

Enclosure

**Transportation Fund for Clean Air Project Information Forms
For June 2021 Board Approval
Table of Contents**

No.	Project Sponsor¹	Project Name	Phase	Page No.
1	SFE	Emergency Ride Home	Construction	3
2	SFMTA	Short-Term Bike Parking	Construction	11
3	SFSU	University Park North Bike Cage	Construction	15

¹ Acronym: SFMTA (San Francisco Municipal Transportation Agency), SFE (San Francisco Department of the Environment), SFSU (San Francisco State University)

[this page intentionally left blank]



San Francisco
County Transportation
Authority

**Fiscal Year 2021/22 Transportation Fund for Clean Air
County Program Manager Fund
Project Information Form**



Project Name:	Emergency Ride Home		
Implementing Agency:	Department of the Environment		
Project Location:	San Francisco		
Supervisory District(s):	Citywide	TFCA Proj. Number:	SFCTA assigns
Project Manager:	Alexandra Bogdan		
Contact Information	Email:	Phone:	(415) 539-6744
	alexandra.bogdan@sfgov.org		
Partner Agencies (incl. staff contact):			
Brief Project Description (50 words max):	The Emergency Ride Home (ERH) program furthers San Francisco's Transit First Policy by incentivizing commuters' usage of sustainable commute modes via a subsidized ride home in the event of a personal emergency.		
Type of Environmental Clearance:	N/A		

DETAILED SCOPE:

Please submit Detailed Scope as a separate Word document.

Guidance: Describe project location, purpose, and need, including target population of the project; describe how outcomes of the project will be evaluated. Attach maps, drawings, photos of current conditions, etc. to support understanding of the project scope.

Project Type Specific Guidance:

- For shuttle/feeder bus projects, indicate the hours of operation, frequency of service, and transit station and employment sites/area served to ensure compliance with Air District policies.
- For heavy-duty vehicle projects, provide the relevant CARB Executive Orders.
- For smart growth projects, provide title and approval date of the originating plan.

PROJECT INFORMATION:

Describe benefits to Communities of Concern or disadvantaged populations.

Communities of concern are a key target audience in the outreach and marketing scope of the upcoming grant cycle, so they will benefit from heightened, targeted promotion about the program's offering of a guaranteed ride home in case of emergency.

Demonstrate community support (e.g. cite a community-based transportation plan, outreach conducted to identify locations and/or interested neighborhoods, or attach a letter of recommendation provided by the district Supervisor).

Emergency Ride Home is an ongoing program critical to supporting San Francisco in reaching its sustainable transportation goals through a reduction in vehicle miles traveled. The program is included in San Francisco's Transportation Demand Management Plan, which is created and managed by Department of the Environment, SFMTA, SF Planning Department, and SFCTA.

Describe investment from non-public project sponsors or partners (if applicable) including evidence of commitment by private applicant or partner.

N/A

NOTE: Cost-effectiveness worksheets are required for all project types, available at sfcta.org/tfcacallforprojects.



**San Francisco Emergency Ride Home
Program Scope
Transportation Fund for Clean Air – Call for Projects
San Francisco Department of the Environment**

Project Summary

The Emergency Ride Home (ERH) program furthers San Francisco's Transit First Policy by incentivizing commuters' usage of sustainable commute modes via a subsidized ride home in the event of a personal emergency. By doing so, the program helps to meet the City's goal of reducing greenhouse gas emissions 80 percent below 1990 levels by 2050. Overall, ERH is a very cost-effective program considered to motivate commuters to walk, bike, take transit, carpool or vanpool to work instead of driving alone.

The San Francisco Department of the Environment (SFE) administers the Emergency Ride Home program, which is available to anyone who commutes to a job based in San Francisco.

Although Emergency Ride Home has demonstrated significant positive results over the years, measures to make the program more effective are required. Over the past few years, SFE staff have streamlined the reimbursement submission process and increased direct access to San Francisco-based employees. During the past grant cycle, SFE conducted an evaluation to update program requirements and streamline processes, and implemented new measures to increase program awareness and accessibility with an emphasis on equitable outreach to communities of concern through an in-language marketing campaign. SFE also modernized the ERH marketing materials, translated all program webpages, request forms and marketing collateral, and printed the updated collateral for outreach.

Since the majority of costs from the previous grant cycle stemmed from translation and updating of materials, SFE is requesting \$20,000 less in the FY21-22 cycle. Of the \$75,210 requested, SFE is requesting \$39,500 in direct costs to support the ongoing marketing efforts with \$25,000 for a paid marketing campaign, \$3,000 to cover printing costs for additional collateral, \$4,000 for program sponsorships, and \$4,500 to cover program reimbursements. For further information on the allocation of funding, please review the project budget and detailed project scope.

