



METROPOLITAN
TRANSPORTATION
COMMISSION

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Innovative Deployments to Enhance Arterials Shared Automated Vehicle (IDEA SAV) Program

Call for Projects

June 2021

METROPOLITAN TRANSPORTATION COMMISSION

Call for Projects Overview

The Metropolitan Transportation Commission (MTC) invites eligible Bay Area public agencies to submit applications for consideration under the Innovative Deployments to Enhance Arterials Shared Automated Vehicle (IDEA SAV) Program. The IDEA SAV Program intends to assist public agencies with deploying automated vehicle (AV) transit solutions to improve transit service and equity. The Program is designed to provide both technical assistance and a funding opportunity for public agencies including cities, counties, and transit agencies in the nine-county San Francisco Bay Area.

The IDEA SAV Program is federally funded through the federal Surface Transportation Program (STP), now referred to as the Surface Transportation Block Grant Program (STBG) under the FAST Act. The federal funding available for the Program is a total of \$2.5 million, and is administered by MTC with California Department of Transportation (Caltrans) oversight. The local cash match requirement is 25% of the total project cost, with an additional 10% in-kind match requirement. Public agencies must serve as the prime submitting agency and sponsor for proposed projects and will be responsible for complying with all federal and local requirements with MTC's general oversight. Partnerships with private sector organizations are permitted and encouraged, subject to requirements defined in this Call for Projects (CFP) (Section 3.4).

Public agencies interested in submitting project proposals for the IDEA SAV grant are requested to follow a two-stage CFP process. Interested applicants should submit a Stage 1 application form that discusses project proposals at a high level, due on **July 16, 2021 by 4:00 p.m. (Pacific)**. MTC will review the Stage 1 applications and request feedback from the industry and key stakeholders (community-based organizations, technology vendors, local residents, etc.). Request for Information (RFI) workshops will be held to collect the feedback needed to help evaluate and short-list Stage 1 applications.

MTC will short-list up to five projects to advance to Stage 2. Selected applicants will be notified by MTC to submit a Stage 2 application form, which will collect more detailed information about project proposals. Stage 2 applications will be due on **October 20, 2021 by 4:00 p.m. (Pacific)**. MTC will conduct a detailed evaluation of Stage 2 applications, and conduct negotiations with up to three potential awardee agencies. Based on negotiations, MTC will then select up to two projects for the IDEA SAV grant awards. The minimum grant award is \$500,000 and the maximum award amount is \$1,250,000. The MTC Committee approval of grant awards is planned for January 2022 – February 2022.

Applications for the Program must be submitted via email to IDEASAV@bayareametro.gov before each of the Stage 1 and Stage 2 application submission deadlines. Applications received after these deadlines will not be considered.

MTC will be hosting a Pre-Submittal Event to provide an overview of the IDEA SAV Program, its eligibility guidelines, and the application solicitation and evaluation process. The event will be held via video conference on **June 22, 2021 from 11:00 a.m.-12:00 p.m. (Pacific)**. Interested parties should be aware that the Pre-Submittal Event is not mandatory and is for information only. Interested parties are encouraged to participate and will be provided an opportunity to ask questions. The event will be recorded and posted on MTC's website for reference.

The designated contact for this Program is the MTC IDEA SAV Program Manager Robert Rich who can be reached at r-rich@bayareametro.gov.

1.0 Program Description

The Metropolitan Transportation Commission (MTC) invites eligible Bay Area public agencies to submit applications for consideration under the Innovative Deployments to Enhance Arterials Shared Automated Vehicle (IDEA SAV) Program. The IDEA SAV Program (Program) intends to assist public agencies with deploying automated vehicle (AV) transit solutions to improve transit service and equity.

The IDEA SAV Program is a continuation of the IDEA Program launched by MTC's Arterial Operations Program (AOP) in 2017. It is designed to provide technical assistance and a funding opportunity for public agencies to deploy SAVs and/or complementary technologies (see Section 3.2) to help enhance transit services for all users in the Bay Area.

The IDEA SAV Program is federally funded through the Surface Transportation Program (STP), now referred to as the Surface Transportation Block Grant Program (STBG) under the FAST Act. The federal funding available for the Program is for a total of \$2.5 million, which includes funding for MTC components of the Program. The grant is administered by the Federal Highway Administration (FHWA) through Caltrans Local Assistance. MTC has completed the application to the Caltrans Local Assistance Program and secured the authorization to proceed (E-76 letter) committing the grant funds to the Program. The E-76 letter is enclosed in Attachment D for reference. Eligible applicants are required to submit their applications as outlined in this CFP document. The MTC will evaluate submitted project applications and select up to two projects for the IDEA SAV grant awards.

2.0 Goal and Objectives

The goals and objectives of the IDEA SAV Program are described below.

Program Goal: Equitably improve safety, mobility, and environmental outcomes through SAV deployments.

Program Objectives:

1. Increase public sector experience and readiness for automated transportation by piloting AVs and/or complementary technologies.
2. Improve access to mass transit for disadvantaged communities.
3. Improve the accessibility of automated shared passenger services.
4. Improve transit system performance through AV technology.

3.0 Eligibility Requirements

3.1 Eligible Applicants

Public agencies in the nine-county Bay Area including cities, counties, and transit agencies are eligible to apply for the IDEA SAV Program. Public agencies must serve as the sponsor and lead agency managing the implementation of proposed projects and are required to meet additional eligibility requirements of the Program as defined in the following sections. Multiple public agencies may team together, but a single

public agency must be designated as both the sponsor and lead submitting agency. MTC will enter into a funding award agreement only with the lead submitting agency.

3.2 Eligible Projects

Activities will be considered eligible for the IDEA SAV Program if they support transportation projects that meet the requirements outlined below.

Project Concept:

- a. Project involves the deployment of transportation services, assets, or applications that improve individual mobility, traffic flow, air quality, transportation safety, fleet operations, and/or passenger experience.
- b. Project aligns with the Program Goal and meets at least two of the Program Objectives stated in Section 2.0.
- c. Project addresses transportation needs, gaps and/or challenges identified in Community-Based Transportation Plans (CBTPs) **OR** is identified as part of regional, county, local or other studies.

CBTPs are available on MTC website at: <https://mtc.ca.gov/our-work/plans-projects/equity-accessibility/community-based-transportation-plans>

- d. Project includes the deployment of SAVs **AND/OR** complementary technologies that help fill a gap to improve a SAV service.
 - o Eligible vehicles are highly automated vehicles as defined by the Society of Automotive Engineers (SAE) J3016, with level of driving automation 3 to 5. Vehicles must be designed to carry multiple passengers and must be accessible to all users including people with disabilities.
 - o Complementary technologies are solutions that help improve the safety, operations, performance, and/or rider experience of highly automated vehicles (defined above). The following is a non-exhaustive list of examples:
 - Vehicle or roadway sensors with enhanced capabilities and accuracy;
 - Vehicle-to-Everything (V2X) communications;
 - Traffic control devices (TCDs) optimized to support AVs;
 - On-board / transit stop / mobility hub technologies that better accommodate riders using AV services, particularly the elderly and people with disabilities;
 - [Complete Trip](#) solutions that serve all users for all phases of a trip from origin to destination; and
 - Mobility as a Service (MaaS) software solutions that provide seamless trip experience for users.

