San Francisco
County Transportation
Authority

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Memorandum

AGENDA ITEM 6

DATE: November 23, 2026

TO: Transportation Authority Board

FROM: Cynthia Fong – Deputy Director for Finance and Administration

SUBJECT: 12/8/2026 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 Planning, Programming, and Monitoring

RECOMMENDATION ☐ Information ☒ Action

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 Planning, Programming, and Monitoring

SUMMARY

We are seeking authorization for the Executive Director to execute funding agreements between the Transportation Authority and Caltrans for receipt of state funds for State Transportation Improvement Program (STIP) funds for Planning Programming and Monitoring activities.

Guidelines established by Caltrans require that certain funding agreements be signed by the project sponsor and returned to Caltrans. Further, Caltrans also requires project sponsors to return the signed agreement with an adopted resolution that identifies the person(s) authorized to execute these funding agreements and the title of the grant. On October 26, 2026, we received the Fiscal Year (FY) 2026/27 Planning, Programming and Monitoring Agreement. Caltrans requires us to return a signed agreement with an adopted resolution of the subject request. Caltrans may disencumber

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

and/or de-obligate funds if the resolution requirement is not met. The Board has previously adopted similar resolutions with the last one being Resolution 26-26 in November 2025.	

BACKGROUND

We regularly receive state transportation funds under ongoing grant programs. 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.

DISCUSSION

Planning, Programming and Monitoring. California Transportation Commission (CTC) guidelines established for the use of State Transportation Improvement Program (STIP) funds allow the Transportation Authority to program up to 5% of STIP county share funds (programmed through the Metropolitan Transportation Commission's Regional Transportation Improvement Program) 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 state and federal-funded projects including compliance with timely use of funds requirements, State law, and CTC guidelines. The CTC adopted the 2026 STIP on March 19, 2026, including new programming funds for planning, programming and monitoring activities for the Transportation Authority covering FYs 2026/27 – 2028/29, as shown in Table 1. Caltrans administers these grant funds, and we execute a Fund Transfer Agreement with Caltrans each year.

Table 1. Adopted 2026 STIP Planning, Programming, and Monitoring Funds Programmed to the Transportation Authority

Fiscal Year	Programmed Amount
2026/27	$326,000
2027/28	$327,000
2028/29	$274,000
Total	**$927,000**

As noted in the memo summary, on October 26, 2026, we received the FY 2026/27 Planning, Programming and Monitoring Fund Transfer Agreement in the amount of $326,000. Caltrans requires us to adopt a resolution to execute the grant agreement to avoid losing the funds. We have already received approval to seek reimbursement of these grant funds retroactively to July 1, 2026, pending approval of the subject Board resolution.

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 Planning, Programming, and Monitoring activities. Anticipated revenues for the Planning, Programming, and Monitoring grant are included in the adopted Fiscal Year 2026/27 Budget and Work Program. We 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 CAC will consider this item at its December 2, 2026 meeting.

SUPPLEMENTAL MATERIALS

- Attachment 1 – Resolution

ATTACHMENT 1

San Francisco
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BD120826 RESOLUTION NO. 27-XX

RESOLUTION AUTHORIZING 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 PLANNING, PROGRAMMING, AND MONITORING

WHEREAS, The Transportation Authority regularly receives state transportation funds under ongoing grant programs, and grant funds typically administered by the California Department of Transportation (Caltrans); and

WHEREAS, Some of these grants require execution of a grant agreement between the project sponsor and Caltrans, along with an updated board resolution identifying the person(s) authorized to execute these funding agreements and the title of the grant, before the project sponsor can claim (e.g., encumber, seek reimbursement of) the grant funds; and

WHEREAS, State Transportation Improvement Program (STIP) funds for Planning, Programming, and Monitoring activities made available by the California Transportation Commission (CTC) allows the Transportation Authority, as Congestion Management Agency for San Francisco, to program up to 5% of STIP county share for activities related to project planning, development, and oversight of state and federal-funded projects including compliance with timely use of funds requirements, State law, and CTC guidelines; and

WHEREAS, In March 2026, the CTC adopted the 2026 STIP and included new programming funds for Planning, Programming and Monitoring activities to the Transportation Authority covering Fiscal Years 2026/27 – 2028/29; and

WHEREAS, The Transportation Authority will execute a Fund Transfer Agreement with Caltrans for receipt of these state grant funds each fiscal year; and

WHEREAS, Approval of the recommended action would facilitate compliance with Caltrans funding agreement requirements, avoiding loss of grant revenues, and

enable the Transportation Authority to seek reimbursement of state grant funds administered by Caltrans for Planning, Programming, and Monitoring activities; and

WHEREAS, At its December 2, 2026, meeting, the Community Advisory Committee considered this item and unanimously adopted a motion of support for the staff recommendation; now, therefore, be it

RESOLVED, That the Transportation Authority hereby authorizes its 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 planning, programming, and monitoring; and be it further

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