2021-2022 Project Scope

For budget details associated with each task below, please refer to the budget included within the TFCA Info Form.

Task 1: TFCA Administration (Ongoing)

SFE staff will evaluate and report on the effectiveness of the program. SFE staff will use reimbursement data to track changes in the number of participants using the ERH program. With each reimbursement request, participants are asked questions regarding program usage and their typical commute modes, among others. All data will be provided in quarterly and annual reports to SFCTA.

Task 2: Program Management (Ongoing)

SFE staff will administer and maintain the reimbursement process and system by verifying reimbursement requests to ensure program rules are being abided by and processing reimbursement payments in the form of checks mailed to approved participants. SFE staff will support both employees (participants) and employers with all customer services questions and manage any issues or concerns that may arise.

Task 3: Marketing and Outreach

The work outlined below will build upon activities completed in FY 2020-2021. The key audiences for our outreach efforts will include:

- local community-based organizations that can support outreach to people who live and work within communities of concern,
- San Francisco Unified School District parents and staff,
- businesses—specifically small- to medium-sized organizations that can be reached through partnerships with the Office of Workforce Development, the San Francisco Green Business program (also administered by SFE), and community organizations,
- City and County of San Francisco employees.

Marketing Collateral Distribution (Ongoing): The funds requested for this task include \$3,000 for direct costs for printing marketing collateral, as well as staff hours for distribution of materials via collaboration with community-based organizations.

Translation of Marketing Materials (Ongoing): Translation of the ERH program materials is essential in ensuring the program is equitable and accessible to all. During the past grant cycle, SFE translated all program materials into three languages, Spanish, Chinese, and Filipino. In anticipation of new marketing and outreach campaigns, SFE is requested \$3,000 to support additional translation of materials. SF Environment staff time is also required to support the translation work, including content review, vendor management, and website updates.

Paid Media Campaign (Summer/Fall 2022): During the past grant cycle, SFE requested funds to support an paid media campaign to address a significant gap in general program awareness amongst San Francisco residents, businesses, and employees. To continue to increase public knowledge of the program, SFE is requesting funds to support a paid marketing campaign, which may include paid digital advertisements, boosted social content, e-mail marketing, and/or out-of-home advertisements. Based on the budget provided and target audiences defined, we would elect the most effective advertising channels to reach the intended audiences. The campaign will build off of the lessons learned from the previous 2021 campaign, which will aid in targeted outreach. The anticipated direct costs, paid to a marketing consultant to support creative concepting, media planning, and media purchasing, are estimated at \$25,000. The goal of the campaign would be to significantly increase ERH program reach, as measured by traffic to the ERH webpage, ad reach, and ad impressions data. As employees continue to return to work and resume daily commutes, the ERH program and a paid marketing campaign will become critical to encouraging sustainable mode choices.

Ongoing Marketing & Outreach (Ongoing): We will continue to market the program through existing SFE marketing and outreach channels, such as on SFEEnvironment.org, SFE social media channels, public-facing tabling and outreach events, and commuter benefits presentation to CCSF employees. We will also continue to collaborate with City partners, businesses, and community partners for cross-promotion on digital channels and inclusion in relevant events and programs, such as SF Transit Riders Transit Week, SF Bicycle Coalition Bike to Work Day, Walk SF Walk to Work Day, SF Safe Routes to School Walk and Roll to School Week, Salesforce Transportation Fair, etc.

Program Sponsorship: Each year, SF Transit Riders, Walk SF and SF Bike Coalition host separate, highly visible initiatives aimed at encouraging employees to walk, bike, or take public transit. These programs are in direct alignment with the goals of the ERH program, which aims to reduce vehicle miles traveled and encourage commuters to choose sustainable modes. As these programs provide a high-profile opportunity for SFE to market the ERH program, we are requesting funds to support the direct costs

associated with sponsoring these three programs—Transit Week, Walk to Work Day, and Bike to Work Day. The \$4,000 funds requested for this task will be used to adapt any such materials in alignment with program messaging, provide additional ERH marketing collateral to these organizations, and allow ERH to be featured on the program webpages. These sponsorships provide a low-cost, high return opportunity to market ERH to a broad swath of the program's target audience.

