



## Memorandum

### AGENDA ITEM 12

**DATE:** June 27, 2024

**TO:** Transportation Authority Board

**FROM:** Anna LaForte - Deputy Director for Policy and Programming

**SUBJECT:** 7/9/2024 Board Meeting: Approve the Fiscal Year 2024/25 Transportation Fund for Clean Air Program of Projects

#### **RECOMMENDATION** ☐ Information ☒ Action

Approve the Fiscal Year (FY) 2024/25 Transportation Fund for Clean Air (TFCA) Program of Projects including:

- Emergency Ride Home (\$91,775 to the Department of the Environment (SFE))
- Short-Term Bike Parking (\$506,004 to the San Francisco Municipal Transportation Agency (SFMTA))
- Paratransit Electrification (\$45,000 to the SFMTA)
- Program Administration (\$47,445 to the Transportation Authority)

#### **SUMMARY**

As the San Francisco TFCA 40% Program administrator, the Transportation Authority annually develops the Program of Projects for San Francisco's share of TFCA funds. Revenues come from a portion of a \$4 vehicle registration fee in the Bay Area and are used for projects that reduce motor vehicle emissions. After netting out 6.25%, or \$47,445, for program administration, as allowed by the Air District, the estimated amount available to program to projects is \$642,779. Following Board approval of Local Expenditure Criteria (Attachment 1) in February, we issued a call for projects on March 8. We received three project applications by the April 19 deadline, requesting \$642,779 in TFCA funds which matches the available funds. After verifying project eligibility, we prioritized the projects using the Local Expenditure Criteria. As shown in Attachment 2, we recommend fully funding the three projects in the amounts requested, which uses up all of the available project funds. We anticipate that funds will be available for expenditure in September 2024 following execution of required agreements with the Bay Area Air Quality Management District and with project sponsors.

- ☐ Fund Allocation
- ☒ Fund Programming
- ☐ Policy/Legislation
- ☐ Plan/Study
- ☐ Capital Project Oversight/Delivery
- ☐ Budget/Finance
- ☐ Contract/Agreement
- ☐ Other:



## BACKGROUND

The TFCA Program was established to fund the most cost-effective transportation projects that achieve emission reductions from motor vehicles in accordance with the Bay Area Air Quality Management District's (Air District's) Clean Air Plan. Funds are generated from a \$4 surcharge on the vehicle registration fee collected by the Department of Motor Vehicles in San Francisco. 40% of the funds are distributed on a return-to-source basis to Program Managers for each of the nine counties in the Air District. The Transportation Authority is the designated 40% Program administrator for the City and County of San Francisco. The remaining 60% of the revenues, referred to as the TFCA Regional Fund, are distributed to applicants from the nine Bay Area counties via programs administered by the Air District.

## DISCUSSION

**Funds Available.** As shown in the table below, the amount of available funds for the FY 2024/25 San Francisco 40% Program is comprised of estimated FY 2024/25 TFCA revenues, reconciliation of prior year revenue estimates compared to actual revenue, interest income, de-obligated funds from completed prior year TFCA projects, and unspent prior year administrative funds, as shown in the table below.

<b>Estimated TFCA Funds Available for Projects FY 2024/25</b>	
Estimated TFCA Revenues (FY 2024/25)	\$708,500
Reconciliation of Prior Year Revenue Estimate and Actuals	(\$27,324)
Interest Income	\$983
De-obligated funds from projects completed under budget: <ul style="list-style-type: none"><li>Emergency Ride Home (FY 2021/22) (SFE)</li></ul>	\$3,194
Reprogrammed Prior Year Administrative Funds	\$4,872
Total Funds	\$690,224
Administrative Expense (6.25%)	(\$47,445)
<b>Total Available for Projects</b>	<b>\$642,779</b>

After netting out 6.25% for Transportation Authority program administration, as allowed by the Air District, the amount available for projects is \$642,779.

**Prioritization Process.** On March 8, 2024 we issued San Francisco's FY 2024/25 TFCA call for projects. We received three applications by the April 19, 2024 deadline for projects requesting the full \$642,779 in available TFCA funds.

We evaluated the TFCA project applications following the Board adopted prioritization process for developing the TFCA Program of Projects shown in Attachment 1. The first step involved screening projects to ensure eligibility according to the Air District's TFCA



guidelines. One of the most important aspects of this screening was ensuring a project's cost effectiveness (CE) ratio was calculated correctly and was low enough to be eligible for consideration. The Air District's CE ratio, described in detail in Attachment 1, is designed to measure the cost effectiveness of a project in reducing air pollutant emissions and to encourage submittal of projects that leverage funds from non-TFCA sources. CE ratio limits are expressed in dollars per ton of emissions reduced and vary by project type. CE limits for FY 2024/25 for relevant project types are: Alternative Fuel Light- and Medium-Duty Vehicles - \$500,000; Ridesharing Projects - Existing - \$150,000; and Bicycle Parking - \$250,000.

We performed our review of the CE ratio calculations in consultation with project sponsors. The focus was to ensure that the forms were completed correctly and that any assumptions other than default values had adequate justification.

We then prioritized projects that passed the eligibility screening using factors such as project type (e.g., first priority to zero emission projects), cost effectiveness, leveraging, program diversity, project delivery (i.e., readiness), benefits to Equity Priority Communities, investment from non-public project sponsors, community support, and other considerations (e.g., a sponsor's track record for delivering prior TFCA projects). Our prioritization process also considered carbon dioxide (CO<sub>2</sub>) emissions reduced by each project. CO<sub>2</sub> emissions are estimated in the Air District's CE worksheets but were not a subject of the state legislation that created TFCA and are not a factor in the CE calculations.

**Staff Recommendation.** Attachment 2 shows the three candidate projects, listed in ranked order based on the scoring criteria and other information, including a brief project description, total project cost, and the amount of TFCA funds requested. Attachment 3 includes a Project Information Form for each project with additional detail on the proposed scope, schedule, cost, and funding plan, as well as proposed deliverables.

We recommend fully funding SFE's Emergency Ride Home program request for \$91,775 in FY 2024/25 funds, which is a similar level to the \$96,252 in TFCA funds awarded to the project in FY 2023/24. For this year's cycle, SFE proposes additional outreach in Equity Priority Communities, while continuing traditional means of promotion and partnerships with transit operators and other transportation demand management programs.

We recommend funding the SFMTA's Paratransit Electrification project at the maximum cost-effective level of \$45,000 of TFCA funds, which we determined in consultation with SFMTA based on the anticipated annual mileage for a paratransit vehicle in San Francisco. This project will partially fund procurement of one electric paratransit van. In 2023, the Transportation Authority allocated Prop K funds to SFMTA to purchase the City's first electric paratransit vehicle. As of April 2024, SFMTA has tested and received a quote from a manufacturer for this vehicle and is working on issuing a purchase order. The intention of purchasing a second vehicle using TFCA funds is to compare a second manufacturer to the first vehicle manufacturer prior to wider adoption of an electric paratransit vehicle fleet.

Finally, we recommend funding the SFMTA's Short-Term Bike Parking request for \$506,004 in TFCA funds. This project would procure, site, and install 1,200 bike racks around San Francisco. The recommended TFCA funding will help reduce the potential need to fund bike parking using Prop L funds.



**Schedule for Fund Availability.** We expect to enter into a master funding agreement with the Air District by July 2024 after which we will issue grant agreements for the recommended FY 2024/25 TFCA funds. Pending timely review and execution of the grant agreements by the Air District and project sponsors, we expect funds to be available for expenditure beginning in September 2024. Projects must commence by the end of 2025 and are expected to be completed within two years, unless otherwise specified, per Air District policy.

## **FINANCIAL IMPACT**

The estimated total budget for the recommended FY 2024/25 TFCA program is \$690,224. This includes \$642,779 for the three proposed projects and \$47,445 for administrative expenses. Revenues and expenditures for the TFCA program are included in the Transportation Authority's adopted FY 2024/25 budget.

## **CAC POSITION**

The Community Advisory Committee considered this item at its June 26, 2024, meeting and unanimously adopted a motion of support for the staff recommendation.