- e. Project will build knowledge that will assist public agencies in preparing for a future where AVs are likely to be more common.
- f. Project improves transportation choices by adding or supporting new or expanded AV transit service, or by supporting and enhancing existing or planned service. AV transit service includes but is not limited to: fixed-route service, first-mile/last-mile connection, urban circulators, paratransit services, suburban transit, on-demand transit, and other relevant service models.
- g. Project results in a pilot implementation (not a planning or design study), and therefore follows the major project life cycle stages from planning to design, deployment, operations, and project evaluation.

Optional/Desired:

- h. Project is listed as a project type eligible for funding as per Appendix E of the 2018 MTC Coordinated Public Transit-Human Services Transportation Plan, available at: https://mtc.ca.gov/sites/default/files/MTC_Coordinated_Plan.pdf
- i. Project provides access to a Transit Priority Area (TPA) or a Major Transit Stop as defined in the California Public Resources Code, Section 21099 and Section 21064.3, respectively.
 - o 2021 Transit Priority Area dataset available at: <https://opendata.mtc.ca.gov/datasets/transit-priority-areas-2021/explore?location=37.913654%2C-122.231297%2C11.97>
 - o 2021 Major Transit Stop dataset available at: <https://opendata.mtc.ca.gov/datasets/major-transit-stops-2021/explore?location=37.855226%2C-122.288561%2C13.25>

Project Users and Stakeholders:

- a. Project is located within and serves the nine-county San Francisco Bay Area.
- b. Project provides services and/or solutions that are inclusive of and responds to the needs of at least one (1) of the Program's target user groups listed below. These user groups are not mutually exclusive, and individuals may fall into more than one of these categories. See Attachment A for more information on each of the target user groups.
 - o Equity Priority Communities: Defined by MTC as census tracts that have a concentration both of people of color and low-income households or that have a concentration of 3 or more of the remaining 6 factors show below, but only if they also have a concentration of low-income households. The factors include:
 - People of Color;
 - Low-income;
 - Limited English proficiency;

- Zero-vehicle households;
 - Seniors (75 and over);
 - Population with a disability;
 - Single-parent families; and
 - Severely cost-burdened renter.
- People with Disabilities: Defined by the Americans with Disabilities Act (ADA) as a person who has a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or [a person] being regarded as having such an impairment. This user group covers three categories of disability including mobility, sensory, and cognitive disability, and also includes veterans with a service-related disability.
 - Disadvantaged Communities: Defined by the CalEnviroScreen 3.0 as communities that are disproportionately burdened by multiple sources of pollution, and with population characteristics that make them more sensitive to pollution.

3.3 Project Delivery and Partnerships

The project delivery team will include one (1) public agency that will serve as lead sponsor for this Program. Other public agencies and groups may be part of the delivery team, but the sponsoring agency will be the primary point of contact. The project sponsor will be responsible for all project work and delivery. MTC will work with the project sponsor and provide oversight in the planning, administration, and delivery of the project.

The project sponsor will coordinate with MTC on a scope of work document detailing all required project work with feedback and input from MTC. This will be part of the grant award funding agreement with MTC. For project deliverables, MTC will review to advise and offer feedback, but it will be the responsibility of the project sponsor to prepare all deliverables in accordance with federal grant requirements. Any proposed variances to this project delivery arrangement shall be clearly explained in the applicant proposal as part of the application process (see Attachment B, Section 1 (d)).

Any professional services procurement needed to support the production of project-related deliverables—including the delivery of federally-required systems engineering deliverables — must comply with the federal requirements associated with the STBG grant award and E-76 letter for the IDEA SAV Program. The public agency project sponsor will be responsible for this work which will be detailed in the grant award funding agreement with MTC. MTC will closely oversee, assist and participate in project procurement and planning activities. Exceptions to these requirements may be permitted but must comply with federal policy and law. Exceptions should be proposed to MTC as variances as part of the application process (see Attachment B, Section 1 (d)).

Please note that MTC plans to pre-qualify a consultant bench for Connected and Automated Vehicle planning work via awards through a recently issued federally-compliant Request for Qualifications (RFQ). This 2021 Transportation Planning and Engineering Bench will include a cooperative use clause so that

public agencies, subject to their own procurement requirements, could undertake streamlined procurements for consultant services or even, in certain circumstances, make direct select awards to consultants for planning their federally-funded IDEA SAV projects. MTC plans to approve the Bench awards on July 16, 2021.

The procurement of hardware or software solutions for the project will also be conducted by a public agency on the project team and will be the responsibility of the project sponsor to oversee. Eligible expenses related to these procurements will be reimbursed via the award funding agreement with MTC. Exceptions to this procurement arrangement may be permitted but must be proposed to MTC as variances as part of the application process (see Attachment B, Section 1 (d)).

Any engineering design (e.g. civil or electrical design requiring a Professional Engineer's stamp) and civil construction activities required to deliver the project will be led by the project sponsor and/or a public infrastructure owner/operator on the project team and must be funded using non-IDEA SAV grant funds, as these are not considered eligible expenses under the STBG grant. Applicant will be asked to disclose these activities and costs for informational purposes in the budget submittal in Attachment E.

3.4 Public-Private Partnerships

Public agencies are allowed and encouraged to partner with the private sector to pilot advanced transportation technology solutions under the IDEA SAV Program should they deem the partnership advantageous for the project's success. MTC supports these types of partnerships because private sector organizations are often developing new solutions but may need access to real-world infrastructure to fully demonstrate their technologies through a pilot. Private firms may be listed as partner entities, help shape the scope of work for the project proposal, and play a role in project delivery.

It is incumbent on the lead public agency to demonstrate, and subsequent to an award, ensure that partnerships with private firms align with federal procurement requirements. All applications must meet the Caltrans Local Assistance guidelines and FHWA requirements (See Section 3.6).

3.5 Grant Funding / Match

Awards from this Program will be paid for in entirety by federal grant funds. A total of \$1.75 million has been allocated for public agency awards as part of the STBG.

Program Grant funds cannot be used to reimburse civil construction and engineering design expenses. Grant funds must be used for expenses directly related to project implementation. MTC will not fund any sole-sourced goods or services out of its own grant award funds absent a valid Public Interest Finding (PIF) which must be approved and submitted by MTC to Caltrans for approval.

Cash match must be used for Program grant-eligible expenses directly related to project implementation. Applicants must demonstrate to MTC that they have paid out their corresponding percentage share of the cash match on grant-eligible expenses when they seek reimbursement from MTC for project expenses. Distinct from prior and ongoing MTC Arterial Operations Program (AOP) technical assistance grant programs, the local cash match dollars for the IDEA SAV Program do not need to be transferred to MTC and the source of the funding may be a federal grant.

The in-kind match may include, but is not limited to, agency staff time, vendors goods and/or services (from consultants, contractors, or vendors).