Deliverables:

- Program administration: processing reimbursements, customer service support, and employer registrations
- Marketing and promotion of program: strategic marketing plan and execution
- Quarterly and annual report: submitted to SFCTA

High-level Project Schedule and Delivery Milestones

Phase	Description	Start	End
1	Task 1 TFCA Administration	September 2021	September 2022
2	Task 2 Program Management	September 2021	September 2022
3	Task 3 Marketing and Outreach	September 2021	September 2022
4	Final Report	October 2022	November 2022

**Fiscal Year 2021/22 Transportation Fund for Clean Air
County Program Manager Fund
Project Information Form**

Project Name:	Emergency Ride Home
----------------------	---------------------

SCHEDULE	Status	Start Date		End Date	
Phase/Milestone	% Complete as of 4/24/21	Month	Calendar Year	Month	Calendar Year
Planning/Conceptual Engineering					
Environmental Studies (PA&ED)					
Design Engineering (PS&E)					
Right-of-Way					
Advertise Construction					
Start Construction or Procurement (e.g. award contract)	0%	September	2021	November	2022
Open for Use	N/A	N/A	N/A	November	2022
Final Report Due Date (Project completion):	March 31, 2023				

PROJECT COST ESTIMATE		Funding Source by Phase			
Phase	Cost	TFCA	Non-Public Funds	Other	Source of Cost Estimate
Planning/Conceptual Engineering	\$0				
Environmental Studies (PA&ED)	\$0				
Design Engineering (PS&E)	\$0				
Right-of-Way	\$0				
Construction	\$75,210	\$75,210			
TOTAL PROJECT COST	\$75,210	\$75,210	\$0	\$0	

PROPOSED TFCA EXPENDITURES BY FISCAL YEAR (CASH FLOW)

All Phases	21/22	22/23	23/24	Total
TFCA	\$75,210	\$0	\$0	\$75,210

FUNDING PLAN

Funding Source and Status	Planned	Programmed	Allocated	Total
TFCA	\$75,210			\$75,210
Specify Source of Non-Public Funds (if applicable)				\$0
Specify Source of Other Funds				\$0
TOTAL	\$75,210	\$0	\$0	\$75,210

Emergency Ride Home
SF Environment - FY 2021-2022 TFCA Budget
 September 2021-November 2022

Overhead Multiplier: 2.42

Task	Project Supervision (5644)			Project Oversight (5642)			Project Manager (9922)			Total Fully Burdened Cost	Direct Costs *	Total
	Hours	Base Rate	Fully Burdened Cost	Hours	Base Rate	Fully Burdened Cost	Hours	Base Rate	Fully Burdened Cost			
Emergency Ride Home - Prop K												
Task 1 TFCA Administration												
1.1 TFCA Reporting and Project Evaluation	3	\$ 99.00	\$ 718.74	5	\$ 87.00	\$ 1,053	18	\$ 40.00	\$ 1,742			\$ 3,514
Task 2 Program Management												
2.1 Reimbursement Payment - Direct Cost	0	\$ 99.00	\$ -	0	\$ 87.00	\$ -	0	\$ 40.00	\$ -		\$ 4,500	\$ 4,500
2.2 Reimbursement Processing and Management	3	\$ 99.00	\$ 718.74	3	\$ 87.00	\$ 631.62	45	\$ 40.00	\$ 4,356			\$ 5,706
2.3 Employee & Employer Customer Service	0	\$ 99.00	\$ -	5	\$ 87.00	\$ 1,052.70	25	\$ 40.00	\$ 2,420			\$ 3,473
Task 3 Marketing and Outreach												
3.1 Marketing Material Updates - Direct Cost (Printing)	0	\$ 99.00	\$ -	5	\$ 87.00	\$ 1,052.70	5	\$ 40.00	\$ 484		\$ 3,000	\$ 4,537
3.2 Translation of Materials - Direct Cost (Translation Services)	0	\$ 99.00	\$ -	5	\$ 87.00	\$ 1,052.70	10	\$ 40.00	\$ 968		\$ 3,000	\$ 5,021
3.3 Ongoing Marketing & Outreach	2	\$ 99.00	\$ 479.16	10	\$ 87.00	\$ 2,105.40	100	\$ 40.00	\$ 9,680			\$ 12,265
3.4 Paid Media Campaign - Direct Cost (Contractor, Media Buys)	2	\$ 99.00	\$ 479.16	20	\$ 87.00	\$ 4,210.80	5	\$ 40.00	\$ 484		\$ 25,000	\$ 30,174
3.5 Program Sponsorship - Direct Cost (SF Walk, SF Bike Coalition)	0	\$ 99.00	\$ -	5	\$ 87.00	\$ 1,052.70	10	\$ 40.00	\$ 968		\$ 4,000	\$ 6,021
Subtotals	10		\$ 2,395.80	58		\$ 12,211.32	218		\$ 21,102.40	35,710	\$ 39,500	75,210
FTE Totals	0.005			0.028			0.105					

