TRANSPORTATION COMMITTEE AGENDA

Friday, May 19, 2017
9 a.m. to 12 noon
SANDAG Board Room
401 B Street, 7th Floor
San Diego

AGENDA HIGHLIGHTS

• PROPOSED FY 2017 PROGRAM BUDGET AMENDMENT: I-5/GILMAN DRIVE BRIDGE PROJECT

• CALIFORNIA FREIGHT INVESTMENT PROGRAM

• FY 2018 TRANSPORTATION DEVELOPMENT ACT PRODUCTIVITY IMPROVEMENT PROGRAM

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The 18 cities and county government are SANDAG serving as the forum for regional decision-making. SANDAG builds consensus, makes strategic plans, obtains and allocates resources, plans, engineers, and builds public transit, and provides information on a broad range of topics pertinent to the region’s quality of life.
Welcome to SANDAG. Members of the public may speak to the Transportation Committee on any item at the time the Committee is considering the item. Please complete a Speaker’s Slip, which is located in the rear of the room, and then present the slip to the Clerk of the Committee seated at the front table. Members of the public may address the Committee on any issue under the agenda item entitled Public Comments/Communications/Member Comments. Public speakers are limited to three minutes or less per person. The Transportation Committee may take action on any item appearing on the agenda.

Public comments regarding the agenda can be sent to SANDAG via comment@sandag.org. Please include the agenda item, your name, and your organization. Email comments should be received no later than 12 noon, two working days prior to the Transportation Committee meeting. **Any handouts, presentations, or other materials from the public intended for distribution at the Transportation Committee meeting should be received by the Clerk of the Committee no later than 12 noon, two working days prior to the meeting.**

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+1. APPROVAL OF MEETING MINUTES

The Transportation Committee is asked to review and approve the minutes from its April 21, 2017, meeting.

+2. PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS

Members of the public will have the opportunity to address the Transportation Committee on any issue within the jurisdiction of the Committee that is not on this agenda. Anyone desiring to speak shall reserve time by completing a “Request to Speak” form and giving it to the Clerk prior to speaking. Public speakers should notify the Clerk if they have a handout for distribution to Committee members. Public speakers are limited to three minutes or less per person. Committee members also may provide information and announcements under this agenda item.

+3. TransNet SMART GROWTH INCENTIVE PROGRAM AND ACTIVE TRANSPORTATION GRANT PROGRAM: QUARTERLY PROGRESS REPORT (Tracy Ferchaw)

This report provides an overview of progress made by TransNet Smart Growth Incentive Program and Active Transportation Grant Program recipients through December 31, 2016.

+4. SPECIALIZED TRANSPORTATION GRANT PROGRAMS STATUS UPDATE (Danielle Kochman)

This report provides an overview of the progress made to date by the grant recipients in the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) and TransNet Senior Mini-Grant programs.

+5. PROPOSED FY 2017 PROGRAM BUDGET AMENDMENT: I-5/GILMAN DRIVE BRIDGE PROJECT (John Haggerty)

The Transportation Committee is asked to recommend the Board of Directors approve an amendment to the FY 2017 Program Budget to accept $1.2 million from UC San Diego to fully fund the I-5/Gilman Drive Bridge Project (CIP Project No. 1200508).
+6. 2016 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM: AMENDMENT NO. 5 – ADMINISTRATIVE MODIFICATION (Sue Alpert) APPROVE

The Transportation Committee is asked to approve Amendment No. 5 - Administrative Modification to the 2016 Regional Transportation Improvement Program.

+7. CALIFORNIA FREIGHT INVESTMENT PROGRAM (Christina Casgar) RECOMMEND

The Transportation Committee is asked to recommend that the Board of Directors approve the proposed projects for submission to the 2017 California Freight Investment Program.

+8. FY 2018 TRANSPORTATION DEVELOPMENT ACT PRODUCTIVITY IMPROVEMENT PROGRAM (Lisa Madsen) RECOMMEND

The Transportation Committee is asked to recommend that the Board of Directors find that the Metropolitan Transit System and North County Transit District made a reasonable effort to implement productivity improvements during FY 2017 and approve continuing this program in FY 2018, which fulfills the requirements outlined in Section 99244 of the Transportation Development Act.

+9. FIRST TransNet TEN-YEAR COMPREHENSIVE PROGRAM REVIEW (Ariana zur Nieden) DISCUSSION

The Transportation Committee is asked to review and discuss options for conducting the first TransNet Ten-Year Comprehensive Program Review for consideration by the Board of Directors.

