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Memorandum

DATE: 11.09.21

TO: Prospective San Francisco Project Sponsors

FROM: Mike Pickford - Senior Transportation Planner

SUBJECT: Proposition AA Vehicle Registration Fee 2022 Strategic Plan Call for Projects

APPLICATIONS DUE BY 5 P.M. ON TUESDAY, JANUARY 18, 2022

1. INTRODUCTION

The Transportation Authority is pleased to announce a call for projects for an estimated \$23 million in Proposition AA (Prop AA) vehicle registration fee revenues for the 5-year period of Fiscal Years 2022/23 to 2026/27. Prop AA revenues come from a \$10 fee on motor vehicles registered in San Francisco. Revenues are used to fund transportation improvements in three programmatic categories: Street Repair and Reconstruction, Pedestrian Safety, and Transit Reliability & Mobility Improvements.

Attachment 1 summarizes some of the key features of the Prop AA Expenditure Plan including a description of eligible projects for each of the three Expenditure Plan categories. In keeping with the Prop AA Expenditure Plan guiding principle of delivering tangible benefits in the short term, projects can only use these funds for design and construction.

This call for projects memorandum contains all the relevant information for submitting an application to the Transportation Authority for Prop AA funds. This memorandum is organized as follows:

- 1. Introduction
- 2. Call for Projects Schedule
- 3. Available Funds
- 4. Eligible Projects and Project Sponsors
- 5. Application Process
- 6. Screening and Prioritization Criteria
- 7. For More Information



2. CALL FOR PROJECTS SCHEDULE

November 9, 2021	Transportation Authority issues Prop AA Call for Projects
November 19, 2022 10 a.m.	Workshop for potential applicants Zoom video conference: https://us02web.zoom.us/j/88314345880 Telephone: 833-548-0276 Meeting ID: 883 1434 5880
January 18, 2022 by 5 p.m.	Applications due to the Transportation Authority
February, 2022	Transportation Authority Technical Working Group Meeting Review Prop AA staff recommendations
February, 2022	Community Advisory Committee - ACTION 2022 Strategic Plan adoption
March, 2022	Transportation Authority Board - ACTION 2022 Strategic Plan adoption
April 25, 2022	Deadline for sponsors to submit Fiscal Year 2022/23 Prop AA allocation requests for consideration by the Community Advisory Committee and Transportation Authority Board in May/June, respectively

For the latest information on Transportation Authority meeting dates, please check the Transportation Authority's website at www.sfcta.org/events.

3. AVAILABLE FUNDS

This call will program \$4,592,347 in new annual revenue for each of the five fiscal years, 2022/23 through 2026/27, plus a small amount of accrued interest and funds from projects completed under budget, for a total of \$23 million in Prop AA funds. Additional funds may become available for programming through this call for projects as we work with project sponsors to close out grants from completed projects.



Category	Target % Allocation of Funds per Prop AA Expenditure Plan	Programming Target in 2022 Strategic Plan
Street Repair and Reconstruction	50%	\$ 11,802,860
Pedestrian Safety	25%	\$ 5,423,915
Transit Reliability and Mobility Improvements	25%	\$ 5,741,270
	Total Funds Available	\$ 22,968,044

There is no minimum grant amount nor is there a maximum grant amount beyond that which fits within the funds available. Though no local match is required, the adopted Prop AA Strategic Plan policies (Attachment 2) specify that priority shall be given to projects that can demonstrate leveraging of Prop AA funds.

Projects that are programmed in the 2022 Prop AA Strategic Plan may request funds by submitting an Allocation Request Form for consideration by the Transportation Authority Board no earlier than at its June meeting in the Fiscal Year prior to the year of programming.

4. ELIGIBLE PROJECTS AND PROJECT SPONSORS

Prop AA is intended to fund small, high-impact projects that provide tangible benefits to the public in the short-term. The Prop AA Expenditure Plan establishes that revenues can only be used to fund design (not planning or environmental studies) and construction.

