

San Francisco County Transportation Authority  
Prop K/Prop AA Allocation Request Form

FY of Allocation Action:

2015/16

Project Name:

Balboa Area TDM Study [NTIP Planning]

Implementing Agency:

Planning Department

EXPENDITURE PLAN INFORMATION

Prop K EP Project/Program:

b. Transportation/Land Use Coordination

Prop K EP Line Number (Primary):

44

Current Prop K Request:

\$ 100,000

Prop K Other EP Line Numbers:

Prop AA Category:

Current Prop AA Request:

\$ -

Supervisorial District(s):

7

SCOPE

Sufficient scope detail should be provided to allow Authority staff to evaluate the reasonableness of the proposed budget and schedule. If there are prior allocations for the same project, provide an update on progress. Describe any outreach activities included in the scope. Long scopes may be provided in a separate Word file. Maps.

If a project is not already name Project sponsors shall provide a brief explanation of how the project was prioritized for funding, highlighting: 1) project benefits, 2) level of public input into the prioritization process, and 3) whether the project is included in any adopted plans, including Prop K/Prop AA 5-Year Prioritization Program (5YPPs). Justify any inconsistencies with the adopted Prop K/Prop AA Strategic Plans and/or relevant 5YPPs.

Indicate whether work is to be performed by outside consultants and/or by force account.

Scope of work begins on next page.

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**INTRODUCTION**

The area comprising Balboa Public Site (aka Balboa Reservoir) and City College (CCSF) Ocean Campus lies at a crossroads of transportation infrastructure, serves as a major education destination, and is poised for change. A number of transit improvements in the Balboa Park plan area are steadily improving transit access, MTA operations and pedestrian safety around Balboa Park station. In addition, upcoming streetscape improvements will make the public realm on Ocean Avenue more pedestrian friendly and attractive. Yet there remains a need to better understand and *manage* transportation demand.

Building on recent public participation and analyses, the San Francisco Planning Department's (Planning's) Balboa Area Transportation Demand Management (TDM) project will analyze the neighborhood's existing and future transportation demand, recommend TDM measures, and an implementation guide.

This District 7 Neighborhood Transportation Improvement Program (NTIP) planning study was developed in response to input from Supervisor Yee's office. Project deliverables and recommendations will respond to Supervisor and community concerns. The Transportation Authority's NTIP was developed to build community awareness of, and capacity to provide input to, the transportation planning process and to advance delivery of community supported neighborhood-scale projects.

**PURPOSE**

The Balboa area TDM Project will identify measures to minimize the transportation demand impacts of current and future development on the Balboa Public Site (see map in allocation request form), CCSF development, and neighborhood activity. The project will focus on:

- current and future CCSF activity;
- potential future Balboa Public Site activity; and
- other local trips, including those of the neighborhoods surrounding the Balboa Public Site

The project will support the goals of pedestrian safety and access to transit, affordable housing, and CCSF student enrollment.

The project will serve as a tool to aid in short-term and long-range transportation planning, and to support coordination between different jurisdictions in the Balboa area. Recommendations may be incorporated into future CEQA analysis of the Balboa Public Site, campus plans, or any related proposals required per land use law. Recommendations will be well-defined and ready for implementation if incorporated into the future development agreement for the Balboa Public Site, CCSF's master plan, a public agency work plan or an MOU between these entities. This project will not constitute an implementable "TDM Plan" for the Balboa site or for CCSF unless the plan is negotiated into an agreement(s) with a future developer (of the Balboa Public Site) and/or CCSF. However, the TDM Framework and Recommendations should be crafted for ease of

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implementation. At a minimum the framework would serve as the foundation and guide for future plans (CCSF TDM Plan) or agreements (Balboa Public Site Development Agreement) within the study. The document should streamline future TDM policy and planning in the area, and ensure that the goals, performance and monitoring of various TDM and transit planning efforts in the study area are aligned.

