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ACTION PLAN

Critical to the CBTP process is bridging the gap between planning and action. Implementation of the CBTP relies on multiple jurisdictions and agencies, each responsible for different strategies described in Chapter 4. Furthermore, funding for the strategies may be acquired from a variety of sources, including local, regional, state and federal sources. This chapter describes a plan of action to establish an implementation process and timeline, secure commitments by lead agencies and project partners, and pursue required funding.

IMPLEMENTATION MATRIX

The implementation matrix describes the implementation timeframe, funding sources, lead agencies and partner agencies identified for each of the CBTP strategies. As implementation of these strategies proceeds, there is the possibility that other agencies or community-based organizations may step forward as leads or partners on the project.

Table 15: Implementation Matrix

	Strategies	Time-frame	Capital or Operations Project	Potential Funding Sources*	Potential Lead Agencies	Potential Partner Agencies
1	Improve Existing School Bus Service	0 to 2 years	Operations and Capital	EPA's National Clean Diesel Funding Program	San Mateo - Foster City School District	
2	Augment Existing Transportation Service to Better Serve Key Destinations	0 to 2 years	Operations	SamTrans operating funds; C/CAG Local Transportation Support Program; TFCA funds; JARC.	SamTrans	
3	Increase Frequency of Existing Transit Service	2 to 4 years	Operations	SamTrans operating funds; C/CAG Local Transportation Support Program; TFCA funds; JARC.	SamTrans	
4	Reinstate the San Mateo Medical Center Shuttle Program	0 to 2 years	Operations	San Mateo Medical Center; C/CAG Lifeline funds; TA Shuttle funds	San Mateo Medical Center	
5	Establish Local Safe Routes to School Program	0 to 2 years	Operations	C/CAG Safe Routes to Schools program (SR2S)	San Mateo County Office of Education, San Mateo - Foster City School District	City of San Mateo, The Alliance, Silicon Valley Bicycle Coalition
6	Improve Transit Stop Amenities	0 to 2 years	Capital	San Mateo County Transit District capital/operating funds; MTC's TLC Capital Program Funds; advertising revenues; FTA Transportation Enhancements fund (Section 5307); C/CAG Lifeline Funds	SamTrans, City of San Mateo	Community-Based Organizations

	Strategies	Time-frame	Capital or Operations Project	Potential Funding Sources*	Potential Lead Agencies	Potential Partner Agencies
7	Improve Pedestrian Amenities	2 to 4 years	Capital	City of San Mateo traffic impact fees; Community Development Block Grants (CDBG); Transportation Authority (TA) Funds; C/CAG Safe Routes to School program; MTC's Transportation for Livable Communities (TLC) planning and capital grant program; FTA Section 5307 Transportation Enhancements fund; Safe Routes to Transit program; Federal DOT SRTS; Caltrans SR2S; Regional Bicycle and Pedestrian program; Transportation Development Act (TDA) Article 3 Bike/Ped program administered through C/CAG	City of San Mateo	
8	Improve Bicycle Amenities	2 to 4 years	Capital	The City of San Mateo traffic impact fees; Regional Bicycle and Pedestrian program; Safe Routes to Transit program; Safe Routes to School program; Alliance Bike Rack Program; TFCA Regional Fund – Bicycle Facility Program	City of San Mateo	C/CAG
9	Improve Affordability of Public Transit for Low-Income Users	2 to 4 years	Operations	Lifeline Transportation funding, Temporary Assistance to Needy Families fund (TANF); Community Development Block Grants (CDBG); the City of San Mateo, private foundations; JARC.	HSA, SamTrans	
10	Increase Public Access to Information about Transportation Options	0 to 2 years	Operations	SamTrans operating funds; Caltrain operating funds; San Mateo general funds; Alliance; Lifeline Transportation Funding	SamTrans, Clipper/Cubic	City of San Mateo / Martin Luther King Jr. Community Center, MTC, The Alliance