10. CONTINUED PUBLIC COMMENTS

If the five speaker limit for public comments was exceeded at the beginning of this agenda, other public comments will be taken at this time. Subjects of previous agenda items may not again be addressed under public comment.

11. UPCOMING MEETINGS INFORMATION

The next meeting of the Transportation Committee is scheduled for Friday, June 2, 2017, at 10 a.m. Please note that this meeting will be held jointly with the Regional Planning Committee.

12. ADJOURNMENT

+ next to an agenda item indicates an attachment
COMPETITIVE GRANT PROGRAM PROCEDURES

Applicability and Purpose of Policy

This Policy applies to all grant programs administered through SANDAG, whether from TransNet or another source, including but not limited to the Smart Growth Incentive Program, Environmental Mitigation Program, Bike and Pedestrian Program, Senior Mini Grant Program, Federal Transit Administration grant programs, and Active Transportation Grant Program.

Nothing in this Policy is intended to supersede federal or state grant rules, regulations, statutes, or contract documents that conflict with the requirements in this Policy. There are never enough government grant funds to pay for all of the projects worthy of funding in the San Diego region. For this reason, SANDAG awards grant funds on a competitive basis that takes the grantees’ ability to perform their proposed project on a timely basis into account. SANDAG intends to hold grantees accountable to the project schedules they have proposed in order to ensure fairness in the competitive process and encourage grantees to get their projects implemented quickly so that the public can benefit from the project deliverables as soon as possible.

Procedures

1. Project Milestone and Completion Deadlines

   1.1. When signing a grant agreement for a competitive program funded and/or administered by SANDAG, grant recipients must agree to the project delivery objectives and schedules in the agreement. In addition, a grantee’s proposal must contain a schedule that falls within the following deadlines. Failure to meet the deadlines below may result in revocation of all grant funds not already expended. The final invoice for capital, planning, or operations grants must be submitted prior to the applicable deadline.

      1.1.1. Funding for Capital Projects. If the grant will fund a capital project, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary construction contract must be awarded within two years following execution of the grant agreement, and construction must be completed within eighteen months following award of the construction contract. Completion of construction for purposes of this policy shall be when the prime construction contractor is relieved from its maintenance responsibilities. If no construction contract award is necessary, the construction project must be complete within eighteen months following execution of the grant agreement.

      1.1.2. Funding for Planning Grants. If the grant will fund planning, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary consultant contract must be awarded within one year following execution of the grant agreement, and the planning project must be complete within two years following award of the consultant contract. Completion of planning for purposes of this policy shall be when grantee approves the final planning project deliverable. If no consultant contract award is necessary, the planning project must be complete within two years of execution of the grant agreement.
1.1.3 Funding for Operations Grants. If the grant will fund operations, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary services contract for operations must be awarded within one year following execution of the grant agreement, and the operations must commence within six months following award of the operations contract. If no services contract for operations is necessary, the operations project must commence within one year of execution of the grant agreement.

1.1.4 Funding for Equipment or Vehicles Grants. If the grant will fund equipment or vehicles, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary purchase contracts for equipment or vehicles must be awarded within one year following execution of the grant agreement, and use of the equipment or vehicles for the benefit of the public must commence within six months following award of the purchase contract.

2. Project Milestone and Completion Deadline Extensions

2.1. Schedules within grant agreements may include project scopes and schedules that will identify interim milestones in addition to those described in Section 1 of this Policy. Grant recipients may receive extensions on their project schedules of up to six months for good cause. Extensions of up to six months aggregate that would not cause the project to miss a completion deadline in Section 1 may be approved by the SANDAG Executive Director. Extensions beyond six months aggregate or that would cause the project to miss a completion deadline in Section 1 must be approved by the Policy Advisory Committee that has been delegated the necessary authority by the Board. For an extension to be granted under this Section 2, the following conditions must be met:

2.1.1. For extension requests of up to six months, the grantee must request the extension in writing to the SANDAG Program Manager at least two weeks prior to the earliest project schedule milestone deadline for which an extension is being requested. The Executive Director or designee will determine whether the extension should be granted. The Executive Director's action will be reported out to the Board in following month's report of delegated actions.

2.1.2. A grantee seeking an extension must document previous efforts undertaken to maintain the project schedule, explain the reasons for the delay, explain why the delay is unavoidable, and demonstrate an ability to succeed in the extended time frame the grantee proposes.

2.1.3. If the Executive Director denies an extension request under this Section 2, the grantee may appeal within ten business days of receiving the Executive Director's response to the responsible Policy Advisory Committee by sending the appeal to the SANDAG Program Manager.

