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To: City Managers/County CAO
 Cities/County Transportation Advisory Committee
 Local Agency *TransNet* Program Contacts
 Metropolitan Transit System
 North County Transit District
 Caltrans

FROM: Michelle Smith, Associate Financial Analyst

SUBJECT: 2016 Regional Transportation Improvement Program

This memo outlines the process and schedule for the next update to the Regional Transportation Improvement Program (RTIP), a multi-year program of proposed major transportation projects, including the *TransNet* Program of Projects (POP), that covers the five-year period from FY 2016/17 through FY 2020/21. The 2016 RTIP is scheduled for SANDAG Board adoption on September 23, 2016.

SANDAG, acting as the San Diego County Regional Transportation Commission, approves the *TransNet* POP as an element of the RTIP. In developing and approving the list of *TransNet* POP to be included in the RTIP, each agency and SANDAG must comply with all provisions of the *TransNet* Ordinance and Expenditure Plan, in addition to any other implementing ordinances, policies, and rules as appropriate.

Due to the anticipated September adoption of the 2016 RTIP, for *TransNet* purposes, the 2014 RTIP will continue to be in effect until September 2016. For federal- and state-funded projects, the 2014 RTIP will be in effect until the federal adoption of the 2016 RTIP, anticipated for mid-December.

Pursuant to federal and state laws and the *TransNet* Ordinance, agencies are required to submit projects that cover the next five fiscal years. The SANDAG Board of Directors, at its July 22, 2016, meeting, is scheduled to release the draft 2016 RTIP, including its air quality conformity determination for a 30-day public comment period and set the September 2, 2016, Transportation Committee meeting to hold a public hearing. Upon close of public hearing, and pending any changes, the Transportation Committee is scheduled to recommend that the SANDAG Board of Directors adopt the final 2016 RTIP at its September 23, 2016, meeting. In order to meet this timeline, the agencies must submit projects in ProjectTrak no later than March 18, 2016.

San Diego Forward: The Regional Plan

San Diego Forward: The Regional Plan (Regional Plan) is the long-range transportation vision for the region. The RTIP implements the projects identified in the initial years of the Regional Plan. The RTIP is required to be consistent with the projects in the Regional Plan, including scope, cost, and schedule. The current Regional Plan was approved by the SANDAG Board of Directors on October 9, 2015. Capacity Increasing (CI) capital projects, beyond the initial study phase, cannot be included in the RTIP unless they also are included in the Regional Plan. The Regional Plan website can be accessed via the following link: sdforward.com/regionalplan.

Background

Federal Metropolitan Planning and Air Quality Conformity Regulations identify the required content of the RTIP and prescribe the process for air quality conformity analysis. The RTIP must include all major projects requesting certain categories of federal/state transportation funding or federal project approval. All regionally significant and/or CI transportation projects, regardless of funding sources, are required to be included in the RTIP and incorporated into the regional air quality quantitative emissions analysis. All projects included in the 2016 RTIP must be consistent with the Regional Plan for the San Diego region.

The projects in the RTIP must be based on committed or reasonable expectation of funds availability for all projects constrained by year, based on available revenues. A major component of the RTIP includes the state and federal transportation projects adopted by the California Transportation Commission (CTC) for the State Transportation Improvement Program (STIP) and the State Highway Operation and Protection Program (SHOPP). The CTC is scheduled to adopt the 2016 STIP in March 2016.

The 2016 RTIP details the major projects anticipated to be initiated and/or implemented during the period FY 2016/17 to FY 2020/21. Projects using the following categories of federal, state, and local funding must be included in the RTIP.

Federal Transportation Funds

- 1) Regional Surface Transportation Program
- 2) Congestion Mitigation and Air Quality Program
- 3) Transportation Alternative Program (TAP)¹
- 4) Highway Bridge Program/High Risk Rural Roads
- 5) Highway Safety Improvement Program
- 6) Federal Lands Highways/Indian Reservation Roads
- 7) Federal Demonstration/High Priority Projects – Carryover Only
- 8) Federal Transit/Rail Administration programs

¹ TAP funds include Active Transportation, Recreational Trails, Safe Routes to School, and other federal discretionary programs.

- 9) Federal Transit/Highway Discretionary projects
- 10) Public Lands Highway
- 11) Any other federal transportation programs

State Transportation Funds

- 1) STIP - Regional and Interregional Improvement Programs
- 2) SHOPP
- 3) Funding from Proposition 1A/1B programs
- 4) Traffic Congestion Relief Program – carryover only
- 5) Any other state transportation programs

Local Transportation Funds

- 1) *TransNet* - Sales Tax Measure (all fund types)
- 2) Local Funds (developer fees, gas tax, toll funds, etc.) at agencies' discretion

For federal programs and certain state programs, there are specific local match requirements. The local match must be programmed in the year and phase in which the funds are anticipated to be obligated. If utilizing Toll Credits as the match, they must be programmed in the RTIP; however, they will not be included as part of the total cost of the project.

TransNet – Local Street Improvements

Any major project with a total cost of \$300,000 or more should be individually listed in the RTIP. SANDAG encourages agencies to “lump sum” or aggregate individual projects costing less than \$300,000, and of a similar type of work (e.g., minor roadway resurfacing), as a single project, as long as the type of work being proposed is consistent with the air quality exempt project classifications (see Tables 1 and 2).

TransNet Revenue Estimates: The actual fund allocations to each agency will be based on monthly sales tax receipts from the State Board of Equalization, with the fund distribution updated annually using current population and maintained miles data as published by the state. The five-year revenue estimate is not available at this time; however, this information will be distributed electronically and posted on the RTIP website as well as in the Reports section of ProjectTrak as soon as it becomes available towards late January or early February.

Public Hearing: Board Policy No. 031, *TransNet* Ordinance and Expenditure Plan Rules, requires each local agency to hold a public hearing prior to adoption of the 2016 RTIP for *TransNet*-funded projects. The submittals must include evidence of formal action by the legislative bodies of the cities and the County - i.e., governing body resolution. Attachment A is a sample resolution which SANDAG encourages agencies to use for this purpose. Agencies can add to, but not delete or replace, any section of the resolution. Board Policy No. 031 can be accessed through the following link: [SANDAG Board Policy No. 031](#).