Only public agencies are eligible to apply for Prop AA funds. Public agencies may include, but are not limited to federal, state, and local agencies, and transit operators. The project sponsor is the agency that will administer the project.

5. APPLICATION PROCESS

Please submit a Project Information Form (Excel file, Attachment 4) and any supporting documents to PropAA@sfcta.org. Letters of support for projects are not required, though they may be submitted. If a sponsor submits more than one application, please indicate project priority order in the project applications or other correspondence.



6. SCREENING AND PRIORITIZATION CRITERIA

Projects must meet all screening criteria to be considered further for Prop AA funding. The screening criteria are focused on meeting the eligibility requirements for Prop AA funds and include the following factors:

- Project sponsor is an eligible administering agency per the Prop AA Expenditure Plan quidelines.
- Project is eligible for funding from one or more of Prop AA's three programmatic categories.
- Project is seeking Prop AA funds for design, construction and/or procurement phases only.
- Project is consistent with the regional transportation plan.
- Project is consistent with agency adopted plans; existing and planned land uses; adopted standards for urban design and for the provision of pedestrian amenities; and supportiveness of planned growth in transit friendly housing, employment, and services.

Projects that meet all of the Prop AA screening criteria will be prioritized for Prop AA funding based on, but not limited to the general and programmatic category prioritization criteria detailed in Attachment 3. In general, the more criteria a project satisfies and the better it meets them, the higher a project will be ranked.

7. FOR MORE INFORMATION

For more information or assistance with this call for projects, please contact Mike Pickford at 415.522.4822 or via email at mike.pickford@sfcta.org, or Kaley Lyons at 415.522.4835 or via email at kaley.lyons@sfcta.org. The documents referenced herein are available on the Transportation Authority's website at www.sfcta.org/PropAACall.

Attachments

- 1. Prop AA Vehicle Registration Fee Expenditure Plan Summary
- 2. Prop AA Strategic Plan Policies (Adopted 10.26.21)
- 3. Prop AA Strategic Plan Screening and Prioritization Criteria (Adopted 10.26.21)
- 4. Prop AA Project Information Form
- 5. Equity Priority Communities Map (Also available at https://www.sfcta.org/policies/equity-priority-communities)

Prop AA Vehicle Registration Fee Expenditure Plan Summary

On November 2, 2010, San Francisco voters approved Proposition AA, authorizing the Transportation Authority to collect an additional \$10 annual vehicle registration fee on motor vehicles registered in San Francisco and to use the proceeds to fund transportation improvements consistent with the Expenditure Plan.

Revenues

- Estimated at about \$5 million annually or \$150 million over the 30-year Expenditure Plan period.
- Administration expenses are capped at 5% by State statute.

Guiding Principles Incorporated Into the Expenditure Plan

- 1. All programs and projects must provide a documentable benefit or relationship to those paying the fee.
- 2. Don't spread the limited revenues too thin or too thick: limit the Expenditure Plan to a very small number of programmatic categories, and within the categories focus on smaller, high-impact projects that will provide tangible benefits in the short-term.
- 3. Stretch limited revenues as far as possible by complementing or enhancing projects that receive Prop K and other funds (e.g. support leveraging of revenues)
- 4. Fill gaps in fund eligibility by supporting projects that are ineligible, have very limited eligibility, or compete poorly to receive Prop K or other discretionary funds.
- 5. Provide a fair geographic distribution that takes into account the various needs of San Francisco's neighborhoods.
- 6. Ensure accountability and transparency in programming and delivery.

Eligible Projects

Prop AA revenues must be used to funds projects from the following three programmatic categories. The percentage allocation of revenues designated for each category over the 30-year Expenditure Plan period is shown in parenthesis following the category name.

Street Repair and Reconstruction (50%)

Repair and reconstruction of city streets to prevent deterioration of the roadway system, based on an industry-standard pavement management system designed to inform cost effective roadway maintenance. Priority given to streets located on San Francisco's bicycle and transit networks and to projects that include complete streets elements such as curb ramps, bicycle infrastructure, pedestrian improvements, and traffic calming. Includes design and construction.