## **SUPPLEMENTAL MATERIALS**

- Attachment 1 - FY 2024/25 TFCA Local Expenditure Criteria
- Attachment 2 - FY 2024/25 TFCA Program of Projects - Detailed Staff Recommendation
- Attachment 3 - Project Information Forms (3)
- Attachment 4 - Resolution

## **Attachment 1**

### **Fiscal Year 2024/25 Transportation Fund for Clean Air (TFCA)**

#### **LOCAL EXPENDITURE CRITERIA**

The following are the Fiscal Year 2024/25 Local Expenditure Criteria for San Francisco's TFCA 40 Percent Fund program.

##### **ELIGIBILITY SCREENING**

In order for projects to be considered for funding, they must meet the eligibility requirements established by the Air District's TFCA 40 Percent Fund Policies for Fiscal Year Ending 2025. Consistent with the policies, a key factor in determining eligibility is a project's cost effectiveness (CE) ratio. The TFCA CE ratio is designed to measure the cost effectiveness of a project in reducing motor vehicle air pollutant emissions and to encourage projects that contribute funding from non-TFCA sources. TFCA funds budgeted for the project are divided by the project's estimated emissions reduction. The estimated reduction is the weighted sum of reactive organic gases (ROG), oxides of nitrogen (NO<sub>x</sub>), and particulate matter (PM) emissions that will be reduced over the effective life of the project, as defined by the Air District's guidelines.

TFCA CE is calculated by inputting information provided by the applicant into the Air District's CE worksheets. Transportation Authority staff will be available to assist project sponsors with these calculations and will work with Air District staff and the project sponsors as needed to verify reasonableness of input variables. The worksheets also calculate reductions in carbon dioxide (CO<sub>2</sub>) emissions, which are not included in the Air District's official CE calculations, but which the Transportation Authority considers in its project prioritization process.

**Consistent with the Air District's Guidelines, in order to be eligible for Fiscal Year 2024/25 TFCA funds, a project must meet the CE ratio for emissions (i.e., ROG, NO<sub>x</sub>, and PM) reductions as specified in the guidelines for each project type. Projects that do not meet the appropriate CE threshold cannot be considered for funding.**

##### **PROJECT PRIORITIZATION**

Candidate projects that meet the cost effectiveness thresholds will be prioritized for funding based on the two-step process described below:

Step 1 - TFCA funds are programmed to eligible projects, as prioritized using the Transportation Authority Board-adopted Local Priorities (see next page).

Step 2 - If there are TFCA funds left unprogrammed after Step 1, the Transportation Authority will work with project sponsors to develop additional TFCA candidate projects. This may include refinement of projects that were submitted for Step 1, but were not deemed eligible, as well as new projects. This approach is in response to an Air District policy that does not allow administering agencies to rollover any unprogrammed funds to the next year's funding cycle. If Fiscal Year 2024/25 funds are not programmed within 6 months of the Air District's approval of San Francisco's funding allocation, expected in May 2024, funds can be redirected (potentially to non-San Francisco projects) at the Air District's discretion. New candidate projects must meet all TFCA eligibility requirements and will be prioritized based on the Transportation Authority Board's adopted Local Priorities.

##### **Local Priorities**

The Transportation Authority's Local Priorities for prioritizing TFCA funds include the following factors:

**1. Project Type** - In order of priority:

- 1) Zero emissions non-vehicle projects including, but not limited to, bicycle and pedestrian facility improvements, transit priority projects, traffic calming projects, and transportation demand management projects;
- 2) Shuttle services that reduce vehicle miles traveled (VMT);
- 3) Alternative fuel vehicles and alternative fuel infrastructure; and
- 4) Any other eligible project.

**2. Cost Effectiveness of Emissions Reduced-** Priority will be given to projects that achieve high CE (i.e., a low cost per ton of emissions reduced) compared to other applicant projects. The Air District's CE worksheet predicts the amount of reductions each project will achieve in ROG, NOx, PM, and CO<sub>2</sub> emissions. However, the Air District's calculation only includes the reductions in ROG, NOx, and PM per TFCA dollar spent on the project. The Transportation Authority will also give priority to projects that achieve high CE for CO<sub>2</sub> emission reductions based on data available from the Air District's CE worksheets. The reduction of transportation-related CO<sub>2</sub> emissions is consistent with the City and County of San Francisco's 2021 *Climate Action Plan*.

**3. Project Readiness** – Priority will be given to projects that are ready to proceed and have a realistic implementation schedule, budget, and funding package. Projects that cannot realistically commence in calendar year 2025 or earlier (e.g., to order or accept delivery of vehicles or equipment, begin delivery of service, award a construction contract, start the first TFCA-funded phase of the project) and be completed within a two-year period will have lower priority. Project sponsors may be advised to resubmit these projects for a future TFCA programming cycle.

**4. Community Support** – Priority will be given to projects with demonstrated 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 provided by the district Supervisor or a community-based organization).

**5. Benefits Equity Priority Communities** – Priority will be given to projects that directly benefit Equity Priority Communities, whether the project is directly located in an Equity Priority Community (see map in Attachment 3) or can demonstrate benefits to disadvantaged populations.

**6. Investment from Non-Public Project Sponsors or Partners** – Non-public entities may apply for and directly receive TFCA grants for alternative-fuel vehicle and infrastructure projects and may partner with public agency applicants for any other project type. For projects where a non-public entity is the applicant or partner, priority will be given to projects that include an investment from the non-public entity that is commensurate with the TFCA funds requested.

**7. Project Delivery Track Record** – Projects that are ranked high in accordance with the above local expenditure criteria may be lowered in priority or restricted from receiving TFCA funds if either of the following conditions applies or has applied during the previous two fiscal years:

- **Monitoring and Reporting** – Project sponsor has failed to fulfill monitoring and reporting requirements for any previously funded TFCA project.
- **Implementation of Prior Project(s)** – Project sponsor has a signed Funding Agreement for a TFCA project that has not shown sufficient progress; the project sponsor has not implemented the project by the project completion date without formally receiving a time extension from the Transportation Authority; or the project sponsor has violated the terms of the funding agreement.

**8. Program Diversity** – Promotion of innovative TFCA projects in San Francisco has resulted in increased visibility for the program and offered a good testing ground for new approaches to reducing motor vehicle emissions. Using the project type criteria established above, the Transportation Authority will continue to develop an annual program that contains a diversity of project types and approaches and serves multiple constituencies. The Transportation Authority believes that this diversity contributes significantly to public acceptance of and support for the TFCA program.

## Attachment 2

### San Francisco County Transportation Authority

#### Fiscal Year 2024/2025 TFCA Program of Projects - Detailed Staff Recommendation

PROJECTS RECOMMENDED FOR TFCA FUNDS [sorted by project type priority and then cost-effectiveness]										
Rank	Sponsor <sup>1</sup>	Project Description	District	Project Type <sup>2</sup>	Prop L Eligible	CE Ratio <sup>3</sup>	CO <sub>2</sub> Tons Reduced <sup>4</sup>	Total Project Cost	TFCA Amount Requested	TFCA Amount Proposed
1	SFE	<b>Emergency Ride Home</b> - This program furthers San Francisco's Transit First Policy by incentivizing commuters' usage of sustainable commute modes by providing a subsidized taxi ride home in the event of a personal emergency.	Citywide	1	Yes	\$ 35,369	1,579	\$ 91,775	\$91,775	\$ 91,775
2	SFMTA	<b>Short-Term Bike Parking</b> - Plan, coordinate, and install 1,200 bicycle parking racks in San Francisco, providing an additional 2,400 bicycle parking spaces. Bicycle parking spaces will provide end-of-trip facilities for new bicycle and scooter trips, thereby replacing vehicle trips and reducing motor vehicle emissions.	Citywide	1	Yes	\$ 224,287	1,135	\$ 1,057,274	\$506,004	\$ 506,004
3	SFMTA	<b>Paratransit Electrification</b> - Procure one EV paratransit van to replace a gas vehicle that is beyond its useful life. The new van will provide ADA paratransit trips and help SFMTA prepare for wider adoption of electric vehicles.	Citywide	3	Yes	\$ 498,413	97	\$ 300,000	\$45,000	\$ 45,000
<b>TOTAL</b>								<b>\$ 1,449,049</b>	<b>\$ 642,779</b>	<b>\$ 642,779</b>
Total TFCA Funding Available for Projects: \$ 642,779										

<sup>1</sup>Sponsor acronyms include San Francisco Municipal Transportation Agency (SFMTA), San Francisco Department of the Environment (SFE).

