



AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE MASTER AGREEMENTS, PROGRAM SUPPLEMENTAL AGREEMENTS, COOPERATIVE AGREEMENTS, FUND TRANSFER AGREEMENTS AND ANY AMENDMENTS THERETO WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR RECEIPT OF STATE FUNDS FOR THE BROTHERHOOD WAY ACTIVE TRANSPORTATION AND OPEN SPACE PLAN IN THE AMOUNT OF \$641,812; AND FOR PLANNING, PROGRAMMING AND MONITORING IN THE AMOUNT OF \$259,000

WHEREAS, The Transportation Authority is a recipient of federal and state funds administered by the California Department of Transportation (Caltrans); and

WHEREAS, Guidelines established by Caltrans require that certain funding agreements be signed by the project sponsor and returned to Caltrans or Caltrans may disencumber and/or de-obligate funds, and the guidelines also require a board resolution identifying the person(s) authorized to execute these funding agreements and the title of the grant; and

WHEREAS, In Fiscal Year 2022/23, Transportation Authority staff anticipate receiving state funds from Caltrans for the Brotherhood Way Active Transportation and Open Space Plan; and Planning, Programming and Monitoring which are included in the agency's proposed Fiscal Year 2022/23 Annual Budget and Work Program; and

WHEREAS, On April 4, 2022, the Transportation Authority received a grant award notification from Caltrans for the Brotherhood Way Active Transportation and Open Space Plan in the amount of \$641,812; and

WHEREAS, The plan is scheduled to begin in November 2022 and grant funds must be spent by February 2025; and

WHEREAS, The Brotherhood Way Active Transportation and Open Space Plan



will improve safety and reduce auto dependency by developing concepts for active transportation improvements through the Oceanview-Merced Heights-Ingleside neighborhood to connect to nearby regional transit and San Francisco's core active transportation network; and

WHEREAS, The Brotherhood Way Active Transportation and Open Space Plan will engage community stakeholders to consider road realignment options which could create an opportunity for the creative re-use of up to 7 acres of land for city and community priorities; and

WHEREAS, California Transportation Commission (CTC) guidelines for the State Transportation Improvement Program (STIP) allow up to 5% of county share funds to be used for Planning, Programming and Monitoring activities which the Transportation Authority captures under its Congestion Management Agency function and are related to project planning, development, and oversight of projects including timely use of funds and compliance with State law and CTC guidelines; and

WHEREAS, On March 16, 2022, the CTC approved the 2022 STIP, including programming of \$259,000 to the Transportation Authority for Planning, Programming and Monitoring funds for Fiscal Year 2022/23; and

WHEREAS, the CTC will consider allocating the funds on August 17, 2022 and has confirmed that these funds will be available for reimbursement of Planning, Programming and Monitoring activities retroactively to July 1, 2020, pending approval of the subject resolution and allocation of funds; and

WHEREAS, The recommended action would facilitate compliance with Caltrans' funding agreement deadlines, avoid loss of grant revenues, and enable the Transportation Authority to seek reimbursement of state grant funds administered by Caltrans for the Brotherhood Way Active Transportation and Open Space Plan; and



Planning Programming and Monitoring; and

WHEREAS, At its May 25, 2022 meeting, the Community Advisory Committee considered the proposed action and unanimously adopted a motion of support for the staff recommendation; now, therefore, be it

RESOLVED, That the Transportation Authority hereby authorizes the Executive Director to execute master agreements, program supplemental agreements, cooperative agreements, fund transfer agreements and any amendments thereto with Caltrans for receipt of state funds for the Brotherhood Way Active Transportation and Open Space Plan in the amount of \$641,812; and Planning, Programming, and Monitoring in the amount of \$259,000; and be it further

RESOLVED, That the Executive Director is directed to submit this resolution to Caltrans and other relevant parties.



## Memorandum

### AGENDA ITEM 4

**DATE:** May 26, 2022

**TO:** Transportation Authority Board

**FROM:** Rachel Hiatt - Deputy Director for Planning

**SUBJECT:** 6/7/22 Board Meeting: Authorize the Executive Director to Execute Master Agreements, Program Supplemental Agreements, Cooperative Agreements, Fund Transfer Agreements and Any Amendments Thereto with the California Department of Transportation for Receipt of State Funds for the Brotherhood Way Active Transportation and Open Space Plan in the Amount of \$641,812; and for Planning, Programming, and Monitoring in the Amount of \$259,000

