

# C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
OF SAN MATEO COUNTY



**TO:** City/County Managers  
Public Works Directors

**FROM:** Susy Kalkin, C/CAG  
Joel Slavitt, SMCTA

**DATE:** December 18, 2017

**RE: Call for Projects: San Mateo County Shuttle Program FY 18/19 & FY 19/20**

This memo transmits the guidelines and criteria for the San Mateo County Shuttle Program for FY 18/19 & FY 19/20, 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. Please note that SamTrans planning staff will be available, by appointment only, on Tuesdays and Thursdays in December and January. It is strongly recommended that project sponsors schedule appointments as soon as possible, but no later than four weeks prior to the close of the call, 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

Patrick Blankenship, Mgr.  
Scheduling and Planning  
[blankenship@samtrans.com](mailto:blankenship@samtrans.com)  
(650) 508-6249

Commute.Org – Commuter Shuttles

John Ford, Executive Dir.  
[shuttles@commute.org](mailto:shuttles@commute.org)  
(650) 508-8170

**The application deadline is 4:00 p.m. Friday February 9, 2018. An application workshop will be held from 1:30-3:30 p.m. on Monday December 18, 2017 in the 4<sup>th</sup> Floor Dining Room 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.

To apply, 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 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)

An evaluation panel will review the applications and develop recommendations by mid-March 2018. These recommendations will be presented to the TA Citizen Advisory Committee (CAC) on April 3, 2018 and to the TA Board on April 5, 2018 for information. The recommendations will be presented to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) on April 19, 2018. The TAC recommendation will go to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) on April 30, 2018. The recommendations will also go to the TA CAC for a final recommendation on May 1, 2018.

The TA Board of Directors and the C/CAG Board of Directors will each approve a final program of projects after consideration of the recommendations provided by the TAC, CMEQ, and the TA CAC on May 3, 2018 and May 10, 2018, respectively.

Attachments:

- a. San Mateo County Shuttle Program Application FY 18/19 & 19/20 for Existing Shuttles
- b. San Mateo County Shuttle Program Application FY 18/19 & 19/20 for New Shuttles
- c. San Mateo County Shuttle Program Criteria
- d. Non-supplantation of funds certification