<sup>2</sup>Priority based on project type is established in the Local Expenditure Criteria, with zero-emissions non-vehicle projects as the highest priority, followed by shuttle services, followed in turn by alternative fuel vehicle projects, and finally any other eligible project.

<sup>3</sup>The TFCA cost effectiveness ratio (CE) is designed to measure the cost effectiveness of a project in reducing motor vehicle air pollutant emissions and to encourage projects that contribute funding from non-TFCA sources. For 2024/25 the CE limits, in dollars per ton of emissions reduced, for relevant project types are: Bike Parking - \$250,000, Ridesharing Projects - Existing - \$150,000, Alternative Fuel Light and Medium Duty Vehicles - \$500,000.

<sup>4</sup>CO<sub>2</sub> Reduction is based on tons of carbon dioxide reduced over the lifetime of the project. This figure is calculated in the cost effectiveness worksheet.

### Attachment 3

**Fiscal Year 2024/25 Transportation Fund for Clean Air  
40 Percent Fund  
Project Information Form**



San Francisco  
County Transportation  
Authority

<b>Project Name:</b>	Emergency Ride Home		
<b>Implementing Agency:</b>	San Francisco Environment Department		
<b>Project Location:</b>	San Francisco		
<b>Supervisory District(s):</b>	<b>San Francisco (all)</b>	<b>TFCA Proj. Number:</b>	<i>SFCTA assigns</i>
<b>Project Manager:</b>	Sebastien Garbe		
<b>Contact Information</b>	<b>Email:</b> <a href="mailto:sebastien.garbe@sfgov.org">sebastien.garbe@sfgov.org</a>	<b>Phone:</b>	1 (415) 355-3702
<b>Partner Agencies (incl. staff contact):</b>	N/A		
<b>Brief Project Description (50 words max):</b>	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.		
<b>Type of Environmental Clearance:</b>			

#### 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 First- and Last-Mile Connections, 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 Equity Priority Communities or disadvantaged populations.**

Equity Priority Communities are a key target audience in the outreach and community engagement scope of the upcoming grant cycle. During this grant cycle, the program will focus in particular on Spanish and Cantonese speakers, parents and guardians, and affordable housing residents in these communities. They will not only benefit from heightened, tailored promotion about the program's offering of a guaranteed ride home in case of emergency, but also be invited to provide direct feedback with the goal of making the program more accessible and relevant to historically underserved communities.

**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 or a community-based organization).

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 listed as a key implementation strategy in the San Francisco Transportation Demand Management (TDM) Plan.



**Fiscal Year 2024/25 Transportation Fund for Clean Air  
40 Percent Fund  
Project Information Form**



San Francisco  
County Transportation  
Authority

**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/tfca](https://sfcta.org/tfca).**

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

## **Project Summary**

The Emergency Ride Home (ERH) program advances San Francisco's Transit First Policy and helps the City meet its goal of reducing greenhouse gas emissions 80% below 1990 levels by 2040. It encourages commuters' use of sustainable commute modes by providing a subsidized ride home in the event of a personal emergency. Overall, ERH is a cost-effective program that motivates commuters to walk, bike, take transit, carpool, or vanpool to work instead of driving alone.

Administered by the San Francisco Environment Department (SFE) for over a decade and listed as a key implementation strategy in the [San Francisco Transportation Demand Management \(TDM\) Plan](#), ERH is available to anyone who commutes to a workplace in San Francisco.

During this past grant cycle, SFE created new promotional materials that targeted parents and guardians of San Francisco Unified School District (SFUSD) students who might get sick at school and need to be picked up during the workday. Promotional materials include memorable and sturdy business cards reminding parents/guardians that they can get reimbursed up to \$150 for a taxi ride from work to their child's school and then home if they commuted via low-carbon modes that day. The business card is easy for parents/guardians to slip into a purse or wallet to remind them that ERH is an available resource in times of need. This is supported by an informative trifold with more details about the program at neighborhood schools. Both pieces of collateral direct viewers to an ERH landing webpage that is tailored to parents/guardians picking up a sick child from school.

For the next iteration of ERH, building in part on feedback from the San Francisco County Transportation Authority Community Advisory Committee during the last grant cycle, SFE will focus on delivering a more on-the-ground approach to further engage equity priority communities, build trust and community buy-in, and identify program improvements in alignment with the next iteration of the SF TDM Plan. This will be achieved by developing and furthering new and existing partnerships with trusted stakeholders already embedded or invested in the communities we are seeking to engage. This includes affordable housing organizations (e.g., Chinatown Community Development Center, One Treasure Island, etc.), community resource providers/coordinators (e.g., BVHP Foundation, B Magic, etc.), SFUSD schools and PTAs, equity-focused bike programs (e.g., the San Francisco Public Utilities Commission's Electrify My Ride Program, SFE's Bike Fix-it Clinics, etc.), local bike shops, and SFE's Environment Now outreach team.

SFE will leverage these partnerships to both promote the program via tabling and distributing marketing collateral via established channels as well as gather feedback on

program design and promotion (including marketing collateral and channels, website and program guides, the reimbursement form and process, etc.) by hosting community workshops. Community workshops will be organized in equity priority neighborhoods in partnership with community-based organizations (CBOs), PTAs, libraries, and/or affordable housing complexes to provide an interactive overview of the existing ERH program where participants will learn how to submit reimbursement requests; review current program parameters, informational materials, and processes; and provide feedback on program strengths and weaknesses and how best to promote the program. These learnings will allow us to tailor the ERH program to best serve priority communities, more effectively conduct outreach, and identify any blind spots ERH may have in the current program design.

SF Environment is requesting \$91,755 and will allocate \$10,000 to conduct up to two ERH community workshops in partnership with a CBO embedded in Equity Priority Communities. These workshops will be held in-language with interpreters on hand at community centers, schools, libraries, affordable housing complexes, or a combination of the above. SFE will provide workshop participants food and refreshments in addition to a stipend payment as an acknowledgement of their time and contribution to program improvement. Working with the CBO, SFE will incorporate the feedback and/or propose suggested changes as part of the next grant cycle, adjusting program parameters as well as ongoing and future outreach strategies. Outreach efforts will target [SFCTA-identified Equity Priority Communities](#).

For this new grant cycle, SFE will develop new, ongoing promotion channels for ERH by forging new and furthering existing partnerships with fellow City Departments, such as the San Francisco Public Library, San Francisco Municipal Transportation Agency (SFMTA), SFUSD, and SFPUC. This will include collaborating with SFMTA's bike share and Travel Choices programs to cross promote ERH, as well as attending Bike Fix-It Clinics hosted at libraries, school staff and faculty trainings, Electrify My Ride e-bike test ride events, and more. SFE will also continue to partner with regional TDM partners including BART and the Metropolitan Transportation Commission, as well as local bike shops to cross-promote ERH. All these outreach partnerships have proven to be cost-effective avenues for reaching commuters.

Additional costs under both scenarios are allocated to:

- \$52,755 for program administration and SFE staffing for outreach, customer service, reimbursement processing, and workshop coordination;
- \$4,000 for translation and interpretation services;
- \$15,000 for an on-call marketing consultant to adjust and re-run existing collateral;
- \$5,500 for varying materials and technology support costs such as printing collateral (~\$3,000), reimbursement form management software licensing fees (~\$2,000), and contingency for additional reimbursement requests (~\$500);
- \$4,500 for program reimbursements.

Please see the attached budget included in the TFCA Project Info Form for more detail on funding allocation.

## Associated Tasks and Project Deliverables

For budget details associated with each task below, please refer to the budget outlined in the TFCA Project Info Form.