Exhibit 1 provides an outline for the Program grant funding and match requirements.

Exhibit 1: IDEA SAV Grant Funding and Match

Grant Funding	
Total STBG Funds Available for Program	\$2.5 million
Funds for MTC Pre-Award and Evaluation Services	\$0.75 million
Funds Available for Public Agency Grants	\$1.75 million
Minimum Grant Award	\$0.5 million
Maximum Grant Award	\$1.25 million
Minimum Local Cash Match (% of grant-eligible total project cost)	25%
Minimum In-Kind Match (% of grant-eligible total project cost)	10%
<p>How to Calculate Local Cash and In-Kind Match Amounts</p> <p>The match is based on total project cost eligible for grant funds, not the grant amount. An example is provided below:</p> <p>Total Project Cost Eligible for Grant Funds= \$1,000,000</p> <p>Minimum Local Cash Match = \$250,000 (25% of \$1,000,000)</p> <p>Minimum In-Kind Match = \$100,000 (10% of \$1,000,000)</p> <p>Resulting Grant Amount = \$650,000</p>	

3.6 Federal and Local Requirements

The project sponsor will be responsible for complying with all federal and local requirements throughout project planning, procurement, implementation, and validation stage. MTC will offer guidance on the requirements to aid in this compliance.

All projects must meet STBG eligibility and requirements. The Caltrans Local Assistance Program Guidelines (LAPG) shall be followed in regard to funding requests made by the project sponsor, including compliance with provisions outlined in the Local Assistance Procedures Manual. This includes, but is not limited to, compliance or waivers for material that falls under the Buy America provision, meeting requirements for the ADA, compliance as a local agency with elements of Title 49 CFR 26 as detailed in the Caltrans Disadvantaged Business Enterprise (DBE) Program Plan, and others. The Caltrans Local Assistance Procedure Manual is available at: <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>. Any proposed variation from federal or local guidelines shall be clearly explained in the applicant proposal with rationale for how and why such variations can comply with federal requirements.

MTC has completed the application to the Caltrans Local Assistance Program and secured the authorization to proceed (E-76) on behalf of the project sponsors. The E-76 letter is enclosed in Attachment D for reference.

3.7 Program Timeline

A template for an IDEA SAV Project timeline is provided in **Exhibit 2**. These are guidelines designed to achieve a project completion prior to the federal grant expiration date in June 2024. Selected grantee agencies will have up to 25 months from the time of award to install, test, operate, and evaluate the proposed solution, and this includes a recommended nine-month operational period (June 2023 – March 2024).

Projects must meet or exceed the requirements to start operations before Q3 2023 and complete evaluations by March 2024. Exceptions to these two milestone requirements will not be considered.

Exhibit 2: IDEA SAV Project Timeline Guidelines

Milestone/Activity	Date(s)
MTC Committee Approval of Grant Awards	February 2022
Final Grant Award Agreements	February 2022
Systems Engineering and High-Level Design	March – September 2022
Procurement/Contracting	October – December 2022
Engineering Design/Site Mapping	January – February 2023
Installation and Configuration	March – April 2023
System Testing and Acceptance	May 2023
Start of Operations	June 2023
Start of Evaluation	June 2023
End of Evaluation	March 2024

4.0 Application and Evaluation Process

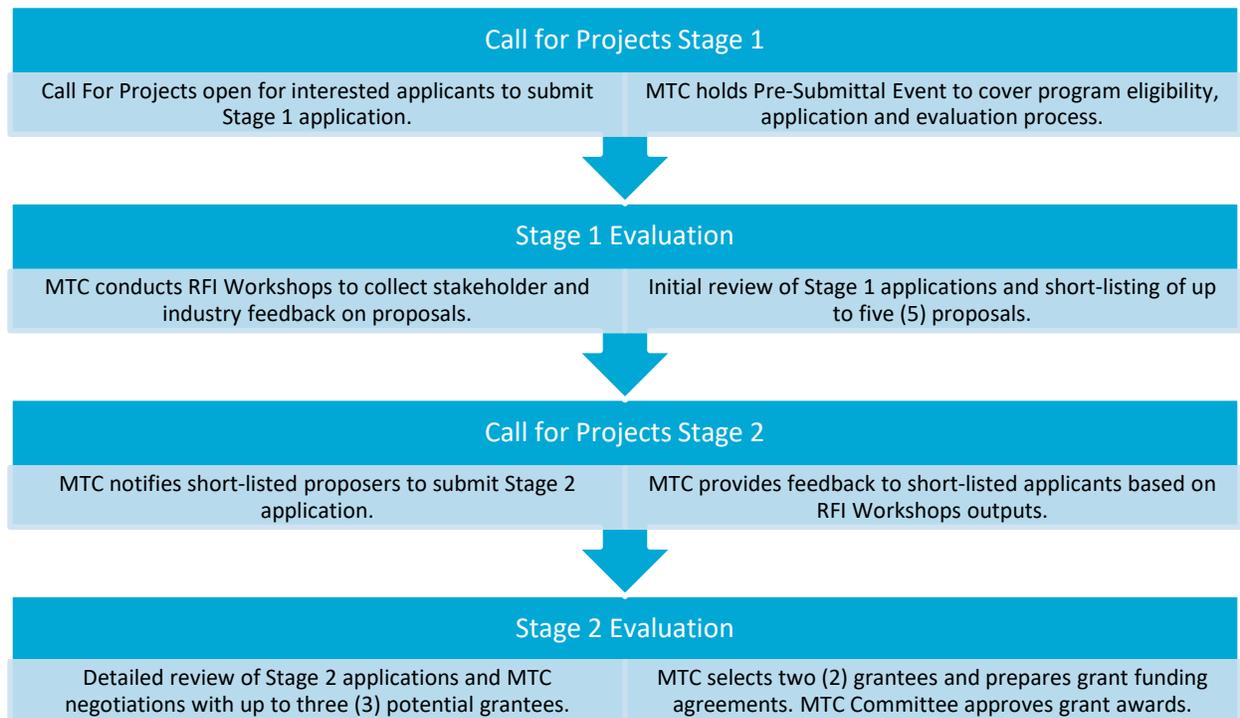
Bay Area public agencies interested in submitting projects for consideration under the IDEA SAV Program are requested to follow a two-stage CFP process. MTC will conduct a Pre-Submittal Event to provide an overview of the IDEA SAV Program and its requirements, and to guide potential applicants through the application and evaluation process.

Eligible applicants are initially required to submit a Stage 1 application (See Attachment B) for preliminary evaluation. Stage 1 applications will be reviewed by an evaluation committee convened by MTC based on the evaluation criteria outlined in Section 4.3. As part of the initial evaluation, MTC will reach out to industry, community-based organizations and key stakeholders to collect feedback on submitted project proposals through Request for Information (RFI) workshops. Based on the RFI workshop discussions and feedback, and the initial review and scoring of project applications, MTC will short-list project applications, and select up to five projects to advance to Stage 2.