• Pedestrian Safety (25%)

Improvements to the safety and usability of city streets for pedestrians. Priority given to projects that shorten crossing distances, minimize conflicts with other modes, and reduce pedestrian hazards. May include crosswalk improvements, sidewalk widening and bulbouts, sidewalk repair, repair or upgrade of stairways connecting to transit stops, pedestrian countdown signals, pedestrian lighting, and traffic calming. Includes design and construction.

Transit Reliability & Mobility Improvements (25%)

Improvements that promote transportation system connectivity, reliability, and accessibility. Priority given to projects on corridors with high transit ridership and those that support proposed rapid transit. May include transit station and stop improvements, transit stop

consolidation and relocation, transit signal priority, traffic signal upgrades, travel information improvements, wayfinding signs, innovative parking management pilots and projects, and transportation demand management. Includes design and construction.

Eligible Project Sponsors

Only public agencies are eligible to receive allocations of vehicle registration fee revenues.

Prop AA Vehicle Registration Fee Strategic Plan Policies (Adopted 10.26.2021)

The Strategic Plan policies and procedures provide guidance to both Transportation Authority staff and project sponsors on the various aspects of managing the Prop AA program. The Strategic Plan policies and procedures highlighted here address the allocation and expenditure of funds, in the policy context of the Transportation Authority's overall revenue structure, as well as clarifying the Transportation Authority's expectations of sponsors to deliver their projects. We have written the policies based on the experience of the Prop K program, but tailored to the smaller size of the program and to reflect the guiding principles that were used to develop the Expenditure Plan.

This Expenditure Plan identifies eligible expenditures for three programmatic categories: Street Repair and Reconstruction; Pedestrian Safety; and Transit Reliability and Mobility Improvements.

The Prop AA policies are detailed below.

Project Readiness

- Prop AA funds will be allocated to phases of a project based on demonstrated readiness to begin the work and ability to complete the product. Any impediments to completing the project phase will be taken into consideration, including, but not limited to, failure to provide evidence of necessary inter- and/or intra-agency coordination, or any pending or threatened litigation.
- Allocations of Prop AA funds for specific project phases will be contingent on the prerequisite
 milestones shown in Table 1 (found at the end of this attachment). Exceptions will be
 considered on a case-by-case basis. Allocation requests will be made prior to advertising for
 services or initiating procurements which will utilize Prop AA funds.
- Projects with complementary funds from other sources will be given priority for allocation if there are timely use of funds requirements outside of the Transportation Authority's jurisdiction applied to the other fund sources.
- The sponsor will provide certification at the time of an allocation request that all complementary fund sources are committed to the project. Funding is considered committed if it is included specifically in a programming document adopted by the governing board or council responsible for the administration of the funding and recognized by the Transportation Authority as available for the phase at the time the funds are needed.

Programming

- The Expenditure Plan assigns the percentage allocation of vehicle registration fee revenues over its 30-year life to each category is as follows: Street Repair and Reconstruction 50%, Pedestrian Safety- 25%, and Transit Reliability and Mobility Improvements 25%. The Strategic Plan reserves the flexibility to assign annual Prop AA revenues across the three categories with considerations including project readiness and policy direction (e.g., focus on pedestrian safety). As a part of Strategic Plan updates, the amount programmed and allocated to each category will be reconciled to ensure the program is on-track to allocate funds in the proportions prescribed by the Expenditure Plan.
- Prop AA funds will be programmed and allocated to phases of projects emphasizing the leveraging of other fund sources.
- In establishing priorities in the Strategic Plan updates, the Transportation Authority will take into consideration the need for Prop AA funds to be available for matching federal, state, or regional fund sources for the project or program requesting the allocation or for other projects in the Expenditure Plan.
- On the occasion of each Strategic Plan update or major amendment, envisioned no less frequently than every four years, the ability of sponsors to deliver their committed projects and

programs and comply with timely-use-of-funds requirements will be taken into consideration when updating the programming of funds.

