CONTRA COSTA
transportation
authority

AGENDA

PDA / OBAG Working Group Meeting #2

Date Monday, 11 February 2013

Time 12:00 NOON to 3:30 PM

Place Authority Boardroom
2999 Oak Road, Suite 110
Walnut Creek CA 94597

1. **Welcome and Greeting** ....**12:00 pm**

2. **Review of Ground Rules** ....**12:05 pm**

3. **Public Comment** ....**12:10 pm**

4. **Review of Comments Received**..**12:20 pm**

    Staff will recap comments made at the previous Working Group meeting as well as comments on the OBAG program made at other forums.

    Attachment #1: *Summary of Working Group guidance from March 25 meeting*

5. **Draft Project Application and Selection Process Flow** ....**12:30 pm**

    Staff and the consultant team will run through the process envisioned for screening, scoring, prioritization, and selection of projects under the OBAG program in Contra Costa.

    Attachment #2: *Figure 1 – CCTA OBAG Project Application and Selection Process*

6. **Draft Screening Criteria** ....**12:45 pm**

    Staff and the consultant team have prepared draft screening criteria, which will serve as the minimum requirements that projects must

2999 Oak Road, Suite 100, Walnut Creek CA 94597
Phone 925 256 4700 | Fax 925 256 4701 | www.ccta.net
S:\14-Planning\MTC Related\Cycle 2 OBAG Grant\PDA Working Group\2013-02-11 meeting\Agenda 2013-02-11 PDAWG.v2.docx

meet to be considered for OBAG funding. The Working Group will have an opportunity to comment on the screening criteria.

Attachment #3: Table 1 – Draft OBAG Screening Criteria

7. **Draft Scoring Criteria** .... **1:15 pm**

Staff and the consultant team have prepared a draft set of scoring criteria to assess the relative merits of proposed projects on the basis of their ability to improve transportation, enhance development potential, and serve PDAs. The scoring criteria build on the PDA/OBAG Working Group discussion at its meeting of January 28, 2013 and a review of draft criteria currently being considered for adoption by other Bay Area CMAs and the criteria used in the Cycle 1 CMA Block Grant.

The Working Group will be invited to weigh in on the draft scoring criteria and provide comment with a view to refining them.

Attachment #4: Tables 2a and 2b – Draft OBAG Scoring Criteria

Break .... **2:15 pm**

8. **Draft Funding Categories (Silos)** .... **2:25 pm**

The Authority can choose to establish funding "silos" for different types of projects or different purposes. Staff and the consultant team have identified options for potential "silos" that might be used in the allocation of funding through the OBAG program. The Working Group will have an opportunity to comment on these possible funding "silos".

Attachment #5: Table 3 – Draft Funding Categories (Silos)

9. **Draft Definition of Proximate Access** .... **2:45 pm**

MTC resolution 4035 requires that at least 70 percent of OBAG funds be invested in PDAs or in areas which provide "proximate access" to PDAs, although the term is not specifically defined. Staff has drafted a definition of "proximate access" to clarify the type of project that will count in the PDA share of OBAG funding in Contra Costa. The Working Group will have an opportunity to comment on the draft definition of "proximate access" to PDAs.

Attachment #6: Defining "Proximate Access"

10. **Outlining the PDA Strategy** .... **3:00 pm**

Staff has prepared an outline for the Contra Costa PDA Investment and Growth Strategy. The proposed strategy would build on and

> *incorporate the approach to the OBAG funding the Working Group has contributed to and would outline the Authority's policies and objectives for supporting development in PDAs within Contra Costa.*
>
> ***Attachment #7:*** *Proposed outline for the PDA Investment and Growth Strategy*

11. Date and Agenda Items for Next Meeting.. **3:20 pm**

Staff would like to set another meeting with the Working Group to review the final criteria and work on the PDA Strategy.

12. Adjournment .... **3:30 pm**

ANY WRITINGS OR DOCUMENTS pertaining to an open session item provided to a majority of the Committee less than 72 hours prior to the meeting shall be made available for public inspection at 2999 Oak Road, Suite 100, Walnut Creek, California, during normal business hours.

PUBLIC COMMENT: The public may comment on any matter on the agenda, or related matters not on the agenda, by completing a speaker card (available in meeting room), which should be provided to a CCTA staff member. Public comment may be limited to three minutes (or other such time period as determined by the Chair), in accordance with CCTA's Administrative Code, Section 103.4(b).