2.1.4. Extension requests that are rejected by the Policy Advisory Committee will result in termination of the grant agreement and obligation by the grantee to return to SANDAG any unexpended funds within 30 days. Unexpended funds are funds for project costs not incurred prior to rejection of the extension request by the Policy Advisory Committee.
3. Project Delays and Extensions in Excess of Six Months

3.1 Requests for extensions in excess of six months, or that will cause a project to miss a completion deadline in Section 1 (including those projects that were already granted extensions by the Executive Director and are again falling behind schedule), will be considered by the Policy Advisory Committee upon request to the SANDAG Program Manager.

3.2 A grantee seeking an extension must document previous efforts undertaken to maintain the project schedule, explain the reasons for the delay, explain why the delay is unavoidable, and demonstrate an ability to succeed in the extended time frame the grantee proposes. The grantee must provide the necessary information to SANDAG staff to place in a report to the Policy Advisory Committee. If sufficient time is available, and the grant utilized TransNet funds, the request will first be taken to the Independent Taxpayer Advisory Committee (ITOC) for a recommendation. The grantee should make a representative available at the meeting to present the information to, and/or answer questions from, the ITOC and Policy Advisory Committee.

3.3 The Policy Advisory Committee will only grant an extension under this Section 3 for extenuating circumstances that the grantee could not have reasonably foreseen.

4. Resolution and Execution of the Grant Agreement

4.1 Two weeks prior to the review by the Policy Advisory Committee of the proposed grants, prospective grantees must submit a resolution from their authorized governing body that includes the provisions in this Subsection 4.1. Failure to provide a resolution that meets the requirements in this Subsection 4.1 will result in rejection of the application and the application will be dropped from consideration with funding going to the next project as scored by the evaluation committee. In order to assist grantees in meeting this resolution deadline, when SANDAG issues the call for projects it will allow at least 90 days for grant application submission.

4.1.1 Grantee governing body commits to providing the amount of matching funds set forth in the grant application.

4.1.2 Grantee governing body authorizes staff to accept the grant funding and execute a grant agreement if an award is made by SANDAG.

4.2 Grantee’s authorized representative must execute the grant agreement within 45 days from the date SANDAG presents the grant agreement to the prospective grantee for execution. Failure to meet the requirements in this Subsection 4.2 may result in revocation of the grant award.

5. Increased Availability of Funding Under this Policy

5.1 Grant funds made available as a result of the procedures in this Policy may be awarded to the next project on the recommended project priority list from the most recent project selection process, or may be added to the funds available for the next project funding cycle, at the responsible Policy Advisory Committee’s discretion. Any project that loses funding due to failure to meet the deadlines specified in this Policy may be resubmitted to compete for funding in a future call for grant applications.

Adopted: January 2010
Amended: November 2014
SPECIALIZED TRANSPORTATION GRANT
PROGRAMS STATUS UPDATE

Introduction

This report provides an update through December 31, 2016, on two competitive grant programs that SANDAG manages for specialized transportation projects and services in the San Diego region: The Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program, and the Senior Mini-Grant Program. The Section 5310 Program is funded by the Federal Transit Administration (FTA) and the Senior Mini-Grant Program is funded through the TransNet Extension Ordinance.

Both programs require that SANDAG conduct a competitive selection process to distribute the funds. The first set of awards under the Senior Mini-Grant program were made in September 2008, and additional funds have been awarded through four subsequent cycles. The first set of Section 5310 funds were awarded in March 2015 and additional funds have been awarded through one subsequent cycle.

Discussion

Grant Programs Status Update

Under the Moving Ahead for Progress in the 21st Century Act (MAP-21), SANDAG was designated to administer the FTA Section 5310 Program. The purpose of the Section 5310 Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding transportation mobility options. Eligible projects include both traditional capital investment and nontraditional investment beyond the Americans with Disabilities Act complementary paratransit service. Many of the projects that were eligible under New Freedom are now eligible for funding through Section 5310. Since the Section 5310 program began in 2015, 31 projects have been awarded funding in the San Diego region, totaling almost $8 million. The first round of Section 5310 awards funded 14 projects totaling over $3 million.