Overhead Multiplier		
	Rate	Fully Burdened Rate
Project Supervision (5644)	\$ 99.00	\$ 239.58
Project Oversight (5642)	\$ 87.00	\$ 210.54
Project Manager (9922)	\$ 40.00	\$ 239.58
Multiplier for SFE Staff	2.42	

**Fiscal Year 2021/22 Transportation Fund for Clean Air
County Program Manager Fund
Project Information Form**



**San Francisco
County Transportation
Authority**

Project Name:	Emergency Ride Home
Sponsor Agency:	Department of the Environment
TFCA Project Number:	SFCTA assigns

TRANSPORTATION AUTHORITY RECOMMENDATION

Fiscal Year Cash Flow Distribution:	Cash Flow for TFCA Funds	% Reimbursed Annually	Balance
FY20/21	\$75,210	100%	\$0
FY21/22		0%	\$0
Total:	\$75,210		

Resolution:

Date:

Deliverables:

1. By January 15, April 15, July 15, and October 15 of each year, submit quarterly reports updating project progress and identifying any issues which may delay project implementation.
2. With the October 15 quarterly report, submit BAAQMD Interim Project Report Form.
3. By March 31, 2023, submit Final Report Form #1 (Ridesharing), including evidence of TFCA and Transportation Authority attribution. Final report shall include BAAQMD required description of Monitoring Methodolgy.

Notes:

1. Deliverables shall be submitted through the Transportation Authority's online grants portal at <https://portal.sfcta.org/>.
2. All required forms are available at www.sfcta.org/funding/transportation-fund-clean-air#panel-sponsors

[this page intentionally left blank]



San Francisco
County Transportation
Authority

**Fiscal Year 2021/22 Transportation Fund for Clean Air
County Program Manager Fund
Project Information Form**



Project Name:	Short Term Bike Parking		
Implementing Agency:	San Francisco Municipal Transportation Agency		
Project Location:	City and County of San Francisco		
Supervisory District(s):	Citywide	TFCA Proj. Number:	SFCTA assigns
Project Manager:	Jesse Rosemoore		
Contact Information	Email: jesse.rosemoore@sfmta.com	Phone:	415-646-2457
Partner Agencies (incl. staff contact):			
Brief Project Description (50 words max):	SFMTA will use \$643,829 in TFCA County Program Manager funds to plan, coordinate, and install 1800 bicycle parking racks in San Francisco, providing an additional 3,600 bicycle parking spaces. Bicycle parking spaces will provide end-of-trip facilities for new bicycle trips, thereby replacing vehicle trips and reducing motor vehicle emissions.		
Type of Environmental Clearance:	CatEx		

DETAILED SCOPE:

Please submit Detailed Scope as a separate Word document.

Guidance: Describe project location, purpose, and need, including target population of the project; describe how outcomes of the project will be evaluated. Attach maps, drawings, photos of current conditions, etc. to support understanding of the project scope.

Project Type Specific Guidance:

- For shuttle/feeder bus projects, indicate the hours of operation, frequency of service, and transit station and employment sites/area served to ensure compliance with Air District policies.
- For heavy-duty vehicle projects, provide the relevant CARB Executive Orders.
- For smart growth projects, provide title and approval date of the originating plan.

PROJECT INFORMATION:

Describe benefits to Communities of Concern or disadvantaged populations.

More than one-third of all bike racks installed citywide from 2014-2019 were in a San Francisco Community of Concern. We will monitor this project to ensure this level of investment continues and that our Communities of Concern are being served through this program. This figure excludes rack installations that occurred as a part of larger street improvement projects on corridors including Folsom, Howard, Market (west of Octavia), Taylor, and Townsend streets that are within or adjacent to Communities of Concern.

Demonstrate community support (e.g. cite a community-based transportation plan, outreach conducted to identify locations and/or interested neighborhoods, or attach a letter of recommendation provided by the district Supervisor).

The SFMTA installs racks for short-term bike parking in the public rights-of-way by request through the SFMTA website (<https://www.sfmta.com/getting-around/bike/bike-parking/request-bike-rack>), email, and 311. The SFMTA receives new bike rack requests each month.

Describe investment from non-public project sponsors or partners (if applicable) including evidence of commitment by private applicant or partner.