MTC will notify short-listed applicants to submit their Stage 2 application (See Attachment C). Stage 2 requires applicants to submit more detailed information on their proposed projects. MTC will provide feedback and guidance to these applicants ahead of the Stage 2 application deadline based on any questions or concerns raised from community or industry stakeholders during the Stage 1 application evaluation process. The MTC evaluation committee will conduct detailed assessment of Stage 2 applications based on the evaluation criteria outlined in Section 4.3. Based on the assessments, MTC will conduct negotiations with up to three potential awardee agencies and select up to two projects for the IDEA SAV grant awards. MTC will prepare grant funding agreements with the selected grantees. Upon approval from the MTC Committee, each grant recipient will be awarded between \$500,000 to \$1,250,000 to implement their proposed project.

Exhibit 3 below outlines the two-stage CFP process, with more information provided in the following subsections. The CFP timeline and key dates are provided in Section 5.0.

Exhibit 3: CFP Application and Evaluation Process



Applicants will have the opportunity to submit written questions to MTC as part of Stage 1 and Stage 2. Questions shall be submitted to IDEASAV@bayareametro.gov. MTC will issue responses to submitted questions via an addendum, ahead of Stage 1 and Stage 2 application deadlines. Please refer to Section 5.0 for the Project Application and Selection timeline.

4.1 Pre-Submittal Event

MTC will be hosting a Pre-Submittal Event to provide an overview of the IDEA SAV Program, its eligibility guidelines, and the application solicitation and evaluation process. The event will be held via video conference on **June 22, 2021 from 11:00 a.m.-12:00 p.m. (Pacific)**. Interested parties should be aware

that the Pre-Submittal Event is not mandatory and is for information only. Interested parties are encouraged to participate and will be provided an opportunity to ask questions. The event will be recorded and posted on MTC's website for reference. Below are the event details.

- Meeting ID: 869 7169 2261
- Zoom Video Conference: <https://bayareametro.zoom.us/j/86971692261>
- Telephone Conference: 669 900 6833

Interested parties are requested to email the following sign-in information to IDEASAV@bayareametro.gov. This is for outreach purposes for the CFP Addendum with any Q&A as well as later events, such as the RFI Workshops, and is not mandatory for attendance.

1. First and Last Name;
2. Job Title;
3. Organization Name;
4. Email;
5. Phone Number;
6. Type of Organization (Public, Private, Non-Profit, etc.); and
7. Services Provided by the Organization.

4.2 RFI Workshops

MTC will host three RFI Workshops during the Stage 1 application evaluation phase. The purpose of these workshops is to gather feedback from public stakeholders and technology experts on submitted project proposals to help inform which Stage 1 applications will advance to Stage 2. The Stage 1 project proposal concepts will be presented and discussed during the workshop sessions. The first workshop will be geared towards public organizations, community-based organizations, and advocacy groups. The second workshop will be targeted for technology vendors and Original Equipment Manufacturers (OEMs). The audience for the third workshop will be determined by MTC, based on the submitted Stage 1 applications.

The RFI Workshops will be held virtually, or in-person if it is determined safe to do so based on California and regional regulations for COVID-19 reopening procedures. The workshops are tentatively scheduled for August 2021, as indicated in Section 5.0. Registration for the workshop sessions will be required. More information about the workshops, including the attendees, structure, and registration information for each session, will be released by MTC as details are confirmed.

4.3 Evaluation Criteria

An evaluation committee convened by MTC will evaluate the applications according to the evaluation screening criteria outlined in **Exhibit 4**. Different criteria weights are assigned for Stage 1 and Stage 2 evaluations in order to reflect MTC’s screening priorities based on the information requested as part of the application forms for each stage. Applicants should consider these screening criteria and weights when submitting their applications for projects.

Exhibit 4: Evaluation Criteria

Criteria	Criteria Guidelines	Stage 1 Criteria Weight	Stage 2 Criteria Weight
Alignment with Program Goals, Objectives, and Requirements	<ul style="list-style-type: none"> • Project meets or exceeds the Program eligibility requirements as outlined in this CFP document (Section 3.0). • Project concept clearly demonstrates how it seeks to address a transportation need or challenge. • Applicant has conducted planning efforts, such as a user needs assessment, to define the project concept. • Project planning has been inclusive of Program target user groups. • Project utilizes AV and/or complementary technologies in an integrated manner to achieve project outcomes. 	25%	10%
Implementation	<ul style="list-style-type: none"> • Project concept is technically feasible. • Project integrates with existing/planned infrastructure or services in the area. • Project schedule feasibly aligns with the Program timeline. • The proposed budget is financially feasible and uses plausible assumptions. • Applicant identifies project risks and provides appropriate mitigation strategies. • Applicant agrees to share necessary project data and 	25%	30%

Criteria	Criteria Guidelines	Stage 1 Criteria Weight	Stage 2 Criteria Weight
	<p>cooperate with any future MTC effort to evaluate project performance.</p>		
Project Impact	<ul style="list-style-type: none"> • Project maximizes the benefits for at least one of the defined target user groups. • Project demonstrates potential benefits to equity, safety, mobility, accessibility, connectivity, user experience and/or environmental outcomes. • Anticipated benefits are clearly described qualitatively (in Stage 1 application) and quantitatively (in Stage 2 application). • If project is a pilot, it demonstrates the ability to be scaled. 	20%	25%
Project Support/Agency Readiness	<ul style="list-style-type: none"> • Ability to implement project within two years upon award of grant funds (demonstrated by work plan, staffing capacity, adequate funding, project experience, partnerships, etc.). • Demonstration of support from relevant stakeholders, partners, and/or decision-makers. 	20%	25%
Match	<ul style="list-style-type: none"> • Up to 10 points will be given if the local cash match requirement is exceeded. <i>(Points will be prorated based on an appropriate threshold determined according to the proposals received.)</i> 	10%	10%

4.4 Submission Instructions

Stage 1 and 2 applications shall be submitted via email to IDEASAV@bayareametro.gov. See Section 5.0 for submission deadlines.

Stage 1 applications should be prepared with standard formatting (e.g., a single-spaced document, using a standard 12-point font, such as Arial, with 1-inch margins) and should be limited to no more than 15 pages, as counted by single-sided pages on 8.5 x 11-inch paper. The application form and any project materials included as part of Section 3: Project Material of the grant application will be included in the total page count. Letters of support do not count toward the 15-page limit. All file submissions should be in a text searchable format (i.e. not optically scanned).

Stage 2 applications should also be prepared with standard formatting (e.g., a single-spaced document, using a standard 12-point font, such as Arial, with 1-inch margins) and should be limited to no more than 30 pages, as counted by single-sided pages on 8.5 x 11-inch paper. The application form and any project materials included as part of Section 5: Project Material of the grant application will be included in the total page count. Letters of support do not count toward the 30-page limit.