Requirement under *TransNet* Ordinance: The *TransNet* Ordinance includes several requirements, including the bicycle and pedestrian accommodation, congestion relief and maintenance distribution, maintenance of effort formula, and the Regional Transportation Congestion Improvement Program. Sections relevant to programming are shown in Attachment B. The *TransNet* Ordinance can be accessed through the following link: [TransNet Extension Ordinance](#).

Independent Taxpayer Oversight Committee: The *TransNet* Ordinance includes the responsibilities of the Independent Taxpayer Oversight Committee. One of its main responsibilities is to review and recommend to the Transportation Committee or the Board of Directors the *TransNet* POP proposed by local agencies (see Section 11 of the *TransNet* Ordinance).

Debt Financing: For those agencies with project cash flow needs that exceed the estimated *TransNet* revenues available, debt financing options are available for either the short-term (Commercial Paper Program) or the long-term (long-term bond). *TransNet* Policy prescribes the requirements for debt financing. Council/Board of Directors resolution and an executed Memorandum of Agreement are required before any debt can be issued. Projects funded through this mechanism are required to be programmed in the RTIP. To participate, interested agencies should contact Lisa Kondrat-Dauphin at lisa.kondrat-dauphin@sandag.org.

The *TransNet* Ordinance and the *TransNet* Policy documents also are available on the RTIP website. Agencies are encouraged to review the pertinent sections of the *TransNet* ordinance and within the *TransNet* policy for further information. The 2016 RTIP website can be accessed via the following link: sandag.org/2016RTIP.

Bicycle Projects

In September 2013, the SANDAG Board of Directors adopted the Regional Bike Plan Early Action Program (EAP), which prioritized regional bike projects to be funded with, among other programs, the *TransNet* Bicycle, Pedestrian, and Neighborhood Safety Program and the Transportation Development Act (TDA) Bike Program. Additionally, the Board of Directors approved to set-aside \$1 million per year to support local, non-motorized projects. Projects funded under the call for projects process with local agencies as the lead agency are generally listed as a group project listing in the RTIP as Various Agencies. EAP projects are listed under SANDAG as the lead agency, which can be either a grouped project listing or individually listed. If a bike project is funded with federal or state funds in addition to the local *TransNet* or TDA bike funds, those projects can be listed individually by the sponsoring agency.

Congestion Management Process

Pursuant to 23 Code of Federal Regulations 450.320, each Metropolitan Planning Organization area designated as a Transportation Management Area that is non-attainment for ozone or carbon monoxide, may not program federal funds for any project that will result in a significant increase in carrying capacity for single-occupant vehicles unless the project results from a congestion management process. Any CI project seeking federal funds must have conducted a congestion management analysis before it can be programmed in the RTIP. Agencies must demonstrate that their projects are in compliance of this regulation as part of the submittal process in ProjectTrak. More information on this process will be discussed during the 2016 RTIP Update Workshop, and also is available at the following link: sandag.org/cmp.

Federal Air Quality Conformity Requirements

Federal regulations require that SANDAG conduct an air quality conformity analysis of all regionally significant projects that increase the transportation system capacity. This includes major local and developer-funded projects, and any other state or federally funded projects that might not otherwise appear in the RTIP, as well as new projects or major changes in project scope for existing programmed projects. Agencies are asked to review all of their CI projects in the current 2014 RTIP and provide updated information as necessary. This level of information is necessary to provide accurate regional transportation/emissions forecast modeling. In addition to the written information, agencies are required to provide diagrams (before and after) for each CI project. Projections of pollutant emissions are developed for several analysis years based on the estimated project opening dates. Attachment C provides guidance on the type of information required for each CI project and samples of maps/diagrams.

The United States Environmental Protection Agency's Air Quality Conformity Rule includes a list of project categories that are exempt from air quality conformity determinations or regional emissions analysis. Table 1 provides a list of projects exempt from air quality conformity determination and Table 2 lists the types of projects exempt from regional emissions analysis. These projects can be included and subsequently amended into the RTIP without a conformity finding or a new regional emissions analysis.

2016 RTIP Review, Adoption, and Update Schedule

The 2016 RTIP is due to the state by September 30, 2016. Attachment E provides the RTIP schedule. Important dates to remember include the following:

- March 18, 2016 – Projects (including CI maps/Congestion Management Process information) due in ProjectTrak; projects submitted after this date will not be accepted
- June 24, 2016 – Signed resolutions for *TransNet*-funded projects uploaded in ProjectTrak
- July 22, 2016 – SANDAG Board is scheduled to release the draft 2016 RTIP and conformity determination for public comment
- September 2, 2016 – Transportation Committee is scheduled to hold Public Hearing
- September 23, 2016 – SANDAG Board of Directors is scheduled to adopt the 2016 RTIP
- December 16, 2016 – Anticipated federal approval of the Final 2016 RTIP

Supplemental Information

This memo and all attachments are available on the 2016 RTIP website: sandag.org/2016RTIP.

SANDAG is scheduled to hold a workshop for the 2016 RTIP Update on Thursday, January 28, 2016, from 9 a.m. to 12 p.m. The workshop will be held at the SANDAG offices located at 401 B Street, San Diego, California 92101, on the 7th floor, in the Board Conference Room. This workshop is to provide additional details to member agencies and to provide an overview of the process and requirements for project submittals and related programming issues. Additional information for 2016 RTIP Update workshop will be distributed separately and will be posted on the 2016 RTIP website as soon as it is available.

Should you have any questions specific to *TransNet* Ordinance or Policy, please contact Ariana zur Nieden at (619) 699-6961 or ariana.zurnieden@sandag.org, and for all other questions or clarifications, contact me at (619) 595-5608 or michelle.smith@sandag.org.