N/A

NOTE: Cost-effectiveness worksheets are required for all project types, available at sfcta.org/tfcacallforprojects.

22FS01 Short-Term Bike Parking

The San Francisco Municipal Transportation Agency (SFMTA) requests \$643,829 in FY21/22 Transportation Fund for Clean Air County Program Manager (TFCA PM) Funds to provide 1,800 bicycle racks to create 3,600 bicycle parking spaces throughout San Francisco.*

Providing 3,600 additional bicycle parking spaces in San Francisco means that more people will be encouraged to bicycle to their destinations, knowing they will have a secure place to lock their bikes. This will increase the number of bicycle trips to city businesses, transit stops, and other destinations, which will shift trips away from motor vehicles, reduce emissions, and help achieve the San Francisco Board of Supervisors' goal of a 20% bicycle mode share. The need for bike parking spaces has been documented through the SFMTA 2019 Capital Needs Update (CN-ST01 on page 20), and in the SFMTA FY 2021-2025 Capital Improvement Program (ST048 on page 40). Both documents encapsulate the capital planning processes of the SFMTA and are drafted and approved with public participation in public facing processes.

SFMTA maintains a list of public requests for short-term bicycle parking locations. SFMTA currently receives 80-100 new bike rack requests each month via email, SFMTA website, and 311. We also have a proactive effort that seeks to install racks where there is need, and to accommodate emerging mobility options. These requests are for sites throughout the city, with the vast majority near San Francisco businesses and along transit routes. SFMTA staff knows anecdotally and from experience that there is a latent demand for bicycle infrastructure in San Francisco; there are more people who would ride a bicycle if the proper facilities were available to support their trip.

Bicycle racks help meet this need by providing a secure parking location at trip destinations. To better serve businesses and people who bicycle throughout the city, the SFMTA has developed a proactive strategy for surveying and installing short-term bicycle parking. This citywide strategy focuses on commercial, retail and mixed-use corridors where a lack of secure bicycle parking exists (e.g., Folsom, Howard, Market (west of Octavia), Taylor, and Townsend streets.) By providing these parking facilities, SFMTA will increase bicycle trips and reduce motor vehicle trips and emissions.

In addition to sidewalk locations, these funds may also be used for on-street bicycle parking corrals. SFMTA currently receives 2-4 new bicycle corral applications each month. Bicycle corrals consist of several bicycle racks placed in the parking lane of a roadway where demand for bike parking is higher than can be accommodated on the sidewalk. Eight to 12 bicycles can be parked in the space occupied by just one motor vehicle, making bike corrals an efficient use of public roadway space.

This application also includes a line item for bicycle rack procurement. In 2014, the SFMTA used \$541,000 in revenue bond funds to purchase 6,018 racks and the fasteners to install them. The SFMTA has a diminishing supply of approximately three-feet tall by three-feet wide zinc-coated circular steel bicycle racks. These racks provide two points of contact between the rack and a bicycle, the bicycle parking industry standard for optimal bicycle parking. Part of these requested funds will go towards procurement of more racks.

Short-term bicycle parking is defined as simple bicycle rack fixtures to park at for two hours or less, per the 2015 Association of Pedestrian and Bicycle Professionals' Bicycle Parking Guidelines. Short-term bicycle parking enables linked trips to multiple destinations (e.g., a trip from home, to the bank and to the grocery store.) Bicycle racks also provide a large quantity of bicycle storage inexpensively and are a cost-effective solution to support non-polluting transportation modes.

*These new installations of bicycle racks are independent of previous grant applications.

**Fiscal Year 2021/22 Transportation Fund for Clean Air
County Program Manager Fund
Project Information Form**

Project Name:	Short Term Bike Parking
----------------------	-------------------------

SCHEDULE	Status	Start Date		End Date	
Phase/Milestone	% Complete as of 4/23/21	Month	Calendar Year	Month	Calendar Year
Planning/Conceptual Engineering	0%	October	2021	March	2023
Environmental Studies (PA&ED)					
Design Engineering (PS&E)					
Right-of-Way					
Advertise Construction					
Start Construction or Procurement (e.g. award contract)	0%	October	2021		
Open for Use	N/A	N/A	N/A	March	2023
Final Report Due Date (Project completion):	6/30/2023				

PROJECT COST ESTIMATE		Funding Source by Phase			
Phase	Cost	TFCA	Non-Public Funds	Other	Source of Cost Estimate
Planning/Conceptual Engineering	\$384,836			\$384,836	Based on past cycles
Environmental Studies (PA&ED)	\$0				
Design Engineering (PS&E)	\$0				
Right-of-Way	\$0				
Procurement	\$200,000			\$200,000	Procurement need
Construction	\$899,210	\$643,829		\$255,381	Based on past cycles
TOTAL PROJECT COST	\$1,484,046	\$643,829	\$0	\$840,217	