**ROLES AND DESCRIPTION OF SERVICES**

Planning will provide:

- (1) Overall Project Management and coordination
- (2) Liaison to Balboa Reservoir/Public Site outreach process

San Francisco Municipal Transportation Agency (SFMTA) will provide:

- (1) A framework to guide TDM policies, measures and implementation in the project area
- (2) Draft toolkit of TDM measures which the City of San Francisco, CCSF or a future developer of the Balboa Public Site should implement in the area, including the Ingleside, Westwood Park and Sunnyside neighborhoods
- (3) Outline of City approach to monitoring and reporting of TDM commitments

Contractor will deliver:

- (1) Existing conditions data collection and analysis, including trip generation, mode split for CCSF, and neighborhoods and uses nearby Balboa site.
- (2) Meeting facilitation and public engagement
- (3) Review of TDM framework, and additions to or input on framework with specific considerations to the project area
- (4) Review of SF TDM toolkit, and additions to or input on TDM measures for short and long terms in the project area
- (5) A proposed implementation plan, including roles, estimated costs of implementation and monitoring/reporting, opportunities, and outline of other resources needed

**SCOPE OF SERVICES**

**1. PROJECT SCOPING**

Planning requires that the scope of work for the TDM plan be reviewed and approved by SFMTA TDM Manager prior to commencement of any work by the transportation consultant for the project.

- 1.1. Consultant's project manager will meet and consult with City Team (Planning, SFMTA, and Office of Economic and Workforce Development (OEWD) to review, discuss and modify this draft scope of work prior to final approval. The discussions will focus on items such as:

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- a. Data collection (existing counts, identify if there is need for new counts, locations, time periods, etc.)
  - b. Assumptions (study area, land use types, cumulative growth, etc.)
  - c. Methodology (Trip generation methodology and appropriate sources, travel forecasts, etc.)
  - d. Proposed TDM Project relationship to the Balboa Public Site project, City College of San Francisco's Ocean Campus plans, Balboa Park Station Area Plan and neighborhood streetscape improvement plans, including the analysis of cumulative transportation conditions
  - e. Timeline
  - f. Roles and responsibilities
  - g. Role of public engagement and appropriate points for input/informing public
- 1.2. Finalize the service agreement to clearly define scope of services, deliverables, schedule, fees and payments, exclusions, liabilities, responsibilities, and insurance requirements.

<p><i>Deliverables:</i></p> <p><i>1.1 Scope of services, budget and schedule</i></p>
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**2. PROJECT MANAGEMENT**

Contractor will work closely with City Team project manager to coordinate the overall project plan and outreach strategy. Project management tasks include, at a minimum:

- a. Prepare and execute the Project
- b. Plan, organize and manage the day-to-day activities of the project, and coordinate technical tasks and the production of deliverables meeting the scope, schedule, cost and quality objectives
- c. Develop agendas for meetings with City Team, and distribute in advance of meetings
- d. Day-to-day communication with City Team project manager as necessary
- e. Monthly financial management of the project including review of progress to expenditures, budget, schedule, and scope, review and processing of sub-consultant charges, preparation of invoices and progress reports
- f. Public engagement plan – the consultant shall prepare and the City Team shall approve a public engagement plan for the project, with special consideration of existing Balboa Park Area Plan CAC, Balboa Reservoir CAC, ongoing neighborhood meetings, and City College projects and master planning. The engagement plan shall consider appropriate purpose for engaging public (inform, gather feedback, etc.) and appropriate strategies for engaging public (workshop, emails, website, etc.)

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- g. Conduct at least four coordination meetings with CCSF Master planners , consultants or representatives
- h. Conduct quality reviews of interim deliverables, and ensure final deliverables are quality reviewed by the Principal in charge and Project Manager
- i. Other project management duties identified by the consultant team

*Deliverables:*

*2.1 Public engagement plan*

### **3. NEEDS ASSESSMENT**

Conduct an unbiased transportation demand management needs assessment for existing conditions and potential future land use scenarios. Assumptions for the future scenario should include City College plans and be coordinated with City Team, as described below.

Assessment should incorporate traffic data, transit routes and service, bike routes, parking counts, carshare amenities, and demand analyses from recent studies by SFMTA, SFCTA and the SFPUC. Additional data needs should be addressed in scope Task 1.

#### **3.1. Existing Conditions**

- 3.1.1. Review existing parking conditions and practices in area, including CCSF owned and leased parking facilities, metered and unmetered on-street parking, off-street publicly (or available to students/faculty) accessible parking, and residential on-street parking in adjacent neighborhoods. Review related EIRs and mitigation measures, including the Phelan Loop, Avalon and Mercy Housing developments, CCSF Master Plan, and Balboa Park Area Plan. Quantify or estimate parking supply in the project area. Assess existing TDM policy and programs, and institutional challenges and opportunities to implementing TDM in the area. *Include findings in existing conditions memo.*
- 3.1.2. Describe status of near-term or planned SFMTA service improvements and any available information related to planned changes in BART, CCSF or nearby transportation services. *Include findings in existing conditions memo.*
- 3.1.3. Refine draft transportation questionnaire for CCSF affiliates and neighborhood commuters. With City staff, conduct intercept survey (two locations for three days each) and online survey of transportation usage, needs and pricing inquiries. Summarize survey findings in existing conditions memo. *Deliverable: web-based and paper questionnaire and survey findings report*
- 3.1.4. Estimate VMT to/from neighborhood destinations based on average trip length to help benchmark the performance of recommendations made in Task 5. Clearly

