

San Gabriel Valley Council of Governments

AGENDA AND NOTICE OF THE MEETING OF THE TRANSPORTATION COMMITTEE – FEBRUARY 15, 2018 – 4:00 PM

Upper San Gabriel Valley Municipal Water District Office
(602 E. Huntington Drive, Suite B, Monrovia, California, 91016)

The Transportation Committee encourages public participation and invites you to share your views on agenda items.

Chair

John Fasana, Duarte

Vice-Chair

Sam Pedroza, Claremont

Members

Alhambra
Claremont
Diamond Bar
Duarte
El Monte
Glendora
La Cañada Flintridge
San Gabriel
South El Monte
South Pasadena
Temple City
Walnut
First District, LA County
Unincorporated
Communities
Fifth District, LA County
Unincorporated
Communities

MEETINGS: *Regular Meetings of the Transportation Committee are held on the third Thursday of each month at 4:00 PM at the Upper San Gabriel Valley Municipal Water District Office (602 E. Huntington Drive, Suite B, Monrovia, California, 91016).* The Transportation Committee agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, www.sgvkog.org. Copies are available via email upon request (sgv@sgvcog.org). Documents distributed to a majority of the Committee after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Your attendance at this public meeting may result in the recording of your voice.

CITIZEN PARTICIPATION: Your participation is welcomed and invited at all Transportation Committee meetings. Time is reserved at each regular meeting for those who wish to address the Committee. SGVCOG requests that persons addressing the Committee refrain from making personal, slanderous, profane, or disruptive remarks.

TO ADDRESS THE TRANSPORTATION COMMITTEE: At a regular meeting, the public may comment on any matter within the jurisdiction of the Committee during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. If several persons wish to address the Committee on a single item, the Chair may impose a time limit on individual remarks at the beginning of discussion. **The Transportation Committee may not discuss or vote on items not on the agenda.**

AGENDA ITEMS: The Agenda contains the regular order of business of the Transportation Committee. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Transportation Committee can be fully informed about a matter before making its decision.

CONSENT CALENDAR: Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Committee member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Committee.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



PRELIMINARY BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment (*If necessary, the Chair may place reasonable time limits on all comments*)
5. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting

CONSENT CALENDAR (*It is anticipated that the Transportation Committee may take action on the following matters*)

6. Transportation Meeting Minutes – 01/18/2018 -- Page 1
Recommended Action: Approve Transportation Committee minutes.

PRESENTATIONS (*It is anticipated that the Transportation Committee may take action on the following matters*)

7. I-10 Express Lanes Project Update: Presentation by Raymond Wolfe, Executive Director, San Bernardino County Transportation Authority (SBCTA), and Paula Beauchamp, Director of Project Delivery, SBCTA -- Page 7
Recommended Action: For information only.

ACTION ITEMS (*It is anticipated that the Transportation Committee may take action on the following matters*)

8. ACE Program Project Development, Evaluation, and Approval Process -- Page 15
Recommended Action: Discuss and provide direction to staff.

DISCUSSION ITEMS (*It is anticipated that the Transportation Committee may take action on the following matters*)

METROPOLITAN TRANSPORTATION AUTHORITY (MTA) REPORT (*It is anticipated that the Transportation Committee may take action on the following matters*)

9. Oral Report
Recommended Action: For information only.

UPDATE ITEMS

10. Metrolink Update
Recommended Action: For information only.
11. Update on Active Transportation Planning Efforts
Recommended Action: For information only.

EXECUTIVE DIRECTOR'S REPORT (*It is anticipated that the Transportation Committee may take action on the following matters*)

12. Oral Report
Recommended Action: For information only.

COMMITTEE MEMBER ITEMS

ANNOUNCEMENTS

ADJOURN



SPECIAL SGVCOG Transportation Committee Unapproved Minutes

Date: January 18, 2018

Time: **4:30 PM**

Location: Upper San Gabriel Valley Municipal Water District
602 E. Huntington Dr., Suite B, Monrovia, CA 91016

PRELIMINARY BUSINESS

1. Call to Order
The meeting was called to order at 4:42 p.m.

2. Pledge of Allegiance

3. Roll Call

Members Present

- Alhambra
- Claremont
- Diamond Bar
- Duarte
- El Monte
- La Cañada Flintridge
- San Gabriel
- South El Monte
- LA County District 1
- LA County District 5

- B. Messina
- S. Pedroza
- C. Herrera & D. Liu
- J. Fasana
- J. Velasco
- T. Walker
- J. Pu
- R. Barbosa
- W. Rehman
- D. Perry

Members Absent

- Glendora
- South Pasadena
- Temple City
- Walnut

SGVCOG Staff

- M. Creter
- M. Christoffels
- C. Cruz
- P. Duyshart

4. Public Comment

Brad Jensen from the SGV Economic Partnership made the following announcement: The SGV Economic Partnership is hosting a luncheon titled: “Boundless Potential: The Future of Ontario International Airport.” Airport CEO Mark Thorpe will be the main speaker at this lunch event, which will take place from 12-1:30 PM on Thursday, February 15, 2018, in Terminal 2 of the airport. Mr. Jensen encouraged as many cities as possible to attend.

5. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting

No changes.

CONSENT CALENDAR

6. Transportation Meeting Minutes: 11/16/2017

There was a motion to approve the consent calendar (M/S: C. Herrera / J. Velasco).

[MOTION PASSED]

AYES:	Claremont, Diamond Bar, Duarte, El Monte, San Gabriel, LA County District 5
NOES:	
ABSTAIN:	
ABSENT:	Alhambra, Glendora, La Cañada Flintridge, South El Monte, South Pasadena, Temple City, Walnut, LA County District 1

PRESENTATIONS

7. *Metro’s Supportive Transit Parking Program (STPP) Master Plan: Presentation by Frank Ching, Deputy Executive Officer, LA Metro*

F. Ching, who is the Deputy Executive Officer of Operational Programs for Metro’s Countywide Planning and Development Office, presented on this item. He and Chairman Fasana first reminded Committee members that this master plan does not affect cities which are in the Gold Line Phase 2B corridor, and there will be a separate plan for that corridor which addresses the specific issues of those cities. Ching also made clear that the STPP master parking plan is not just a paid parking program: that is only one component of the plan.