PROPOSED TFCA EXPENDITURES BY FISCAL YEAR (CASH FLOW)

All Phases	20/21	21/22	22/23	Total
TFCA	\$0	\$367,023	\$276,806	\$643,829

FUNDING PLAN

Funding Source and Status	Planned	Programmed	Allocated	Total
TFCA	\$643,829			\$643,829
Prop K		\$90,217		\$90,217
Bikeshare/Scootershare Fees	\$750,000			\$90,217
TOTAL	\$1,393,829	\$90,217	\$0	\$1,484,046

**Fiscal Year 2021/22 Transportation Fund for Clean Air
County Program Manager Fund
Project Information Form**



**San Francisco
County Transportation
Authority**

Project Name:	Short Term Bike Parking
Sponsor Agency:	San Francisco Municipal Transportation Agency
TFCA Project Number:	SFCTA assigns

TRANSPORTATION AUTHORITY RECOMMENDATION

Fiscal Year Cash Flow Distribution:	Cash Flow for TFCA Funds	% Reimbursed Annually	Balance
FY21/22	\$367,023	57%	\$276,806
FY22/23	\$276,806	43%	\$0
Total:	\$643,829		

Resolution:

Date:

Deliverables:

1. By January 15, April 15, July 15, and October 15 of each year, submit quarterly reports updating project progress and identifying any issues which may delay project implementation.
2. With the October 15 quarterly report, submit BAAQMD Interim Project Report Form.
3. By 6/30/2023, submit Final Report Form #3 (Bicycle Projects), including evidence of TFCA and Transportation Authority attribution. Final report shall include a list of rack locations and number of racks at each, as well as 2-3 photos of installed racks showing BAAQMD logo.

Notes:

1. Deliverables shall be submitted through the Transportation Authority's online grants portal at <https://portal.sfcta.org/>.
2. All required forms are available at www.sfcta.org/funding/transportation-fund-clean-air#panel-sponsors

**Fiscal Year 2021/22 Transportation Fund for Clean Air
County Program Manager Fund
Project Information Form**



Project Name:	SF State University Park North Bike Cage		
Implementing Agency:	San Francisco State University		
Project Location:	San Francisco State University		
Supervisory District(s):	7	TFCA Proj. Number:	SFCTA assigns
Project Manager:	George Haris		
Contact Information	Email: gharis@sfsu.edu	Phone:	(415) 405-2209
Partner Agencies (incl. staff contact):			
Brief Project Description (50 words max):	Secure storage cage for 40 bicycles built in four car port spaces in San Francisco State University's University Park North housing area.		
Type of Environmental Clearance:	CatEx		

DETAILED SCOPE:

Please submit Detailed Scope as a separate Word document.

Guidance: Describe project location, purpose, and need, including target population of the project; describe how outcomes of the project will be evaluated. Attach maps, drawings, photos of current conditions, etc. to support understanding of the project scope.

Project Type Specific Guidance:

- For shuttle/feeder bus projects, indicate the hours of operation, frequency of service, and transit station and employment sites/area served to ensure compliance with Air District policies.
- For heavy-duty vehicle projects, provide the relevant CARB Executive Orders.
- For smart growth projects, provide title and approval date of the originating plan.

PROJECT INFORMATION:

Describe benefits to Communities of Concern or disadvantaged populations.

The University Park North property has 50 affordable households that participate in the Housing Choice Voucher Program through the San Francisco Housing Authority. These households do not currently have an enclosed space to store bicycles and many are storing them in their apartments or they have chosen to use a car instead of a bicycle.

Demonstrate community support (e.g. cite a community-based transportation plan, outreach conducted to identify locations and/or interested neighborhoods, or attach a letter of recommendation provided by the district Supervisor).

SF State's Housing department has a record of numerous residents requesting secure bicycle storage. In many cases, a lack of storage prevents residents from using bicycles for local trips. Many faculty members have reported to the office that they choose to not own a bicycle due to the lack of storage options.

Describe investment from non-public project sponsors or partners (if applicable) including evidence of commitment by private applicant or partner.

N/A

NOTE: Cost-effectiveness worksheets are required for all project types, available at sfcta.org/tfcacallforprojects.