### **Task 1 - TFCA Administration: Program Evaluation and Reporting (Ongoing)**

SFE staff will evaluate and report on the effectiveness of the program. It will use reimbursement data and website traffic metrics to track the number of program participants and level of awareness. With each reimbursement request, participants will be asked questions regarding program usage and typical commute modes, among others. SFE will also track engagement numbers across different outreach events, attendance at workshops and presentations, and relevant campaign metrics. All data will be provided in quarterly and annual reports to SFCTA.

### **Task 2 - Program Management (Ongoing).**

SFE staff will administer the reimbursement process, including verifying that reimbursement requests meet reimbursement criteria. Reimbursement payments will be made via check mailed to approved participants. SFE staff will provide customer service to program participants to manage any issues, questions, or concerns that may arise.

### **Task 3 - Outreach & Engagement**

The program will build on activities completed in the FYs 2022-24 grant cycles. Key outreach audiences will include, but not be limited to:

- Chinese and Spanish speaking parents and caregivers of SFUSD students and children in daycare
- Parents and caregivers of SFUSD students and children in daycare in Equity Priority Communities
- SFUSD teachers and administrators (e.g., integrating with existing annual staff-wide training sessions in July and August to educate teachers and administrators on how to request ERH reimbursements as well as encourage them to mention it to parents when notifying them of a sick child who needs to be picked up from school)
- Local community-based organizations that can support outreach to people who live and work in priority communities
- Spanish and Chinese speaking communities (Both monolingual and those with limited English proficiency)
- Businesses, specifically small- to medium-sized organizations reachable through partnerships with the Office of Workforce Development and the San Francisco Green Business program (also administered by SF Environment)
- Large organizations, employers, and institutions participating in the Clipper BayPass Pilot Program
- Local Bike Shops, primarily in Equity Priority Communities
- Affordable Housing Residents
- City and County of San Francisco employees
- Community-Based Organizations serving families in under-resourced communities.

**Ongoing Marketing & Outreach (Ongoing):** SFE will continue to promote ERH through its existing marketing and outreach channels, such as on SFEnvironment.org, social media channels, public facing tabling and outreach events, and commuter benefits presentations to CCSF employees. This will include working closely with SFUSD to package SFE resources for faculty and staff and integrate with annual SFUSD-wide trainings to educate staff on how to use and integrate with annual SFUSD-wide trainings to educate staff on how to use and share ERH with parents and caretakers. SFE will also continue to collaborate with City partners, businesses, and community partners for cross-promotion via digital channels and at relevant events and programs.

SFE can focus its outreach efforts on low-income drivers by targeting EPCs with higher VMT per person. In the current grant cycle's school outreach campaign, the program is, for example, including schools in Bayview-Hunters Point – where (as of 2020) vehicle ownership is nearly double the rate of San Francisco and over 50% of residents drive to work. SFE will also target affordable housing organizations that SFE has already identified as having garages for their tenants, such as certain Mercy Housing and Chinatown Community Development Center locations. We look forward to seeing the results later this year of SFCTA's Transportation Demand Management Market Analysis in tandem with MTC's travel diary survey to further inform our outreach efforts, particularly post-covid.

SFE continues to leverage its Green Business Program and send ERH program information to employers registering compliance with the SF Commuter Benefits Ordinance to reach small business owners and ensure that they make ERH program information available to their employees as part of the offered benefits. Going forward, SFE will also target drivers with longer commutes by coordinating and partnering with the other 8 guaranteed ride home programs across the Bay Area. This will allow SFE to better target drivers who commute across county lines regardless of where they live. This can be done by starting to link out to the other programs from the SFE ERH website and work with regional partners to have the reverse be done, too, so that outreach in all 9 Bay Area counties can be better coordinated. SFE is also planning to work with MTC's 511.org to target large employers with worksites in SF and include ERH and other guaranteed ride home programs in the employer guides on Commuter Benefits that 511.org develops and updates every year.

SFE has begun discussions with SFMTA on promoting existing mode shift incentives alongside ERH such as Discounted Muni Passes and Bay Wheels discount memberships that are already available to low-moderate income households. The ERH program historically has been one part of a larger ecosystem of San Francisco Transportation Demand Management strategies, and SFE has worked to promote ERH in tandem with other existing incentives and mode shift programs, such as Clipper BayPass, SFPUC's Electrify My Ride low-income e-bike incentive program, and the pre-tax Commuter Benefits program for CCSF employees.

**Community Workshops:** SFE will use the \$10,000 to partner with a CBO on the design, promotion, implementation, and analysis of the ERH Community Workshops. This will include funds for participant stipends that may vary from \$25-100 per person depending on the type of community member (e.g., providing additional compensation for the expertise of community leaders) and/or level of feedback requested. The proposed budget allocations also account for

food, venue rental costs, and CBO staff time for selecting and coordinating with host sites and community groups such as PTAs, affordable housing complexes, community centers, and more. SFE determined that hosting community workshops would be the most effective means of reaching underserved community members in Equity Priority Communities. Hosting these workshops would enable the program to identify community leaders and trusted partners in the communities to help relay program information through more consistent, regular, and established channels that community members already engage with on a day-to-day basis. Currently, SFE relies on a mix of broad tabling and targeted, multi-layer ad campaigns to reach target populations and help drive mode shift. SFE consistently receives very positive feedback surrounding the program when tabling, and most people that SFE staff engage with have never heard of the program before and are surprised that it has been around for such a long time. Event attendees will often ask to take more collateral so that they can share with their own friends, family, and/or colleagues. These community workshops present an opportunity to engage more intentionally with EPCs, uncover ways to expand the base of people who use ERH and other mode shift programs beyond those reached by broad tabling or digital marketing, build trust with communities that often distrust government services and may be targets of online scams, and activate these untapped social networks to set up longer-lasting relationships with various communities that stand to benefit from the program.

SFE will partner with trusted organizations and institutions such as school PTAs, affordable housing organizations, community-based organizations, and faith-based institutions to help promote these workshops and drive attendance. SFE's goal would be to identify convenient meeting locations and/or coordinate with these trusted partners to be part of the agenda at existing events. The topics covered at these meetings will thus vary from venue to venue, but the focus of the workshops will be Emergency Ride Home and understanding the community's commuting patterns and needs to better support and increase trips using sustainable modes of transportation. SFE will segment feedback from workshop attendees who regularly drive versus those who already commute sustainably, to be able to better tailor messaging and understand what barriers present the greatest challenges for drivers in these communities to decide to commute sustainably. For example, SFE is about to host a community event centered on EV charging in Bayview at the True Hope Church focused on gathering community input on where an EV charging plaza will be located. Leaders at faith based institutions like these have shown interest in hosting feedback sessions with their congregation. An ERH workshop could occur after a regular service to engage with a large number of attendees and make it easier for community members to attend. Similarly, hosting a workshop as part of a regular PTA meeting at a school or an affordable housing complex's recurring tenant meeting will help reduce barriers to participation for parents and low-income community members who often have many obligations and responsibilities to attend to.

***On-call marketing consultant to adjust and re-run existing collateral: Funds*** requested include \$15,000 for a contract with marketing consultants to cover costs of adjusting current collateral to incorporate feedback from community workshops as well as ongoing translation updates, web support for the ERH landing page, and re-running media campaigns developed and evaluated in previous grant cycles on cost-effective channels.

***Translation & Interpretation:*** \$4,000 are allocated to cover the costs of translating promotional and workshop materials such as flyers, presentations, and surveys, as well as interpretation services for conducting in-language workshops in Spanish, Chinese (Cantonese/Mandarin), and Filipino depending on the needs of the selected communities.

### **Partnerships and Coordination with Other Transportation Demand Management Efforts:**

Currently, SFE promotes ERH at CCSF New Employee Orientations and broad SFE tabling events and provides ERH information to employers that submit Commuter Benefits Ordinance compliance forms, businesses in the Green Business program, and participants in SFE's e-bike delivery pilot program. SFE is also planning to coordinate with department specific orientations for departments that prefer to do their own onboarding, as well as incorporate ERH information into a broader Commute Hub powered by Luum that SFE will be launching later this year. The Commute Hub will be available to all CCSF employees and presents a more user-friendly experience where commuters can view all the different commuter benefits and transportation modes available to them, match with existing or start their own carpools and vanpools, log daily commutes, and engage in commute gamification such as rewards, commute bonuses, and leadership boards.

