



Memorandum

DATE: ~~March 3, 2023~~ Revised April 14, 2023
TO: Prospective San Francisco Project Sponsors
FROM: Mike Pickford – Senior Transportation Planner
SUBJECT: Transportation Fund for Clean Air (TFCA) County Program Manager Fund – Fiscal Year 2023/24 Call for Projects

APPLICATIONS DUE BY 5 P.M. ON FRIDAY, ~~APRIL 21~~ MAY 5, 2023

The San Francisco County Transportation Authority is pleased to announce a call for projects for \$887,215 in Transportation Fund for Clean Air (TFCA) County Program Manager Fund programming for the Fiscal Year 2023/24 cycle.

The TFCA Program was established to fund transportation projects that cost effectively improve air quality by reducing motor vehicle emissions. Funds are generated from a \$4 vehicle registration fee in the nine-county Bay Area Air Quality Management District (Air District). Forty percent of the revenues collected are available to each county on a return-to-source basis. The Transportation Authority is the designated TFCA County Program Manager for San Francisco. The remaining sixty percent of the revenues are distributed through grant programs administered by the Air District. For more details on the Air District's grant programs, visit <http://www.baaqmd.gov/funding-and-incentives>.

This call for projects memo is organized into the following sections:

1. Schedule
2. Eligible Project Types
3. Eligible Project Sponsors
4. Eligible Costs
5. Local Expenditure Criteria
6. Project Readiness
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1. CALL FOR PROJECTS SCHEDULE

The schedule for the Fiscal Year 2023/24 call for projects is shown in the table below.

Friday, March 3, 2023	Transportation Authority Issues TFCA Call for Projects
Friday, March 17, 2023 10:00am-11:00am	TFCA Call for Projects Workshop for Applicants Zoom video conference: https://us02web.zoom.us/j/89550098631
Friday, April 14, 2023	Deadline extension issued
Friday, April 21 May 5, 2023 at 5:00 pm	TFCA Applications Due to the Transportation Authority
Wednesday, May 24 June 28, 2023	Community Advisory Committee Meeting – ACTION TFCA staff recommendations
Tuesday, June 13 July 11, 2023	Transportation Authority Board Meeting - PRELIMINARY ACTION TFCA staff recommendations
Tuesday, June 27 July 25, 2023	Transportation Authority Board Meeting – FINAL ACTION TFCA staff recommendations
September 2023 (estimated)	Funds expected to be available to project sponsors

* Meeting dates are subject to change. Please check the Transportation Authority’s website for the most up-to-date schedule (www.sfcta.org/agendas).

We strongly encourage potential applicants to contact Transportation Authority staff as soon as possible with any questions about project eligibility or the application process.

2. ELIGIBLE PROJECT TYPES



Consistent with the legislation governing the TFCA program (California Health and Safety Code Section 44241) and the Air District's adopted policies for the Fiscal Year 2023/24 TFCA County Program Manager Fund (Attachment 2), we will accept applications for the project types listed below:

- Clean Air Vehicle Projects
 - Alternative Fuel Light- and Medium-Duty Vehicles
 - Alternative Fuel Heavy-Duty Trucks and Buses
 - On-Road Truck Replacements
 - Alternative Fuel Infrastructure
- Trip Reduction Projects
 - Existing Ridesharing Services
 - Existing First- and Last-Mile Connections
 - Pilot First- and Last-Mile Connections
 - Pilot Trip Reduction
 - Bicycle Parking
 - Bikeways
 - Bike Share
 - Infrastructure Improvements for Trip Reduction
 - Telecommuting

The Air District revised the TFCA County Program Manager Fund policies slightly versus last year, including the following updates:

- Increased and simplified the cost-cost-effectiveness threshold for Existing First- and Last-Mile Connections in policy #2.
- Clarified that all project types must complete environmental review/approval requirements if applicable.
- Removed Arterial Management (policy #32) project category to promote projects that have lengthier emission reduction benefits.
- Provided that projects can be excepted from proving environmental review when they are on track to receive it before grant execution.
- Refined Pilot Trip Reduction Projects details:
 - If a similar service is already available in a project location, the new proposed project would be considered 70% unique if the service area expands access to at least 70% of unserved locations.
 - Sponsors should submit data to support vehicle trips eliminated count in the post-project CE worksheet.



3. ELIGIBLE PROJECT SPONSORS

Public agencies are eligible to apply for all project categories. Non-public entities may only be awarded TFCA grants for certain clean air vehicle projects (new alternative fuel vehicle and infrastructure projects, including EV charger, and some advanced technology demonstrations), but they may partner with public agencies for other project types.

4. ELIGIBLE PROJECT COSTS

As detailed in the Air District's adopted policies for the Fiscal Year 2023/24 TFCA County Program Manager Fund (Attachment 2, Appendix A), the TFCA-enabling legislation allows vehicle registration fees collected for the program to be used for project implementation costs, as well as administrative project costs.