SF State University Park North Bike Cage

Description:

This bicycle storage facility will provide secure, convenient bicycle storage that serves University Park North, the residential community to the north of San Francisco State University's main campus. It will consist of a fenced-in cage built into 4 existing car ports, a gate accessed by keys, and standard bicycle racks that will store 40 bikes.



Figure 1: Current conditions

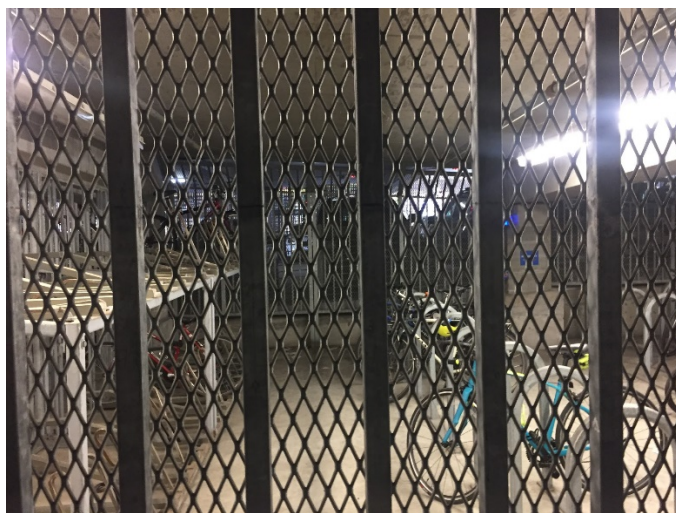


Figure 2: Example of fencing material

Purpose & Need:

The target population for this project will be residents that are affiliated with the university and non-affiliated residents. Many residents live in University Park North year-round and would use the storage on a daily basis.

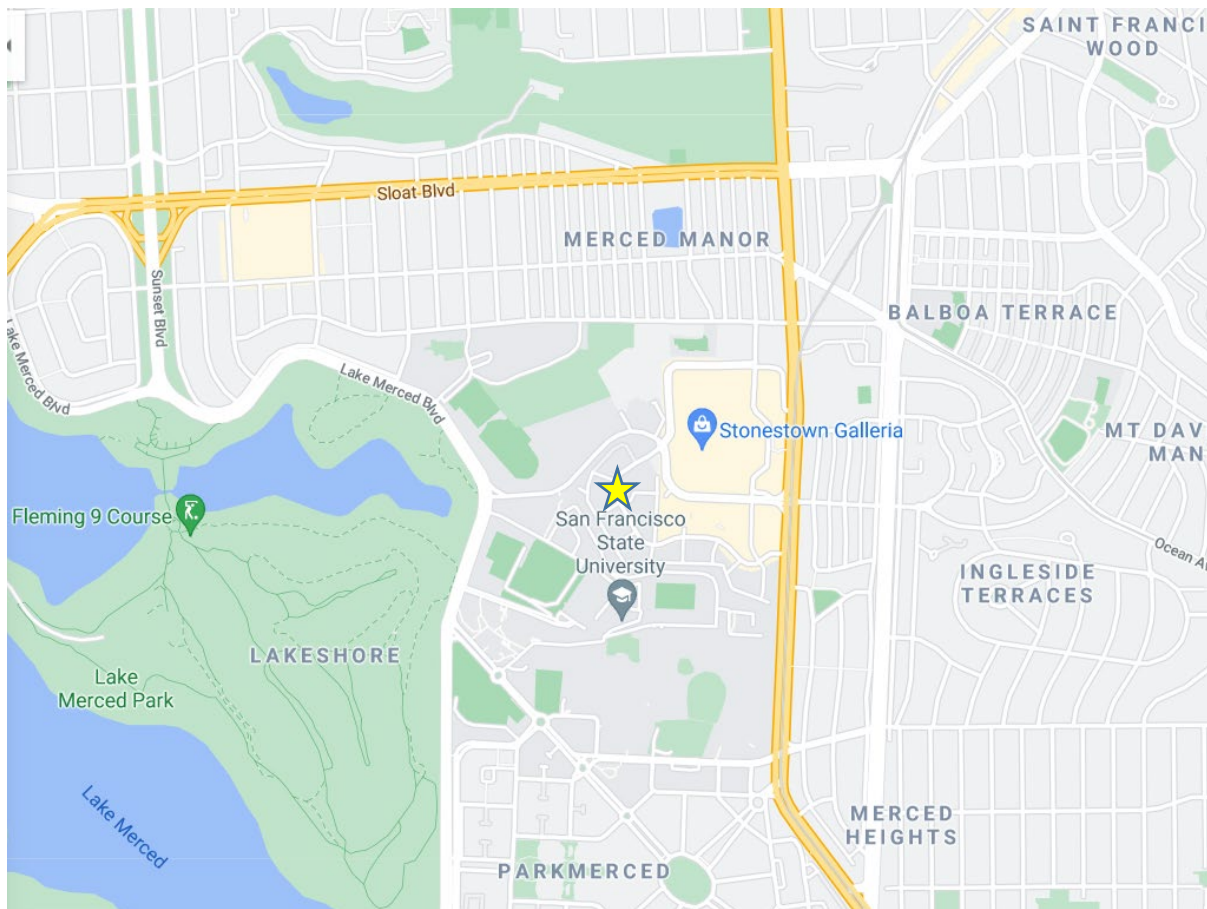
Many residents, especially faculty and staff, have expressed a desire to use bicycles to get to destinations on and near campus, but they lack convenient and safe storage. In addition to campus activities, many of our residents have jobs they commute to throughout San Francisco. This cage will also help residents with the “last mile” to BART stations.