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identify the various trip markets in the project area. *Include findings in existing conditions memo.*

- 3.1.5. OPTIONAL TASK: Should additional data be required and identified in Task 1 by supporting agencies, conduct relevant automobile and/or transit observations, including, but not limited to, transit delay, ridership, automobile delay, parking supply and demand, pedestrian or public realm studies, or door entry counts (assume 10 locations for budgeting purposes). *Deliverable: raw data, as determined in Task 1*
- 3.1.6. Complete a draft and final Existing Conditions Memo, with all compiled existing or gathered data including:
- A base map and text for the project area
  - A description of existing uses and vehicular access to the project area
  - A description of existing parking and loading activities, including hours of operation, supply and hourly utilization.
  - Intersection level of service (LOS) conditions during the weekday p.m. peak hour at project intersections determined in Task 1, including, but not limited to, the 12 intersections in Exhibit B
  - A qualitative assessment of pedestrian and bicyclist conditions (conflicts, safety and operational issues), based on observations and existing studies.
  - Quantitative assessment of on- and off-street parking supply and utilization within the project area during the weekday midday and late evening periods.
  - Estimation of VMT currently generated by existing land uses, to form baseline for future projects and recommendations.
  - Quantitative assessment of carshare supply within ¼ mile of the project area.

*Deliverables:*

*3.1.1 Web and print survey and findings*

*3.1.2 Draft and Final Existing conditions memo*

**3.2. Travel Demand/VMT Calculations for Future Conditions**

- 3.2.1. Determine potential future transportation demand scenarios for the Balboa Public Site, including to-be-determined short term and long-term horizons, in coordination with the Planning Department. Short-term scenario should be based on the Planning Department's development pipeline. Long-term scenarios should include the development pipeline and up to two (2) land use program alternatives for the Balboa Public site.
- 3.2.2. Determine future travel demand scenarios for City College's Ocean Campus, including short and long-term time horizons and enrollment projections, in coordination with CCSF and City staff.

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Document assumptions, methodology and results in a draft and final Travel Demand/ Future VMT Memo. For task 3.2:

- Estimate net-new trips by mode of travel and net-new VMT.
- Estimate person trips and VMT generated using SF guidelines
- Compile and estimate LOS for future scenarios at key intersections (see Exhibit B)
- Future scenarios should be “cumulative,” including all development within the project area as well as planned sustainable mode transportation network improvements.
- Estimate parking demand based on available data and projections from City of San Francisco and CCSF master planning process (including enrollment, faculty/staff changes, square footage of educational and other public facilities)

*Deliverables:*  
*3.2 Draft and Final Travel Demand/Future VMT Memo*

**4. Public Engagement**

Building on past public participation, engage stakeholders, CACs and neighbors at appropriate times throughout the Project, using appropriate methods.

The City Team will build on past outreach efforts to neighborhood stakeholders. Past outreach efforts have gathered input from the Balboa Park Station Area CAC, the Balboa Reservoir CAC, the Excelsior Collaborative, OMI Collaborative, Westwood Park association, and Sunnyside Neighborhood Association and Ocean Avenue Association. The Balboa Park CAC unanimously endorsed the proposal for this TDM Project and will continue to stay involved throughout its execution.

The City team will work closely with Commissioners Yee and Avalos to identify additional opportunities and communities for outreach, and to catalog known issues in the planning effort areas. Potential stakeholder groups include neighborhood associations within the project area, Communities United for Health and Justice, PODER, CCSF student and faculty groups, the SF Bike Coalition, and other community organizations as identified/requested

4.1. Facilitate Any Engagement Meetings and Presentations – budget should include at least six engagement meetings, including at least one public meeting, Balboa Park Station Area CAC or Balboa Reservoir CAC meeting focused on transportation. Meetings may include, but are not limited to, CAC, City-sponsored workshops, guest speaker engagements, and/or ongoing neighborhood organization meetings. Meetings meant to inform the public or neighborhood groups may take place early in the project, before Task 3. Public engagement meetings are distinct from the CCSF meetings identified in Task 5.3.