List of Attachments

Table 1	Projects Exempt from Air Quality Conformity Determination
Table 2	Projects Exempt from Regional Emissions Analysis
Attachment A	<i>TransNet</i> Resolution Template
Attachment B	Relevant Sections of <i>TransNet</i> Ordinance
Attachment C	Project Description Guidelines for Capacity Increasing Projects/Sample Diagram
Attachment D	Regional Plan Appendix U.7 SANDAG Federal Congestion Management Process
Attachment E	Schedule for the 2016 RTIP

Table 1

Projects Exempt From Air Quality Conformity Determination*

Safety Projects	
Railroad/highway crossing.	Projects that correct, improve, or eliminate a hazardous location or feature.
Safer non-Federal-aid system roads.	Shoulder improvements.
Increasing sight distance.	Highway Safety Improvement Program implementation.
Traffic control devices and operating assistance other than signalization projects.	Railroad/highway crossing warning devices.
Guardrails, median barriers, crash cushions.	Pavement resurfacing and/or rehabilitation.
Pavement marking.	Emergency relief (23 U.S.C. 125).
Fencing.	Skid treatments.
Safety roadside rest areas.	Adding medians.
Truck climbing lanes outside the urbanized area.	Lighting improvements.
Widening narrow pavements or reconstructing bridges (no additional travel lanes).	Emergency truck pullovers.
Mass Transit Projects	
Operating assistance to transit agencies.	Purchase of support vehicles.
Rehabilitation of transit vehicles ¹ .	Purchase of office, shop, and operating equipment for existing facilities.
Purchase of operating equipment for vehicles (e.g., radios, fareboxes, lifts, etc.).	Construction or renovation of power, signal, and communications systems.
Construction of small passenger shelters and information kiosks.	Reconstruction or renovation of transit buildings and structures (e.g., rail or bus buildings, storage and maintenance facilities, stations, terminals, and ancillary structures).
Rehabilitation or reconstruction of track structures, track, and trackbed in existing rights-of-way.	Purchase of new buses and rail cars to replace existing vehicles or for minor expansions of the fleet ¹ .
Construction of new bus or rail storage/maintenance facilities categorically excluded in 23 CFR part 771.	

Air Quality Projects

Continuation of ride-sharing and van-pooling promotion activities at current levels.

Bicycle and pedestrian facilities.

Other Projects

Specific activities which do not involve or lead directly to construction, such as:

Planning and technical studies.

Planning activities conducted pursuant to titles 23 and 49 U.S.C.

Engineering to assess social, economic, and environmental effects of the proposed action or alternatives to that action.

Noise attenuation.

Plantings, landscaping, etc.

Directional and informational signs.

Repair of damage caused by natural disasters, civil unrest, or terrorist acts, except projects involving substantial functional, locational or capacity changes.

Grants for training and research programs.

Federal-aid systems revisions.

Emergency or hardship advance land acquisitions (23 CFR 710.503).

Acquisition of scenic easements.

Sign removal.

Transportation enhancement activities (except rehabilitation and operation of historic transportation buildings, structures, or facilities).

**Source: Part II Environmental Protection Agency 40 CFR Part 93 Transportation Conformity Rule, as amended, April 2012*

1 In PM10 and PM2.5 nonattainment or maintenance areas, such projects are exempt only if they are in compliance with control measures in the applicable implementation plan.

Table 2

Projects Exempt From Regional Emissions Analysis*

Intersection channelization projects	Intersection signalization projects at individual intersections
Interchange reconfiguration projects	Changes in vertical and horizontal alignment
Truck size and weight inspections stations	Bus terminals and transfer points

**Source: Part II Environmental Protection Agency 40 CFR Part 93 Transportation Conformity Rule, as amended, April 2012*

RESOLUTION OF THE CITY/COUNTY OF []
ADOPTING THE *TRANSNET*
LOCAL STREET IMPROVEMENT PROGRAM OF PROJECTS
FOR FISCAL YEARS 2017 THROUGH 2021

WHEREAS, on November 4, 2004, the voters of San Diego County approved the San Diego Transportation Improvement Program Ordinance and Expenditure Plan (*TransNet* Extension Ordinance); and

WHEREAS, the *TransNet* Extension Ordinance provides that SANDAG, acting as the Regional Transportation Commission, shall approve on a biennial basis a multi-year program of projects submitted by local jurisdictions identifying those transportation projects eligible to use transportation sales tax (*TransNet*) funds; and

WHEREAS, the City/County of [] was provided with an estimate of annual *TransNet* local street improvement revenues for fiscal years 2017 through 2021; and

WHEREAS, the City/County of [] has held a noticed public meeting with an agenda item that clearly identified the proposed list of projects prior to approval of the projects by its authorized legislative body in accordance with Section 5(A) of the *TransNet* Extension Ordinance and Rule 7 of SANDAG Board Policy No. 31;

NOW THEREFORE,

BE IT RESOLVED that pursuant to Section 2(C)(1) of the *TransNet* Extension Ordinance, the City/County of [] certifies that no more than 30 percent of its annual revenues shall be spent on local street and road maintenance-related projects.

BE IT FURTHER RESOLVED that pursuant to Section 4(E)(3) of the *TransNet* Extension Ordinance, the City/County of [] certifies that all new projects, or major reconstruction projects, funded by *TransNet* revenues shall accommodate travel by pedestrians and bicyclists, and that any exception to this requirement permitted under the *TransNet* Extension Ordinance and proposed shall be clearly noticed as part of the City/County of []'s public hearing process.

BE IT FURTHER RESOLVED that pursuant to Section 8 of the *TransNet* Extension Ordinance, the City/County of [] certifies that the required minimum annual level of local discretionary funds to be expended for street and road purposes will be met throughout the five year period consistent with the most recent Maintenance of Effort Requirements adopted by SANDAG.

BE IT FURTHER RESOLVED that pursuant to Section 9A of the *TransNet* Extension Ordinance, the City/County of [] certifies that it will exact \$2,310, plus all applicable annual increases, from the private sector for each newly constructed residential housing unit in that jurisdiction, and shall contribute such exactions to the Regional Transportation Congestion Improvement Program.

