



**SFMTA**  
Municipal  
Transportation  
Agency

Municipal Transportation Agency  
**CAPITAL PLAN AND  
PROGRAM POLICIES**

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# CAPITAL PLAN AND PROGRAM POLICIES

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Amendment #1:	May 9, 2013 (Capital Project Integration)
Amendment #2:	October 9, 2014 (Definitions: Original and Baseline Budgets and Schedules)
Amendment #3:	November 13, 2014 (Definitions: Capital Program Manager/CIP Program Manager)
Amendment #4:	April 9, 2014 (Definitions: Scope Change, Project Management Process, Project Life Cycle, and Project Phase)

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## **Background**

Beginning in June 2010, the San Francisco Municipal Transportation Agency (SFMTA) went through a re-engineering process to produce new policies and procedures for the development and management of the SFMTA 20-year Capital Plan, a new SFMTA 5-year Capital Improvement Program (CIP) and a detailed 2-year Capital Budget. These policies were meant to combine and streamline processes inherited from the San Francisco Municipal Railway and the Department of Parking and Traffic, continuing to move toward a culture of one SFMTA.

The original policies represented more than 20 meetings and focus groups. All SFMTA sections participated and commented on the development and finalization of these policies. The final draft represents staff's best effort to accommodate all comments and concerns, while creating a clear structure and process in the development of the SFMTA's Capital Plan and Capital Improvement Program.

Consistent, clear and detailed policies are necessary for the proper management and development of the SFMTA's Capital Plan and Capital Improvement Program. These policies and their processes as designed allow for better project integration within the SFMTA by creating a Transportation Capital Committee, which reviews project scopes with the goal of developing more complete street and multi-modal projects. Continuing to move in this direction will result in a more efficient use of staffing and financial resources.

These policies set clear and documented financial constraints on the planning and development of projects meant to guarantee projects remain within their approved scope, schedule and budget. The policies ensure that projects do not proceed unless adequate funding has been identified, providing for the most efficient use of the Agency's capital resources.

## Policies

### Section 1: Scope

- 1.1 These policies define how a capital need is identified, included in the SFMTA’s Capital Plan, requests for capital funding and adding projects to the 5-year Capital Improvement Program and the SFMTA Board adopted 2-year Capital Budget. It also describes the roles of the SFMTA staff responsible for carrying out these policies.

### Section 2: Definitions

#	Term	Definition
2.1	Capital Plan	Refers to a list of unconstrained capital needs (20-year) developed by the Long Range Planning Section of the Sustainable Streets Division (SSD). The Capital Plan is a living document that is revised as needed through the Transportation Capital Committee.
2.2	Capital Improvement Program	Refers to a list of financially constrained capital projects (5-year) prepared by the Capital Financial Planning and Analysis Section of the Finance & Information Technology Division (FIT). A project must be included in the Capital Plan and have 90% of its funding identified to be included in the Capital Improvement Program.
2.3	Capital Budget	Refers to The SFMTA Board adopted list of financially constrained projects (2-year) prepared by the Capital Financial Planning and Analysis Section of FIT. Projects must have full funding plans to be included in the Capital Budget.
2.4	DOT/Executive Team	Means the Director of Transportation and the Directors of each Division of the SFMTA.
2.5	Capital Needs	Are ideas for a capital project. This is the first step in the project implementation process. A Capital Need has a planning level description, duration and cost estimate.
2.6	Capital Projects	Are included in the Capital Plan and have 90% of its funding identified.

2.7	Transportation Capital Committee	Means the Agency committee tasked with approving capital needs to be added to the Capital Plan, prioritizing capital needs, and approving changes to project funding and scope as described in these policies.
2.8	CIP Program Manager	Means the Agency staff person designated to convene committees or perform the work necessary to refine capital needs for inclusion in the Capital Improvement Program.
2.9	Capital Program Manager	Means the Agency staff person responsible to manage a group of related projects by overseeing multiple project teams, accountable for an overall strategic outcome; monitoring and measuring overall program strategic objectives, and using innovative thinking and resource management techniques to make difficult and complex decisions.
2.10	Capital Need Request Form	Means the document and information required for a capital need to be considered for inclusion in the Capital Plan.
2.11	Capital Funding Request Form	Means the document and information required for a capital project to be considered for inclusion in the Capital Improvement Program.
2.12	Capital Funding Recommendations (CFRs)	Are recommendations developed by the Finance and Information Technology Division to a Division Director, Committee, the Capital Program Committee or the DOT/Executive Team regarding the use of SFMTA Capital funds.
2.13	Original Budget	Is the estimated cost at the time a project or phase of a project is initiated through the inclusion in the Capital Improvement Program.
2.14	Baseline Budget	Is an approved change to the Original Budget at project milestones, including pre-development, planning, conceptual engineering, or detail design.