Project Delivery and Timely Use of Funds Requirements

- To support timely and cost-effective project delivery, Prop AA funds will be allocated to one project phase at a time, except for smaller, less complex projects, where the Transportation Authority may consider exceptions to approve multi-phase allocations. Phases eligible for an allocation:
 - Design Engineering (PS&E)¹
 - o Construction, including procurement (e.g. accessible pedestrian signals)
- Project phases for which Prop AA funds will be allocated will be expected to result in a complete work product or deliverable. Table 2 located in the following section demonstrates the products expected to accompany allocations.
- Implementation of project phase must occur within 12 months of date of allocation. Implementation includes issuance of a purchase order to secure project components, award of a contract, or encumbrance of staff labor charges by project sponsor. Any project that does not begin implementation within 12 months of the date of allocation may have its sponsor request a new timely-use-of-funds deadline with a new project schedule, subject to the approval of the Transportation Authority. If denied, the sponsor may request that the Transportation Authority Board determine if funds should be deobligated to be included in a competitive call for projects. Sponsors will have the opportunity to reapply for funds through these competitive calls, but will not be guaranteed any priority if other eligible, ready-to-go project applications are received.
- Prop AA final reimbursement requests and project closeout requests must be submitted within 12 months of project completion. Exceptions will be considered on a case-by-case basis.
- It is imperative to the success of the Prop AA program that project sponsors of Prop AA-funded projects work with Transportation Authority representatives in a cooperative process. It is the project sponsor's responsibility to keep the Transportation Authority apprised of significant issues affecting project delivery and costs. Ongoing communication resolves issues, facilitates compliance with Transportation Authority policies and contributes greatly toward ensuring that adequate funds will be available when they are needed.
- Timely-use-of-funds requirements will be applied to all Prop AA allocations to help avoid situations where Prop AA funds sit unused for prolonged periods of time given Prop AA's focus on delivering tangible benefits in the short term.² Any project programmed within the Prop AA Strategic Plan that does not request allocation of funds in the year of programming may, at the discretion of the Transportation Authority Board, have its funding deobligated and reprogrammed to other projects through a competitive call for Prop AA projects. Sponsors will have the opportunity to reapply for funds through these competitive calls, but will not be guaranteed any priority if other eligible, ready-to-go project applications are received.

¹ As defined in the Code of Federal Regulations (23 CFR §636.103), final design means any design activities following preliminary design and expressly includes the preparation of final construction plans and detailed specifications for the performance of construction work, and other activities constituting final design include final plans, project site plan, final quantities, and final engineer's estimate for construction.

² One of the six guiding principles in the Prop AA Expenditure Plan calls for the Prop AA program to focus on smaller, high-impact projects that provide tangible benefits in the short-term.

Project Performance

- The Transportation Authority and project sponsors shall identify appropriate performance measures, milestone targets, and a timeline for achieving them, to ensure that progress is made in meeting the goals and objectives of the project or program. These performance measures shall be consistent with the Transportation Authority's Congestion Management Program requirements and shall be used to inform future Strategic Plan amendments and updates.
- Performance and project delivery reports of Prop AA-funded projects will be brought to the Transportation Authority Board on a regular basis to highlight the delivery of open projects.