Project implementation costs are charges associated with implementing a TFCA-funded project including:

- Documented hourly labor charges (salaries, wages, and benefits) directly and solely related to implementation of the TFCA project;
- Capital equipment and installation costs;
- Shuttle driver labor and equipment maintenance costs;
- Contractor labor charges related to the TFCA project;
- Travel, training, and associated personnel costs that are directly related to the implementation of the TFCA-funded project (e.g., the cost of training mechanics to service TFCA-funded natural gas clean air vehicles); and
- Indirect costs associated with implementing the project, including reasonable overhead costs incurred to provide a physical place of work (e.g., rent, utilities, office supplies), general support services (e.g., payroll, reproduction), and managerial oversight.

Administrative project costs are costs associated with the administration of a TFCA project, and do not include project capital or operating costs, as discussed above. Administrative project costs that are reimbursable to a Grantee are limited to a maximum of 6.25% of the total TFCA funds received. Administrative project costs are limited to the following activities that have documented hourly labor and overhead costs (salaries, wages, and benefits). Hourly labor charges must be expressed on the basis of hours worked on the TFCA project.

- Costs associated with administering the TFCA Funding Agreement (e.g., responding to requests for information from Air District and processing amendments);
- Accounting for TFCA funds;



- Fulfilling all monitoring, reporting, and record-keeping requirements specified in the TFCA Funding Agreement, including the preparation of reports, invoices, and final reports; and
- Documented indirect administrative costs associated with administering the project, including reasonable overhead costs of utilities, office supplies, reproduction and managerial oversight.

5. LOCAL EXPENDITURE CRITERIA

Attachment 1 contains the Transportation Authority's Local Expenditure Criteria for the prioritization of TFCA funds. The intent of the criteria is to maximize the air quality benefits to San Francisco while allowing room to test a variety of new and innovative strategies for achieving motor vehicle emission reductions. Similar to last year, the Transportation Authority's Local Expenditure Criteria include project type, cost effectiveness of emissions reduced, project readiness (e.g. ability to meet TFCA timely-use-of-funds requirements), project delivery track record (including implementing, monitoring and reporting for prior TFCA projects), program diversity, community support (e.g. recommended in a community-based transportation plan, outreach conducted to identify locations and/or interested neighborhoods, or a letter of recommendation from district Supervisor or a community-based organization), benefits to Equity Priority Communities (see Attachment 4 for map), and investment from non-public project sponsors or partners.

All applicant projects must meet the Air District's eligibility requirements or have a policy waiver pre-approved by the Transportation Authority staff and the Air District before funds are programmed to the project.

6. PROJECT READINESS

Please note that in order to be eligible to receive Fiscal Year 2023/24 TFCA funds, a project must commence implementation by December 31, 2024 or within 24 months from the date of execution of a funding agreement with the Transportation Authority. The Air District defines commence as the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle and ridesharing service, or delivery of the award letter for a construction contract.

7. APPLICATION MATERIALS

A complete application for Fiscal Year 2023/24 TFCA County Program Manager Funds must contain the following items, all of which must be submitted electronically:

- A. **Project Information Form** (Attachment 3 and available [online](#)).



- B. **Cost-Effectiveness Worksheet** (Available [online](#)). This form is updated annually by the Air District, so be sure to use the Fiscal Year 2023/24 (the Air District's preferred nomenclature is Fiscal Year Ending [FYE] 2024) worksheet that is appropriate for your project type.

The Project Information Form and Cost-Effectiveness Worksheet are available on the Transportation Authority's website at <https://www.sfcta.org/funding/transportation-fund-clean-air>.

Applications should be emailed to tfca@sfcta.org by 5 p.m. Friday, ~~April 21~~ May 5, 2023.

The final project information form and cost-effectiveness worksheet for each project is subject to review and modification by the Transportation Authority after consultation with the project sponsor and the Air District.

8. AVAILABILITY OF FUNDS

Projects that have been awarded funding may only start accruing expenses after the Transportation Authority and the project sponsor have signed a funding agreement. We anticipate issuing funding agreements by September 2023, depending on when the Air District approves the master TFCA funding agreement with the Transportation Authority.

9. TFCA PROGRAM GUIDANCE

The Air District's Fiscal Year 2023/24 TFCA Expenditure Plan Guidance (Attachment 2) details the information needed to complete the worksheets. All guidelines and requirements in Attachment 2 apply to this call for projects.

10. FOR MORE INFORMATION

For more information on this call for projects, please contact Mike Pickford, Senior Transportation Planner, at 415.522.4822 or mike.pickford@sfcta.org, or Camille Cauchois, Assistant Transportation Planner, at 415.522.4839 or camille.cauchois@sfcta.org.

Attachments (4):

1. Fiscal Year 2023/24 TFCA Local Expenditure Criteria
2. Fiscal Year 2023/24 TFCA County Program Manager Fund Expenditure Plan Guidance
3. Fiscal Year 2023/24 Project Information Form (Excel)
4. 2021 San Francisco Equity Priority Communities Map