The main goal and purpose of the Supportive Transit Parking Program is to develop a parking program that ensures parking resources for transit customers, using a potential fee based model and other innovative solutions in order to control parking demand at transit stations. The key objectives of the STPP are to ensure that there will be no increase in overall commute times to the transit patron, ridership must not be negatively impacted, and transit users will see an increase in the amount of parking spaces which are available to them.

There is a common problem at Metro transit stations in that non-transit users take up parking spaces, which takes away parking opportunities for actual transit riders. If customers have to take more than 6 minutes to find a parking space, they are highly likely to not board transit that day, or at least at that particular station.

Additionally, Mr. Ching provided an overview of the development of this parking program. He talked about how the development processes and case studies led Metro to recommend that the new parking management policy be implemented at parking facilities which have greater than 70% occupancy on weekdays. Mr. Ching closed the presentation by discussing Metro’s 10-year implementation plan, the Parking Demand Model, and the importance of outreach with local Cities and agencies.

Questions/Discussion: The following issues were discussed:

- S. Pedroza asked how often the parking rates will be adjusted, and how these adjustments will be evaluated. F. Ching responded that the frequency will not be allowed to be less than 6 months. Plus, there will be a 30-day warning for new rates.
- A Committee Member also asked if Metro has any models for parking similar to the models that Express Lanes uses.
- S. Pedroza stated that a resident of his City brought up a point about how Metro encourages bikers to ride bikes to Metro stations, but that there is not a lot of room for bikes on the Metro light rail trains. He then asked if Metro is taking any actions to address this. Ching responded that Metro has been developing innovative FLM solutions and is trying to increase Bike Share capacity and the amount of bike lockers at stations. J. Fasana commented that this issue needs to be further investigated.

8. *Metro Measure M Subregional Public Participation Plan*

M. Christoffels presented on this item. Before the SGVCOG can formally select projects to move forward

with as part of the MSP 5-Year Plans, Metro requires that the COG have a viable public participation process so that the general public and regional stakeholders have a fair and transparent chance to provide input on Measure M project selection.

The SGVCOG's Public Participation Plan for the first MSP 5-Year Plan is a six-step plan which provides a plethora of chances for public input and engagement. Christoffels showed how, during the various steps and actions of this plan, that there will be: online public forums through which the public can submit questions and comments, public comment periods at multiple SGVCOG committee and TAC meetings, and opportunities to meet with COG staff and implementing agency staff. The components of the plan are as follows:

1. Staff will develop a preliminary proposed project list for each sub-fund based on cash flow and results for the adopted Mobility Matrix.
2. This list will be distributed to COG member agencies and other stakeholders and posted on the COG's website for comment. Staff will attempt to make personal contact with known stakeholders and offer briefings if desired.
3. The proposed project list, as well as any comments received, will be agendized for the Public Works and Planning TACs for discussion and public input.
4. Recommendations from the TACs will be forwarded to the COG's Transportation Committee and agendized for discussion and public input.
5. Final recommendations from the COG's Transportation Committee will be forwarded to the COG's Governing Board for final approval
6. Upon approval of the MSP 5-Year Plan by the Metro Board and subsequent execution of funding MOU's with each individual project implementing agency, further outreach regarding the design, environmental clearance and construction of those projects will be handled individually by the implementing agency in accordance with funding guidelines and local policies.

M. Christoffels concluded his presentation by asking the Committee to approve COG staff's recommendation for a viable Public Outreach Plan.

Questions/Discussion: The following issues were discussed:

- J. Fasana asked if the COG has reached out to regional interest groups and stakeholders. M. Creter pointed out how COG staff have invited regional interest groups and stakeholders to multiple COG committee meetings.
- J. Velasco asked how the COG is doing outreach to non-profits and agencies. M. Christoffels stated that the COG has added suggested groups and organizations to a mail out list.
- J. Velasco also asked what the deadlines and timelines are for the overall 5-Year Plan developmental and project selection process.
- J. Velasco suggested that the COG coordinate with SGV cities to use City cable channels to broadcast information pertaining to Measure M project selection to residents.
- Multiple members of the Committee suggested that the COG utilize social media effectively and often to share information about the development of the Measure M programming plan, and that the COG should conduct additional outreach with its member Cities.
- J. Fasana recommended that the City Managers' Steering Committee should also be able to provide input on the final proposed list of selected projects, in addition to the already suggested Public Works TAC and Planning Directors' TAC.

There was a motion to recommend that the Governing Board adopt the Public Participation Plan, with additional requests that Staff present the proposed project list to the City Managers' Steering Committee (in addition to the Public Works TAC and Planners' TAC), implement further measures

and methods to conduct outreach with SGV Cities and residents, and increase outreach and communication with the public on Social Media (M/S: J. Velasco / J. Pu).

[MOTION PASSED]

AYES:	Alhambra, Claremont, Diamond Bar, Duarte, El Monte, La Cañada Flintridge, San Gabriel, South El Monte, LA County District 1, LA County District 5
NOES:	
ABSTAIN:	
ABSENT:	Glendora, South Pasadena, Temple City, Walnut

ACTION ITEMS

DISCUSSION ITEMS

9. *Metro Measure M Subregional Administrative Funds Follow-Up and Update*

M. Creter provided a quick update on this item. She reminded Committee members that this item was first presented at the November Transportation Committee Meeting. Ms. Creter then summarized the three possible funding options to fund the COG’s administrative transportation work. Under Option A, the COG would utilize the available \$37,600 in funding to offset the cost and work of existing staff. Option B would call for utilizing the available funding to hire a consultant to develop a five-year programming plan and conduct outreach to member agencies and other stakeholders. Option C would call for the approval of a special assessment on COG cities which would be equal to 0.5% of cities’ Measure M local return funds for the initial 5-year period.

M. Creter concluded the update by recapping the decisions and actions of the other COG TACs pertaining to this budget issue. After considering the professional feedback and advice of the members of the various TACs, the COG has decided to postpone Option C and the possible hiring of a Transportation Planner, due to a worry that there would be too much confusion if Option C was adopted while the integration between the COG and ACE was ongoing.