<p><b>RECOMMENDATION</b>   <input type="checkbox"/> Information   <input checked="" type="checkbox"/> Action</p> <p>Authorize the Executive Director to execute master agreements, program supplemental agreements, cooperative agreements, fund transfer agreements and any amendments thereto with the California Department of Transportation (Caltrans) for receipt of state funds for the following projects:</p> <ul style="list-style-type: none"> <li>• Brotherhood Way Active Transportation and Open Space Plan in the Amount of \$641,812</li> <li>• Planning, Programming, and Monitoring activities in the amount of \$259,000</li> </ul> <p><b>SUMMARY</b></p> <p>We are seeking authorization for the Executive Director to execute funding agreements between the Transportation Authority and Caltrans for receipt of state funds for two grants that we anticipate receiving this year: the Brotherhood Way Active Transportation and Open Space Plan and Planning, Programming and Monitoring activities. Guidelines established by Caltrans require that certain funding agreements be signed by the project sponsor and returned to Caltrans. For some grants, project sponsors are also required to adopt a Board resolution. For instance, on April 4, 2022, we received an award notification from Caltrans for the Brotherhood Way Active Transportation and Open Space Plan. Caltrans requires us to adopt a resolution by July 3 to execute the grant agreement. This resolution must also identify the person(s) authorized to execute these funding</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund Allocation</li> <li><input type="checkbox"/> Fund Programming</li> <li><input type="checkbox"/> Policy/Legislation</li> <li><input type="checkbox"/> Plan/Study</li> <li><input type="checkbox"/> Capital Project Oversight/Delivery</li> <li><input type="checkbox"/> Budget/Finance</li> <li><input checked="" type="checkbox"/> Contract/Agreement</li> <li><input type="checkbox"/> Other:</li> </ul>
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<p>agreements and the title of the grant. Caltrans may disencumber and/or de-obligate funds if the deadline is not met. The Board has previously adopted similar resolutions with the last one being Resolution 21-06 in July 2020. The subject funds for the Planning, Programming and Monitoring activities are already programmed to the Transportation Authority but are not yet encumbered.</p>	
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**BACKGROUND**

We regularly receive federal and state transportation funds under ongoing grant programs and periodically receive congressional earmarks. These grant funds are typically administered by Caltrans, which requires that various types of funding agreements be executed between the project sponsor and Caltrans before the project sponsor can claim (e.g., encumber, seek reimbursement) the grant funds. Caltrans also requires an updated Board resolution identifying the person(s) authorized to execute these funding agreements and the title of the grant. This resolution was last updated in July 2020 through Resolution 21-06.

**DISCUSSION**

Brief descriptions of the two projects for which we are recommending approval of the subject resolution are provided below along with information on the relevant federal and state grants. Both projects and associated funding are included in the agency’s Proposed Budget and Work Program for Fiscal Year (FY) 2022/23.

**Brotherhood Way Active Transportation and Open Space Plan:** The Brotherhood Way Active Transportation and Open Space Plan will develop concepts and conceptual designs for active transportation improvements along Brotherhood Way and St. Charles Street in the Oceanview - Merced Heights - Ingleside (OMI) neighborhood. Concepts will connect new recreational opportunities and housing near Lake Merced to San Francisco’s core active transportation network and nearby regional transit. This study will consider and incorporate into the analysis recommendations from existing plans including the San Francisco Bicycle Plan, Bay Area Regional Transit Station Access Plans, the San Francisco Planning Department’s Green Connections Network and San Francisco Public Library’s new Oceanview Branch Library. The study will also engage community stakeholders to consider road realignment options which could create an opportunity for the creative re-use of up to 7 acres of land.

The Brotherhood Way Active Transportation and Open Space Plan advances draft recommendations from the Transportation Authority’s Streets and Freeways Study. As noted in the memo summary, on April 4, 2022, we received a Sustainable Transportation Planning Grant award notification from Caltrans for the Brotherhood Way Active Transportation and Open Space Plan in the amount of \$641,812. Caltrans requires us to adopt a resolution by July 3 to execute the grant agreement to avoid losing the funds. The study is scheduled to begin in November 2022 and grant funds must be spent by February 2025.



In addition to this resolution which authorizes the Executive Director to execute funding agreements, the Transportation Authority is required to secure at least \$81,153 in local matching funds for the Brotherhood Way Active Transportation and Open Space Plan. The Transportation Authority expects to bring a Proposition K appropriation request to the Board for those matching funds in Fall 2022.

**Planning, Programming and Monitoring:** Guidelines established for the use of State Transportation Improvement Program (STIP) funds by the California Transportation Commission (CTC) allow us to program up to 5% of STIP county share funds for planning, programming and monitoring activities. These activities are captured under our Congestion Management Agency function and are related to project planning, development, and oversight of projects including timely use of funds and compliance with State law and CTC guidelines. On March 16, 2022, the CTC approved the 2022 STIP, including \$259,000 in Planning, Programming and Monitoring funds for the Transportation Authority for FY 2022/23. The CTC will consider allocating these funds on August 17, 2022. We have already received approval to seek reimbursement of these grant funds retroactively to July 1, 2022, pending approval of the subject resolution and allocation of funds.

## **FINANCIAL IMPACT**

Approval of the recommended action would facilitate compliance with Caltrans funding agreement deadlines (avoiding loss of grant revenues) and enable the Transportation Authority to seek reimbursement of state grant funds administered by Caltrans for the Brotherhood Way Active Transportation and Opens Space Plan and Planning, Programming, and Monitoring activities. The first year of anticipated revenues for these grants are included in the Proposed FY 2022/23 Budget and Work Program, and will bring procurements to be funded by these grants, where applicable, to the Board for approval as part of future agenda items.

## **CAC POSITION**

The Community Advisory Committee considered this item at its May 25, 2022, meeting and unanimously adopted a motion of support for the staff recommendation.

## **SUPPLEMENTAL MATERIALS**

None