



TO: City/County Managers
Public Works Directors

FROM: Susy Kalkin, C/CAG
Peter Skinner, SMCTA

DATE: January 13, 2020

RE: Call for Projects: San Mateo County Shuttle Program FY 20/21 & FY 21/22

This memo transmits the guidelines and criteria for the San Mateo County Shuttle Program for FY 20/21 & FY 21/22, 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 an estimated \$10,000,000 available on a competitive basis for a two-year funding cycle. The funding for this Call for Projects is intended 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, and must conform to all applicable federal, state and local laws and regulations.

Eligible applicants, including local jurisdictions and/or public agencies within San Mateo County, can apply for funding to establish local shuttle services designed to assist residents and employees to travel within the County and/or to connect with regional transportation service (ex. major SamTrans routes, Caltrain, BART, ferries). Although a public agency must be the applicant for the funds, they may use another entity such as SamTrans, the Peninsula Traffic Congestion Relief Alliance (Commute.org) or others to manage and/or operate the service. Similarly, employers and private entities are not eligible to apply directly, but may partner with a local jurisdiction or public agency to sponsor a project. Projects that are coordinated among multiple jurisdictions are encouraged.

To qualify for funding, the project sponsor must provide a minimum of 25% of the total cost of the program. However, a 50% match is required for sponsors of existing shuttles that have failed to meet the applicable "operating cost per passenger" benchmark by 50% or more after two full years of operation. 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.

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, are required to consult with either SamTrans operations planning staff (for community shuttles) or Commute.Org (for commuter shuttles) for shuttle technical assistance prior to the submittal of an application, and are encouraged to continue to seek assistance as needed during the shuttle funding cycle. Additionally, a letter of concurrence/sponsorship from SamTrans is required to confirm that the shuttle route(s) shall not duplicate SamTrans fixed-route service.

It is strongly recommended that project sponsors schedule appointments as soon as possible, but no later than February 3, 2020, to ensure sufficient time for SamTrans to provide both technical assistance and the required concurrence letter, as well as to allow Commute.Org adequate time to provide its technical assistance. See contacts below:

SamTrans – Community Shuttles

Alex Lam, Senior Planner
SamTrans
lama@samtrans.com
(650) 508-6249

Commute.Org – Commuter Shuttles

John Ford, Executive Dir.
Commute.org
shuttles@commute.org
(650) 508-8170

The application deadline is 4:00 p.m. Friday February 21, 2020. Each application must include all information identified in the applications 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. Application materials can be downloaded here: http://www.smcta.com/Projects/Call_for_Projects.html

To apply, submit eight hard copies and one electronic copy of the application. Applications may be emailed* to callforprojects@samtrans.com and mailed to:

Jennifer Williams
SMCTA
1250 San Carlos Ave.
San Carlos, CA 94070

(*Note: TA email capacity is 10 MB. For larger files please send an electronic copy via disc, flashdrive, dropbox, or similar means.)

EVALUATION PROCESS (dates are subject to change)

- Mid-March 2020 – Evaluation panel convened to review applications and develop recommendations
- March 31, 2020 – Initial review of recommendations by TA Citizen Advisory Committee (CAC)
- April 2, 2020 – Initial review of recommendation by TA Board.
- April 16, 2020 – C/CAG Congestion Management Program Technical Advisory Committee (TAC) review and recommendation on project list.
- April 27, 2020 – TAC recommendation forwarded to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) for its recommendation.
- May 5, 2020 – Final review and recommendation on project list by TA CAC.
- May 7, 2020 – TA Board of Directors approval of final project list.
- May 14, 2020 – C/CAG Board of Directors approval of final project list.

Link to Application Materials

http://www.smcta.com/Projects/Call_for_Projects.html