Questions/Discussion: The following issues were discussed:

- B. Messina thinks the City Managers’ Committee’s decision makes sense.
- S. Pedroza feels the same way. He asked if City Managers had concerns regarding if the 0.5% assessment would prevent cities from implementing a project.
- LA county District 1 had a question about subregional funds. Mark replied that that the subregional funds are part of Metro’s bond money, and because of that, COG agencies cannot bond the money, because the existing money has already been bonded once.
- M. Creter said that this will go on the Governing Board agenda for February.

The Committee took no action on this item.

METROPOLITAN TRANSPORTATION AUTHORITY (MTA) REPORT

10. Oral Report

The Chair, J. Fasana, provided the MTA Report.

- Metro Board did not meet in December.
- Metro met with representatives from other COGs (South Bay and Central cities). The meeting was regarding how to make express lanes more effective. There is a mini-call for projects in place.

Concerns from both of those COGs that state laws pertaining to those bonds need to be respectful and non-intrusive. These Cities want more funds going back to cities for congestion-related projects.

- The Metro Board recently got a review of stadium construction for the Los Angeles Rams.
- Fasana has a motion going forward to evaluate design capacity of the Metro Rail system. He wants a thorough and substantive compare and contrast between light rail and heavy rail. How close to capacity are we running? For example, on the light rail Metro lines, is Metro running 3 car train trips when possible?
- Recommendation from Phil Washington is to keep the Claremont Metrolink station open. This item went through Planning Committee yesterday (Wednesday, January 17).
- On Monday, January 29, at 9:30 PM, there will be a ceremony to commemorate the opening anniversary of the Metro Red Line.

UPDATE ITEMS

11. Metrolink Update

W. Rehman of Supervisor Hilda Solis's Office reported that there is a joint motion in the Board of Supervisors regarding a possible discount program for the San Bernardino Line.

12. Update on Active Transportation Planning Efforts

M. Creter (SGVCOG) presented the official map for the SGV CicLAVia event. The SGVCOG is now currently working on hub development along the route. This exciting open streets event will take place on April 22, 2018.

EXECUTIVE DIRECTOR'S REPORT

13. Oral Report

M. Creter announced that P. Duyshart attended an SB 1 Programs and Funding workshop earlier that day at Metro Headquarters. Information was presented regarding funding programs, local outreach, Metro's actions to secure funds and get projects selected and underway as soon as possible, and state timelines and deadlines for call for projects. Handouts on funding programs were provided to Committee members.

COMMITTEE MEMBER ITEMS

S. Pedroza highlighted the Foothill Transit program which were placed at the seats of each Committee member.

M. Creter mentioned that SBCTA will come to the February Transportation Committee meeting to talk about their ongoing Express Lanes projects.

ANNOUNCEMENTS

ADJOURN

The meeting was adjourned at 5:27 p.m.

DATE: February 15, 2018

TO: San Gabriel Valley Council of Governments Transportation Committee

FROM: Marisa Creter, Interim Executive Director

RE: SBCTA I-10 Express Lanes Project Update

RECOMMENDED ACTION

For information only.

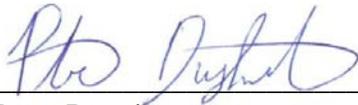
BACKGROUND

Interstate 10 in San Bernardino County is a vital and highly frequented transportation corridor for not only San Bernardino County, but for the greater Southern California region. As the region's population grows, and more people work and live and work in San Bernardino County, travel on I-10 will increase further, as it has been for decades. This results in increased travel times, higher congestion and gridlock, and increased emissions.

In order to find solutions to this major transportation problem, the San Bernardino County Transportation Authority (SBCTA) commissioned the I-10 Corridor Project in 2007 to study creative options for how to best manage traffic on I-10. In July 2017, after the conducting of multiple technical studies and conducting thorough public and community outreach, the SBCTA Board approved construction of the first phase of the I-10 Express Lanes, which will include two 33-mile toll Express Lanes in each direction between the LA County border and Redlands. Construction on this key project will begin in late 2018.

While the vast majority of the I-10 Express Lanes Project will mainly affect the cities of San Bernardino County, these express lanes will begin right at the LA County/San Gabriel Valley border in the City of Claremont, with the City of Pomona immediately adjacent. With traffic flow on I-10 in these two cities being directly affected, and traffic flow in other San Gabriel Valley cities which are along I-10 also potentially being affected as a result of this project, this is a project that San Gabriel Valley cities should be apprised and cognizant of.

Raymond Wolfe, the Executive Director of the SBCTA, and Paula Beauchamp, Director of Project Delivery for the SBCTA, will be giving an overview presentation on the I-10 Corridor Project.

Prepared by: 
Peter Duyshart
Project Assistant

Approved by: 
Marisa Creter
Interim Executive Director

ATTACHMENTS

Attachment A – SBCTA Presentation Slides -- Page 9

Moving Forward on Interstate 10



Paula Beauchamp
Director of Project Delivery

cta

San Bernardino County
Transportation Authority

Goods Movement Routes and Challenges

- **\$225 billion** in trade value flow through San Bernardino County on rail or truck annually
- **50%** of interstate Southern California truck traffic passes through I-10/I-15 interchange
- **43%** of Southern California's approximately **1 billion square feet** of warehouse/distribution space is within five miles of the I-10 corridor region-wide



Logistics landscape surrounding I-10/I-15 Interchange, typical along the I-10 Corridor.



