



Memorandum

DATE: 10.23.2020
TO: TNC Tax Project Sponsors
FROM: Kaley Lyons – Transportation Planner
THROUGH: Anna LaForte – Deputy Director for Policy & Programming
SUBJECT: TNC Tax Allocation Request Procedures

This memorandum describes the process and schedule for project sponsors to submit TNC Tax allocation requests to the San Francisco County Transportation Authority (Transportation Authority).

This memo is organized into the following sections:

1. Summary of Procedures
2. Schedule
3. For More Information

1. SUMMARY OF PROCEDURES

Allocation requests are due to the Transportation Authority on the 25th day of the month or the first business day thereafter for consideration at the following month's Citizens Advisory Committee meeting (4th Wednesday of the month), the first Board meeting of the month following the CAC meeting for a first read of the request (2nd Tuesday) and the second Board meeting of that month for possible action (4th Tuesday). Late and/or incomplete applications may be delayed until future Board cycles. Incomplete applications may be rejected or deferred until they are satisfactorily completed.

A complete application must be submitted via the online grants portal, consisting of the following:

- An electronic version of the completed Allocation Request Form.
- Any attachments as indicated on the Allocation Request Form (e.g. Word file, maps, etc.).

2. SCHEDULE

TNC Tax project sponsors that can demonstrate need and project readiness can request allocations for individual projects if funding is programmed to that project in the current



fiscal year and funds are available for allocation. The Board may approve projects at its June meeting for the next fiscal year. Requests for individual projects are due the 25th day of the month or the first business day thereafter. Generally, allocation requests that are complete, with reasonable budgets, scopes and schedules and that are consistent with the current Program Guidelines will be reviewed and considered for approval according to the schedule below.

Table 1. Key dates for review and approval of allocation requests¹

| | |
|--|--|
| 25 th day of the month (if a business day; otherwise first business day thereafter) | Complete application due to the Transportation Authority |
| 4 th Wednesday at 6 p.m. | Citizens Advisory Committee |
| 2 nd Tuesday at 10:00 a.m. | Transportation Authority Board - preliminary action |
| 4 th Tuesday at 10:00 a.m. | Transportation Authority Board - final action |

¹ Meeting dates and times are subject to change. Please check the Transportation Authority's website (www.sfcta.org/meetings-agendas-and-events) for the most up-to-date schedule.

Within a few days following Board approval of an allocation, the Transportation Authority sends the project sponsor a Standard Grant Agreement (SGA) with a signature request. The SGA is the contractual document establishing the terms and conditions of a TNC Tax grant. The Transportation Authority's Executive Director shall impose such terms and conditions as are necessary for the project sponsors to comply with applicable law and adopted Transportation Authority policies and execute the SGAs to that effect. A SGA has been fully executed when it has been signed by both parties and a kick-off meeting has been scheduled for sponsor project management staff and Transportation Authority staff. The Transportation Authority will not reimburse sponsors for expenses incurred prior to the full execution of a SGA.

3. FOR MORE INFORMATION

For further information or assistance with the TNC Tax allocation process, please send an email to funding@sfcta.org or contact Kaley Lyons at (415) 522-4835 or kaley.lyons@sfcta.org.