Administration

- Prior to allocation of any Prop AA funds to projects, projects must be programmed in the 5-Year Prioritization Program (5YPP)/Strategic Plan. To become programmed, projects may either be submitted by project sponsors for Transportation Authority review at the time of Strategic Plan adoption, periodic update, or through periodic competitive calls for projects that will be amended into the 5YPP/Strategic Plan.
- Within the Strategic Plan, 5YPPs shall establish a clear set of criteria for prioritizing or ranking projects, and include clearly defined budgets, scopes and schedules for individual projects within the program, consistent with the Strategic Plan, for review and adoption by the Transportation Authority Board as provided for in the Expenditure Plan. Allocations may be made simultaneous to approval of the 5YPPs/Strategic Plan.
- Allocations of Prop AA funds will be based on an application package prepared and submitted by the lead agency for the project. The package will be in accordance with application guidelines and formats as outlined in the Transportation Authority's allocation request procedures, with the final application submittal to include sufficient detail and supporting documentation to facilitate a determination that the applicable conditions of these policies have been satisfied.
- Under the approved Transportation Authority Fiscal Policy, Cash Flow Distribution Schedules are adopted simultaneous to the allocation action. The allocation resolution will spell out the maximum reimbursement level per year, and only the reimbursement amount authorized in the year of allocation will count against the Capital Expenditures line item for that budget year. The Capital Expenditures line item for subsequent year annual budgets will reflect the maximum reimbursement schedule amounts committed through the original and any subsequent allocation actions. The Transportation Authority will not guarantee reimbursement levels higher than those adopted in the original and any subsequent allocation actions.
- Prop AA funds will be spent down at a rate proportional to the Prop AA share of the total funds
 programmed to that project phase or program. The Transportation Authority will consider
 exceptions on a case-by-case basis (e.g. another fund source is not immediately available or
 cannot be used to cover certain expenses). Project sponsors should notify the Transportation
 Authority of the desire for an exception to this policy when requesting allocation of funds.
- Unexpended portions of allocated amounts remaining after final reimbursement for that phase will be returned to the project's programmed balance if the project is not yet completed and has future funds programmed in the Strategic Plan.
- Upon completion of the project, including any expected work product shown in Table 2, the
 Transportation Authority will deem that any remaining programmed balance for the project is
 available for programming with first priority to another project within the same category as
 listed in the Expenditure Plan or second priority, to any other ready-to-go Prop AA projects.
 Final project selection will be determined through a competitive call for projects.

- Retroactive expenses are ineligible. No expenses will be reimbursed that are incurred prior to Board approval of the allocation for a particular project or program. The Transportation Authority will not reimburse expenses incurred prior to fully executing a Standard Grant Agreement (SGA).
- Indirect expenses are ineligible. Reimbursable expenses will include only those expenses directly attributable to the delivery of the products for that phase of the project or program receiving a Prop AA allocation.
- Projects shall be consistent with the Regional Transportation Plan (RTP).

Table 1 Prerequisite Milestones for Allocation

Allocations of Prop AA funds for specific project phases will be contingent on the prerequisite milestones shown in the table below. Exceptions will be considered on a case-by-case basis. Allocation requests will be made prior to advertising for services which will utilize Prop AA funds.

Phase	Prerequisite Milestone(s) for Allocation
Design Engineering (PS&E)	 Inclusion in 5YPP/Strategic Plan Preliminary Engineering Report, if applicable Approved environmental document Capital construction funding in adopted plan, including RTP
Construction, including procurement (e.g. accessible pedestrian signals)	 Inclusion in 5YPP /Strategic Plan Approved environmental document Right of way certification (if appropriate) 100% PS&E

Table 2 Expected Work Products/Deliverables by Phase

The phase for which Prop AA funds are allocated is expected to result in a complete work product or deliverable. The expected work product for each phase is described in the table below. Upon approval of a request for allocation, the Transportation Authority on a case-by-case basis may approve a work product/deliverable other than that shown in the table below (e.g. for Transportation Demand Management projects).

Phase	Expected Work Product/Deliverable ¹
Design Engineering (PS&E)	Final design package including contract documents
Construction, including procurement	Constructed improvement or equipment in service

¹The Transportation Authority will specify required deliverables for an allocation in the Allocation Request Form, typically requiring evidence of completion of the above work products/deliverables such as a copy of the signed certifications page as evidence of completion of PS&E or digital photos of a completed construction project.