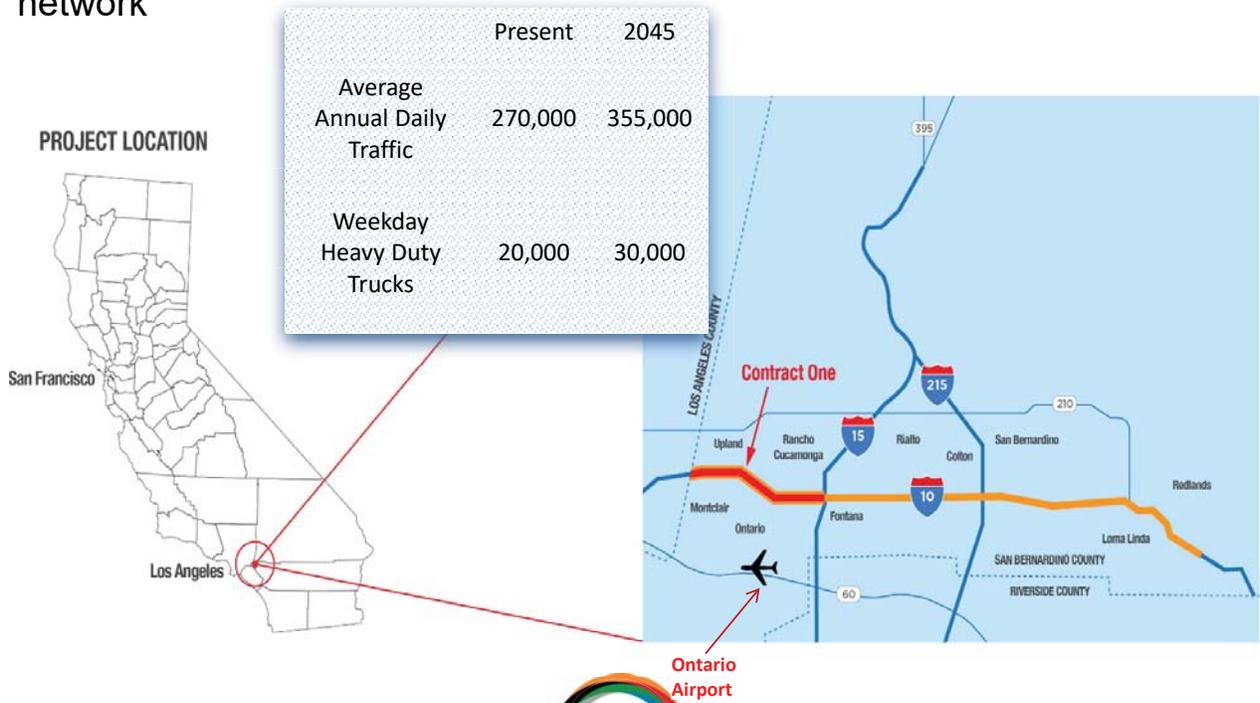
Goods Movement Routes



SGVCOG

Corridor Characteristics

- Essential East-West component of regional, interstate and international network



SGVCOG

Project Description



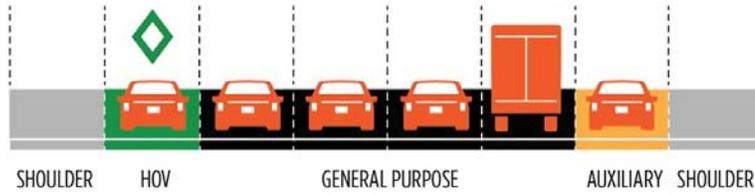
SGVCOG

Proposed Cross-Section

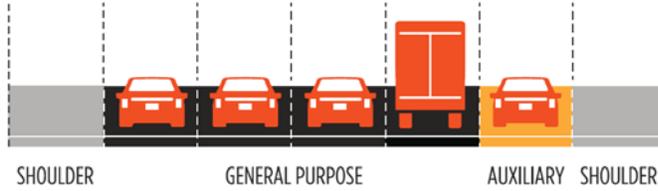


EXISTING

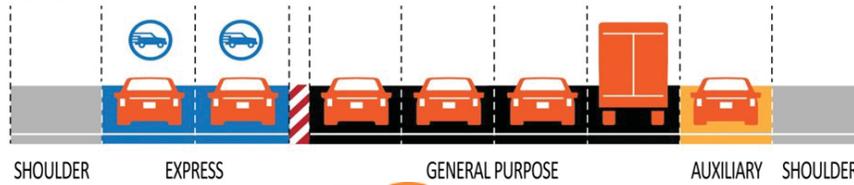
West of Haven Avenue, 8 miles



East of Haven Avenue, 2 miles



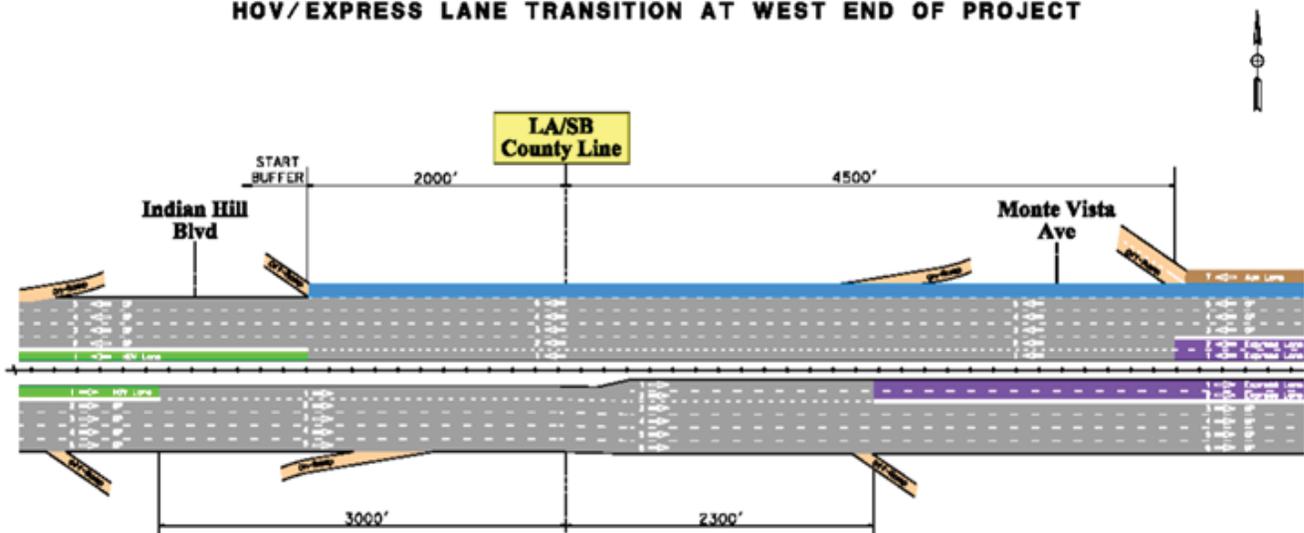
PROPOSED



SGVCOG

Transition to/from Los Angeles County

I-10 CORRIDOR PROJECT ALTERNATIVE 3 - EXPRESS LANES HOV/EXPRESS LANE TRANSITION AT WEST END OF PROJECT



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Project Benefits

- Improve mobility by increasing overall capacity
- Improve traffic operations and reduce congestion
- Provide option for increased travel time reliability
- Minimize diversion to local roadways
- Utilize toll revenue toward project funding
- Directly benefit the movement of heavy duty trucks by reducing congestion in the general purpose lanes