2.15	Current/Modified Budget	Is a reflection of the full funding currently set aside for project construction.
2.16	Original Schedule	Are the absolute dates used at the time a project or phase of a project is initiated through the inclusion in the Capital Improvement Program.
2.17	Baseline Schedule	Is an approved change to the Original Schedule at project milestones, including pre-development, planning, conceptual engineering, or detail design.
2.18	Project	A one-time effort with a definite beginning and end, a fixed budget, and a deliverable meant to implement an objective.
2.19	Scope Change	Project modifications, after design has been initiated, affecting the functionality or performance resulting from the project.
2.20	Project Management Process	A logical grouping of project management inputs, tools and techniques, and outputs.
2.21	Project Life Cycle	The series of phases that a project passes through from its initiation to its closure.
2.22	Project Phase	A collection of logically related project activities that culminates in the completion of one or more deliverables.

### Section 3: Capital Needs and the Capital Plan

- 3.1 *Capital Needs* are unfunded and involve the replacement, renewal, improvement, expansion or acquisition of capital assets.
- 3.2 The sum of all of the *Capital Needs* of the SFMTA is reflected in the Capital Plan.
- 3.3 *Capital Needs* are submitted to the Long Range Planning Section of the Sustainable Streets Division by submitting a Capital Need Request Form.
- 3.4 *Capital Need Request forms* require the approval of a Division Director before being submitted to Long Range Planning for review.
- 3.5 *Capital Needs* will be reviewed for accuracy, consistency and an appropriate level of detail by Long Range Planning.
- 3.6 *Capital Needs* with insufficient project descriptions, cost estimates and other pertinent information as identified by Long Range Planning staff will be returned to the appropriate division for revision.
- 3.7 *Capital Needs* with sufficient project descriptions, cost estimates and other pertinent

information will be recommended for approval to the Transportation Capital Committee.

- 3.8 *Capital Needs* will be ranked and prioritized based by the Transportation Capital Committee based on criteria established by the DOT/Executive Team.
- 3.9 *Capital Needs* will be added to the Capital Plan once approved and prioritized by the Transportation Capital Committee.
- 3.10 Approved additions to the Capital Plan will be reviewed by the DOT/Executive Team as needed.
- 3.11 *Capital Needs* that have a specific grant or designated funding source, may be added to the Capital Improvement Program with the approval of the DOT/Executive Team, even if the need has not been included in the Capital Plan.

#### **Section 4: Transportation Capital Committee (TCC)**

- 4.1 The TCC will meet on a monthly basis to consider any changes to the Capital Plan or Capital Improvement Program.
- 4.2 The number of members and make up of the TCC will be decided by the DOT/Executive Team.
- 4.3 The TCC will include representatives assigned by the Directors of each of the SFMTA Divisions.
- 4.4 As it is critical for the TCC to consider the needs of the entire Agency and the impact of projects among Divisions, sub-divisions and sections of the SFMTA in a timely basis, attendance by appointed TCC members is mandatory.
- 4.5 If a member of the TCC is unable to attend a scheduled meeting, they must inform their Division Director who will appoint an alternate for that meeting.
- 4.6 The TCC members will have the responsibility to gain consensus from within their respective Division, have the authority to make recommendations for their Division and report back to their Division Director.
- 4.7 The TCC is responsible for approving new capital needs for inclusion in the Capital Plan and prioritizing the needs based on the criteria established by the DOT/Executive Team.
- 4.8 The TCC must approve Capital Project Funding Plan adjustments as follows:
  - (1) For Capital Projects Less than \$1,000,000 modifications over \$250,000 per project.
  - (2) For Capital Projects More than \$1,000,000 modifications in excess of 10% of the originally approved budget.

- 4.9 The TCC must approve modification to project Scopes after the Conceptual Engineering Report (CER), or comparable document, has been issued.
- 4.10 The TCC will be co-Chaired by the Manager of Long Range Planning and the Manager of Capital Financial Planning and Analysis who will be responsible for the scheduling, agenda and minutes for the meeting.
- 4.11 Requests for agenda items should run through the Chairs of the TCC.
- 4.12 Agendas for the TCC will be distributed one week prior to the TCC meetings.
- 4.13 Decisions of the TCC will be made based on consensus.
- 4.14 Any member of the TCC may call for a vote of the members if not satisfied with a consensus built decision of the TCC. Each member will get one vote.

### **Section 5: Transit Fixed Guideway Program and Committee**

- 5.1 The Director of Transit serves as the CIP Program Manager CIP Program Manager for the Transit Fixed Guideway Program, and may convene the Fixed Guideway Committee at his or her discretion.
- 5.2 The Transit Fixed Guideway Committee will meet as needed to review and amend the Transit Fixed Guideway Capital Program.
- 5.3 The Transit Fixed Guideway Committee will be co-chaired by Deputy Director – Maintenance of Way from the Transit Division and a Capital Planner designated by the Director of Sustainable Streets.
- 5.4 The number of voting members and make-up of the Transit Fixed Guideway Committee will be decided by the Director of Transit.
- 5.5 The Transit Fixed Guideway Committee will also include a member from the Finance and Information Technology Division, Sustainable Streets Division, and Capital Programs and Construction however these will be non-voting members.
- 5.6 Recommendations to add projects or amend existing projects in the Transit Fixed Guideway Program require a majority vote from the Fixed Guideway Committee and will be referred to Capital Financial Planning and Analysis as a funding request.