BE IT FURTHER RESOLVED that pursuant to Section 13 of the *TransNet* Extension Ordinance, the City/County of [] certifies that it has established a separate Transportation Improvement Account for *TransNet* revenues with interest earned expended only for those purposes for which the funds were allocated.

BE IT FURTHER RESOLVED that pursuant to Section 18 of the *TransNet* Extension Ordinance, the City/County of [] certifies that each project of \$250,000 or more will be clearly designated during construction with *TransNet* project funding identification signs.

BE IT FURTHER RESOLVED that the City/County of [] does hereby certify that all other applicable provisions of the *TransNet* Extension Ordinance and SANDAG Board Policy No. 031 have been met.

BE IT FURTHER RESOLVED that the City/County of [] agrees to indemnify, hold harmless, and defend SANDAG, the San Diego County Regional Transportation Commission, and all officers and employees thereof against all causes of action or claims related to City/County of []'s *TransNet* funded projects.

PASSED AND ADOPTED by the City/County of [] on the ____ day of ____, 2016.

RELEVANT SECTIONS OF THE *TRANSNET* ORDINANCE

Section 2(C)(1):

Local Street and Road Program:...In developing projects, "At least 70 percent of the revenues provided for local street and road purposes should be used to fund direct expenditures for construction of new or expanded facilities, major rehabilitation and reconstruction of roadways, traffic signal coordination and related traffic operations improvements, transportation-related community infrastructure improvements to support smart growth development, capital improvements needed to facilitate transit services and facilities, and operating support for local shuttle and circulator routes and other services. No more than 30 percent of these funds should be used for local street and road maintenance purposes. A local agency desiring to spend more than 30 percent of its annual revenues on local street and road maintenance-related projects shall provide justification to the Commission as part of its biennial project list submittal. The Commission shall review each local agency's biennial project list submittal and make a finding of consistency with the provisions of this" (See Rule 18 of SANDAG Board Policy No. 031)

Section 4(E)(3):

"All new projects, or major reconstruction projects, funded by revenues provided under this ordinance shall accommodate travel by pedestrians and bicyclists, except where pedestrians and bicyclists are prohibited by law from using a given facility, or where the costs of including bikeways and walkways would be excessively disproportionate to the need or probable use. Such facilities for pedestrian and bicycle use shall be designed to the best currently available standards and guidelines." (see Rule 21 of SANDAG Board Policy No. 031)

Section 6:

Project Programming Approval: "The Commission shall biennially approve a five-year project list and a biennial program of projects to be funded during the succeeding two fiscal years with the revenues made available under Section 4 herein. The program of projects will be prepared as part of the Regional Transportation Improvement Program process, as required by state and federal law. A public hearing will be held prior to approval of the program of projects." (see Rule 7 of SANDAG Board Policy No. 031)

Section 8:

Maintenance of Effort: "It is the intent of the Legislature, as stated in the Act, and by the Commission, that revenues provided from this measure be used to augment, not supplant, existing local revenues being used for the purposes set forth in Section 4 herein. Each local agency receiving revenues pursuant to Section 4(D) shall annually maintain as a minimum the same level of local discretionary funds expended for street and road purposes on average over the last three fiscal years completed prior to the operative date of this Ordinance (Fiscal Years 2000-2001, 2001-2002, 2002-2003), as was reported in the State Controller's Annual Report of Financial Transactions for Streets and Roads, and as verified by an independent auditor. The maintenance of effort level as determined through this process shall be subject to adjustment every three years based on the Construction Cost Index developed by Caltrans. Any increase in the maintenance of effort level based on this adjustment shall not exceed the growth rate in the local jurisdiction's General Fund

revenues over the same time period. The Commission shall not allocate any revenues pursuant to Section 4(D) to any eligible local agency in any fiscal year until that local agency has certified to the Commission that it will include in its budget for that fiscal year an amount of local discretionary funding for streets and roads purposes at least equal to the minimum maintenance of effort requirement. An annual independent audit shall be conducted to verify that the maintenance of effort requirement for each agency was met. Any local agency which does not meet its maintenance of effort requirement in any given year shall have its funding under Section 4(D)(1) reduced in the following year by the amount by which the agency did not meet its required maintenance of effort level. In the event that special circumstances prevent a local agency from meeting its maintenance of effort requirement, the local agency may request up to three additional fiscal years to fulfill its requirement. Such a request must be approved by the Commission. The Independent Taxpayer Oversight Committee shall also review such requests and make recommendations to the Commission. Any local street and road revenues not allocated pursuant to the maintenance of effort requirement shall be redistributed to the remaining eligible agencies according to the formula described in Section 4(D)(1). The maintenance of effort requirement also shall apply to any local agency discretionary funds being used for the other purposes specified under Section 4. In addition, revenues provided from this Ordinance shall not be used to replace other private developer funding that has been or will be committed for any project.” (See Rule 22 of SANDAG Board Policy No. 031)

Section 9:

Regional Transportation Congestion Improvement Program

A. New Development Exactions:

Starting on July 1, 2008, each local agency in the San Diego Region shall contribute \$2,310 in exactions from the private sector, for each newly constructed residential housing unit in that jurisdiction to the Regional Transportation Congestion Improvement Program (RTCIP). These exactions shall ensure future development contributes its proportional share of the funding needed to pay for the Regional Arterial System and related regional transportation facility improvements, as defined in the Regional Transportation Plan most recently adopted by SANDAG. New residential housing units constructed for extremely low, very-low, low, and moderate income households, as defined in California Health and Safety Code Sections 50105, 50106, 50079.5, and 50093, will be exempted from the \$2,310 per unit contribution requirement. The amount of contribution shall be increased annually, in an amount not to exceed the percentage increase set forth in the Engineering Construction Cost Index published by the Engineering News Record or similar cost of construction index. Each local agency shall establish an impact fee or other revenue Funding Program by which it collects and funds its contribution to the RTCIP. Each local agency shall be responsible for establishing a procedure for providing its monetary contribution to the RTCIP. The RTCIP revenue will be used to construct improvements on the Regional Arterial System, such as new or widened arterials, traffic signal coordination and other traffic improvements, freeway interchange and related freeway improvements, railroad grade separations, and improvements required for regional express bus and rail transit. This action is predicated on the desire to establish a uniform mitigation program that will mitigate the regional transportation impacts of new development on the Arterial system.

