

# 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:** December 14, 2015

**RE: Call for Projects: San Mateo County Shuttle Program FY 2016/2017 & FY 2017/2018**

This memo transmits the guidelines and criteria for the San Mateo County Shuttle Program for FY 2016/2017 & FY 2017/2018, 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 up to \$10,000,000 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. San Mateo County Transportation Authority Measure A Local Streets and Transportation funds may be used as matching funds, but funds from other TA Measure A programs are not eligible as matching funds. Direct costs for operations, marketing and administration of shuttles are eligible for reimbursement.

Sponsors of new shuttles as well as sponsors of existing shuttles that do not meet the established operating cost per passenger or passenger per service hour benchmarks will be required to consult with SamTrans operations planning staff for shuttle technical assistance prior to the submittal of an application and are encouraged to continue to seek assistance as needed during the FY 16/17 and FY 17/18 shuttle funding cycle.

It is anticipated that sponsors with existing shuttles that have been in operation prior to FY 16/17 and that do not meet the operating cost per passenger benchmark during FY 16/17 will be required to increase their share of required matching funds in subsequent shuttle funding cycles, up to a maximum of 50%, to help pay for the incremental extra cost incurred that exceeds the benchmark.

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 (Commute.org) 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 or other public shuttle service. Please contact Tracey Lin, point of contact for SamTrans Operations Planning [(650)-508-6457, [lintr@samtrans.com](mailto:lintr@samtrans.com)], no later than **January 5, 2016** for required technical assistance and to request the letter of concurrence/sponsorship.

Submit one unbound original, seven hard copies and one electronic copy of the application. Applications may be emailed to [callforprojects@samtrans.com](mailto:callforprojects@samtrans.com) and mailed or delivered to:

Pete Rasmussen  
SMCTA  
1250 San Carlos Ave.  
San Carlos, CA 94070

**The application must be received at SMCTA offices (not merely postmarked) by 4:00 p.m. on Friday February 12, 2016. An application workshop will be held at 1:30 p.m. on Tuesday December 15, 2015 in the 2<sup>nd</sup> Floor Auditorium of the SamTrans office in San Carlos.** 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 28, 2016. These recommendations will be presented to the TA Citizen Advisory Committee (CAC) on April 5, 2016 and to the TA Board on April 7, 2016. The recommendations will be presented to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) on April 21, 2016. The TAC recommendation will go to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) on April 25, 2016. The recommendations will also go to the CAC on May 3, 2016. The TA Board of Directors and the C/CAG Board of Directors will each develop a program of projects after consideration of the recommendations provided by the TAC, CMEQ, and CAC on May 5, 2016 and May 12, 2016, respectively.

Attachments:

- San Mateo County Shuttle Program Application FY 16/17 & 17/18 for Existing Shuttles
- San Mateo County Shuttle Program Application FY 16/17 & 17/18 for New Shuttles
- San Mateo County Shuttle Program Criteria
- Non-supplantation of funds certification
- Governing Board Resolution Template
- TA San Mateo County Shuttle Program Funding Agreement Template