SGVCOG

Managed Lanes

- Express Lanes
 - Managed by occupancy restrictions and pricing
 - Balance revenue generation with traffic throughput
- Tolling Policy
 - Exemption for HOV 3+ (with option for discounted rate structure)
 - 24-hour tolling with minimum toll rate
 - Switchable transponders/license plate recognition for toll collection
 - Dynamic pricing by segment
 - Discounted Clean Air Vehicle rates
 - Low Income Equity program



SGVCOG

Capital Cost Estimate

Feb 2018

Cost Description	Cost Amount
Preliminary Engineering & Environmental	\$8,800,000
Program Management	\$28,900,000
Project Construction Management	\$47,300,000
Project Development & Procurement	\$9,400,000
Right of Way Acquisition, Utilities & Support	\$47,800,000
Landscape Maintenance	\$4,200,000
Subtotal: SBCTA Costs	\$146,400,000
Design/Build	\$529,400,000
Design/Build (SHOPP Funding)	\$89,000,000
Toll Collection System & ITS	\$19,800,000
Subtotal: Design/Build and Toll Collection	\$638,200,000
Total Capital Costs (excluding Financing)	\$784,600,000



SGVCOG

Procurement Milestones

Milestone	Design/Build Civil Date	Toll Services Provider Date
Release RFQ	December 7, 2016 ✓	January 4, 2017 ✓
SOQs Due	January 25, 2017 ✓	February 24, 2017 ✓
Finalize Short List	February 24, 2017 ✓	March 2017 ✓
Release Industry Review RFP	March 2017 ✓	April 2017 ✓
Release Final RFP	July 2017 ✓	July 2017 ✓
Proposals Due	February 2018	November 2017 ✓
Board Approval / Contract Award	July 2018	April 2018
NTP 1 (Administrative)	July 2018	May 2018
NTP 2 (Design and Construction)	Fall 2018	Summer 2018



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DATE: February 15, 2018

TO: San Gabriel Valley Council of Governments Transportation Committee

FROM: Marisa Creter, Interim Executive Director

RE: **PROJECT DEVELOPMENT**

RECOMMENDED ACTION

Discuss and provide direction to staff.

BACKGROUND

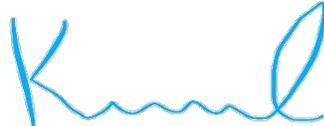
In January, ACE and SGVCOG staff developed a draft letter of interest (LOI) for future potential construction projects under the ACE program. The draft LOI (Attachment A) contains the following categories

- Project Description: budget, schedule and funding sources.
- Project Benefits: mobility; safety; sustainability; economy; accessibility; and state of good repair. These project benefit categories are based on the SGVCOG Mobility Matrix.
- Statement of Need: any resource and/or technical limitations that could be assisted with, or undertaken directly, by the SGVCOG.

Additionally, staff developed a project development review process. The review process is differentiated based on whether a proposed project is fully funded or unfunded/partially funded. See Attachment B for the proposed review process for fully funded projects/project segments and Attachment C for the proposed review process for unfunded/partially funded projects. Staff anticipates completing a full application and application review process by April, with submittal/approval to the Governing Board in May. See Table 1 for a complete project development schedule. Staff will provide an overview presentation for the LOI, and funded/unfunded review process attachments.

January – April 2018	Develop draft application and application/review process
May 2018	Submit application package to Governing Board for approval
June – October 2018	Outreach to member agencies
November 2018	Letters of Interest (LOIs) Due
December 2018	Review of LOIs
January 2019	Meet with project sponsors to refine scope and timeline for recommended projects
February 2019	Develop 5-year workplan
March 2019	Submit 5-year workplan to Governing Board for approval
April 2019	Submit draft Budget to Governing Board for review which incorporates 5-year workplan revenue and expenses

Table 1. Project Development Schedule

Prepared by: 
Katie Ward
Senior Management Analyst

Approved by: 
Marisa Creter
Interim Executive Director

ATTACHMENTS

- Attachment A – Project Development LOI -- Page 17
- Attachment B – Review Process for Fully Funded Projects -- Page 22
- Attachment C – Review Process for Unfunded/Partially Funded Projects -- Page 23
- Attachment D – Project Development/Review Process Presentation -- Page 24

1. PROJECT SPONSOR INFORMATION

A. Project Sponsor

Agency: _____
Contact Person Name: _____
Contact Person Title: _____
Contact Person's Email Address: _____
Contact Person's Phone Number: _____

B. Partnering Agency or Agencies

Partnering Agency: _____
Partnering Agency: _____
Partnering Agency: _____
Partnering Agency: _____
Partnering Agency: _____

2. PROJECT INFORMATION

A. Project Name

B. Project Location

Enter a project location that conveys road names, intersection cross street names, and/or geographical references of where the project is located.

C. Project Scope

Provide a clear and concise explanation of the types of work and/or the major elements that are proposed.

D. Project Cost and Funding (in current dollars)

Project Phase	Total	Secured Funding	Additional Funds Required
PAED			
PSE			
ROW			
CON			
CON-NI			
TOTAL			

Notes:

PAED = environmental phase

PSE = plans, specifications, and estimates phase

ROW = right-of-way phase

CON = construction phase

CON-NI = non-infrastructure (e.g. education and encouragement programs)

For any funding that has been secured, complete the table below.

Amount	Source	Federal (Yes/No)	Additional Requirements (Including Deadlines for Use of Funds)

For any additional funds required to complete the project, please list any potential sources of funding that have been identified.