**Potential Funding Sources Acronyms:*

LIFT: Low Income Flexible Transportation Program

TFCA: Transportation Fund for Clean Air

TANF: Temporary Assistance for Needy Families

TLC: Transportation for Livable Communities

5307: FTA Urbanized Area Formula Program

SR2S: Safe Routes to School funds

CDBG: Community Development Block Grants

5310: FTA Specialized Transit & Procurement

SMCTD: San Mateo County Transit District

SMCTA: San Mateo County Transportation Authority

SR2T: Safe Routes to Transit funds

SFMTA: San Francisco Municipal Transportation Agency

CBTP NEXT STEPS

The success of this Plan will depend on the willingness of the relevant lead agencies to move forward with the strategies recommended in this document to meet the needs North Central San Mateo community. The implementation timeline provides the next steps to advance the transportation strategies of this CBTP. Next steps include finalizing and adopting the Plan document by C/CAG, creating a plan implementation committee and obtaining project funding.

The City of San Mateo will designate a staff person to facilitate implementation of the CBTP by coordinating the efforts of the lead agencies, other partners, and the North Central community. The City will convene periodic ad hoc meetings of the lead agencies and project partners in order to build on the momentum established through this process and to monitor implementation of the Plan.

Table 16: Next Steps

Next Steps	Timeframe	Lead Agency/ Partners
Distribute Draft CBTP for comments to TAC, Stakeholders, and Targeted Distribution List	October 2010	SamTrans
Present Draft CBTP to Stakeholder Committee	October 2010	SamTrans
Present Final CBTP to San Mateo City Council, C/CAG Board, and SamTrans Board	Winter 2011	SamTrans, C/CAG
Develop project funding and implementation steps for short-term strategies	Winter/Spring 2011	City of San Mateo, C/CAG, SamTrans
Develop applications for discretionary grant funding for recommended strategies	FY 11 and FY 12	Project Leads
Consideration by C/CAG and SamTrans of recommended service improvements for incorporation into short range transit plans, SamTrans Strategic Plan, and other planning, funding, and implementation decisions.	FY 11 and FY 12	C/CAG, MTC, SamTrans
Begin implementation of funded strategies	FY 11 and FY 12	Project Leads

PERFORMANCE MEASURES

The strategies presented in this plan cover a wide range of transportation needs, from walking and biking to access to transit. The implementation of these strategies will take place over the short, mid, and long-term, and will depend on the availability of funding and on finding a champion at an appropriate lead agency. The long term outcome of this plan is something of interest to both the residents of North Central San Mateo and the responsible agencies. As the partners work together to implement the strategies as projects, it would be valuable for performance measures to be created that allow the success of the strategies to be evaluated. Performance measures should evaluate the improved mobility of the residents of North Central San Mateo as it relates to the strategies; for example:

- Increased pedestrian and/or bicycle activity in the area
- Increase in the number of children walking or biking to school
- Increased SamTrans boardings in the area
- Increase in the number of discounted transit passes distributed to residents in the area.

Specific and meaningful performance measures can only be recommended once these strategies are taken to the project level, at which point appropriate measure could be developed that relate to the particular operating conditions, funding source, and target population. Once these projects are implemented, performance measures should be developed by the appropriate lead agencies. The responsibility for the long-term evaluation of all Community-Based Transportation Plan lies with the MTC.

MTC REQUIREMENTS

The following MTC requirements for the completed Community-Based Transportation Plans affect several different agencies and

jurisdictions, including the County Congestion Management Agency (CMA), which is C/CAG in San Mateo County, and transit policy boards, which include SamTrans, Caltrain, and BART in San Mateo County.

- Once the plan is finalized, CMA staff will participate in regional forums to report on project findings, or to otherwise share information resulting from the planning process. MTC will make the results from each community-based planning effort available to all CMAs and transit agencies.
- Upon completion of the planning project, CMA staff will report to the Commission on key findings and recommendations. Materials and meetings will be translated when appropriate.
- Project findings will be forwarded to applicable local or county-level policy boards and to MTC. Recommended service improvements will be forwarded to transit policy boards for consideration and subsequent incorporation into Short Range Transit Plans (SRTPs) and/or other future service expansion plans and to CMA policy boards for planning, funding and implementation discussions.

FUNDING SOURCES

Potential funding sources for the recommended strategies are described in Appendix D.