4.2. For any public meetings/workshops: Presentation, agenda, minutes

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*Deliverables:*

*4.1 Meeting facilitation*

*4.2 Presentation, agenda, minutes*

## **5. Recommendations**

The City Team will provide a framework of principles and objectives to guide the TDM program for the project area. The City Team will also provide a draft toolkit of TDM measures that may be appropriate for consideration for residential, commercial, retail, campus/institutional uses based on current practice, negotiations, and research best practices.

- 5.1. Review City Team (a) TDM framework and (b) draft toolkit of TDM strategies, propose any additions and considerations to both the framework and toolkit, in particular out of consideration for the project area and implementation by multiple agencies and entities.

Based on this review, propose specific TDM measures appropriate to address VMT impacts in the project area. Define the proposed measures, including identifying where they would be implemented, what trip markets would be served/addressed, level of deployment, cost, potential funding sources, rate of impact, timeline, and appropriate implementing agency or entity (by future developer of Balboa Reservoir public site, by CCSF, by City, or other). Inter-agency tools or agreements should also be considered and recommended in this task.

Recommendations should be justified based on VMT impact, auto trip generation, maintaining mobility, and promoting access to CCSF; while increasing non-auto mode share and other criteria as appropriate and determined by City staff and the consultant. Monitoring recommendations should use City of SF TDM monitoring approach and tailor, if necessary, to the project area and implementing entities.

- 5.2. Identify transportation gaps for future study or future concept design, such as last mile improvements, capital improvements or circulation considerations which, given expected demand, would increase access and mobility on or near the project area.
- 5.3. Within the project area and/or at Balboa Park Station (see attached map), identify land uses or public amenities to complement CCSF and future residential neighborhood which would have highest impact on reducing vehicle miles traveled. Include qualitative justification of why recommended land uses would be effective at reducing VMT or otherwise needed in the neighborhood.
- 5.4. Consultant should develop solutions related to CCSF in coordination with CCSF master planning consultants and CCSF enrollment projections, under the guidance of City Team. This should include at least four (4) coordination meetings with CCSF, its representative or consultants. The final meeting should present findings to CCSF administration and master planners.



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- 5.5. Document findings in a draft and final proposed TDM measures memo. Memo should also include how this planning effort may be used as a model for new developments and institutional master planning. The City team will coordinate with the consultant, CCSF and OEWD to identify lessons and replicable elements of the project.

*Deliverables:*

*5.1 TDM Proposal, including*

*(a) Revised Framework of principles and objectives and*

*(b) Proposed TDM measures specific to project area, with implementation matrix*

*5.2 Identified transportation gaps, last mile or capital improvements for future study to increase access or mobility*

*5.3 Recommended land uses or public amenities recommended for reducing trips or VMT*

*5.4 Meeting agendas, minutes and materials*

*5.5 Draft and Final Proposed TDM Proposal memo*

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**Project Name:** Balboa Area TDM Study [NTIP Planning]

**Implementing Agency:** Planning Department

**ENVIRONMENTAL CLEARANCE**

**Type :** n/a

**Status:** Not yet started

**PROJECT DELIVERY MILESTONES**

**Enter dates for ALL project phases, not just for the current request.** Use July 1 as the start of the fiscal year. Use 1, 2, 3, 4 to denote quarters and XXXX/XX for the fiscal year (e.g. 2010/11). Additional schedule detail may be provided in the text box below.

	Start Date		End Date	
	Quarter	Fiscal Year	Quarter	Fiscal Year
Planning/Conceptual Engineering	2	FY 2015/16	1	FY 2016/17
Environmental Studies (PA&ED)				
R/W Activities/Acquisition				
Design Engineering (PS&E)				
Prepare Bid Documents				
Advertise Construction				
Start Construction (e.g., Award Contract)				
Procurement (e.g. rolling stock)				
Project Completion (i.e., Open for Use)				
Project Closeout (i.e., final expenses incurred)				

**SCHEDULE COORDINATION/NOTES**

Provide project delivery milestones for each sub-project in the current request and a schedule for public involvement, if appropriate. For planning efforts, provide start/end dates by task here or in the scope (Tab 1). Describe coordination with other project schedules or external deadlines (e.g., obligation deadlines) that impact the project schedule, if relevant.