Can the project be completed in phases or otherwise segmented? If yes, please describe below.

E. Project Status and Delivery Schedule

Project Phase	Start Date	End Date
PAED		
PSE		
ROW		
CON		
CON-NI		
CLOSEOUT		

What phase is the project currently in?

Identify any significant work and milestones that have been completed to date.

3. PROJECT READINESS

Check all of the following that has been completed or is available for the project:

- Cost estimate
- Outreach surveys (e.g. surveys of parents/students, residents, or business owners)
- Project advisory committee
- Other record of public support of the project
- Feasibility study
- Prior grant applications
- Photos of existing conditions
- Conceptual drawings/plans
- Traffic counts or other related dated
- Ridership/user projections
- Citywide plans that includes the project or project area.
- Environmental document
- Final design
- Other, please explain:

4. PROJECT BENEFITS

Please identify any anticipated project benefits

- Mobility** (Improves mobility & reduce congestion; Minimizes vehicular & truck impacts; Reduces bus & rail transit congestion; Develops first/last mile strategies; or Reduces congestion caused by goods movement)

If applicable, briefly describe how the project addresses mobility:

- Safety** (Increases pedestrian & bicyclist safety; Increases transit user safety; or Increases rail & roadway safety)

If applicable, briefly describe how the project addresses safety:

- Sustainability** (Prepares for extreme weather events; Improves air quality and reduces GHG emissions; Improves public health and reduces obesity; Improves quality of life; or Conserves water and manage storm water)

If applicable, briefly describe how the project addresses sustainability:

- Economy** (Improves goods movement infrastructure; Improves access to jobs: Reduces travel time for workers and goods; Provides infrastructure to attract new business; Promotes development at station areas & corridors)

If applicable, briefly describe how the project addresses economy:

- Accessibility** (Improves transit, bike, pedestrian access to activity and job growth centers; Provides access to transit dependent populations; Increases bike/pedestrian access to transit; or Compliances with ADA at transit stations and stop)

If applicable, briefly describe how the project addresses accessibility:

- State of Good Repair** (Maintains safe & reliable mobility; or Minimizes rehabilitation & reconstruction costs)

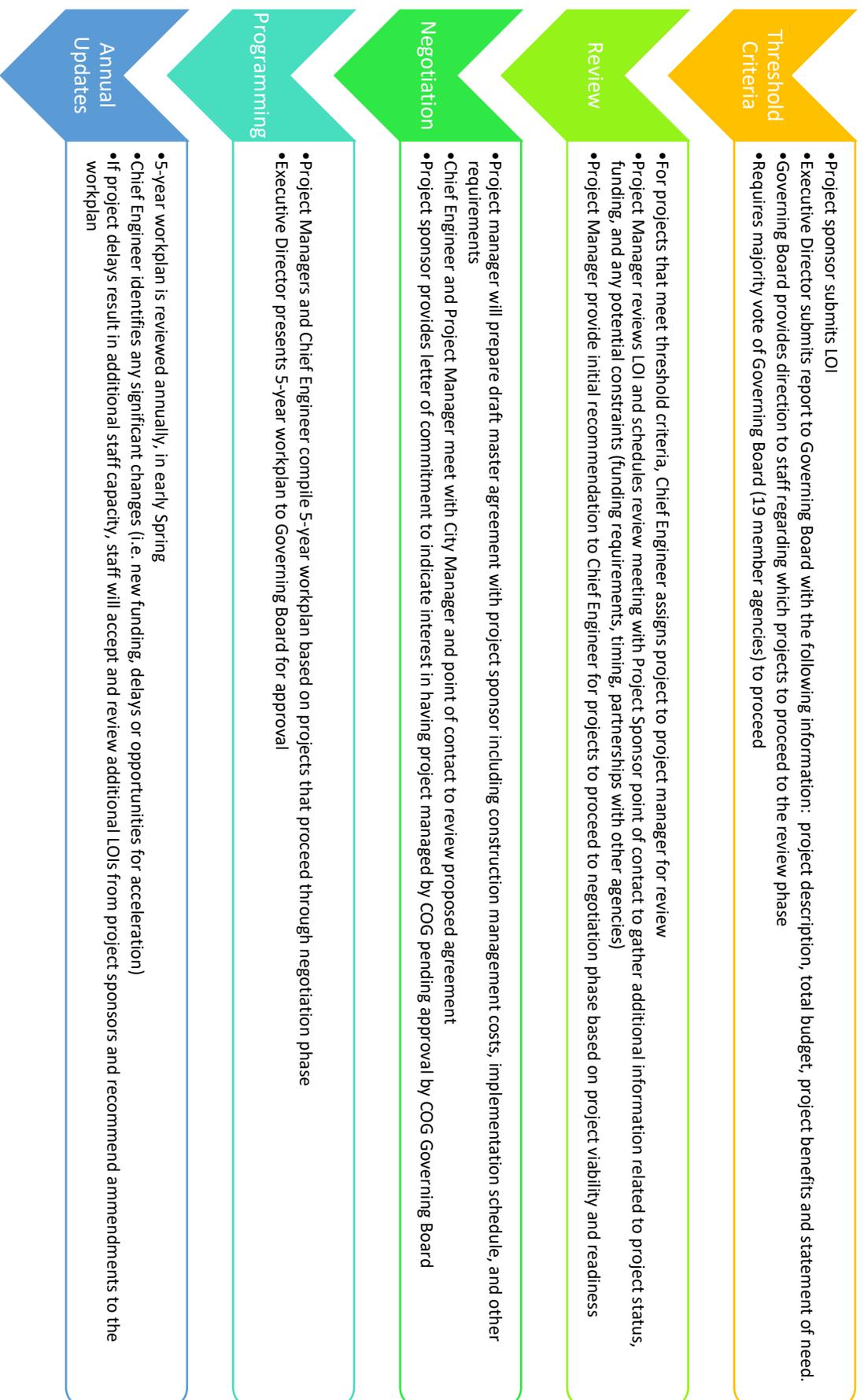
If applicable, briefly describe how the project addresses state of good repair:

- Other** (If necessary, identify any other regionally significant project benefits not addressed above)

If applicable, briefly describe any other regionally significant project benefits:

5. STATEMENT OF NEED

Please explain any resource and/or technical limitations that your agency has on this project that you believe could be assisted with, or undertaken directly, by the SGVCOG.