While the RTCIP cannot and should not fund all necessary regional transportation network components and improvements, the RTCIP will establish a new revenue source that ensures future development will contribute its pro rata share towards addressing the impacts of new growth on regional transportation infrastructure.

B. Oversight, Audit and Funding Allocations:

The RTCIP shall be overseen by SANDAG and implemented by each local agency, with the objective of developing a consolidated mitigation program for the San Diego region as a funding source for the regional Arterial System. The RTCIP and each local agency's Funding Program shall be subject to an annual review and audit to be carried out by the SANDAG and the Independent Taxpayers Oversight Committee, as defined in Section 11 of this Ordinance. Any local agency that does not provide its full monetary contribution required by Section (A) in a given fiscal year will not be eligible to receive funding for local streets and roads under section 4(D)(1) of the *TransNet* Extension Ordinance for the immediately following fiscal year. Any funding not allocated under 4(D)(1) as a result of this requirement shall be reallocated to the remaining local agencies that are in compliance with this Section.

C. Implementation of the Regional Transportation Improvement Program:

Provisions for implementation of the RTCIP are described in the document titled "*TransNet* Extension Regional Transportation Congestion Improvement Program," which is hereby incorporated by reference as if fully set forth herein. (See Rule 23 of SANDAG Board Policy No. 031)

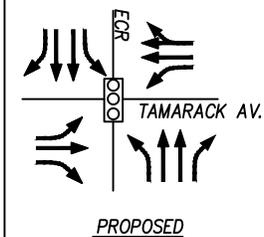
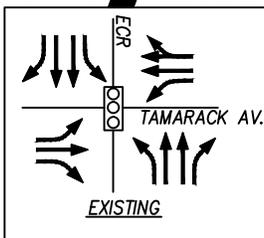
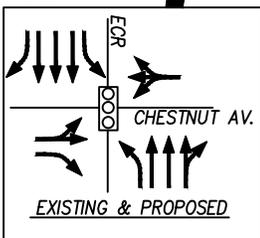
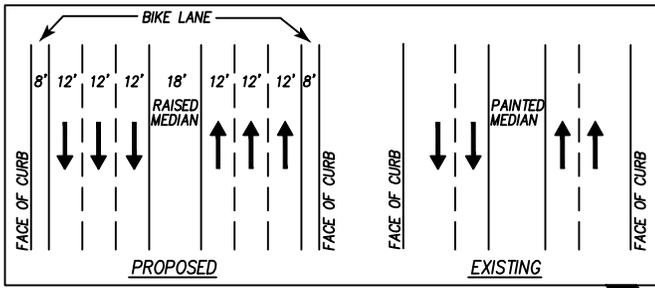
**PROJECT DESCRIPTION GUIDELINES FOR CAPACITY
INCREASING PROJECTS**

For the entire length of the project we need the existing and future geometrics for both the roadway and intersection details of the project:

	Surface Street	Freeway Ramp	Freeway
Roadway Detail	# of Lanes by Direction (Indicate if One-Way Street) Posted Speed Median Type <ul style="list-style-type: none"> • Median • Center Left Turn • None 	# of Mixed Flow Lanes # HOV Lanes Direct Access Ramp <ul style="list-style-type: none"> • Transit-Only • HOV & Transit • Managed 	# of Mixed Flow Lanes # of Auxiliary or Truck Lanes # of HOV/ML Lanes (include access points)
Intersection Detail	Control Type <ul style="list-style-type: none"> • Stop (2-Way, 4-Way) • Signal • Unsignalized Approach Information (# of Lanes) <ul style="list-style-type: none"> • Left/Thru/Right • Free Right • Prohibited Turn • Transit Lane 	Additional to the detail from surface street, please add Ramp Meter <ul style="list-style-type: none"> • HOV Meter • Non-HOV Meter 	N/A

Project information exhibits can range from a simple hand drawn diagram to a CAD based diagram (see attached example). Information can be included in one exhibit or using several diagrams.

If the facility is new or is being realigned, please provide alignment routing along with the relevant information exhibits.



**EL CAMINO REAL
PROJECT ID - CB 04A**

Appendix U7

SANDAG Federal Congestion Management Process

Appendix U7 Contents

Introduction

Background

Regional Transportation Systems

Performance Monitoring

Multimodal Alternatives and Non-Single Occupancy Vehicle
Analysis

Land Use Impact Analysis

Intergovernmental Review

Congestion Management Tools

System Development Measures

Regional/Federal Transportation Improvement Program

SANDAG Federal Congestion Management Process

Introduction

Federal Highway Administration 23 CFR §450.320 requires that each transportation management area (TMA) address congestion management through a process involving an analysis of multimodal metropolitan-wide strategies that are cooperatively developed to foster safety and integrated management of new and existing transportation facilities eligible for federal funding. The requirements specifically state that “in TMAs designated as nonattainment for ozone or carbon monoxide, the congestion management process shall provide an appropriate analysis of reasonable (including multimodal) travel demand reduction and operational management strategies for the corridor in which a project that will result in a significant increase in capacity for single occupancy vehicles (SOV) is proposed to be advanced with Federal funds.” Additionally, the guidelines state that “federal funds may not be programmed for any project that will result in a significant increase in the carrying capacity for SOVs (i.e., a new general purpose highway on a new location or adding general purpose lanes, with the exception of safety improvements or the elimination of bottlenecks), unless the project is addressed through a congestion management process meeting the requirements of this section.”

SANDAG was designated as the TMA for the San Diego region. The Regional Plan serves as the long-range transportation plan for the region or its Regional Transportation Plan. The Regional Plan meets the requirements of 23 CFR §450.320 by incorporating the following federal congestion management process: (1) performance monitoring and measurement of the regional transportation system; (2) multimodal alternatives and non-SOV analysis; (3) land use impact analysis; (4) the provision of congestion management tools; and (4) integration with the Regional Transportation Improvement Program (RTIP) process.