5.0 Project Application and Selection Timeline

The timeline for projects' solicitation, evaluation, and selection for IDEA SAV grant awards is as follows:

Activity	Date*
MTC issues Call for Projects	June 14, 2021
Pre-Submittal Event	June 22, 2021
Stage 1 Q&A:	
a. Applicants submit written questions to MTC (via email to: IDEASAV@bayareametro.gov)	June 14, 2021 - June 28, 2021
b. MTC issues Addendum for responses to questions	June 30, 2021
Stage 1 applications due	July 16, 2021 by 4:00 p.m. (Pacific)
RFI Workshops	August 2021 (various dates)
MTC announces short-listed applicants to advance to Stage 2, and provides feedback/guidance to selected applicants on Stage 2 project submissions	2 nd week of September
Stage 2 Q&A:	
a. Applicants submit written questions to MTC (via email to: IDEASAV@bayareametro.gov)	2 nd – 4 th week of September
b. MTC issues Addendum for responses to questions	Late September
Stage 2 applications due (short-listed applicants only)	October 20, 2021 by 4:00 p.m. (Pacific)
MTC completes review/negotiations regarding Stage 2 proposals and recommends grant awards	December 2021
MTC Committee Approval of Grant Awards	February 2022

* The MTC reserves the right to modify the above dates by addendum or other written notice to the parties.

6.0 Contact Information

For general questions regarding the application requirements, please submit to IDEASAV@bayareametro.gov. For other questions please contact Robert Rich, MTC IDEA SAV Program Manager, at r-rich@bayareametro.gov.

Attachment A – IDEA SAV Program Target User Groups

Eligible projects under the IDEA SAV Program shall provide services and/or solutions that are inclusive of and respond to the needs of one or more of the following target user groups, which are defined in greater detail in the following sub-sections.

- Equity Priority Communities
- People with Disabilities
- Disadvantaged Communities

A.1 Equity Priority Communities

MTC defines Equity Priority Communities as census tracts that have a concentration both of people of color and low-income households or that have a concentration of 3 or more of the remaining 6 factors shown in Exhibit 5, but only if they also have a concentration of low-income households.

Exhibit 5: MTC Equity Priority Communities Disadvantage Factors

Demographic Factor	Definition	Concentration Threshold
People of Color	People of Color populations include persons who identify as any of the following groups as defined by the Census Bureau in accordance with guidelines provided by the U.S. Office of Management and Budget: American Indian or Alaska Native Alone (non-Hispanic/non-Latino); Asian Alone (non-Hispanic/non-Latino); Pacific Islander Alone (non-Hispanic/non-Latino); Black or African-American Alone (non-Hispanic/non-Latino); and Other (Some Other Race, Two or More Races, non-Hispanic/non-Latino); and all Hispanic/Latino persons.	70%
Low income (< 200% Federal Poverty Level)	Person living in a household with incomes less than 200% of the federal poverty level established by the Census Bureau.	28%
Limited English Proficiency	Person above the age of five (5) years, who do not speak English at least “well” as their primary language or had a limited ability to read, speak, write, or understand English at least “well”, as defined by the U.S. Census.	12%
Zero-Vehicle Households	Households that do not own a personal vehicle.	15%
Seniors 75 or Over	Persons age 75 or over.	8%
People with Disability	The U.S. Census Bureau defines disability as: Hearing difficulty-deaf or having serious difficulty hearing (DEAR); Vision difficulty-blind or having serious difficulty remembering, concentrating, or making decisions (DREM); Ambulatory difficulty- having serious	12%

Demographic Factor	Definition	Concentration Threshold
	difficulty walking or climbing stairs (DPHY; Self-care difficulty- having difficulty bathing or dressing (DDRS); Independent living difficulty - because of a physical, mental, or emotional problem, having difficulty doing errands alone such as visiting a doctor's office or shopping (DOUT).	
Single-Parent Family	Families with at least one child. To determine whether or not single-parent families exceed tract concentration thresholds, <i>the share of single parent families is calculated as a share of all families regardless of whether or not they have any children.</i>	18%
Severely Rent-Burdened Household	Renters paying > 50% of income in rent. To determine whether or not severely rent-burdened households exceed tract concentration thresholds, <i>the share of severely rent-burdened households is calculated as a share of all households regardless of occupancy status (renter or owner).</i>	14%

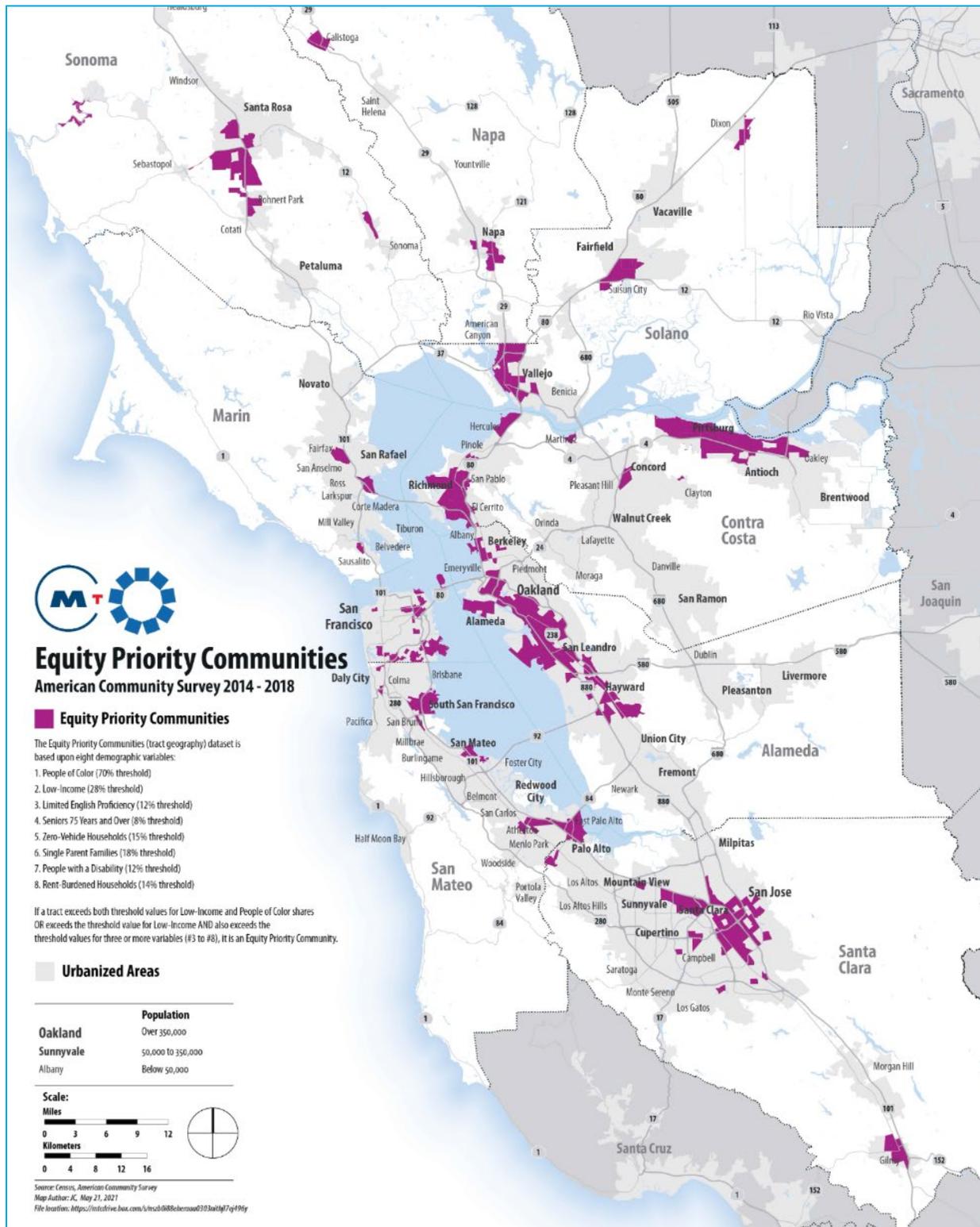
Source: <https://bayareametro.github.io/Spatial-Analysis-Mapping-Projects/Project-Documentation/Equity-Priority-Communities/>

Exhibit 6 displays a map of census tracts defined to be Equity Priority Communities.