Prop AA Vehicle Registration Fee Strategic Plan Screening and Prioritization Criteria - (Adopted 10.26.2021)

The Prop AA Expenditure Plan requires that the Strategic Plan include a prioritization mechanism to rank projects within each of the three programmatic categories. The intent of this requirement is to provide the Transportation Authority Board, the public, and Prop AA project sponsors with a clear understanding of how projects are prioritized for funding within program. Having a transparent and well-documented prioritization methodology in place allows for an open, inclusive and predictable project development process, intended to result in a steady stream of projects that are ready to compete for Prop AA, Prop K, and other discretionary (i.e., competitive) fund sources for implementation. In addition, a robust prioritization methodology helps to ensure that projects programmed for Prop AA funds can deliver near-term, tangible benefits to the public as intended by the Expenditure Plan. Finally, it allows project sponsors to better take advantage of coordination opportunities with other transportation projects funded by Prop AA and other funding sources that should result in efficiencies and minimize disruption caused by construction activities.

I. SCREENING

Projects must meet all screening criteria in order to be considered further for Prop AA funding. The screening criteria focus on meeting the eligibility requirements for Prop AA funds and include, but are not limited to, the following factors:

- Project sponsor is an eligible administering agency per the Prop AA Expenditure Plan guidelines.
- Project is eligible for funding from one or more of Prop AA's three programmatic categories.
- Project is seeking Prop AA funds for design or construction phases only.
- Project is consistent with the regional transportation plan.
- Project is consistent with agency adopted plans; existing and planned land uses; and adopted standards for urban design and for the provision of pedestrian amenities; and supportive of planned growth in transit friendly housing, employment and services.

II. GENERAL PRIORITIZATION

Projects that meet all of the Prop AA screening criteria will be prioritized for Prop AA funding based on, but not limited to the factors listed below. Neither the general prioritization criteria listed below nor category-specific criteria listed in Section III are in any particular order nor are they weighted. In general, the more criteria a project satisfies and the better it meets them, the higher a project will be ranked.

- **Project Readiness:** Priority shall be given to projects that can implement the funded phase(s) within twelve months of allocation. Implementation includes issuance of a purchase order to secure project components, awarding a contract, or encumbrance of staff labor charges by project sponsor.
- **Time Sensitivity:** Priority shall be given to projects that are trying to take advantage of time sensitive construction coordination opportunities and whether the project would leverage other funding sources with timely use of funds requirements.
- Community Engagement/Support: Priority shall be given to projects with clear and diverse community support and/or developed out of a community-based planning process (e.g., community-based transportation plan, the Neighborhood Transportation Improvement Program, corridor improvement study, campus master plan, station area plans, etc.).
- Benefits Equity Priority Communities: Priority will be given to projects that directly benefit

- disadvantaged populations, whether the project is directly located in an Equity Priority Community or can demonstrate benefits to disadvantaged populations.
- **Fund Leveraging:** Priority shall be given to projects that can demonstrate leveraging of Prop AA funds, or that can justify why they are ineligible, have very limited eligibility, or compete poorly to receive Prop K or other discretionary funds.
- **Geographic Equity:** Prop AA programming will reflect fair geographic distribution that takes into account the various needs of San Francisco's neighborhoods. This factor will be applied program-wide and to individual projects, as appropriate.
- **Project Sponsor Priority:** For project sponsors that submit multiple Prop AA applications, the Transportation Authority will consider the project sponsor's relative priority for its applications.
- **Project Delivery Track Record:** The Transportation Authority will consider the project sponsor(s)' past project delivery track record of prior Prop AA and other Transportation Authority-programmed funds when prioritizing potential Prop AA projects. For sponsors that have not previously received Transportation Authority-funds, the Transportation Authority will consider the sponsors' project delivery track record for capital projects funded by other means.

III. PROGRAMMATIC CATEGORY PRIORITIZATION

In addition to the general prioritization criteria detailed in Section II, listed below are prioritization criteria specific to each programmatic category.