Background

California State Proposition 111, passed by voters in 1990, established a requirement that urbanized areas prepare and regularly update a Congestion Management Program (CMP). The requirements within the State CMP were developed to monitor the performance of the transportation system, develop programs to address near-term and long-term congestion, and better integrate transportation and land use planning. SANDAG provided regular updates for the State CMP from 1991 through 2008. In October 2009, the San Diego region elected to be exempt from the State CMP and, since this decision, SANDAG has been abiding by 23 CFR §450.320 to ensure the region’s continued compliance with the Federal congestion management process.

Regional Transportation System

The Regional Plan includes a regional transportation system of highways, regional transit service, regional arterials, and active transportation projects. Chapter 2 of the Regional Plan provides a comprehensive overview of the elements of 21st century mobility, including the regional transit strategy, the active transportation network, local streets and roads, Managed Lanes, highway improvements, intelligent transportation systems, transportation demand management, goods movement strategy, aviation and ground access, and planning across borders components (interregional with neighboring counties and international with Baja California, Mexico).

Performance Monitoring

The Regional Plan includes a variety of strategies to enhance regional transportation systems management including multimodal traffic management techniques, as well as new techniques related to both improving performance monitoring, and information and services to regional transportation systems users. The Regional Plan also provides a comprehensive overview of systems management techniques. Chapter 5 includes a discussion of performance monitoring and implementation. Appendix N includes detailed performance results of the transportation network. Performance monitoring reports include the State of Commute Report, Regional Comprehensive Plan (RCP) Monitoring Report, the *TransNet* Independent Taxpayer Oversight Committee (ITOC) Quarterly Corridor Performance Report, as well as the Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan) Quarterly Transit Performance Monitoring Report.

The State of the Commute, RCP Monitoring, and ITOC Quarterly Corridor Performance reports include, but are not limited to, monitoring:

- Freeway miles traveled per person during weekdays
- Freeway miles traveled per hour during weekdays
- Regional travel by transit
- Total transit, rail, and bus ridership
- San Diego regional annual transit boardings
- Transit use in well served areas
- Regional commute mode shares
- Drive alone mode share
- Alternative Transportation Mode share (carpool/vanpool, public transit, walk, bike, telework, other)
- Auto and transit passenger travel times and travel volumes in key corridors
- Annual hours of traffic delay per traveler
- Annual peak period delay during weekdays
- Regional bottlenecks determined by annual freeway delay (vehicle hours) per lane mile
- Delay by freeway during commute periods

The State of the Commute Report is updated annually, while the Regional Plan Performance Monitoring Report will be produced every four years in a timeframe that is staggered with the preparation of the next Regional Plan. The next monitoring report is due out in 2018.

The Quarterly Transit Performance Monitoring Report includes monitoring the efficiency and productivity of transit operating services by service type. These indicators include:

- Operating cost per passenger
- Operating cost per revenue hour
- Passengers per revenue hour

- Passengers per revenue mile
- Revenue hours per employee
- Farebox recovery rate

The Coordinated Plan also includes annual transit performance indicators by service route for both the Metropolitan Transit System (MTS) and North County Transit District (NCTD). This plan is updated every two years.

Multimodal Alternatives and Non-Single Occupancy Vehicle Analysis

SANDAG incorporates multimodal alternative and non-SOV analysis throughout all levels of planning and/or programming for transportation project improvements. These forms of analysis are incorporated whether the project improvement relates to an SOV or non-SOV capacity increasing improvement. The three primary areas of project development involved in this analysis include: (1) regionwide study analysis through the Regional Plan and RTIP; (2) corridor study analysis; and (3) local level analysis.

Regionwide study analysis

The Regional Plan incorporates recommendations from various corridor studies, transit studies, and project study reports. All projects, services, and programs are evaluated and prioritized for future funding. A discussion of the revenue constrained funding can be found in Chapter 3 and Appendix O. The Regional Plan also includes regionwide and corridor level performance indicators that are reflective of a multimodal approach and inform the development and management of the most effective long-term transportation system, as well as demand management strategies for minimizing and/or managing anticipated congestion. Appendices M and N provide a comprehensive overview of the development of the Regional Plan transportation project evaluation criteria and plan performance measures and methodologies.

The RTIP serves as the short-term programming document that implements the Regional Plan, and includes projects funded with federal, state, and local transportation funding. These projects include regionally significant capacity increasing projects (as identified in the Regional Plan), minor projects, maintenance and operations projects, and other exempt projects. For the regionally significant capacity increasing projects including SOV capacity increasing projects, the RTIP relies on the process implemented through the Regional Plan for the coordination and consultation involved in developing and establishing the congestion management strategies. The projects included in the RTIP are the end result of implementing the process established in the Regional Plan.

Corridor study analysis

Corridor studies incorporate long-range multimodal transportation projects including operational improvements, highway capacity increasing improvements, transit service improvements, active transportation, and transportation demand management (TDM), and transportation systems management (TSM). Corridor studies allow for opportunities to highlight the need for additional transportation improvements and/or the future planning development of projects as related to the Regional Plan. Examples of recent SANDAG corridor studies include:

- [I-8 Corridor Study](#)¹
- [I-5 South Multimodal Corridor Study](#)²
- [SR 78 Corridor Study](#)³

Other corridor studies include transportation concept summaries (TCS), transportation concept reports (TCR), and project study reports (PSR) developed by Caltrans, as well as corridor system management plans (CSMP) jointly

developed by Caltrans and SANDAG. The development of PSRs informs the development of Regional Plan priorities and RTIP programming.

Local level analysis

Local jurisdiction projects that receive federal funds to develop capacity increasing improvements are required to provide sufficient documentation that an appropriate multimodal alternative and non-SOV analysis has been performed. This analysis is required to be completed prior to submitting a project for inclusion within the RTIP.