Evaluating Outcomes:

The Housing department at San Francisco State University will administer keys for access to the bike cage. It will survey users of the cage to determine usage rates and descriptions of usage after the first year of operation. The university also tracks bicycle usage through regular transportation surveys.

Location:

University Park North, near Building H 285 Buckingham Way



**Fiscal Year 2021/22 Transportation Fund for Clean Air
County Program Manager Fund
Project Information Form**



Project Name:	SF State University Park North Bike Cage
----------------------	--

SCHEDULE	Status	Start Date		End Date	
Phase/Milestone	% Complete as of 4/23/21	Month	Calendar Year	Month	Calendar Year
Planning/Conceptual Engineering	15%	May	2021	July	2021
Environmental Studies (PA&ED)	n/a				
Design Engineering (PS&E)	0%	June	2021	July	2021
Right-of-Way	n/a				
Advertise Construction	0%	September	2021	December	2021
Start Construction or Procurement (e.g. award contract)	0%	September	2021	December	2021
Open for Use	N/A	N/A	N/A	February	2022
Final Report Due Date (Project completion):	SFCTA will assign (default is 3 months after completion, including evaluation)				

PROJECT COST ESTIMATE		Funding Source by Phase			
Phase	Cost	TFCA	Non-Public Funds	Other	Source of Cost Estimate
Planning/Conceptual Engineering	\$0	\$0			
Environmental Studies (PA&ED)	\$0	\$0			
Design Engineering (PS&E)	\$5,000	\$5,000			SF State Capital Planning
Right-of-Way	\$0	\$0			
Construction	\$10,000	\$10,000			SF State Capital Planning
TOTAL PROJECT COST	\$15,000	\$15,000	\$0	\$0	

PROPOSED TFCA EXPENDITURES BY FISCAL YEAR (CASH FLOW)

All Phases	20/21	21/22	22/23	Total
TFCA	\$0	\$15,000	\$0	\$15,000

FUNDING PLAN

Funding Source and Status	Planned	Programmed	Allocated	Total
TFCA	\$15,000			\$15,000
Specify Source of Non-Public Funds (if applicable)				\$0
Specify Source of Other Funds				\$0
TOTAL	\$15,000	\$0	\$0	\$15,000

**Fiscal Year 2021/22 Transportation Fund for Clean Air
County Program Manager Fund
Project Information Form**



**San Francisco
County Transportation
Authority**

Project Name:	SF State University Park North Bike Cage
Sponsor Agency:	San Francisco State University
TFCA Project Number:	SFCTA assigns

TRANSPORTATION AUTHORITY RECOMMENDATION

Fiscal Year Cash Flow Distribution:	Cash Flow for TFCA Funds	% Reimbursed Annually	Balance
FY21/22	\$15,000	100%	\$0
FY22/23		0%	\$0
Total:	\$15,000		

Resolution:

Date:

Deliverables:

1. By January 15, April 15, July 15, and October 15 of each year, submit quarterly reports updating project progress and identifying any issues which may delay project implementation.
2. With the October 15 quarterly report, submit BAAQMD Interim Project Report Form.
3. By February 2022, submit Final Report Form #3 (Bicycle Projects), including evidence of TFCA and Transportation Authority attribution. Final report shall include 2-3 photos of bike cage showing BAAQMD logo sticker.

Notes:

1. Deliverables shall be submitted through the Transportation Authority's online grants portal at <https://portal.sfcta.org/>.
2. All required forms are available at www.sfcta.org/funding/transportation-fund-clean-air#panel-sponsors