- Task 1 - Consultant scope of services, budget schedule - December 4, 2015
- Task 2 - Public Engagement Plan - by January 15, 2016
- Task 3 - Needs Assessment - January 2016- April 2016
- Task 4 - Public Engagement - February 2016 - May 2016, as determined in scope. External deadline for future meeting: Final RFP document for Balboa Reservoir Site in February 2016; Student/faculty survey in April 2016
- Task 5- Recommendations - May 2016 - July 2016

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FY 2015/16

**Project Name:** Balboa Area TDM Study [NTIP Planning]

**Implementing Agency:** Planning Department

**COST SUMMARY BY PHASE - CURRENT REQUEST**

Allocations will generally be for one phase only. Multi-phase allocations will be considered on a case-by-case basis.  
Enter the total cost for the phase or partial (but useful segment) phase (e.g. Islais Creek Phase 1 construction) covered by the CURRENT funding request.

	Yes/No	Cost for Current Request/Phase		
		Total Cost	Prop K - Current Request	Prop AA - Current Request
Planning/Conceptual Engineering	Yes	\$137,230	\$100,000	
Environmental Studies (PA&ED)				
Design Engineering (PS&E)				
R/W Activities/Acquisition				
Construction				
Procurement (e.g. rolling stock)				
		\$137,230	\$100,000	\$0

**COST SUMMARY BY PHASE - ENTIRE PROJECT**

Show total cost for ALL project phases based on best available information. **Source of cost estimate** (e.g. 35% design, vendor quote) is intended to help gauge the quality of the cost estimate, which should improve in reliability the farther along a project is in its development.

	Total Cost	Source of Cost Estimate
Planning/Conceptual Engineering	\$ 137,230	Staff estimate including consultant costs
Environmental Studies (PA&ED)		
Design Engineering (PS&E)		
R/W Activities/Acquisition		
Construction		
Procurement (e.g. rolling stock)		
<b>Total:</b>	<b>\$ 137,230</b>	

**% Complete of Design:**  as of   
**Expected Useful Life:**  Years

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**MAJOR LINE ITEM BUDGET**

1. Provide a major line item budget, with subtotals by task and phase. More detail is required the farther along the project is in the development phase. Planning studies should provide task-level budget information.
2. Requests for project development should include preliminary estimates for later phases such as construction.
3. Support costs and contingencies should be called out in each phase, as appropriate. Provide both dollar amounts and % (e.g. % of construction) for support costs and contingencies.
4. For work to be performed by agency staff rather than consultants, provide base rate, overhead multiplier, and fully burdened rates by position with FTE (full-time equivalent) ratio. A sample format is provided below.
5. For construction costs, please include budget details. A sample format is provided below. Please note if work will be performed through a contract.
6. For any contract work, please provide the LBE/SBE/DBE goals as applicable to the contract.

**Consultant Contract**

Task	Cost
1. Project Kickoff, Scoping	\$ 3,100
2. Project Management/Public Engagement Planning	\$ 17,400
3. Needs Assessment	\$ 25,900
4. Public Engagement	\$ 21,400
5. Recommendations	\$ 17,200
Contingency	\$ 10,000
Materials	\$ 4,000
<b>Total</b>	<b>\$ 99,000</b>

**Planning Department Labor**

Position	Class	Hourly Rate*	Hours	FTE	Cost
Planner II	5278	\$ 108.15	50	0.024	\$ 5,407
Planner III	5291	\$ 128.41	102	0.049	\$ 13,098
Planner IV	5293	\$ 152.12	25	0.012	\$ 3,803
*Mandatory Fringe Benefits + Indirect = 2.45 Total Overhead Rate			<b>Total</b>	<b>177</b>	<b>\$ 22,309</b>

**San Francisco Municipal Transportation Agency Labor**

Position	Class	Hourly Rate*	Hours	FTE	Cost
Manager IV	9174	\$ 152.56	100	0.048	\$ 15,256
*Mandatory Fringe Benefits + Indirect = 2.26 Total Overhead Rate			<b>Total</b>	<b>100</b>	<b>\$ 15,256</b>

**City Attorney**

Fees	2 Hours	\$250/hour	<b>\$ 1,000.00</b>
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**TOTAL \$ 137,565**

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**Project Name:** Balboa Area TDM Study [NTIP Planning]

**FUNDING PLAN - FOR CURRENT PROP K REQUEST**

Prop K Funds Requested: \$100,000

5-Year Prioritization Program Amount: \$100,000 (enter if appropriate)

If the amount requested is inconsistent (e.g., greater than) with the Prop K/Prop AA Strategic Plan amount and/or the 5-Year Prioritization Program (5YPP), provide a justification in the space below including a detailed explanation of which other project or projects will be deleted, deferred, etc. to accommodate the current request and maintain consistency with the 5YPP and/or Strategic Plan annual programming levels.