Land Use Impact Analysis

Regional models

The Regional Plan includes the 2050 Regional Growth Forecast which is based on land use inputs gathered from the region's 18 incorporated cities and the county. These inputs include current adopted general and community plans, and draft general plan updates, as provided by the local land use authority. SANDAG uses three models in its forecasts: (1) the Demographic and Economic Forecasting Model (DEFM); (2) the Urban Development Model (UDM); and (3) the Activity Based Model. The Regional Plan Appendix T provides additional information related to the SANDAG transportation modeling and forecasting processes.

Intergovernmental Review

Per state law, SANDAG has the authority to determine whether a project or plan will need to be reviewed for regional significance. SANDAG staff reviews projects and determines if they are regionally significant based on the amount of traffic generated and other regionally significant issues. If significant, environmental review of projects should include consideration of applicable policy objectives contained in the Regional Plan.

For projects considered to have significant impacts, SANDAG staff provides comments from a regional perspective that emphasize the need for land use and transportation coordination and are based on policies contained in the Regional Plan. In addition to the Regional Plan, SANDAG provides resources for the evaluation of projects including:

- [San Diego Region Aggregate Supply Study⁴](#)
- [Designing for Smart Growth, Creating Great Places in the San Diego Region⁵](#)
- [Planning and Designing for Pedestrians, Model Guidelines for the San Diego Region⁶](#)
- [Trip Generation for Smart Growth⁷](#)
- [Parking Strategies for Smart Growth⁸](#)
- [Regional Multimodal Transportation Analysis: Alternative Approaches for Preparing Multimodal Transportation Analysis in Environmental Impact Reports⁹](#)
- [Integrating Transportation Demand Management Into the Planning and Development Process: A Reference for Cities¹⁰](#)
- [Regional Parking Management Toolbox¹¹](#)
- [Transit Oriented Districts: A strategy for the San Diego Region¹²](#)

Congestion Management Tools

The Regional Plan provides a variety of congestion management tools. Many of these tools and strategies are included in Chapters 2 and 5 of the Regional Plan. In addition, the Regional Plan provides incentives and assistance to local member agencies to encourage smart growth development in the areas identified on the Smart Growth Concept Map. The SANDAG “Smart Growth Tool Box” includes both planning and financial tools.

Systems Development Measures

- Improvements to the current system that will improve the convenience and travel speed of bus and rail services.
- Implementation of new transit services that will improve transit in more areas and offer new service types designed to attract new riders to transit.
- Enhancing the transit customer experience to make transit easier, safer, and more enjoyable to use. Enhancements can include increased station amenities and low-floor vehicles to improve accessibility.
- Continue to develop and enhance active transportation through bike and pedestrian facilities and bike lockers, and implementation of the Regional Bicycle Plan.
- Continue to develop and enhance safe routes to schools plans and strategies including the “San Diego Regional Safe Routes to School Strategic Plan.”¹³

TSM measures

- Multimodal integration and performance based management including performance monitoring and real time modeling/simulation.
 - *Traveler information* - aims to increase awareness and the information available on travel choice, and impact, such that travelers can actively participate in reducing both network demand and personal trip-impact. The program delivers both systems and education outreach campaigns to raise the awareness of the direct relationship that route choice, personal driving habits, and the trip timing have on reducing fuel consumption, vehicle operating expenses and vehicle emissions.
 - *Arterial management* - focuses on managing arterial roadways (major streets) in order to reduce delays and result in quicker trips and lower vehicle emissions. Improvements to arterial detection and signal interconnect will provide the ability to create a traffic signal system that is dynamic and coordinated throughout the region. Improving the flow of traffic on arterial roadways is among the most cost-effective TSM strategies for reducing stop-and-go traffic, cutting overall travel times, and lowering fuel consumption and pollution.
 - *Freeway management* - is responsible for deploying systems that improve operational efficiency of freeway control infrastructure; enable freeway managers to have greater control over vehicle operating speeds; facilitates freeway manager’s ability to communicate with the traveling public the impact of events, incidents, and congestion. It also provides freeway managers with greater operational visibility to operating conditions both on and off network. Some of the systems included in this program are traffic detection technologies, closed-circuit television cameras, ramp meters, electronic message signs, and the Advanced Transportation Management System, which provides central monitoring and sign control for managing incidents.
 - *Transit management* – bus and light rail, including regional scheduling system (RSS), regional transit management system (RTMS), positive train control (PTC), and centralized train control (CTC).

- Electronic payment services including Compass Card, FasTrak® Open Road Tolling, and smart parking systems.
- Vehicle Technologies.
- Advanced Transportation Technology Program.
- Universal Transportation Account.
- Transit Infrastructure Electrification/Regional Charger Program.
- Smart Parking.

TDM measures

- iCommute is the regional TDM program. iCommute coordinates services that increase the number of commuters who carpool, vanpool, take transit, bike, walk, and telework. This includes online ridematching services, the Regional Vanpool Program, carpool incentive program, employer outreach program, support for teleworking, bike encouragement and education programs, and regional campaigns like Rideshare Month and Bike to Work Month.
- Mobility Hubs – Mobility hubs are places of connectivity, where different modes of transportation — walking, biking, ridesharing, and transit — come together seamlessly to link users to employment, housing, and recreational destinations. Mobility hubs expand the reach of transit by offering people more incentives to use transit and leave their cars at home. Mobility hubs can promote carsharing, bikesharing, and the use of on-demand ride services.
- Active Traffic and Demand Management (ATDM) – builds on Integrated Corridor Management (ICM) to dynamically monitor, control, and influence travel demand, traffic demand, and traffic flow of key corridors. ATDM facilitates the use of transportation alternatives through various approaches, including dynamic ridesharing, dynamic speed limits, dynamically priced parking, and predictive traveler information to improve overall highway efficiency.
- Shared Mobility Services – can fill gaps in the region’s transit services and provide an efficient transportation alternative for commute and non-commute trips. Examples of shared mobility services include carsharing, bikesharing, on-demand ride services scootershare, shared electric vehicles, and on demand shuttle and jitney services.
- Performance monitoring.