To find out more details about the geographies of interest, go to: <https://bayareametro.github.io/Spatial-Analysis-Mapping-Projects/Project-Documentation/Equity-Priority-Communities/>.

To see MTC's Data Portal has GIS data for Equity Priority Communities go to: <https://opendata.mtc.ca.gov/datasets/MTC::equity-priority-communities-plan-bay-area-2050/about>

Exhibit 6: MTC Equity Priority Communities (Plan Bay Area 2050)



Source: <https://mtcdrive.app.box.com/s/mgzdaox2kgtqxsya6gk8554oc9dval9>

A.2 People with Disabilities

A person with a disability is defined in accordance with the ADA as a person who has “a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or [a person] being regarded as having such an impairment.” (42 U.S. Code § 12102).

Three categories of disabilities with specific transportation needs or challenges are described below as per the U.S. Department of Transportation Strategic Plan for Accessible Transportation, January 2021. These categories are not mutually exclusive, and individuals (including veterans with service-related disability) may be represented in more than one of the categories.

1. **People with mobility impairments** include people who use assistive devices, such as wheelchairs, walkers, crutches, or canes, and people who have difficulty walking, climbing stairs, lifting heavy items, or grasping objects. Some of these individuals who are drivers need after-market modifications, such as hand controls, wheelchair ramps, and lifts. Generally, in part because of the ADA, people with mobility impairments can use public transportation, such as most buses and trains. However, factors such as lack of access ramps, poor customer service, or chronic under-maintenance of equipment such as elevators may affect the ability of people with mobility impairments to use certain stops and stations.
2. **People with sensory disabilities** include those who are blind or visually impaired, and people who are deaf or have difficulty hearing. Driving a car is generally not possible for people who are blind or who have significant visual impairments. Audible walking directions and accessible pedestrian signals can help people with visual impairments navigate to transit hubs. GPS applications should identify and geo-reference stations and stops so individuals with visual impairments can find them more easily. Any information presented visually also needs to be announced audibly for accessibility to people with visual impairments. This information could include indicators that the bus has arrived, a stop has been reached, a train is going in a specific direction, airplane boarding has started, and other information that helps the traveler identify and locate their stop, board the correct vehicle, and exit at the intended destination.
3. **People with cognitive disabilities** include individuals with intellectual or developmental disabilities, traumatic brain injury, and/or autism. Individuals with cognitive disabilities may benefit from travel information that is presented in plain language, visualized information, and supportive technologies, such as wayfinding, that assist with navigation.

More information is available at: <https://www.transportation.gov/mission/accessibility/strategic-plan-accessible-transportation>.

A.3 Disadvantaged Communities

Disadvantaged communities are identified by the California Environmental Protection Agency (CalEPA) for the purpose of California Senate Bill (SB) 535 as the top 25% most impacted census tracts in CalEnviroScreen 3.0, a screening tool used to help identify communities disproportionately burdened by multiple sources of pollution and with population characteristics that make them more sensitive to pollution. **Exhibit 7** shows the disadvantaged communities designated by CalEPA for the purpose of SB

Attachment B – Stage 1 Grant Application

Application deadline: July 16, 2021 by 4:00 p.m. Pacific Time

Please submit application to: IDEASAV@bayareametro.gov

PLEASE REVIEW THE IDEA SAV PROGRAM DOCUMENTS IN ITS ENTIRETY

SECTION 1: GENERAL INFORMATION	
a) Project Sponsor	
Lead Applicant (Public Agency)	Click here to enter text.
Project Manager (name and title)	Click here to enter text.
Contact Information (email and phone)	Click here to enter text.
b) Project Partners [please list all project partners (i.e., public agencies/businesses/ organizations) that will be involved, and their role in the project]	
1. Agency/Business/Organization	Click here to enter text.
Contact Name	Click here to enter text.
Contact Information (email and phone)	Click here to enter text.
Role in Project	Click here to enter text.
2. Agency/Business/Organization	Click here to enter text.
Contact Name	Click here to enter text.
Contact Information (email and phone)	Click here to enter text.
Role in Project	Click here to enter text.
3. Agency/Business/Organization	Click here to enter text.
Contact Name	Click here to enter text.
Contact Information (email and phone)	Click here to enter text.
Role in Project	Click here to enter text.
c) Do you and your project partners consent to share all project data and cooperate with any future MTC effort to implement and evaluate project performance, if selected for a grant award?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Not disqualifying but requires explanation of what data can be shared) Click here to enter text.
d) Do you intend to request any variances from any IDEA SAV Program guidelines described in the CFP? These may include, but are not limited to, exceptions from guidelines described in Section 3.3 (Project Delivery and Partnerships) and Section 3.4 (Public-Private Partnerships)	<input type="checkbox"/> Yes (Please explain) <input type="checkbox"/> No Click here to enter text.

SECTION 2: PROJECT OVERVIEW

a) Project Title	Click here to enter text.
b) Project Location	Click here to enter text.
c) Project Brief Description	Click here to enter text.
d) Proposed Technologies	<input type="checkbox"/> Shared Automated Vehicles (SAVs) <input type="checkbox"/> Complementary Technologies (please describe) Click here to enter text.
e) Project Type	<input type="checkbox"/> Pilot Project (A small-scale implementation project to test the viability of a project concept and/or technologies) <input type="checkbox"/> Deployment Project (An implementation project with a proven concept and technologies with larger outreach area)
f) Project Motivation (what knowledge/lessons about AVs and/or complementary technologies does your project intend to gather?)	Click here to enter text.
g) Which of the IDEA SAV Program objectives does your project meet?	<input type="checkbox"/> Increase public sector experience and readiness for automated transportation by piloting AVs and/or complementary technologies. <input type="checkbox"/> Improve access to mass transit for disadvantaged communities. <input type="checkbox"/> Improve the accessibility of automated shared passenger services. <input type="checkbox"/> Improve transit system performance through AV technology.
h) Please identify the Community-Based Transportation Plan (CBTP) OR the regional/county/local or other study describing the needs, gaps and/or challenges your project addresses. Please also describe the planning process for your project to date and any participation or consideration of affected users and communities.	Click here to enter text.