Street Repair and Reconstruction

- Priority will be given to projects based on an industry-standard pavement management system designed to inform cost effective roadway maintenance.
- Priority will be given to streets located on San Francisco's bicycle and transit networks.
- Priority will be given to projects that include complete streets elements. Specifically, priority will be given to projects that include at least a minimal level of enhancement over previous conditions and that directly benefit multiple system users regardless of fund source (e.g. Street Repair and Reconstruction category, other Prop AA category or non-Prop AA fund source). Enhancements include complete streets elements for pedestrians, cyclists, or transit passengers that are improvements above and beyond those triggered by the street repair and reconstruction work (e.g. ADA compliant curb ramps required because of the street repair and reconstruction work).

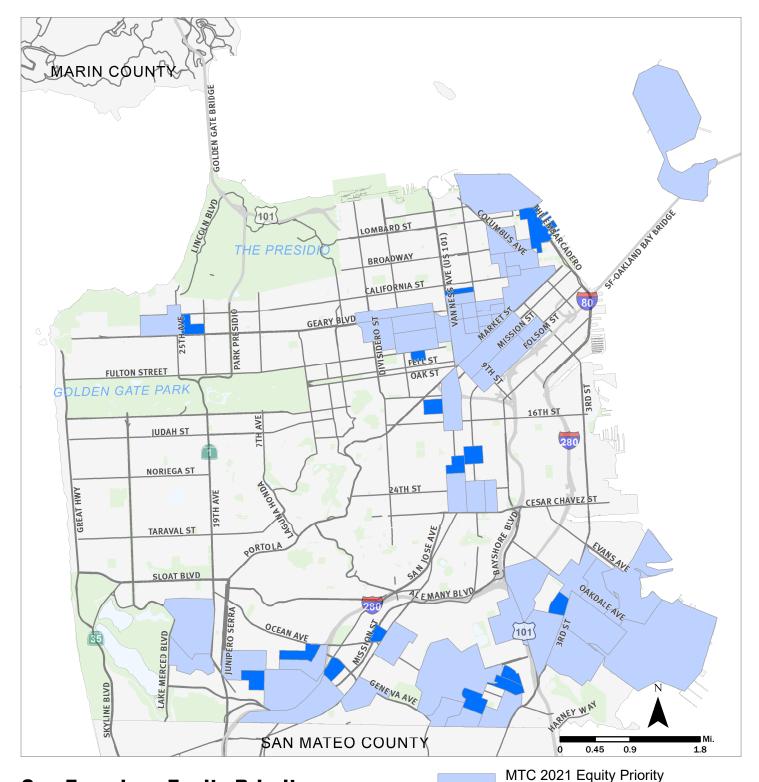
Pedestrian Safety

- Priority will be given to projects that shorten crossing distances, minimize conflicts with other modes, and reduce pedestrian hazards.
- Priority will be given to projects on corridors that are identified through or are consistent with Vision Zero and related or successor efforts (e.g. active transportation plan).
- Priority will be given to infrastructure projects that improve access to transit and/or schools.

Transit Reliability and Mobility Improvements

- Priority will be given to projects that support existing or proposed rapid transit, including
 projects identified in transit performance plans or programs such as the San Francisco
 Municipal Transportation Agency's Muni Forward program and Rapid Network initiative.
- Priority will be given to projects that increase transit accessibility, reliability, and connectivity (e.g. stop improvements, transit stop consolidation and relocation, transit

- signal priority, traffic signal upgrades, travel information improvements, wayfinding signs, bicycle parking, and improved connections to regional transit).
- Priority will be given to travel demand management projects that aim to reduce congestion and transit crowding and are aligned with San Francisco's citywide travel demand management goals.
- Priority will be given to projects that address documented safety issues.



San Francisco Equity Priority Communities 2021

https://www.sfcta.org/policies/equity-priority-communities





*Supplemental boundaries based on analysis conducted at block group-level, any block group meeting MTC's Equity Priority Community definition and contiguous with MTC identified census tracts are included.