TRANSLATION SERVICES: If you require a translator to facilitate testimony to the Authority, please contact Danice at (925) 256-4722 no later than 48 hours in advance of the scheduled meeting. *Si usted requiere a un traductor para facilitar testimonio a la Authority, por favor llame Danice al (925) 256-4722, 48 horas antes de la asamblea.*

ADA COMPLIANCE This Agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the Ralph M. Brown Act (Cal. Govt. Code Sec. 54954.2). Persons requesting a disability-related modification or accommodation should contact Danice Rosenbohm (925-256-4722) during regular business hours, at least 24 hours prior to the time of the meeting.

CONTRA COSTA
**transportation
authority**

MEMORANDUM

Date February 6, 2013

To PDA/OBAG Working Group

From Brad Beck

RE **Summary of Working Group Guidance Recommendations on Screening and Selection Criteria for OBAG Funding Applications, received at Working Group Meeting #1, Monday January 28, 2013**

This is a brief summary of PDA/OBAG Working Group recommendations on minimum screening requirements and selection criteria to be used in evaluating applications for OBAG funding in Contra Costa received at Meeting #1, held on January 28, 2013. The Working Group was asked to provide input that would be used in developing the Draft Screening and Selection Criteria. This summary is intended to capture the variety of opinions expressed and the key points of the discussion.

Recommendations for Minimum Screening Requirements:

- Community must have a Complete Streets policy/framework in place
- Project sites be in or adjacent to PDAs
- Evaluate project readiness (including minimum funding requirements) at the screening level, not as part of selection criteria

Recommendations for Selection Criteria - Favor Projects that:

- Make properties more developable (especially by making amenities more proximate). Examples given: improved headway times; funding

> streetscape improvements that city councils would normally require at the developer's cost.

- Feature physical improvements that bring public health benefits (ex: reduced rate of vehicle/pedestrian collisions = improved safety)
- Offer the biggest return on investment and the widest array of uses ("dollars that do three things at the same time")
- Have the greatest transformative power, on their own or cumulatively
- Contribute to creating Complete Communities
- Lessen traffic congestion
- Are located proximate to transit, not just as-the-crow-flies, but in consideration of physical/perceived barriers to access
- Absorb the greatest percentage of the community's RHNA
- Build on existing low levels of car use / high rates of alternative mode use

Action Items:

In the course of discussion, Working Group members requested that staff and the consultant team follow up after the meeting to:

- Clarify what percentage $31.4 million represents of the total transportation funding available in Contra Costa in the same period.
- Prepare a slideshow of past PDA investment projects to provide a snapshot of the type of project and cost that could be funded through OBAG.
- Identify characteristics of "successful" projects - what works?
- Talk to other CMAs and understand why they opted to establish min/max funding caps.