<p>i) Does your project align with project types listed in Appendix E of the 2018 MTC Coordinated Public Transit-Human Services Transportation Plan? <i>(Note: This is an optional but desired requirement)</i></p>	<p><input type="checkbox"/> Yes (please indicate project type and category) <input type="checkbox"/> No</p> <p>Click here to enter text.</p>
<p>j) Does your proposed project provide access to Transit Priority Area or Major Transit Stop (as defined in the California Public Resources Code, Section 21099 and Section 21064.3 respectively)? <i>(Note: This is an optional but desired requirement)</i></p>	<p><input type="checkbox"/> Yes (please explain) <input type="checkbox"/> No</p> <p>Click here to enter text.</p>
<p>k) Which IDEA SAV Program target user group(s) does your project serve?</p>	<p><input type="checkbox"/> Equity Priority Communities <input type="checkbox"/> People with Disabilities <input type="checkbox"/> Disadvantaged Communities <input type="checkbox"/> Other (please explain)</p> <p>Click here to enter text.</p>
<p>l) What are the anticipated benefits that your project is likely to achieve?</p> <p>Please describe each of the benefits qualitatively.</p>	<p><input type="checkbox"/> Equity Click here to enter text.</p> <p><input type="checkbox"/> Safety Click here to enter text.</p> <p><input type="checkbox"/> Accessibility Click here to enter text.</p> <p><input type="checkbox"/> Connectivity Click here to enter text.</p> <p><input type="checkbox"/> User Experience Click here to enter text.</p> <p><input type="checkbox"/> Environmental Click here to enter text.</p> <p><input type="checkbox"/> Other (e.g., Revenue Generation) Click here to enter text.</p>
<p>m) To your knowledge, has/have the proposed technology solution(s) been deployed/piloted by other public agencies or the private sector?</p>	<p><input type="checkbox"/> Yes (Please explain and state which agency/firm have deployed or piloted the solution) <input type="checkbox"/> No</p> <p>Click here to enter text.</p>
<p>n) Project Cost and Funding</p>	
<p>Total Project Cost</p>	<p>\$</p>

Total Grant Request from MTC	\$
Local Cash Match	\$
In-Kind Match	\$

SECTION 3: PROJECT MATERIALS

Please submit the following information as two (2) file attachments to your application.

Attachment 1 should be in a writeable, searchable PDF format and contain items #1-6.

Attachment 2 should contain #7 (CFP Attachment E) and be submitted in Excel format.

1. Project Diagram illustrating project concept and technologies (e.g., high-level system architecture).
2. Project Description including at least two operational scenarios or use cases.
3. Vicinity Map (include route location if identified).
4. List of Key Personnel (project staff including project partners if applicable).
5. High-Level Schedule.
6. Letter(s) of Support from each partner agency or stakeholder or user group clearly describing the value of the project to their organization's members or system's users.
7. High-Level Budget and Funding Sources (See Attachment E for template).

Attachment C – Stage 2 Grant Application

FOR REFERENCE ONLY

Selected applicants will be notified by MTC to submit Stage 2 application by August 2021.

Application deadline: October 20, 2021 by 4:00 p.m. Pacific Time

SECTION 1: PROJECT INFORMATION	
a) Project Title	Click here to enter text.
b) Project Detailed Location (Corridor/route, origin & destination, corridor area, etc.)	Click here to enter text.
c) Project Detailed Description (Indicate whether project integrates with existing/ planned infrastructure or services in the area)	Click here to enter text.
d) Proposed Technologies	<input type="checkbox"/> Shared Automated Vehicles (SAVs) <input type="checkbox"/> Complementary Technologies (please describe) Click here to enter text.
e) Please list any known potential vendors under consideration for your proposed technology solutions	<input type="checkbox"/> Shared Automated Vehicles (SAVs) Click here to enter text. <input type="checkbox"/> Complementary Technologies Click here to enter text.
f) Are there proprietary or non-standardized elements in your proposed technologies?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please explain how that would impact future project deployment, scalability, and interoperability) Click here to enter text.
g) Describe how your project meets the objectives of the IDEA SAV Program (<i>select all that apply</i>)	<input type="checkbox"/> Increase public sector experience and readiness for automated transportation by piloting AVs and/or complementary technologies. Click here to enter text. <input type="checkbox"/> Improve access to mass transit for disadvantaged communities. Click here to enter text. <input type="checkbox"/> Improve the accessibility of automated shared passenger services. Click here to enter text. <input type="checkbox"/> Improve transit system performance through AV technology. Click here to enter text.

<p>h) Describe how your project seeks to mitigate the transportation needs or challenges for target user groups (<i>select all that apply</i>)</p>	<p><input type="checkbox"/> Equity Priority Communities Click here to enter text.</p> <p><input type="checkbox"/> People with Disabilities Click here to enter text.</p> <p><input type="checkbox"/> Disadvantaged Communities Click here to enter text.</p> <p><input type="checkbox"/> Other Click here to enter text.</p>
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SECTION 2: PROJECT IMPACT

<p>a) Please describe quantitatively the anticipated benefits that your project is likely to achieve for each applicable goal category (e.g., total population served and % from Equity Priority Communities, % travel time savings, etc.)</p>	<p><i>Goal Category</i></p>	<p><i>Quantifiable Benefits</i></p>
	<p><i>Equity</i></p>	<p>Click here to enter text.</p>
	<p><i>Safety</i></p>	<p>Click here to enter text.</p>
	<p><i>Accessibility</i></p>	<p>Click here to enter text.</p>
	<p><i>Connectivity</i></p>	<p>Click here to enter text.</p>
	<p><i>User Experience</i></p>	<p>Click here to enter text.</p>
	<p><i>Environmental</i></p>	<p>Click here to enter text.</p>
	<p><i>Other (e.g., Revenue Generation)</i></p>	<p>Click here to enter text.</p>

<p>b) If your project is a pilot, describe how it could be scaled, and what are the anticipated benefits and challenges of scalability?</p>	<p>Click here to enter text.</p>
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SECTION 3: PROJECT DELIVERY

<p>a) What risks have you identified for delivering this project, if any? What are your proposed mitigation strategies?</p>	<p>Click here to enter text.</p>
<p>b) Do you foresee any resource (funding, management and staffing capacity, etc.) limitations to implement the project?</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (Please explain)</p> <p>Click here to enter text.</p>

<p>c) Do you intend to request any variances from the IDEA SAV Program eligibility guidelines described in the CFP (Section 3.0), including complying with all federal and local requirements?</p>	<p><input type="checkbox"/> Yes (Please explain) <input type="checkbox"/> No</p> <p>Click here to enter text.</p>
<p>d) Is there any limitation on project data sharing with MTC if selected for grant award (e.g., specific data elements or data sharing duration)?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (please explain)</p> <p>Click here to enter text.</p>

SECTION 4: VARIATIONS FROM STAGE 1 APPLICATION

<p>a) Please indicate and explain any changes in information submitted as part of Stage 1 application, if not covered in previous questions.</p>	<p>Click here to enter text.</p>
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SECTION 5: PROJECT MATERIALS