Outside of existing integration with Commuter Check outreach, SFE has completed or is working on the following coordination and partnership efforts with other transportation demand management efforts and transit operators:

- In January 2024, as part of a broader ERH marketing campaign targeting parents of 6 schools in Bayview-Hunter Point and Chinatown, SFE partnered with SFMTA to launch ERH Muni bus ads.
- In March 2024, SFE partnered with the Clipper BayPass program to include ERH materials in onboarding materials for employers signed up for BayPass in SF. SFE also began including ERH information when mailing Clipper Cards to CCSF employees who request them.
- In April 2024, SFE reached out to the SFMTA Bikeshare program to find opportunities to copromote BayWheels and ERH. SFE also coordinated with SFPUC's Electrify My Ride program to include ERH materials alongside e-bike coupon info at an e-bike demo to encourage folks to switch to commuting via e-bike.
- SFE will also be promoting ERH at the upcoming Bike Fix-It Clinics hosted at the SF Public Libraries in May, June, and August.
- SFE is planning to reach out to BART to coordinate cross promotion during the remainder of the grant term through November.

Relatedly, in May 2024, SFE connected with the Public Health Emergency Preparedness and Response team at the San Francisco Department of Public Health to promote ERH alongside their emergency-related materials at their upcoming Health Fair in Chinatown. SFE is also planning to work with the San Francisco Unified School District to integrate ERH as part of their annual staff training this summer.

**Program Deliverables:**

- Task 1: Quarterly and annual reports submitted to SFCTA
- Task 2: Reimbursement processing and customer service support
- Task 3: Ongoing outreach and engagement; Community engagement and feedback outcomes report

**High-level Project Schedule and Delivery Milestones:**

Phase	Description	Start	End
1	Task 1 - TFCA Administration: Program Evaluation and Reporting	January 2025	March 2026
2	Task 2 - Program Management	November 2024	November 2025
3	Task 3 - Outreach and Engagement	November 2024	November 2025



**Fiscal Year 2024/25 Transportation Fund for Clean Air  
40 Percent Fund  
Project Information Form**



San Francisco  
County Transportation  
Authority

<b>Project Name:</b>	Emergency Ride Home
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<b>SCHEDULE</b>	<b>Status</b>	<b>Start Date</b>		<b>End Date</b>	
<b>Phase/Milestone</b>	<b>% Complete as of 4/19/24</b>	<b>Month</b>	<b>Calendar Year</b>	<b>Month</b>	<b>Calendar Year</b>
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%	November	2024	November	2025
Open for Use	N/A	N/A	N/A		
Final Report Due Date (Project completion):	SFCTA will assign (default is 3 months after completion, including evaluation)				

<b>PROJECT COST ESTIMATE</b>		<b>Funding Source by Phase</b>			
<b>Phase</b>	<b>Cost</b>	<b>TFCA</b>	<b>Non-Public Funds</b>	<b>Other</b>	<b>Source of Cost Estimate</b>
Planning/Conceptual Engineering	\$0				
Environmental Studies (PA&ED)	\$0				
Design Engineering (PS&E)	\$0				
Right-of-Way	\$0				
Construction	\$91,755	\$91,755			
<b>TOTAL COST</b>	<b>\$91,755</b>	<b>\$91,755</b>	<b>\$0</b>	<b>\$0</b>	

**TFCA EXPENDITURES BY FISCAL YEAR (CASH FLOW)**

<b>All Phases</b>	<b>24/25</b>	<b>25/26</b>	<b>26/27</b>	<b>Total</b>
TFCA	\$91,755	\$0	\$0	\$91,755

**FUNDING PLAN**

<b>Funding Source and Status</b>	<b>Planned</b>	<b>Programmed</b>	<b>Allocated</b>	<b>Total</b>
TFCA	\$91,755			\$91,755
Specify Source of Other Funds				\$0
Specify Source of Non-Public Funds (if applicable)				\$0
<b>TOTAL FUNDING</b>	<b>\$91,755</b>	<b>\$0</b>	<b>\$0</b>	<b>\$91,755</b>

**Emergency Ride Home**  
**SF Environment - FY 2024-2025 TFCA Budget**  
November 2024-November 2025

	Task 1 TFCA Admin	Task 2 Program Mgmt	Task 3 Outreach & Engagement	Totals
Labor/salary	\$ 1,233	\$ 4,549	\$ 16,017	\$ 21,800
Fringe	\$ 486	\$ 1,876	\$ 6,704	\$ 9,067
Indirect	\$ 1,265	\$ 4,583	\$ 16,041	\$ 21,889
<i>Labor Total</i>	<i>\$ 2,985</i>	<i>\$ 11,008</i>	<i>\$ 38,762</i>	<i>\$ 52,755</i>

ERH Reimbursements		\$ 4,500		\$ 4,500
Materials & Technology Support		\$ 2,500	\$ 3,000	\$ 5,500
Community Workshops (CBO partnerships, incentives, food, space rental)			\$ 10,000	\$ 10,000
Adjust/Update Campaign Collateral (contractor, re-run)			\$ 15,000	\$ 15,000
Translation & Interpretation			\$ 4,000	\$ 4,000

	Task 1	Task 2	Task 3	Grand Total
<b>Totals</b>	<b>\$ 2,985</b>	<b>\$ 18,008</b>	<b>\$ 70,762</b>	<b>\$ 91,755</b>

Emergency Ride Home Labor Breakdown

		Task 1 TFCA Admin	Task 2 Program Management	Task 3 Outreach & Engagement	Totals
Project Supervision (5644)	Hours	4	5	6	15
	Labor/salary	\$ 431	\$ 539	\$ 647	\$ 1,618
	Fringe	\$ 148	\$ 185	\$ 222	\$ 556
	Indirect	\$ 464	\$ 580	\$ 696	\$ 1,741
	<i>Fully Burdened Cost</i>	<i>\$ 1,044</i>	<i>\$ 1,305</i>	<i>\$ 1,566</i>	<i>\$ 3,915</i>
Project Manager (5638)	Hours	12	60	230	302
	Labor/salary	\$ 802	\$ 4,010	\$ 15,370	\$ 20,182
	Fringe	\$ 338	\$ 1,691	\$ 6,482	\$ 8,511
	Indirect	\$ 801	\$ 4,003	\$ 15,344	\$ 20,147
	<i>Fully Burdened Cost</i>	<i>\$ 1,941</i>	<i>\$ 9,703</i>	<i>\$ 37,196</i>	<i>\$ 48,840</i>
Grand Total					\$ 52,755

	5644	5638
Labor/salary hourly rate	\$ 107.86	\$ 66.83
Fringe rate	34.38%	42.17%
Overhead/indirect multiplier	2.42	2.42

**Fiscal Year 2024/25 Transportation Fund for Clean Air  
40 Percent Fund  
Project Information Form**



<b>Project Name:</b>	Emergency Ride Home
<b>Sponsor Agency:</b>	San Francisco Environment Department
<b>TFCA Project Number:</b>	SFCTA assigns

**TRANSPORTATION AUTHORITY RECOMMENDATION**

Fiscal Year Cash Flow Distribution:	Cash Flow for TFCA Funds	% Reimbursed Annually	Balance
FY24/25	\$91,755	100%	\$0
Total:	\$91,755		

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 Interim Project Report Form.
3. By November 30, 2025, submit Final Report Form #1 (Ridesharing), including evidence of TFCA and Transportation Authority attribution. Final report shall include BAAQMD required description of Monitoring Methodology.

**Special Conditions:**

1. SFE will work with SFCTA staff to improve the effectiveness of the Emergency Ride Home program, including ensuring that recommendations from the Transportation Authority's Transportation Demand Management Market Analysis (underway) and future Transportation Demand Management Strategic Plan are incorporated.
2. SFE will work with SFCTA staff explore coordinating with and leveraging of other transportation demand management efforts like BayPass and Commuter Check outreach, and will seek to strengthen partnerships with transit operators, such as BART and Muni, that can help promote Emergency Ride Home as a way to encourage more people to return to transit.