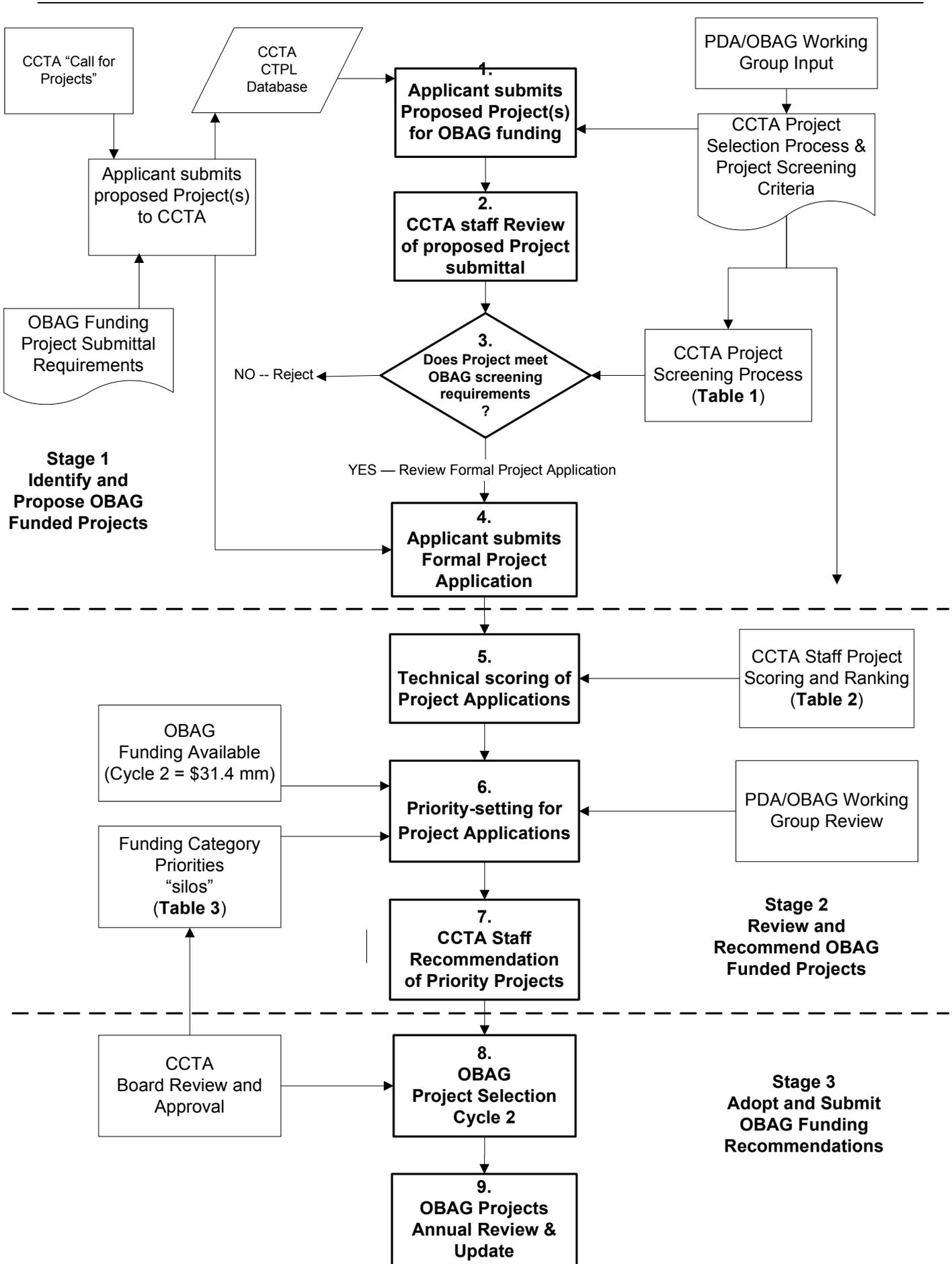# Figure 1 — CCTA OBAG Project Application and Selection Process

CCTA "Call for Projects"

CCTA CTPL Database

PDA/OBAG Working Group Input

1. Applicant submits Proposed Project(s) for OBAG funding

CCTA Project Selection Process & Project Screening Criteria

Applicant submits proposed Project(s) to CCTA

2. CCTA staff Review of proposed Project submittal

OBAG Funding Project Submittal Requirements

3. Does Project meet OBAG screening requirements ?

NO -- Reject

CCTA Project Screening Process (**Table 1**)

Stage 1 Identify and Propose OBAG Funded Projects

YES — Review Formal Project Application

4. Applicant submits Formal Project Application

5. Technical scoring of Project Applications

CCTA Staff Project Scoring and Ranking (**Table 2**)

OBAG Funding Available (Cycle 2 = $31.4 mm)

6. Priority-setting for Project Applications

PDA/OBAG Working Group Review

Funding Category Priorities "silos" (**Table 3**)

7. CCTA Staff Recommendation of Priority Projects

Stage 2 Review and Recommend OBAG Funded Projects

CCTA Board Review and Approval

8. OBAG Project Selection Cycle 2

Stage 3 Adopt and Submit OBAG Funding Recommendations

9. OBAG Projects Annual Review & Update

Table 1 — Draft OBAG Project Selection Process: Screening Criteria

Criteria Category	Description	Basis	Proposed Value	
Certified Housing Element Adopted	Does the applicant have a HCD-certified Housing Element of their General Plan?	MTC Required	yes/no/na	*Applies only to jurisdictions*
Complete Streets General Plan or Resolution	Does the project comply with the Complete Streets Act of 2008 or has the applicant adopted a complete streets Resolution that incorporates elements predefined by MTC?	MTC Required	yes/no/na	*Applies only to jurisdictions*
Complete Streets Checklist	Has the applicant completed a "complete streets checklist" for the proposed project?	MTC Required	yes/no	
Matching Funds	Matching Funds are any and all funding the applicant has previously secured for the proposed project from local, state, or federal sources. *Should we use the federal minimum?*	MTC Required	11.5% minimum	
Minimum Request Size	Project funding request should be of a minimal size to justify effort and promote effectiveness.	MTC Required	$500,000	
Maximum Request Size	Project funding request should not exceed a given amount to assure that a diversity of projects are funded in the current funding cycle. *What should the maximum size be?*	CCTA Policy	$10,000,000	
Applicant Type	Is the applicant an entity eligible to receive federal funding?	CCTA Policy	yes/no	
Project Readiness and Surety of Completion	Has project applicant prepared construction drawings, final design development drawings, or other studies or plans that have confirmed the feasibility of the project? Can the applicant domonstrate that the project will be completed including identification of all funding sources and completion of any zoning/permitting, right-of-way acquisition, and inclusion in the jurisdictions 5-year CIP?	CCTA Policy	yes/no	
Other	*Are there other screening criteria that we have overlooked?*			

