco  
County Transportation  
Authority**

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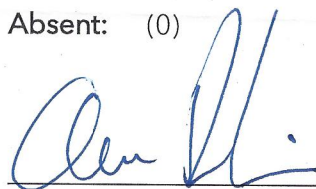
RESOLUTION NO. 20-52

The foregoing Resolution was approved and adopted by the San Francisco County Transportation Authority at a regularly scheduled meeting thereof, this 28th day of April, 2020, by the following votes:

**Ayes:** Commissioners Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee (11)

**Nays:** (0)

**Absent:** (0)

 4-28-20

Aaron Peskin  
Chair

Date

ATTEST:

 4/29/20

Tilly Chang  
Executive Director

Date

## **Emergency Ride Home Expanded Program Proposal Draft Essential Worker Ride Home Program**

**April 24, 2020**

**Department of the Environment**

### **Introduction**

This proposal serves as a draft for an expanded Emergency Ride Home program. The draft provides an overview of the program goals, background on the existing Emergency Ride Home program, and recommended program parameters for participation and administration. The information outlined in the draft is subject to change.

### **Program Administration**

The Essential Worker Ride Home (EWRH) program will be an expansion of San Francisco's current Emergency Ride Home (ERH) program, which is funded by an existing SFCTA Transportation Fund for Clean Air (TFCA) grant and administered by the San Francisco Department of the Environment (SFE). It will serve as a resource during the COVID-19 emergency for essential workers making trips home from work during this time of limited public transportation availability.

Under this program, participants are expected to take a sustainable mode of transportation to work. The program provides a reliable ride home when transit options are limited, therefore encouraging transit use and discouraging solo drive commutes. The program will be available to essential workers until further notice, subject to conditions impacting the program's availability, which may include updates to public transportation schedules and operations, limitations of program funding, and/or removal of the shelter-in-place order. It is only distinguished from the existing Emergency Ride Home program to the extent necessary to not confuse the public about which ERH program benefits are temporary and which ERH program benefits are permanent.

### **Funding & Budget**

#### **Funding Source & Allocation**

The total funding available is \$197,500 from TFCA funds administered by San Francisco County Transportation Authority (SFCTA). TFCA funds pass from the Bay Area Air Quality Management District (Air District), which establishes project eligibility criteria, to SFCTA, which selects projects and administers grants as the County Program Manager. See [Transportation Fund for Clean Air](#) for more information.

Under this proposal, TFCA funds would be reprogrammed from an existing project—the SFMTA Alternative Fuel Taxicab Incentive Program, which has seen lower than anticipated demand—to the existing Emergency Ride Home project. The alternative fuel taxi subsidy grant is set to expire by October 31, 2020 if not used. SFCTA and SFMTA staff are supportive of reprogramming these funds, which will be used to continue supporting the taxi industry. The Alternative Fuel Taxicab Incentive program has additional funding so the program will not be negatively impacted by the reprogramming of these TFCA funds.

#### **Approval**

The SFCTA Board will consider the proposal at its April 28, 2020 meeting. If approved, the funds would be reprogrammed to SFE's existing FY18-19 ERH project funds for immediate use.

### **Budget**

The program budget of \$197,500 would fund staff hours and direct costs associated with the program, including program administration, reimbursement processing, marketing and outreach, and TFCA grant administration and reporting.

### **Trip Cap Recommendation**

We recommend setting a cap of ten (10) trips per month, per person, with a cap of \$70 per trip. Based on these parameters, the program could subsidize return trips of an estimated **71 to 100 essential workers per week**. The calculation is based on a 12-week program budget using the average cost of a one-way, off-peak taxi ride to the East Bay and uses reimbursement data from the existing Emergency Ride Home program and assumes that not every trip will reach the \$70 limit.

See detailed budget attached.

## **Program Details**

### **Overview**

The program will cover the cost of up to ten (10) taxi rides home per month for employees fulfilling essential job functions, as classified here, and not to exceed \$70 per ride. Participants must first register for the program by submitting an application to verify essential status, program need, and intended use. Once a participant's application is accepted, they must use an official taxi for eligible trips and submit their reimbursement request with applicable taxi receipt(s) within 20 calendar days of the trip.

### **Duration**

The program is proposed to launch on Friday, May 1, following SFCTA Board approval, and will be available to essential workers until further notice, subject to conditions impacting the program's availability, which may include, updates to public transportation schedules and operations, limitations of program funding, and/or removal of the shelter-in-place order. SFE's decision to extend or discontinue the program will be made in consultation with SFCTA.

### **Eligible Participants**

All employees of essential businesses in San Francisco, performing essential job functions, as classified by the City and County of San Francisco. Review the list of essential businesses.

### **Eligible Trips**

Trips must originate at the employee's work location in San Francisco and end at home, a transit stop that will take them to their home, or the location of their parked car (e.g. park-and-ride lot, transit parking lot, etc.). Trips to work will not be covered by the program.

Trips must be taken during hours when, or to locations where, previously available transit options are unavailable due to emergency-related transit service reductions. (e.g. after 9:00 p.m., for BART). Review the Coronavirus Transportation Impacts for the latest information.

All Essential Worker Ride Home trips must be made via taxi and a receipt must be submitted with each reimbursement request. Rides with Transportation Network Companies (TNCs) such as Uber and Lyft are not reimbursable.