The Senior Mini-Grant Program funds specialized transportation services for seniors whose special needs cannot be met by conventional transit or paratransit service. Since the Senior Mini-Grant Program began in 2009, 69 projects have been awarded funding, totaling $14.7 million.
Grant Oversight

SANDAG staff provides ongoing oversight of the specialized transportation grant program grantees through review of progress reports and project performance submitted with each invoice. Grantees must maintain documentation of the services provided and are inspected by SANDAG at regular site visits to ensure compliance with grant agreement service delivery requirements and Board Policy No. 035: Competitive Grant Program Procedures. This information is used to provide regular status updates to the Transportation Committee. The last report was presented at the February 17, 2017, meeting. Staff also provides annual updates to the Social Services Transportation Advisory Council on all specialized transportation grant programs and to the TransNet Independent Taxpayer Oversight Committee (ITOC) on the Senior Mini-Grant Program.

Service Delivery Costs

Attachment 1 includes a “cost-efficiency watch list,” which compares the grantees actual cost-per-unit of service delivery to the original proposal. Grant agreements for these programs executed after January 1, 2012, include a provision where a grantee’s inability to achieve within 130 percent of its proposed cost-per-unit by the end of the sixth month of the project would trigger a requirement for the grantee to complete a recovery plan. By the end of the first year, if the grantee is still unable to achieve the 130 percent threshold, the grant agreement would be terminated. The cost-efficiency watch list denotes grantees that may be required to complete a recovery plan or are in danger of contract termination because performance is not in line with the level of service delivery included in the original proposal, per the contract requirements. There is currently one grantee on the cost-efficiency watch list. The City of Coronado was awarded Senior Mini-Grant funds to develop and implement a volunteer driver program to provide transportation for seniors wanting to access its new senior center. The project is still in the development phase and has not yet begun delivering service. SANDAG staff will continue to monitor the performance of all grantees.

Service Delivery Schedule

Attachment 1 also includes a “schedule watch list,” which denotes those grantees that appear in jeopardy of not being able to fully draw down on funds without approval of an extension request. Extensions of up to six months are permitted but need to be approved by the SANDAG Executive Director, with longer extensions requiring consideration by the Transportation Committee. There are currently four projects on the schedule watch list:

- Mountain Health and Community Services would require an 11-month extension to its Senior Mini-Grant project at its current draw-down rate. Mountain Health and Community Services has requested a six-month extension, which is in process (see Attachment 2). If any additional time to draw down remaining funding is requested, the Transportation Committee would be asked to consider the extension request in fall 2017.

- The City of Coronado Senior Mini-Grant project is still in the development phase and has not yet begun delivering service. The grant is not set to expire until June 30, 2018, so any action required for an extension request would be taken at the status update presented to the Transportation Committee in spring 2018.
• Facilitating Access to Coordinated Transportation’s RideFACT project, funded through both the Senior Mini-Grant and Section 5310 programs, would require seven-month extensions at the current draw-down rate. The grants are set to expire in September 2017. Any action required for extension requests would be taken at the status update presented to the Transportation Committee in summer 2017.

• Jewish Family Services North County Inland project, funded through both the Senior Mini-Grant and Section 5310 programs, would require eight-month extensions at the current draw down rate. The grants are not set to expire until January 2018, so any action required for extension requests would be taken at the status update presented to the Transportation Committee in fall 2017.

SANDAG staff will continue to monitor the progress of all grantees and report on any extension requests in the next quarterly status update.

TransNet Triennial Performance Audit Recommendations Implementation

In June 2015, the ITOC accepted the FY 2015 TransNet Triennial Performance Audit Report and recommendations. One of the recommendations was to report on all performance indicators captured in the quarterly progress reports. The quarterly progress reports submitted by Senior Mini-Grant applicants include three performance indicators: cost-per-unit of service delivery, cost-per-vehicle service hour, and seat utilization. To date, the quarterly status updates have only reported on the cost-per-unit of service delivery.

Attachment 1 now includes the two performance indicators that were previously not reported (cost-per-vehicle service hour and seat utilization) for Senior Mini-Grant projects. Because grant agreements for the Senior Mini-Grant program do not currently require performance threshold achievement for these two performance indicators, there are currently no watch lists associated with them. The proposed and actual values for these two performance indicators are listed for information and general monitoring purposes only.

These two performance indicators are not included for Section 5310 projects because these indicators were not included in the project application form or the quarterly progress report forms for this program in previous cycles. These performance indicators were incorporated into the project application form for Section 5310 operating projects through the most recent competitive process and will be listed for information and general monitoring purposes in the future, in the same manner as the Senior Mini-Grant program.