Table 2 — Draft OBAG Project Selection Process: Selection Criteria

Table 2a — Context Criteria

Proposed Scoring Criteria	Definition	Project Value	Proposed Metric	Score	Weight	Weighted Score
1. Location of PDA within or partially within "special consideration areas"						
a) Community of Concern (COC)	Does the project fall within one of MTC's COCs? MTC created this label from a metric including transportation availability and choices, accessibility, affordability, safety and environment.		Out = 0 In = 1			
b) BAAQMD Community Air Risk Evaluation (CARE) Area	Does the project fall within one of BAAQMD Air Risk Evaluation Areas?		Out = 0 In with mitigations = 1 In without mitigations = -1			
c) Other?						
2. Readiness of PDA for Development						
a) Are land use planning and regulations consistent with regional TLC guidelines / PDA development policies and targets?	Estimate of new development capacity of PDA as percentage of One Bay Area Regional Plan housing target		< 50% = 0 51% - 80% = 1 81% - 100% = 2 > 100% = 3			
b) Expression of local government and community support for PDA development	Did the planning process included a variety of stakeholders including the local community and government?		Yes = 1 No = 0			

c) Market potential of PDA	Number of housing units and square feet of commercial space build between 2000-2012,approved and currently active development (pipeline) projects expressed as ratio of new development to existing PDA development	0 -- 5 % = 0 6% -- 10% = 2 > 10% = 3
d) Presence of major development disincentives	Are there major impediments to development including hazardous materials sites or environmental constraints?	Yes = 0 No = 1
e) Public financing in place	Is there a financing plan in place that demonstrates funding sources for the major public improvements required in the PDA, beyond funding for the proposed project?	Yes = 1 No = 0
3. Supportive Policies in Place within PDA		
a) Parking Management	Has applicant adopted parking management policies? (e.g. adjusting off-street parking regulations to promote low-traffic development or managing on-street parking to ensure availability and reduce traffic)	Yes = 1 No = 0
b) Travel Demand Management	Has applicant adopted travel demand management policies? (e.g., adopted ordinance to implement transportation demand management (TDM) policies that encourage balanced multimodal access to the priority development area)	Yes = 1 No = 0
c) Affordable housing preservation and creation strategies	Are there required mitigations for project-related demolitions of existing affordable housing?	Yes = 1 No project related affordable housing demolition (N/A)= 0 No = -1
d) Housing Density (current and future) within PDA	Existing and Future (Y2040, per SCS Draft Preferred Scenario) dwelling units per net acre.	Ranges (housing per acre) High (20+) = 5 Medium (10-20) = 3 Low (1-9) = 1

e) Job Density (current and future) within PDA	Existing and Future (Y2040, per SCS Draft Preferred Scenario) total jobs per net acre. Place of Work.	Ranges (jobs per acre) High (30+) = 5 Medium (10-30) = 3 Low (1-9) = 1
f) Other?		

PDA Score Total

Table 2B — Project Criteria

Proposed Scoring Criteria	Definition	Project Value	Proposed Metric	Score	Weight	Weighted Score
1. Readiness of Proposed Project for Implementation						
a) Completeness of proposed project design and engineering	Percentage of D&E completion		< 50% = 0 51% - 80% = 1 81% - 100% = 2 > 100% = 3			
b) Completeness of funding plan, budget, and schedule	Is the project a fully funded, stand-alone capital project, ideally with a complete budget and schedule to match design?		Yes =1 No = 0			
c) Status of required ROW and property acquisition completion	Has the project resolved Right of Way issues (project has secured encroachment permits, or is entirely on city property)?		Yes =1 No = 0			
d) Status of regulatory agency review and required permits	Has the project secured all regulatory agency permits (e.g. BCDC, RWQCB, CCC, USFWS)?		Yes =1 No = 0			
e) Status of environmental review and permits	Has the project completed environmental review (e.g. CEQA review)?		Yes =1 No = 0			
f) Community Involvement	Does the project have council approval and support from identified stakeholders and the community (e.g. letters or votes)?		Yes =1 No = 0			
g) Institutional capacity of applicant	Does the Applicant have a demonstrated track record of meeting deadlines set in the federal aid process and to deliver the proposed project as defined in the application?		Yes =1 No = 0			
h) Other?						