Implementation measures

- Outreach program
- Smart Growth Concept Map
- Visualization tools and photo library
- Smart growth design guidelines
- Smart growth trip generation
- Regional Parking Management Toolbox
- Research on connections between public health, land use, and transportation
- Planning and designing for pedestrians

- *TransNet* Smart Growth Incentive Program (SGIP)
- *TransNet* Active Transportation Grant Program (ATGP)
- TDA/*TransNet* Bicycle, Pedestrian, and Neighborhood Safety Program

Regional/Federal Transportation Improvement Program

The Regional/Federal Transportation Improvement Program (R/FTIP) is a multi-billion dollar, five-year program of major highway, transit, arterial, and nonmotorized projects funded by federal, state, *TransNet* local sales tax, and other local and private funding.

The RTIP serves as a prioritized program designed to implement the region's overall strategy for providing mobility and improving the efficiency and safety of the transportation system, while reducing transportation-related air pollution in support of efforts to attain federal and state air quality standards for the region.

Chapters 2 and 3 of the 2014 RTIP provide a description of the development process, including federal, state, and *TransNet* transportation programming requirements, and the detailed listings of projects. All local agency SOV capacity increasing projects seeking, or that is eligible for, federal funds are required to perform a multimodal alternative and non-SOV analysis prior to submitting SOV capacity increasing projects for inclusion in the RTIP. The multimodal alternative, and non-SOV analysis, must document an SOV capacity increasing project assessment that has considered the components within the congestion management tools section of the SANDAG Federal Congestion Management Process:

- Systems development measures
- TSM measures
- TDM measures
- Implementation measures

Each agency is required to assess whether the project has been evaluated for non-SOV capacity improvements. Agency documentation should be provided to SANDAG when submitting the project for inclusion in the RTIP.

Endnotes

- ¹ sandag.org/l-8
- ² <http://www.sandag.org/index.asp?classid=13&projectid=387&fuseaction=projects.detail>
- ³ <http://www.sandag.org/index.asp?projectid=412&fuseaction=projects.detail>
- ⁴ http://www.sandag.org/uploads/publicationid/publicationid_1558_12638.pdf
- ⁵ <http://www.sandag.org/index.asp?projectid=344&fuseaction=projects.detail>
- ⁶ http://www.sandag.org/uploads/publicationid/publicationid_713_3269.pdf
- ⁷ http://www.sandag.org/uploads/publicationid/publicationid_1500_11604.pdf
- ⁸ http://www.sandag.org/uploads/publicationid/publicationid_1499_11603.pdf
- ⁹ http://www.sandag.org/uploads/projectid/projectid_379_13576.pdf
- ¹⁰ http://www.sandag.org/uploads/publicationid/publicationid_1663_14425.pdf
- ¹¹ <http://www.sdforward.com/mobility-planning/parking-toolbox>
- ¹² <http://www.sandag.org/tod>
- ¹³ In 2010, the SANDAG Board of Directors approved the San Diego Regional Safe Routes to School Strategic Plan to support local communities in establishing new Safe Routes to School programs as well as sustaining and enhancing existing efforts. Regional efforts to implement this strategy are funded as part of the Active Transportation Program.

Schedule for the 2016 Regional Transportation Improvement Program (RTIP) Update

Due Dates	Activities
8-Jan	Memo to all jurisdictions regarding schedules/procedures for the 2016 RTIP process including: <ul style="list-style-type: none"> - Any new or updates to capacity increasing projects - Requests for long term borrowing?
28-Jan	2016 RTIP Workshop at SANDAG
4-Feb	2016 RTIP Presentation at CTAC
March	CTC adopts statewide 2016 STIP
2-Mar	Consultation with San Diego Conformity Working Group (CWG) on conformity criteria and procedures including: revenue-constrained program assumptions, latest planning assumptions, transportation control measures, emissions model, emissions budgets, exempt projects, consultation and public involvement.
18-Mar	All projects proposed for 2016 RTIP due in ProjectTrak including new/updates to Capacity Increasing projects.
28-Mar	Issue 2016 Project List to CWG for interagency consultation Non-Capacity Increasing (NCI) and Capacity Increasing (CI)
6-Apr	Discuss 2016 RTIP Project List at CWG meeting
11-Apr	Close of CWG project list interagency consultation (NCI and CI)
22-Apr	Complete coding of 2016 RTIP Capacity Increasing (CI) projects/review project submittals
6-May	Complete model runs of 2016 RTIP Capacity Increasing (CI) projects
11-May	Presentation at the Independent Taxpayer Oversight Committee (ITOC) to discuss draft projects and report
13-May	Issue 2016 RTIP draft Air Quality Conformity Analysis for 30-day CWG review and comment
1-Jun	Discuss 2016 RTIP draft Air Quality Conformity Analysis at CWG meeting
13-Jun	30-day CWG comment period for 2016 RTIP draft Air Quality Conformity Analysis ends
17-Jun	Incorporate CWG comments for 2016 RTIP into revised draft Air Quality Conformity Analysis
24-Jun	Signed resolutions with proof of public hearing due from all jurisdictions
13-Jul	ITOC reviews draft 2016 RTIP and provides comments
15-Jul	Transportation Committee recommends the release of draft 2016 RTIP including its draft Air Quality Conformity determination for public comment
22-Jul	Board requested to release the draft 2016 RTIP including its draft Air Quality Conformity determination for a 30-day public comment period; and set September 2, 2016 TC meeting to hold public hearing -SANDAG submits draft 2016 RTIP to state for review and comment
22-Aug	30-day comment period ends for draft 2016 RTIP including the draft Air Quality Conformity Analysis
2-Sep	Transportation Committee holds public hearing to review the draft 2016 RTIP including its Air Quality Conformity determination and recommends Final 2016 RTIP to the SANDAG Board for approval.
23-Sep	SANDAG Board asked to adopt the Final 2016 RTIP including its Air Quality Conformity
30-Sep	Deadline to submit Final 2016 RTIP to state
10-Oct	Start of state FSTIP Public Participation process
31-Oct	Close of state Public Participation process
16-Nov	FSTIP submittal to Federal Highway Administration (FHWA)/Federal Transit Administration (FTA)
16-Dec	Federal approval for FSTIP