Pending Grants

Due to the operating nature of specialized transportation grants, when a new grant is awarded to continue a project that already has an existing grant, the start date of that new grant would begin upon termination of the existing grant for that same project. Staff tracks anticipated start dates for new grants, which often change as the programs experience growth. Attachment 1 also indicates which projects have pending grants and the anticipated start date of each new grant. Several grantees have pending grants that were recently awarded by the Board of Directors on March 24, 2017. Agreements for these pending grants will be executed beginning July 1, 2017.
Recent Grant Awards

The most recent call for projects for these grant programs was issued on July 22, 2016. Funding was awarded by the Board of Directors on March 24, 2017, totaling almost $3.8 million for the Section 5310 program and approximately $3.1 million for the Senior Mini-Grant program. Through this process, SANDAG recognized that there was not enough funding available for the many worthy projects that were submitted for consideration in this competitive process. Additional Section 5310 funding was made available through Caltrans, which administers the program for projects serving the nonurbanized areas in the State of California. Many projects are eligible through the Caltrans and SANDAG competitive selection process because their projects serve both the urbanized and non-urbanized areas of San Diego County. Grantees that were not awarded funding through SANDAG but subsequently applied for funding through Caltrans include the City of Vista, Elderhelp, and Friends of Adult Day Health Care Centers. A draft ranked list of projects recommended for funding through Caltrans has been released and will be considered for adoption by the California Transportation Commission later this month. This draft list includes funding for five of the six projects submitted from the San Diego region, including several of the projects that were not successful through SANDAG, totaling $1.7 million.

Next Steps

Staff will continue to monitor all grantee progress relative to the grant agreements, proposals, and Board Policy No. 035. The next report will be presented to the Transportation Committee in July 2017.

CHARLES “MUGGS” STOLL
Director of Land Use and Transportation Planning

Attachments: 1. Status of Active and Pending Senior Mini-Grant Projects - Reporting Period through December 31, 2016
2. Letter from Mountain Health & Community Services, Inc., dated April 5, 2017: Mountain Health Schedule Extension Request

Key Staff Contact: Danielle Kochman, (619) 699-1921, danielle.kochman@sandag.org
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### Status of Active and Pending 5310 Grant Projects

**Reporting period through December 31, 2016**

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<td>$14.70</td>
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<td>JFS North County Inland 5004685</td>
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<td><strong>Project Cost</strong></td>
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<td><strong>Comments</strong></td>
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<tr>
<td>$181,494.00</td>
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<td>$180,508.00</td>
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* Project cost includes the New Freedom amount and the required match amount.
** Cost per trip based on first year figures.
*** Cumulative to date.
**** 130% of proposed first year cost/trip.
April 5, 2017

Audrey Porcella, Regional Planner II
SANDAG
401 B Street, Suite 800
San Diego, CA 92101

Re: Request for a TransNet Senior Transportation Mini-Grant Program project amendment for a project Schedule Extension for Mountain Health and Community Services, Inc. – Agreement No. 5004708

Dear Ms. Porcella,

Mountain Health and Community Services, Inc. is requesting a six-month extension amendment to Agreement No. 5004708 for the TransNet Senior Transportation Mini-Grant Program. If approved, the new ending date is December 31, 2017. However, if after the initial 6-month extension it is determined that Mountain Health will need another extension, that request will be made at that time. The reason for the extension request is that we were unable to expend all of our funds due to the lack of volunteers and seniors in the area participating in the program.

**Previous efforts undertaken to maintain the project schedule.**

Mountain Health’s Transportation Coordinator has made efforts to stay on schedule by reaching out to potential volunteers and seniors by running an ad in the Alpine Community Network, the official website for Alpine. She also did an interview with a member of the Alpine Chamber of Commerce who is a writer of the Alpine Sun Newspaper. The transportation coordinator attended various non-profit and volunteer group meetings. She also contacted all the existing clients to get potential referrals.

**A detailed explanation on the reason for delay, and how it was unavoidable.**

There were times where a lot of seniors and volunteers went on vacation for the holidays, and therefore were unable to participate in the program that is also reflected in the reports. Seniors over the course of the program have also passed away leading to a slow decline in seniors within the program. Volunteers have also declined their volunteering efforts as they have told the Transportation Coordinator that their car insurance goes up with the extra mileage they put in. Some volunteers have also had to quit because of other job prospectives.
Demonstrate the ability to succeed in the timeframe proposed.

The Transportation Coordinator now has a dedicated day of the week to go out and advertise the program to find both volunteers and seniors. Some of the places she visits includes Churches and grocery stores. She has also reached out to the Marketing Coordinator who now runs an ad on all Mountain Health social medias regarding the program. The Program Coordinator will keep a close watch on whether these efforts are bringing in new clients, and make changes as necessary.

Sincerely,

[Signature]

Sumrite Prasher, Program Coordinator
Mountain Health and Community Services, Inc.