### **Application Verification**

As part of the application process, participants will be asked to provide their employer name, occupation, and supervisor contact information to prove eligibility as an essential worker. SFE staff will review application eligibility based on the list of essential businesses classified by the City and County of San Francisco. Applicants will also be asked to provide information regarding the public transportation provider and line that normally serves their commute home but is no longer in operation or may have limited availability due to the COVID-19 public health emergency. Once applicants have been approved for the program, they can then submit weekly reimbursement requests that must include copies of official taxi receipts for final verification of the trip date, location, time, and cost.

### **Reimbursements**

Reimbursement requests should be submitted on a weekly basis via an online reimbursement submission form. Receipts must be included with the reimbursement submission, and requests must be received within 20 days from the date of the trip. SFE will process reimbursement requests weekly and checks will be mailed to participants within 3-4 weeks of reimbursement request submission. Once 75% of program funds are exceeded, the program will stop to allow for evaluation and assessment to ensure outstanding reimbursements are processed with adequate funds remaining. The website will state that program funds are subject to availability and reimbursements will be offered until funds are exhausted.

### **Existing Emergency Ride Home Program**

The City of San Francisco's Emergency Ride Home program will continue to be available to individuals who work in San Francisco who are fulfilling essential job functions, and all requests will continue to be evaluated based on the program's eligibility criteria, as defined here.

### **Potential Marketing & Outreach Avenues**

- **Web:** The program would be housed on the Department of the Environment's website, with links to be added to the following websites: SF.gov, SFMTA, SFCTA, Office of Economic and Workforce Development, and SF Department of Human Resources (for CCSF employees serving essential roles). SFE would administer and manage the website.
- **Social Media:** SFE would create a social media toolkit for use by City Departments, businesses, non-profits, and community partners to help promote the program. Key channels for promotion include SFE, SFCTA, SFMTA, SFGOV, among others.
- **CCSF Communications:** We recommend working with the Department of Human Resources for a citywide communication to CCSF staff and Disaster Service Workers to alert employees fulfilling essential job functions of the program's availability. We will also work with Public Information Officers of each department to spread program awareness.
- **Taxi Industry Communications:** SFMTA will lead on communication efforts to the taxi industry, alerting them of the program offering.
- **Paid Media:** Budget is allocated for paid digital advertising targeted at business owners and essential workers.
- **Translation:** The website, application form, and associated communications will be in English. SFE staff will provide language assistance for participants who prefer a language other than English and will be reachable by email ([commutesmart@sfgov.org](mailto:commutesmart@sfgov.org)) or phone (415-355-3702) for language assistance.

# San Francisco County Transportation Authority

## MAJOR LINE ITEM BUDGET

### BUDGET SUMMARY

	Task 1 TFCA Administration	Task 2 Program Management			Task 3 Marketing and Outreach		
Agency	1.1 TFCA Reporting and Project Evaluation	2.1 Reimbursement Payment - Direct Cost	2.2 Reimbursement Processing and Management	2.3 Employee & Employer Customer Service	3.1 Marketing & Outreach	3.2 Paid Media Campaign - Direct Cost (Contractor, Media Buys)	Total
SFE	\$ 2,984	\$ -	\$ 9,547	\$ 2,505	\$ 15,899	\$ 3,543	\$ 34,478
Direct Costs		\$ 153,022				\$ 10,000	\$ 163,022
<b>Total</b>	<b>\$ 2,984</b>	<b>\$ 153,022</b>	<b>\$ 9,547</b>	<b>\$ 2,505</b>	<b>\$ 15,899</b>	<b>\$ 13,543</b>	<b>\$ 197,500</b>

\* Direct Costs include mailing, reproduction costs.

### DETAILED LABOR COST ESTIMATE - BY AGENCY

SFE	Hours	Base Hourly Rate	Overhead Multiplier	Fully Burdened Hourly Cost	FTE	Total
Project Supervision (5644)	14	\$ 99.00	2.42	\$ 239.58	0.007	\$ 3,354
Project Oversight (5642)	55	\$ 87.00	2.42	\$ 210.54	0.026	\$ 11,580
Project Manager (9922)	117	\$ 40.00	2.42	\$ 96.80	0.056	\$ 11,326
Project Staff 1 (5640)	16	\$ 76.00	2.42	\$ 183.92	0.008	\$ 2,943
Project Staff 2 (5638)	20	\$ 64.00	2.42	\$ 154.88	0.010	\$ 3,098
Project Staff 3 (1822)	12	\$ 75.00	2.42	\$ 181.50	0.006	\$ 2,178
<b>Total</b>	<b>234.00</b>				<b>0.11</b>	<b>\$ 34,478</b>



**Attachment 2**  
**San Francisco County Transportation Authority**  
 TFCA Programming Amendment

<b>Table 1. Proposed TFCA Programming</b>						
<b>Project No.</b>	<b>Year Approved</b>	<b>Project Name (Sponsor<sup>1</sup>)</b>	<b>TFCA Amount Awarded</b>	<b>Remaining Balance (4/21/20)</b>	<b>Proposed Change</b>	<b>Proposed Balance</b>
17SF02	FY2016/17	Alternative Fuel Taxicab Incentive Program (SFMTA)	\$250,000	\$197,500	(\$197,500)	\$0
18SF02	FY2017/18	Alternative Fuel Taxicab Incentive Program (SFMTA)	\$250,000	\$250,000	No change	\$250,000
19SF03	FY2018/19	Emergency Ride Home (SFE)	\$50,734	\$28,014	\$197,500	\$225,514

<sup>1</sup>San Francisco Municipal Transportation Agency (SFMTA), San Francisco Department of the Environment (SFE)