Table 2B — Project Criteria

Proposed Scoring Criteria	Definition	Project Value	Proposed Metric	Score	Weight	Weighted Score
2. Matching Funds						
a) Amount of matching funds as percentage of total project cost estimate	The project cost must consist of at least 11.5% non-federal matching funds but receives a higher score for greater percentage of matching funds.		11.5% - 30% = 1 31% - 40% = 2 > 40% = 3			
3. Connectivity Benefits						
a) Streets and roadway network	Does project connect to or complete local street or roadway network?		Yes =1 No = 0			
b) Transit network	Does project connect to or complete transit system or service?		Yes =1 No = 0			
c) Bicycle and pedestrian networks	Does project connect to or complete bicycle or pedestrian facilities?		Yes =1 No = 0			
d) Regional significance (provide service to variety of users from multiple jurisdictions?)	Does project connect to or complete the regional roadway network?		Yes =1 No = 0			
e) Other?						
4. Proximity Benefits						
a) Public Transit Station	Project is within:1/8 mi of public transit station?1/4 mi of public transit station?		1/8 mi =2 1/4 mi= 1N/A = 0			
b) Affordable housing / Senior housing / Disabled housing	Project is within: 1/8 mi of affordable housing and/or senior housing and/or disabled housing? 1/4 mi of affordable housing and/or senior housing and/or disabled housing?		1/8 mi =2 1/4 mi= 1 N/A = 0			

Table 2B — Project Criteria

Proposed Scoring Criteria	Definition	Project Value	Proposed Metric	Score	Weight	Weighted Score
c) Employment centers / Educational centers	Project is within: 1/8 mi of employment center and/or education center? 1/4 mi of employment center and/or education center?		1/8 mi =2 1/4 mi= 1 N/A = 0			
d) Safe Routes to Schools	Does the project improve safety for school children accessing their schools?		Yes =1 No = 0			
e) Other?						
5. Safety Benefits						
a) Does project increase public safety?	High: Project will address a demonstrated safety issue with a proven or demonstrated countermeasure. Medium: Project will improve a situation with some safety issues (e.g. some reported collisions, conflicts, near-misses, or evidence of high vehicle traffic volume or speed.) Low: Project will generally improve safety, even though there are no known problems. Project will reduce exposure/risk of conflicts between motor-vehicles and bike/pedestrians.		High = 3 Medium = 2 Low = 1 None = 0			
6. Regional Benefits						
a) Air quality improvement	Does the project result in measurable reduction in air pollutants?		Yes =1 No = 0			
b) Reduction in vehicle miles travelled (VMT) and/or greenhouse gas (GHG) emissions	Does the project result in measurable reduction in VMT and/or GHG emissions?		Yes =1 No = 0			

Table 2B — Project Criteria

Proposed Scoring Criteria	Definition	Project Value	Proposed Metric	Score	Weight	Weighted Score
c) Congestion management	Does the project result in a measurable reduction in congestion locally or regionally?		Yes =1 No = 0			
d) Other?						
Project Score Sub-total						
7. Cost Effectiveness						
a) Measure of cost effectiveness in a manner that is independent of project size	Calculate cost effectiveness by dividing raw score for "project scoring criteria" by total project funding request.					
Composite Score for Proposed Project						

Table 3 — Draft Funding Categories (Silos)

#	Funding Categories	Description	Priority Question	Decision for Cycle 2 Funding
1	PDA vs. Non-PDA Projects	CCTA is authorized by MTC to use 30 percent of OBAG funding outside of PDAs ($6.6 million in Cycle 2).	Should 30 percent be exclusively reserved for Non-PDA projects?	
2	Bicycle and Pedestrian Projects	Funding for projects that provide for or enhance bicycle and pedestrian transportation modes.	How much of OBAG funding should be used for bike/ped projects?	
3	County Sub-Area (TAC Regions) Allocation	Contra Costa County is divided into four (or is it five) distinct sub-areas each represented by a "TAC" that informs CCTA transportation policy and funding.	Should OBAB funding be set aside by formula by County sub-area?	
4	Location of Project in PDA or with "proximate access"	Projects with "proximate access" are those which in some way support PDA development but are not within a PDA boundary.	Should funding priority be established for projects within PDA versus those deemed to have "proximate access"	
5	Safe Routes to Schools	Projects which improve safety of access to schools	How much of OBAG funding should be used for Safe Routes to Schools projects?	
6	Other funding categories?			