Threshold Criteria

- Project sponsor submits LOI.
- Executive Director submits report to Governing Board with the following information: project description, total budget, project benefits and statement of need.
- Governing Board provides direction to staff regarding which projects to proceed to the review phase.

Review

- For projects that meet threshold criteria, Chief Engineer assigns project to project manager for review.
- Project Manager and Director of Government & Community Relations reviews LOI and schedules review meeting with Project Sponsor point of contact to gather additional information related to project status, available funding, funding and/other constraints.
- Director of Government & Community Relations provide initial recommendation to Executive Director for projects to proceed to negotiation phase based on potential funding.

Negotiation

- Project manager will prepare draft Memorandum of Understanding with project sponsor. MOU will include both an annual flat fee, based on project typology, and a Not To Exceed (NTE) for grant-writing. It will also identify commitment of COG to provide quarterly updates on funding opportunities. Project sponsors will be billed the flat rate upon execution of the MOU. Cities will be billed actual costs (consultant fees + staff time) for grant-writing. If the full grant-writing budget is exhausted, project manager will prepare an amendment to the MOU for consideration by the project sponsor.
- Director of Government & Community Relations and Project Manager meet with City Manager and point of contact to review proposed agreement
- Project sponsor provides letter of commitment to indicate interest in having project managed by COG pending approval by COG Governing Board.

Programming

- Director of Government & Community Relations and Executive Director compile 5-year workplan based on projects that proceed through negotiation phase.
- Executive Director presents 5-year workplan to Governing Board for approval.

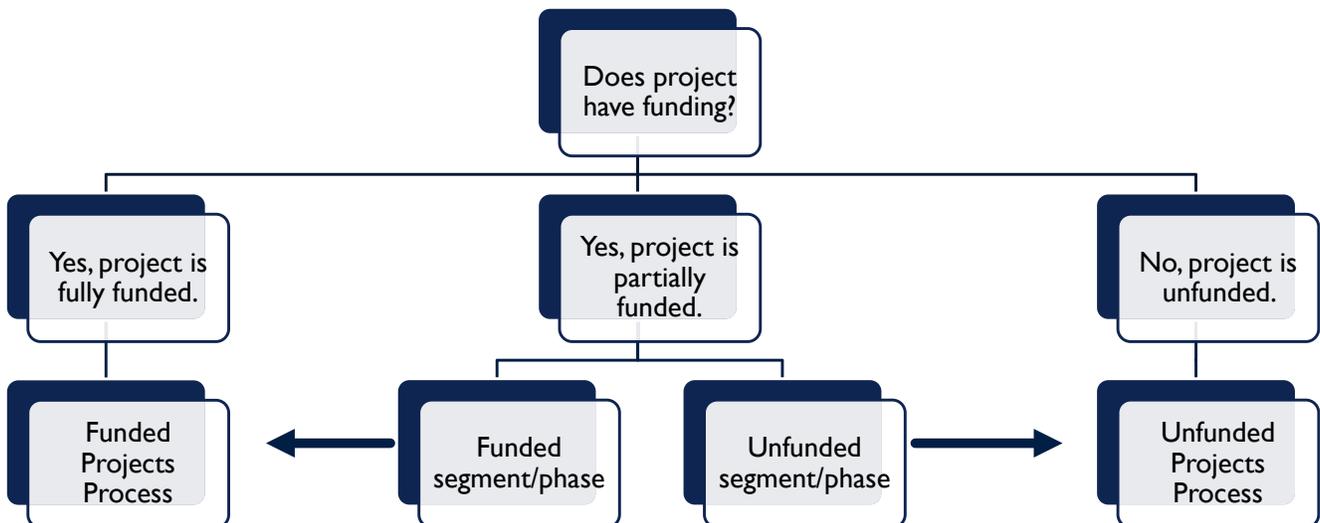
Annual Updates

- 5-year workplan is reviewed annually, in early Spring.
- Executive Director identifies any significant changes. If a project is successfully awarded funding, the project sponsor may choose to submit the project for implementation by the COG through the LOI process.

PROJECT DEVELOPMENT AND APPROVAL PROCESS



FUNDING STATUS



FUNDED PROJECTS - OVERVIEW



FUNDED PROJECTS



- Project sponsor submits Letter of Interest (LOI)
- LOI includes the following
 - *Project Description*: budget, schedule and funding sources
 - *Project Benefits*: mobility; safety; sustainability; economy; accessibility; and state of good repair
 - *Statement of Need*: any resource and/or technical limitations that could be assisted with, or undertaken directly, by the SGVCOG.
- Project benefit categories as based on the SGVCOG Mobility Matrix
- Executive Director submits report to Governing Board summarizing all LOIs including project description, total budget, project benefits, statement of need and initial recommendation
- Governing Board provides direction to staff regarding which projects to proceed to the Review Phase
- Requires majority vote of Board (19 agencies) to proceed

FUNDED PROJECTS



Sample Project Report to Governing Board

Project: ABC City Greenway Project	Project Description: Construct a 3-mile multi-use trail along the flood control channel, including at-grade crossings and safety improvements at 4 intersections.	Project Cost: \$4M	Funding Source: ATP Cycle 3 (State-only funds)
Threshold Criteria			
Mobility: Improves 1 st /Last Mile connections	Safety: Off-street trail eliminates bike/ped conflicts with vehicles	Sustainability: Provides alternative mode for trips that reduces GHGs and improves public health through increased physical activity	Economy: N/A
		Accessibility: Improves bike/ped access to activity and job centers; and includes ADA improvements	State of Good Repair: N/A
Statement of Need: ABC City has no prior experience developing projects within the flood control channel, including coordinating with LA DPW and Army Corps. ABC City does not have sufficient staff capacity to manage project within timeline required by granting agency.			

