

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY



TO: City/County Managers
Public Works Directors

FROM: Tom Madalena, C/CAG
Joel Slavitt, SMCTA

DATE: January 13, 2014

RE: Call for Projects: San Mateo County Shuttle Program FY 2014/2015 & FY 2015/2016

This memo transmits the guidelines and criteria for the San Mateo County Shuttle Program for FY 2014/2015 & FY 2015/2016, a combination of the C/CAG Local Transportation Services Program under the Countywide Congestion Relief Plan and the San Mateo County Transportation Authority (TA) Measure A Sales Tax Program. This combined funding program offers \$7,000,000 available on a competitive basis for a two-year funding cycle. Eligible applicants in San Mateo County can apply for funding to establish local shuttle services that are designed to assist residents and employees to travel within San Mateo County or to connect with a regional transportation service (major SamTrans routes, Caltrain, BART, ferries). Eligible applicants include local jurisdictions and/or public agencies within San Mateo County. Projects that are coordinated among multiple jurisdictions are encouraged. The funding for this Call for Projects is to start new local transportation services, augment existing services, or continue projects previously funded under the Congestion Relief Plan and/or the Measure A Sales Tax Local Shuttle Program. Shuttles funded through this program must be open to the general public. Shuttle projects must conform to all applicable federal, state and local laws and regulations.

In order to qualify for funding, the project sponsor must provide a minimum of 25% of the total cost of the program. The source of matching funds is at the discretion of the project sponsor, although matching funds must not be C/CAG funds or San Mateo County Transportation Authority Measure A Local Shuttle Program funds. Direct costs for operations, marketing and administration of shuttles are eligible.

Local jurisdictions and/or public agencies must be the applicant for the funds; however they may use other entities such as SamTrans, the Peninsula Traffic Congestion Relief Alliance (Alliance) or others to manage and/or operate the service. Employers and private entities are not eligible to apply directly, however they may partner with a local jurisdiction or public agency which would be the applicant. A letter of concurrence/sponsorship from SamTrans is required to confirm that the shuttle route(s) shall not duplicate SamTrans fixed-route service. Please contact Michael

Eshleman, Operations Planning [(650)-508-6227, eshlemanm@samtrans.com], no later than **January 31, 2014** to request the letter of concurrence/sponsorship.

Submit seven (7) hard copies and one (1) electronic copy of the application. Applications may be emailed to tmadalena@smcgov.org and mailed to:

Tom Madalena
C/CAG
555 County Center, 5th Floor
Redwood City, CA 94063

The application deadline is 5:00 p.m. Friday February 14, 2014. An application workshop will be held 1:30 p.m. Tuesday January 21, 2014 in the 2nd Floor Auditorium of the SamTrans office in San Carlos. Governing Board Resolution must be submitted no later than March 7, 2014. The applications must include the information listed below and must be completed with the attached Microsoft Word application forms. Projects (both new and existing) may be considered for reduced funding in the event that there are insufficient funds to fully fund the requested amount. C/CAG and the TA intend to program funds such that each shuttle program funded through this funding cycle will only receive one funding source.

EVALUATION PROCESS (dates are subject to change)

An evaluation panel will review the applications and develop recommendations for publication by March 1, 2014. These recommendations will be presented to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) on March 20, 2014. The TAC recommendation will go to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) on March 31, 2014. The C/CAG Board of Directors and TA Board of Directors will each develop a program of projects after consideration of the recommendations provided by the TAC and CMEQ on May 8, 2014 and May 1, 2014 respectively.

Attachments:

- San Mateo County Shuttle Program Application FY 14/15 & 15/16 for Existing Shuttles
- San Mateo County Shuttle Program Application FY 14/15 & 15/16 for New Shuttles
- San Mateo County Shuttle Program Criteria
- Non-supplantation of funds certification