Attachment 6

Defining "Proximate Access"

Resolution 4035, which outlines MTC's approach to the next round of federal transportation funding, requires that the Authority must direct at least 70 percent of the funds available to Contra Costa through the OBAG program to PDAs. The resolution does allow a project that is outside the limits of a PDA to count towards the minimum provided if it "directly connects to or provides proximate access to a PDA."

MTC does not define what "proximate access" means. Instead, the CMAs must determine what projects will count towards the PDA minimum and which will not. Resolution 4035 notes that:

> *For projects not geographically within a PDA, CMAs are required to map projects and designate which projects are considered to support a PDA along with policy justifications. This analysis would be subject to public review when the CMA board acts on OBAG programming decisions. This should allow decision makers, stakeholders, and the public to understand how an investment outside of a PDA is to be considered to support a PDA and to be credited towards the PDA investment minimum target. MTC staff will evaluate and report to the Commission on how well this approach achieves the OBAG objectives prior to the next programming cycle.*

We are suggesting a three-step process for determining whether a project will be counted in the PDA share or not, and what the "policy justifications" are for including them. The first step is the simplest: is the project in a PDA or does it directly connect to one? This is the criterion in Resolution 4035. The second step sets "bright-line" tests for whether a project can be counted in the PDA share. These criteria, because they rely on direct measurements, can be easily evaluated. The third step allows the project applicant to make the case for counting the project in the PDA share even though it meets none of the criteria in steps 1 and 2. Because this criterion does not rely on clear measures, it will require professional judgment in its evaluation.

1. IN OR DIRECTLY CONNECTS TO

The proposed project is wholly or partially within the limits of a PDA or directly connects to a PDA

2.   "BRIGHT-LINE" TESTS

a) Any portion of the proposed project is:

    a. within 1/2 mile of a PDA

    b. within 1 mile of a PDA and within a designated community of concern

    c. within 2 miles of a PDA and on a transit route that serves and connects that PDA

b) The proposed project is on the Countywide Bikeway Network designated in the Authority's *Countywide Bicycle and Pedestrian Plan* and is within the designated Contra Costa Urban Limit Line

c) The proposed project connects a PDA to a transit station or transit center or a significant concentration of jobs, either of which is within 1 mile of the PDA

3.   OTHER JUSTIFICATION

The Project is greater than ½ mile from any PDA and does not meet any of the above criteria, but does provide critical improvements in access to a PDA, such as removing a barrier in gaining access to a PDA and providing substantially more direct bicycle or pedestrian access to the PDA

Contra Costa PDA Investment and Growth Strategy

Draft Outline

1. **Introduction**
   a. Purpose of the PDA Investment and Growth Strategy
   b. Role in OBAG program
   c. Engagement process
   d. Next steps

2. **The FOCUS Program and Priority Development Areas (PDAs)**
   a. History of the FOCUS Program and role of PDAs in it
      1) What is a PDA?
      2) PDA place types
   b. Role of PDAs in the SCS process and Plan Bay Area
   c. Issues with supporting development in the PDAs
      1) Market
      2) Local policies
      3) Infrastructure needs

3. **PDAs in Contra Costa**
   a. Summary table of the 30 PDAs in Contra Costa, with maps
      1) Summary table listing jurisdiction, PDA name, place type, status (planned vs. potential), acreage, and forecast growth. (Appendix would contain this information plus more detailed information on existing amount and types of housing, number of jobs, and brief qualitative descriptions)
   b. Housing policies in PDAs: Overview of what housing policies are in effect in PDAs (full inventory of policies in Appendix — drawn from most recent ABAG survey)
   c. Transportation projects in PDAs
      1) Existing transportation assets in PDAs: e.g. how many roadways, transit assets, bike and pedestrian infrastructure

2) Quantify countywide totals and details about individual PDAs

3) List of future transportation projects and costs by PDA

4) Funding sources and what's funded

4. PDA Strategy

    a. Goals and Policies

    b. Implementation Activities: current and future

    c. Criteria

        1) OBAG criteria

        2) Readiness

            a) Readiness of PDA for development

            b) Readiness of projects for construction

    d. Updating the strategy

        1) Schedule

        2) Scope

        3) Engagement process