The Prop K 5-Year Prioritization Program (5YPP) amount is the entire amount of Prop K funds available for allocation in Fiscal Year 2015/16 for the subject project in the Transportation/Land Use Coordination 5YPP.

Enter the funding plan for the phase or phases for which Prop K/Prop AA funds are currently being requested. Totals should match those shown on the Cost worksheet.

Fund Source	Planned	Programmed	Allocated	Total
Prop K		\$100,000		\$100,000
Priority Development Area Planning			\$37,230	\$37,230
				\$0
<b>Total:</b>	\$100,000	\$37,230	\$37,230	\$137,230

Actual Prop K Leveraging - This Phase: 27.13%  
 Expected Prop K Leveraging per Expenditure Plan: 40.48%

\$137,230  
 Total from Cost worksheet

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Is Prop K/Prop AA providing **local match funds** for a state or federal grant?

Fund Source	\$ Amount	Required Local Match	
		%	\$

**FUNDING PLAN - FOR ENTIRE PROJECT (ALL PHASES)**

Enter the funding plan for all phases (environmental studies through construction) of the project. This section may be left blank if the current request covers all project phases. Totals should match those shown on the Cost worksheet.

Fund Source	Planned	Programmed	Allocated	Total
				\$0
				\$0
				\$0
<b>Total:</b>		\$0	\$0	\$ -

Actual Prop K Leveraging - Entire Project:

Expected Prop K Leveraging per Expenditure Plan:  Total from Cost worksheet

**FISCAL YEAR CASH FLOW DISTRIBUTION FOR CURRENT PROP K REQUEST**

Use the table below to enter the proposed cash flow distribution schedule (e.g. the maximum Prop K/Prop AA funds that are guaranteed to be available for reimbursement each fiscal year) for the current request. If the schedule is more aggressive than the Prop K/Prop AA Strategic Plan and/or 5YPP, please explain in the text box below how cash flow for other projects and programs will be slowed down to accommodate the current request without exceeding annual cash flow assumptions made in the Strategic Plan.

Prop K Funds Requested:

Sponsor Request - Proposed Prop K Cash Flow Distribution Schedule			
Fiscal Year	Cash Flow	% Reimbursed Annually	Balance
FY 2015/16	\$100,000	100.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
		0.00%	\$0
<b>Total:</b>	<b>\$100,000</b>		



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**AUTHORITY RECOMMENDATION**

This section is to be completed by Authority Staff.

Last Updated:  Resolution No.  Res. Date:

Project Name:

Implementing Agency:

	Action	Amount	Fiscal Year	Phase
Future Commitment to:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Trigger:	<input type="text"/>		

**Deliverables:**

1. Quarterly progress reports shall contain a percent complete by task, percent complete for the overall project scope, and summary of outreach activities and community/stakeholder input in addition to the requirements described in the Standard Grant Agreement.
2. Following Board adoption (anticipated July 2016), submit final report.
- 3.

**Special Conditions:**

1. Prior to Board adoption, (anticipated July 2016), the Planning Department will present a draft final report, including key findings, recommendations, next steps, and implementation and funding strategy to the Plans and Programs Committee (or committee of requestor).
2. The Transportation Authority will only reimburse the Planning Department after it has provided a fully executed Project Charter documenting agreements reached with all participants on the project's purpose, scope, budget, and responsibilities of all participants.

**Notes:**

1. All flyers, brochures, posters, websites and other similar materials prepared with Prop K funding shall comply with the attribution requirements established in the SGA.
- 2.

Supervisorial District(s):

Prop K proportion of expenditures - this phase:

**Sub-project detail?**  If yes, see next page(s) for sub-project detail.

SFCTA Project Reviewer:

Project # from SGA:



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MAPS AND DRAWINGS

BALBOA AREA TRANSPORTATION DEMAND MANAGEMENT PROJECT  
PROJECT AREA



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FY of Allocation Action:

2015/16

Current Prop K Request:

\$ 100,000

Current Prop AA Request:

\$ -

Project Name:

Balboa Area TDM Study [NTIP Planning]

Implementing Agency:

Planning Department

**Project Manager**

**Grants Section Contact**

Name (typed): Jeremy Shaw

Sheila Nickolopoulos

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