FUNDED PROJECTS



- For projects that meet threshold criteria, Chief Engineer assigns project to project manager for review
- Project Manager reviews LOI and schedules review meeting with Project Sponsor point of contact to gather additional information related to project status, available funding, and any potential constraints (funding requirements, timing, partnerships with other agencies)
- Project Manager provide initial recommendation to Chief Engineer for projects to proceed to negotiation phase based on project viability and readiness

FUNDED PROJECTS



- Project manager will prepare draft master agreement with project sponsor including construction management costs, implementation schedule, and other requirements
- Chief Engineer and Project Manager meet with City Manager and point of contact to review proposed agreement
- Project sponsor provides letter of commitment to indicate interest in having project managed by COG, pending approval by COG Governing Board.

FUNDED PROJECTS



- Project Managers and Chief Engineer compile 5-year workplan based on projects that proceed through negotiation phase
- Executive Director presents 5-year workplan to Governing Board for approval
- Per Governing Board direction, all agency-to-agency agreements would also be submitted separately for approval by the Board

FUNDED PROJECTS



	Funding Programming Year (In Millions)					
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
Regional Surface Transportation Improvements						
Mobility Improvement Project for Main Street						
SB I	\$2.00	\$4.00	\$4.00			\$10.00
Measure M Local Return	\$1.00	\$1.00	\$1.00			\$3.00
Total	\$3.00	\$5.00	\$5.00			\$13.00
Signal Synchronization & Bus Speed Improvements						
BRT Lane and Grade Separation for Central Boulevard						
CMAQ			\$1.00	\$8.00	\$8.00	\$17.00
ExpressLanes Net Toll Revenue			\$1.00	\$6.00	\$6.00	\$13.00
Total			\$2.00	\$14.00	\$14.00	\$30.00
Bicycle & Pedestrian Improvements						
ABC Greenway Project						
ATP Cycle 4		\$1.00	\$3.00			\$4.00
Measure M ATP 2%		\$0.50	\$0.50			\$1.00
Total		\$1.50	\$3.50			\$5.00
TOTAL	\$3.00	\$6.50	\$10.50	\$14.00	\$14.00	\$48.00

FUNDED PROJECTS



- 5-year workplan is reviewed annually, in early Spring.
- Chief Engineer identifies any significant changes (i.e. new funding, delays or opportunities for acceleration).
- If project delays result in additional staff capacity, staff will accept and review additional LOIs from project sponsors and recommend amendments to the workplan.

UNFUNDED PROJECTS - OVERVIEW



UNFUNDED PROJECTS



- Project sponsor submits Letter of Interest (LOI)
- LOI includes the following
 - *Project Description*: budget, schedule and funding opportunities
 - *Project Benefits*: mobility; safety; sustainability; economy; accessibility; and state of good repair
 - *Statement of Need*: any resource and/or technical limitations that could be assisted with, or undertaken directly, by the SGVCOG.
- Project benefit categories as based on the SGVCOG Mobility Matrix
- Executive Director submits report to Governing Board summarizing all LOIs including project description, total budget, project benefits, statement of need and initial recommendation
- Governing Board provides direction to staff regarding which projects to proceed to the Review Phase
- Requires majority vote of Board (19 agencies) to proceed

UNFUNDED PROJECTS



Sample Project Report to Governing Board

Project: ABC City Greenway Project	Project Description: Construct a 3-mile multi-use trail along the flood control channel, including at-grade crossings and safety improvements at 4 intersections.	Project Cost (Est): \$4-6M	Funding Source: ATP, Call for Projects
Threshold Criteria			
Mobility: Improves 1 st /Last Mile connections	Safety: Off-street trail eliminates bike/ped conflicts with vehicles	Sustainability: Provides alternative mode for trips that reduces GHGs and improves public health through increased physical activity	Economy: N/A
		Accessibility: Improves bike/ped access to activity and job centers; and includes ADA improvements	State of Good Repair: N/A
Statement of Need: ABC City does not have sufficient staff capacity to track potential funding sources and develop grant applications.			

UNFUNDED PROJECTS



- For projects that meet threshold criteria, Chief Engineer assigns project to project manager for review
- Project Manager and Director of Community & Government Relations reviews LOI and schedules review meeting with Project Sponsor point of contact to gather additional information related to project status, potential funding, and other constraints
- Project Manager and Director of Community & Government Relations provide initial recommendation to Executive Director for projects to proceed to negotiation phase based on project viability and readiness

UNFUNDED PROJECTS



- Project manager will prepare draft Memorandum of Understanding with project sponsor.
- Director of Government & Community Relations and Project Manager meet with City Manager and point of contact to review proposed agreement
- Project sponsor provides letter of commitment to indicate interest in having project managed by COG pending approval by COG Governing Board

UNFUNDED PROJECTS



- MOU Structure:
 - MOU will include both an annual flat fee, based on project typology, and a Not To Exceed (NTE) for grant-writing
 - COG will provide Project Sponsor with quarterly updates on funding opportunities
 - Project sponsors will be billed the flat rate upon execution of the MOU
 - Cities will be billed actual costs (consultant fees + staff time) for grant-writing
 - If the full grant-writing budget is exhausted, project manager will prepare an amendment to the MOU for consideration by the Project Sponsor

UNFUNDED PROJECTS



Flat Fee by Project Type (Draft)

Project Type	Annual Flat Fee
Regional Surface Transportation Improvements	\$10,000
Goods Movement Improvements	\$10,000
Signal Synchronization & Bus Speed Improvements	\$5,000
Transportation Demand Management	\$5,000
Bicycle & Pedestrian Improvements	\$5,000
Other	TBD (Case-by-case)

UNFUNDED PROJECTS



- Sample Cost Structure: ABC City Greenway Project
 - Project Type: Active Transportation
 - Annual Flat Fee: \$5,000 (billed upon execution of MOU)
 - NTE Budget for Grant-writing: \$50,000 (billed only if used)

UNFUNDED PROJECTS



- Director of Government & Community Relations and Executive Director compile 5-year workplan based on projects that proceed through negotiation phase
- Executive Director presents 5-year workplan to Governing Board for approval

UNFUNDED PROJECTS



- 5-year workplan is reviewed annually, in early Spring
- Executive Director identifies any significant changes
- If a project is successfully awarded funding, the project sponsor may choose to submit the project for implementation by the COG through the LOI process

PROJECT DEVELOPMENT AND APPROVAL PROCESS

Questions