**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 <https://www.sfcta.org/funding/transportation-fund-clean-air#panel-sponsors>
3. Per BAAQMD TFCA policy, project files must be maintained for a minimum of five years following completion of the Project Years of Effectiveness, which means five years following completion of the project and any additional period for which emissions benefits are counted in the cost effectiveness calculation for the project.

**Fiscal Year 2024/25 Transportation Fund for Clean Air  
40 Percent Fund  
Project Information Form**



San Francisco  
County Transportation  
Authority

<b>Project Name:</b>	Short-Term Bike Parking		
<b>Implementing Agency:</b>	SFMTA		
<b>Project Location:</b>	City & County of San Francisco		
<b>Supervisory District(s):</b>	Citywide	<b>TFCA Proj. Number:</b>	SFCTA assigns
<b>Project Manager:</b>	Jason Hyde		
<b>Contact Information</b>	<b>Email:</b> <a href="mailto:jason.hyde@sfmta.com">jason.hyde@sfmta.com</a>	<b>Phone:</b>	<a href="tel:415.646.2434">415.646.2434</a>
<b>Partner Agencies (incl. staff contact):</b>			
<b>Brief Project Description (50 words max):</b>	SFMTA will use \$506,004 in TFCA 40% Program funds to plan, coordinate, purchase, and install 1,200 bicycle parking racks in San Francisco, providing an additional 2,400 bicycle parking spaces. Bicycle parking spaces will provide end-of-trip facilities for new bicycle and scooter trips, thereby replacing vehicle trips and reducing motor vehicle emissions.		
<b>Type of Environmental Clearance:</b>			

**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 INFORMATION:**

**Describe benefits to Equity Priority Communities or disadvantaged populations.**

In San Francisco over the last five years, approximately a third of bike racks installed citywide were located in Equity Priority Communities. SFMTA staff will continue to review requests as they come in to confirm we are filling this need as well as proactively identify corridors in Equity Priority Communities using the existing San Francisco GIS inventory, where there is a lack of bike parking.

**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 or a community-based organization).

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. Additionally we identify corridors where more parking is needed plus work with city project managers through public outreach process to identify and then install bike parking with streetscape projects and street improvement projects

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

NA

## **ATTACHMENT 3**

### **Short Term Bike Parking: Detailed Scope**

**The San Francisco Municipal Transportation Agency (SFMTA) requests \$506,004 in FY24/25 Transportation Fund for Clean Air County Program Manager (TFCA PM) Funds to provide 1,200 bicycle racks to create 2,400 bicycle parking spaces throughout San Francisco.**

Providing 2,400 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. Improving bicycle parking in San Francisco is a strategy highlighted in the 2009 San Francisco Bicycle Plan, the 2013-2018 San Francisco Bicycle Plan, and the Transportation Element of the San Francisco General Plan; it is also an element of the Biking and Rolling Plan which is currently under development.

The SFMTA maintains a list of public requests for short-term bicycle parking locations. The SFMTA currently receives 40-60 new bike rack requests each month via email, the SFMTA website, and SF311. These requests are for sites throughout the city, with the vast majority near San Francisco businesses, major trip generators, and along transit routes and/or near transit hubs. The 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., Valencia, Mission, 17th, and Hayes streets), as well as Equity Priority Communities (EPCs), where the Agency targets installing 20% of all racks. Approximately 28% of racks have been installed in EPCs since 2021, while 27% of San Franciscans live in an EPC. Because rack requests tend to cluster in certain areas of the city, the bike parking team uses proactive installations to help ensure racks are installed in an equitable way. Proactive installation locations come from a number of sources, including:

- 1) From Project Managers working on corridor projects in EPCs;
- 2) High-demand locations in EPCs as identified by the SFMTA's bikeshare/scootershare permittees;
- 3) High-demand locations in EPCs identified through MDS data from bikeshare/scootershare permittees and/or from other data sources such as bike counters; and
- 4) Through ongoing analysis of bike rack location data to identify and address gaps in bike rack coverage.

### **ATTACHMENT 3**

The bike parking team has also begun focusing some proactive installations in residential areas (especially adjacent to multi-unit buildings) where requests and installations have historically been less frequent, assuming placement guidelines such as minimum sidewalk widths and required clearances from street furniture are met. The SFMTA will continue to prioritize these types of installations in Equity Priority Communities to ensure equitable bike rack coverage across San Francisco. In addition to sidewalk locations, these funds may also be used for on-street bicycle parking corrals. The SFMTA currently receives 2-4 new bicycle corral applications each year. The agency has also begun proactively installing corrals in portions of corner daylighting red zones along the bikeway network. 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. In 2022-2023, the agency procured an additional 750 racks using TFCA County Program Manager funds. 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.

**Fiscal Year 2024/25 Transportation Fund for Clean Air  
40 Percent Fund  
Project Information Form**



San Francisco  
County Transportation  
Authority

<b>Project Name:</b>	Short-Term Bike Parking
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<b>SCHEDULE</b>	<b>Status</b>	<b>Start Date</b>		<b>End Date</b>	
<b>Phase/Milestone</b>	% Complete as of 4/19/24	Month	Calendar Year	Month	Calendar Year
Planning/Conceptual Engineering	0%	March	2025	October	2026
Environmental Studies (PA&ED)					
Design Engineering (PS&E)					
Right-of-Way					
Advertise Construction					
Start Construction or Procurement (e.g. award contract)	0%	March	2025	October	2026
Open for Use	N/A	N/A	N/A	October	2026
Final Report Due Date (Project completion):	SFCTA will assign (default is 3 months after completion, including evaluation)				

<b>PROJECT COST ESTIMATE</b>		<b>Funding Source by Phase</b>			
<b>Phase</b>	<b>Cost</b>	<b>TFCA</b>	<b>Non-Public Funds</b>	<b>Other</b>	<b>Source of Cost Estimate</b>
Planning/Conceptual Engineering	\$228,136			\$228,136	based on past cycles
Environmental Studies (PA&ED)	\$0				
Design Engineering (PS&E)	\$0				
Construction	\$829,138	\$506,004		\$323,134	based on past cycles
<b>TOTAL COST</b>	<b>\$1,057,274</b>	<b>\$506,004</b>	<b>\$0</b>	<b>\$551,270</b>	

**TFCA EXPENDITURES BY FISCAL YEAR (CASH FLOW)**

<b>All Phases</b>	<b>24/25</b>	<b>25/26</b>	<b>26/27</b>	<b>Total</b>
TFCA	\$48,394	\$306,294	\$151,316	\$506,004

**FUNDING PLAN**

<b>Funding Source and Status</b>	<b>Planned</b>	<b>Programmed</b>	<b>Allocated</b>	<b>Total</b>
TFCA	\$506,004			\$506,004
Scootershare Rack Fee*	\$551,270			\$551,270
<b>TOTAL FUNDING</b>	<b>\$1,057,274</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,057,274</b>

\*legislated for bike parking only



**SFMTA Short Term Bike Parking  
Project Budget**

<b>Planning Phase</b>	<b>Cost</b>	<b>NOTES</b>
Planning Labor - Livable Streets	\$ 228,136	

***SUBTOTAL - Planning Labor:* \$ 228,136**

<b>Construction Phase</b>	<b>Cost</b>	<b>NOTES</b>
Construction Labor - Surveyer (Sign Shop)	\$ 297,409	
Construction Labor - Shops	\$ 246,349	

***SUBTOTAL - Construction Labor:* \$ 543,758**

<b>Procurement</b>				
<b>ITEM</b>	<b>NO.</b>	<b>UNIT COST</b>	<b>Cost</b>	<b>NOTES</b>
Bike racks	1000	\$285.38	\$ 285,380	In addition to inventory