- Please submit the following information as an attachment to your application:
1. Detailed Project Concept Description.
 2. Project Route Map.
 3. Project Management and Staffing Approach with assigned roles and a description of team members qualifications and prior experience. Include an organizational chart.
 4. Project Work Plan
 - Description of Project Implementation Activities (including planning, design, procurement, implementation, testing and acceptance).
 - Description of any civil design and construction work needed to support project implementation.
 - Detailed Project Schedule (highlighting project activities, milestones, and deliverables in accordance with Section 3.7 of the CFP document).
 - Detailed Budget and Funding Sources (See Attachment E for template).
 - Description of Approach to Receiving the Regulatory Permits needed for the project (e.g. local/state encroachment, National Highway Traffic Safety Administration (NHTSA) or Department of Motor Vehicles (DMV) AV approvals, etc.).
 - Performance Measurement Approach (describing project performance metrics/key performance indicators (KPIs) and associated data to be collected, analyzed, and reported during planning (pre-project) and deployment (post-project) to track effectiveness of the services and/or solutions in addressing the project need). **Page limit: 2 pages.**
 - Service Operations and Maintenance Approach. **Page limit: 2 pages.**

5. Research/High-Level Analysis to support quantifying project benefits (corresponding to Section 2: Project Impact of the application form).

Suggested:

1. Letter(s) of Support from new partner agency or stakeholder or user group (not submitted in Stage 1 application) clearly describing the value of the project to their organization's members or system's users.
2. Summary of Inclusive Planning/User Needs Assessment Study (if applicable). **Page limit: 2 pages.**
3. Stakeholders Engagement and Public Outreach Approach (describing how project stakeholders will be involved and informed throughout the project). **Page limit: 2 pages.**

Attachment D – Caltrans E-76 Letter

Scott Haggerty, Chair
Alameda County

Alfredo Pedroza, Vice Chair
Napa County and Cities

Jeannie Bruins
Cities of Santa Clara County

Damon Connolly
Marin County and Cities

Dave Cortese
Santa Clara County

Carol Dutra-Vernaci
Cities of Alameda County

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Nick Josefowitz
San Francisco Mayor's Appointee

Sam Liccardo
San Jose Mayor's Appointee

Jake Mackenzie
Sonoma County and Cities

Gina Papan
Cities of San Mateo County

David Rabbitt
Association of Bay Area Governments

Hillary Ronen
City and County of San Francisco

Libby Schaaf
Oakland Mayor's Appointee

Warren Slocum
San Mateo County

James P. Spering
Solano County and Cities

James Stracner
U.S. Department of Housing
and Urban Development

Tony Tavares
California State
Transportation Agency

Amy R. Worth
Cities of Contra Costa County

Therese W. McMillan
Executive Director

Alix Bockelman
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

Brad Paul
Deputy Executive Director,
Local Government Services



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105
415.778.6700
www.mtc.ca.gov

Date: 10/15/2019

To: Robert Rich/Linda Lee

From: A. Haile *A. D. Haile*

Subject: "Notice to Proceed" Approval

This is your "Notice to proceed" approval letter on the below listed project. You are authorized to commence work as of 09/06/2019 and can incur expenses. Any unauthorized work (work started before the effective date) will not be eligible for reimbursement.

Project Description: **Connected & Automated Vehicle Program Implementation**

Project Number: STPLNI 6084(244)

Funding Agreement Effective Date: 09/06/2019

Grant Reversion Date: 6/30/2024

Fund Source #: 1852

Awarded Amount: \$2,500,000

Local Match: 100% Federally Funded

CFDA: 20.205

Please attach a copy of your "Authorization to Proceed" letter when submitting your contract to Finance for approval.

Thank you.

Cc: Arleicka Conley, Brian Mayhew, Elena Federis, Suzanne Bode, Sonia Elsonbaty, Girma Kebede

1852

CALIFORNIA DEPARTMENT OF TRANSPORTATION

AUTHORIZATION / AGREEMENT SUMMARY - (E-76)

FEDERAL AID PROGRAM

DLA LOCATOR: 04-MULT-0-MTC
PREFIX: STPLNI
PROJECT NO: 6084(244)
SEQ NO: 1
STATE PROJ NO: 0419000280L-N
AGENCY: MET TRANS COMM
ROUTE:

PROJECT LOCATION:
SF BAY AREA: REGIONWIDE
TYPE OF WORK:
CONNECTED AND AUTOMATED VEHICLE PROGRAM IMPLEMENTATION -
FED RR NO'S:
PUC CODES:
PROJ OVERSIGHT: ASSUMED/LOCAL ADMIN
ENV STATUS / DT: 02/20/2019
RW STATUS / DT:
INV RTE:
BEG MP:
END MP:

PREV AUTH / AGREE DATES:
PE:
RW:
CON:
SPR:
MCS:
OTH:

DISASTER NO:
TIP DATA
MPO: MTC
FSTIP YR: 18/19
STIP REF: 206-0000-6373
FSTIP ID NO: REG170018

BRIDGE NO:

LINE NO 30
IMPV TYPE 44
FUNC SYS URBAN AREA
URB/RURAL DEMO ID

FUNDING SUMMARY

Table with columns: PHASE, PROJECT COST, FEDERAL COST, AC COST. Rows include PE, RW, CON, OTH with sub-totals and a grand total of \$2,500,000.00.

STATE REMARKS

05/16/2019 Request for authorization to proceed for non-infrastructure activities coded as "Other" rather than Construction phase of work with Toll Credits utilization. This is a non-infrastructure project and will not result in any construction activities.
08/09/2019 Utilization of Expedited Project Selection Procedures (EPSP) has been approved for obligation of FFY 19/20 programming this FFY (18/19).

FEDERAL REMARKS

AUTHORIZATION

AUTHORIZATION TO PROCEED WITH REQUEST: OTH
FOR: NON-INFRASTRUCTURE
DOCUMENT TYPE: AAGR

PREPARED IN FADS BY: WONG, ALAN
REVIEWED IN FADS BY: SAFAIE, FRANK
SUBMITTED IN FADS BY: AMBROSINI, ADAM
PROCESSED IN FADS BY: SIGNATURE, NOT_REQUIRED
AUTHORIZED DATE IN FMS BY: TASIA PAPAJOHN

ON 2019-05-01 286-5223
ON 2019-05-16 653-5345
ON 2019-09-04 FOR CALTRANS
ON 2019-09-04 FOR FHWA
ON 2019-09-06 19:55:08.0

SIGNATURE HISTORY FOR PROJECT NUMBER 6084(244) AS OF 09/27/2019

FHWA FMIS SIGNATURE HISTORY

MOD #	SIGNED BY	SIGNED ON
0	SHUN HUEY	09/06/2019
	SHUN HUEY	09/06/2019
	TASIA PAPAJOHN	09/06/2019

FHWA FMIS 3.0 SIGNATURE HISTORY

CALTRANS SIGNATURE HISTORY

DOCUMENT TYPE	SIGNED BY	SIGNED ON
AUTH/AGREE	AMBROSINI, ADAM	09/04/2019

Attachment E – Budget Templates

See Attachment E Excel File