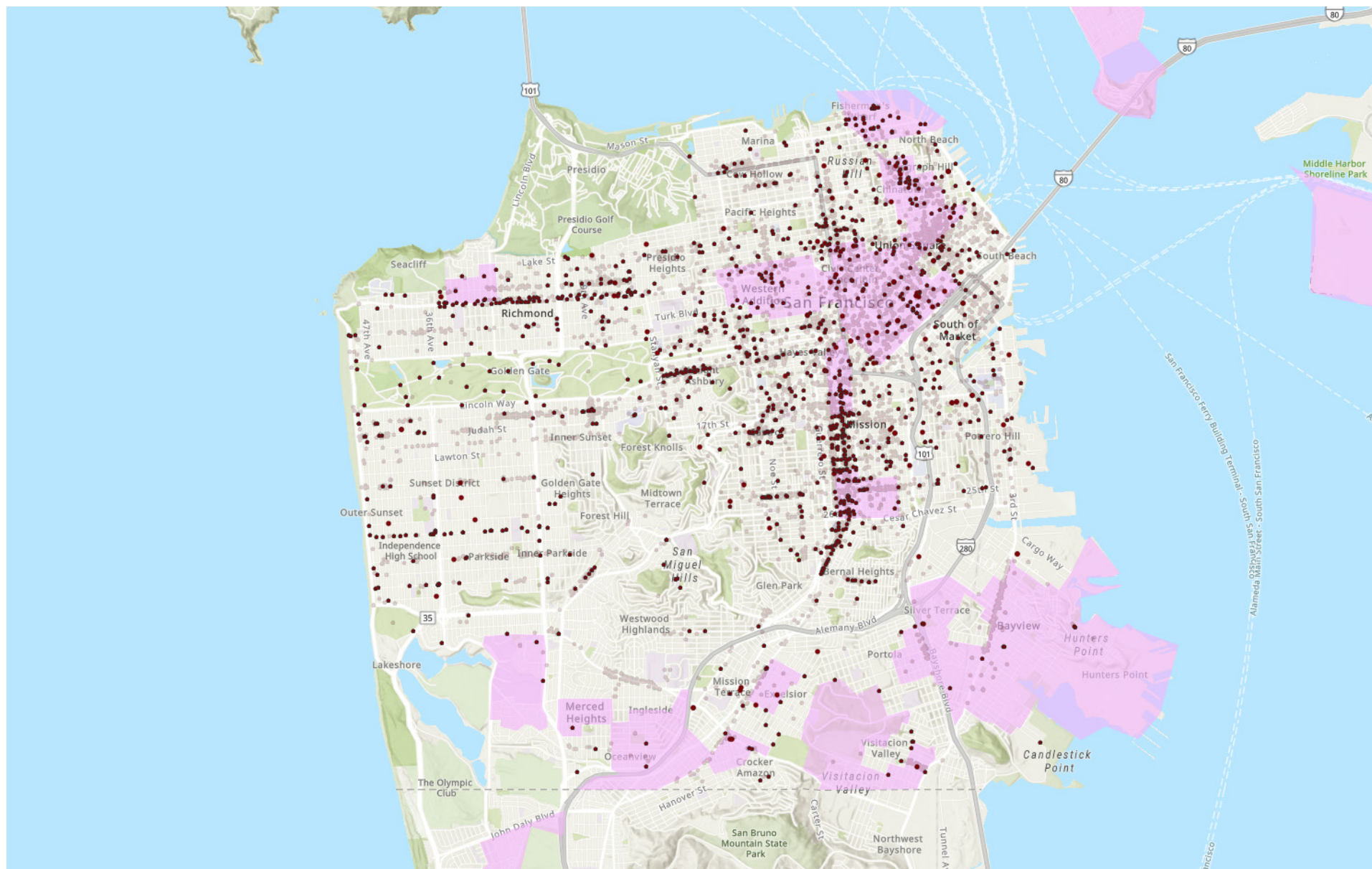
***SUBTOTAL - Procurement:* \$ 285,380**

***SUBTOTAL all labor:* \$ 771,894**

***SUBTOTAL procurement:* \$ 285,380**

***Grand total:* \$ 1,057,274**

# TFCA-Funded Bike Racks, 1/1/21 - 5/1/24



5/1/2024

- Bike Rack Install Locations - 2021 - Present

- Existing Bike Racks

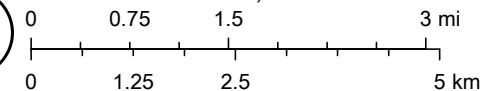
Equity Priority Communities

# racks installed in EPCs: 843

% racks installed in EPCs: 28%



1:116,882



Esri, NASA, NGA, USGS, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land

Jason Hyde, SFMTA

**Fiscal Year 2024/25 Transportation Fund for Clean Air  
40 Percent Fund  
Project Information Form**



San Francisco  
County Transportation  
Authority

<b>Project Name:</b>	Short-Term Bike Parking	
<b>Sponsor Agency:</b>	SFMTA	
<b>TFCA Project Number:</b>	SFCTA assigns	

**TRANSPORTATION AUTHORITY RECOMMENDATION**

Fiscal Year Cash Flow Distribution:	Cash Flow for TFCA Funds	% Reimbursed Annually	Balance
FY24/25	\$48,394	10%	\$457,610
FY25/26	\$306,294	61%	\$151,316
FY26/27	\$151,316	30%	
Total:	\$506,004		

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 Interim Project Report Form.
3. By October 31, 2026, 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 <https://www.sfcta.org/funding/transportation-fund-clean-air#panel-sponsors>

**Fiscal Year 2024/25 Transportation Fund for Clean Air  
40 Percent Fund  
Project Information Form**



<b>Project Name:</b>	Paratransit Electrification - Purchase One Electric Vehicle		
<b>Implementing Agency:</b>	San Francisco Municipal Transportation Agency		
<b>Project Location:</b>	San Francisco		
<b>Supervisory District(s):</b>	Citywide	<b>TFCA Proj. Number:</b>	SFCTA assigns
<b>Project Manager:</b>	Jonathan Cheng		
<b>Contact Information</b>	<b>Email:</b> <a href="mailto:jonathan.cheng@sfmta.com">jonathan.cheng@sfmta.com</a>	<b>Phone:</b>	<a href="tel:415-646-2760">415-646-2760</a>
<b>Partner Agencies (incl. staff contact):</b>			
<b>Brief Project Description (50 words max):</b>	SFMTA would use TFCA funds to procure one EV paratransit van to replace a gas vehicle that is beyond its useful life. The new EV paratransit van will provide trips for people who qualify for ADA paratransit and will help SFMTA prepare for wider adoption of electric vehicles.		
<b>Type of Environmental Clearance:</b>			

**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 First and Last Mile Connections, 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 Equity Priority Communities or disadvantaged populations.**

The new EV paratransit van will provide trips for people who qualify for ADA paratransit. Individuals participating in this program are unable to use the Muni system due their disabilities and rely on the Paratransit service to complete essential activities, such as attending medical appointments or going to grocery stores.

**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 or a community-based organization).

The San Francisco Climate Action Plan calls for electrification of 25% of vehicles by 2030 and 100% by 2040.

**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/tfca](https://sfcta.org/tfca).**

# **Paratransit Electrification**

## **Scope of Work**

### **Transportation Fund for Clean Air**

#### **SFMTA**

The purpose of the project is to reduce vehicle emissions by purchasing an EV van for use in paratransit service. The EV would replace paratransit vehicle #922, which is a gasoline powered, Type B Ford E450 van that is beyond its useful life.

This vehicle will be used solely for the SF Paratransit program. The SFMTA provides paratransit services to persons with disabilities, in compliance with the Americans with Disabilities Act (ADA). Paratransit services are provided to persons with disabilities who are unable to independently ride bus or light rail service some or all the time and are certified eligible according to federal criteria. This vehicle would be used to transport eligible individuals for our ADA van services, SF Access and Group Van services, as well as our non-ADA van programs, including Shop-a-Round and Van Gogh. Overall, approximately 252,000 paratransit van trips are projected to be provided to 11,000 eligible consumers with disabilities in FY23/24.

The paratransit fleet includes 138 vehicles, none of which are EVs. The maximum annual mileage for the current fleet is 26,313, a number that reflects the limited service area (the paratransit service area is restricted to the City & County of San Francisco) and lower ridership as a result of the COVID-19 pandemic. The EV charging infrastructure will be located at the SF Paratransit facility in Brisbane. The California Air Resources Board's (CARB) Innovative Clean Transit (ICT) regulation mandates that all transit agencies in California transition fleet vehicles with a gross vehicle weight rating (GVWR) greater than 14,500 pounds from internal combustion engine vehicles (ICEVs) to zero-emission vehicles (ZEVs) by 2040. SF Paratransit currently operates 63 vehicles that fall under this requirement and SFMTA will continue to use these larger vehicles to support our Group Van service. The operation and charging of the electric vehicles purchased for the paratransit program as part of this grant will inform further electrification efforts.

New EV paratransit vans will provide a cleaner, safer transportation experience for seniors and people with disabilities while supporting the City's goals of reducing carbon emissions and promoting sustainable modes of transportation.

**Fiscal Year 2024/25 Transportation Fund for Clean Air  
40 Percent Fund  
Project Information Form**



San Francisco  
County Transportation  
Authority

<b>Project Name:</b>	Paratransit Electrification - Purchase One Electric Vehicle
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<b>SCHEDULE</b>	<b>Status</b>	<b>Start Date</b>		<b>End Date</b>	
<b>Phase/Milestone</b>	<b>% Complete as of 4/19/24</b>	<b>Month</b>	<b>Calendar Year</b>	<b>Month</b>	<b>Calendar Year</b>
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%	July	2024	December	2025
Open for Use	N/A	N/A	N/A	December	2025
Final Report Due Date (Project completion):	SFCTA will assign (default is 3 months after completion, including evaluation)				

<b>PROJECT COST ESTIMATE</b>		<b>Funding Source by Phase</b>			
<b>Phase</b>	<b>Cost</b>	<b>TFCA</b>	<b>Non-Public Funds</b>	<b>Other</b>	<b>Source of Cost Estimate</b>
Planning/Conceptual Engineering	\$0				
Environmental Studies (PA&ED)	\$0				
Design Engineering (PS&E)	\$0				
Right-of-Way	\$0				
Construction	\$300,000	\$45,000		\$255,000	vendor quote
<b>TOTAL COST</b>	<b>\$300,000</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$255,000</b>	

**TFCA EXPENDITURES BY FISCAL YEAR (CASH FLOW)**

<b>All Phases</b>	<b>24/25</b>	<b>25/26</b>	<b>26/27</b>	<b>Total</b>
TFCA	\$45,000	\$0	\$0	\$45,000

**FUNDING PLAN**

<b>Funding Source and Status</b>	<b>Planned</b>	<b>Programmed</b>	<b>Allocated</b>	<b>Total</b>
TFCA	\$45,000			\$45,000
TBD (Will be one or more of FTA 5307, TCP, TSF Maintenance, and Prop B)	\$255,000			\$255,000
<b>TOTAL FUNDING</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>

**Fiscal Year 2024/25 Transportation Fund for Clean Air  
40 Percent Fund  
Project Information Form**



San Francisco  
County Transportation  
Authority

<b>Project Name:</b>	Paratransit Electrification - Purchase One Electric Vehicle
<b>Sponsor Agency:</b>	San Francisco Municipal Transportation Agency
<b>TFCA Project Number:</b>	SFCTA assigns

**TRANSPORTATION AUTHORITY RECOMMENDATION**

Fiscal Year Cash Flow Distribution:	Cash Flow for TFCA Funds	% Reimbursed Annually	Balance
FY24/25	\$45,000	100%	\$0
Total:	\$45,000		

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 Interim Project Report Form.
3. Upon receipt of the vehicle, provide two digital photos of the new vehicle, with at least one photo showing the BAAQMD decal affixed to the vehicle.
4. Upon completion, provide a short memo summary of this vehicle's attributes and performance relative to the other electric paratransit vehicle(s) that SFMTA has tested in pilot programs that can be used to inform future paratransit vehicle procurements.
5. By December 31, 2025, submit Final Report Form #1 (vehicle procurement), including evidence of TFCA and Transportation Authority attribution. The final report shall also include evidence that vehicle #922 (or an equivalent vehicle) has been scrapped according to BAAQMD requirements, including DMV Dismantlers Notice of Acquisition REG 42 form, engine serial number, and photo of destroyed engine block (e.g. hole punched in block).

**Notes:**

1. Deliverables shall be submitted through the Transportation Authority's online grants portal at <https://portal.sfcta.org/>.
2. SFMTA shall include relevant information from this project in written updates on paratransit vehicle fleet electrification as required every six months under SGA 117-910095 (Project name: *Replace 18 Paratransit Vehicles*).
3. All required forms are available at <https://www.sfcta.org/funding/transportation-fund-clean-air#panel-sponsors>



RESOLUTION APPROVING THE FISCAL YEAR 2024/25 TRANSPORTATION FUND FOR CLEAN AIR PROGRAM OF PROJECTS PROGRAMMING \$642,779 TO THREE PROJECTS, WITH CONDITIONS, AUTHORIZING THE USE OF \$47,445 FOR PROGRAM ADMINISTRATION, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENTS WITH APPLICABLE PUBLIC AGENCIES, ESTABLISHING CONDITIONS FOR THE USE OF THESE FUNDS

WHEREAS, On June 15, 1992, the Board of Supervisors of the City and County of San Francisco designated the San Francisco County Transportation Authority (Transportation Authority) as the Program Manager of the local guaranteed portion of the Transportation Fund for Clean Air (TFCA) funds; and

WHEREAS, As County Program Manager, the Transportation Authority is required to file an expenditure plan application with the Bay Area Air Quality Management District (Air District) for the upcoming fiscal year's funding cycle, which staff submitted to the Air District on March 1, 2024; and

WHEREAS, After netting out 6.25% (\$47,445) for administrative expenses, as allowed by Air District guidelines, and including new revenues and deobligated funds from prior projects completed under budget, the Transportation Authority has \$642,779 in Fiscal Year (FY) 2024/25 TFCA funds to program to eligible projects; and

WHEREAS, On March 8, 2024, the Transportation Authority solicited applications for projects for FY 2024/25 TFCA San Francisco County Program Manager funds and, by the April 19, 2024 deadline, received three project applications requesting the full \$642,779 in TFCA funds; and

WHEREAS, Transportation Authority staff, working in consultation with project sponsors, reviewed and prioritized the applications for funding based on Air District TFCA guidelines and the Transportation Authority's adopted Local Expenditure Criteria (Attachment 1); and

WHEREAS, The Transportation Authority's adopted Local Expenditure Criteria





include review of eligibility per the Air District's guidelines, calculation of the cost effectiveness ratio for each project, and other factors; and

WHEREAS, Transportation Authority staff recommended fully funding the Department of the Environment's Emergency Ride Home project and San Francisco Municipal Transportation Agency's Paratransit Electrification and Short Term Bike Parking projects to use up all the funds available as shown in Attachment 2, with additional details on project scope, schedule, budget, deliverables and special conditions provided in Attachment 3; and

WHEREAS, At its June 26, 2024 meeting, the Community Advisory Committee considered the FY 2024/25 TFCA call for projects and unanimously adopted a motion of support for the staff recommendation; now, therefore be it

RESOLVED, That the Transportation Authority hereby approves programming of \$642,779 in FY 2024/25 TFCA funds to three projects and \$47,445 for TFCA program administrative expenses as shown in Attachment 2 and detailed in Attachment 3; and be it further

RESOLVED, That the Executive Director is authorized to execute any agreements with the Air District necessary to secure \$642,779 for projects and \$47,445 for administrative expenses for a total of \$690,224 in FY 2024/25 TFCA funds; and be it further

RESOLVED, That the Executive Director is authorized to execute funding agreements with each implementing agency to pass-through these funds for implementation of projects, establishing such terms and conditions governing cash drawdowns, financial and program audits, and reporting as necessary to comply with the requirements imposed by the Air District for the use of the funds and as required by the Transportation Authority in order to optimize the use of these of funds.

Attachments:

1. Attachment 1 - FY 2024/25 TFCA Local Expenditure Criteria



2. Attachment 2 - FY 2024/25 TFCA Program of Projects - Detailed Staff Recommendation
3. Attachment 3 - Project Information Forms (3)