### **Section 6: Security Capital Program and Committee**

- 6.1 The Director of Security, Investigations and Enforcement serves as the CIP Program Manager for the Security Capital Program and may convene the Security Capital Program Committee at his or her discretion.



- 6.2 The Security Program Committee will meet as needed to review and amend the Security Capital Program.
- 6.3 The Security Program Committee will be chaired by the Director of Safety and Security.
- 6.4 The number of voting members and make up of the Security Program Committee will be decided by the Director of Safety and Security.
- 6.5 Members of the Security Program Committee must sign an agreement of confidentiality and not disclose the scopes of work associated with the Security Capital Program, unless authorized by the Director of Safety and Security.
- 6.6 The Security Program will also include a member from the Finance and Information Technology Division, Transit Operations Division and Capital Programs and Construction Division however these will be non-voting members.
- 6.7 Recommendations to add projects or amend existing projects in the Security Capital Program require a majority vote from the Security Program Committee and will be referred to Capital Financial Planning and Analysis as a funding request.
- 6.8 Due to the sensitive nature of security related projects, the projects that the Chief Financial Officer/Director of Finance and Information Technology may at their discretion bypass Capital Financial Planning and Analysis and the TCC as necessary for scope, schedule and budget approval. These projects would need to be approved by the DOT/Executive Team.

### **Section 7: Capital Improvement Program (CIP)**

- 7.1 All *Capital Needs* must be in the Capital Plan to be considered for inclusion in the Capital Improvement Program.
- 7.2 CIP Program Managers are responsible for convening committees necessary or desired to refine and prioritize Capital Needs for inclusion in the Capital Improvement Program based on TCC approved criteria.
- 7.3 CIP Program Managers are appointed by the DOT/Executive Team for each of the capital programs as part of the SFMTA Capital Improvement Program and Capital Budget.
- 7.4 Capital Projects are Capital Needs where the total project budget has no less than 90% of the total project funds identified in its Capital Project Funding Plan.
- 7.5 A Capital Project Funding Plan identifies the funding that is projected, planned, programmed or allocated to a project.
- 7.6 Divisions must fill out a Capital Funding Request Form to with a basic scope, schedule and

budget for evaluation by Capital Financial Planning and Analysis.

- 7.7 If the total project budget has less than 90% of the total project funds identified in its Capital Project Funding Plan, the requesting division can:
- (1) Reduce the total scope of the request to fit within available funds to meet the 90% threshold. The remaining scope will return to the Capital Plan until funding is available.
  - (2) May defer the project until adequate funding is available.
- 7.8 Capital Projects may be added to the Capital Improvement Program with less than 90% of identified funds in its Capital Project Funding Plan with the approval of the DOT/Executive Team.
- 7.9 Capital Projects are established by the Capital Financial Planning and Analysis Section of the Finance and Information Technology Division.
- 7.10 Capital Projects may be subdivided into separate sub-projects, as may be necessary to administer, manage and deliver the original approved scope of the project without further action by the Transportation Capital Committee.
- 7.11 Capital Project Scopes, Budgets, Schedules and Funding Plans must be approved by the Transportation Capital Committee.
- 7.12 Capital Project Funding Plan and Current/Modified Budget modifications can be made by the Capital Financial Planning and Analysis Section of the Finance & Information Technology Division (FIT) administratively as follows:
- (1) For Capital Projects Less than \$1,000,000 up to \$250,000 per project.
  - (2) For Capital Projects More than \$1,000,000 up to 10% of the approved project budget.
- 7.13 Capital Improvement Program modifications can be made by the Capital Financial Planning and Analysis Section of the Finance & Information Technology Division (FIT) administratively in an amount not to exceed 10% of the program total in any one fiscal year.
- 7.14 Capital Project Funding Plan adjustments for projects less than \$1,000,000 in an amount exceeding \$250,000 in total of the originally approved budget (beyond administrative authority) require the approval of Transportation Capital Committee.
- 7.15 Capital Project Funding Plan adjustments for projects more than \$1,000,000 in an amount exceeding 10% in total of the originally approved budget (beyond administrative authority) require the approval of Transportation Capital Committee.
- 7.16 Capital Project Funding Plan adjustments in excess of 20% must be approved by the

DOT/Executive Team.

- 7.17 Approved Project Scopes once approved in the Conceptual Engineering Report (CER) can only be modified with the approval of Transportation Capital Committee.
- 7.18 Original Budgets are established when a new project is approved either by the SFMTA Board of Directors through the approval of the 5-Year Capital Improvement Program or the 2-Year Capital Budget, or via action of the Transportation Capital Committee consistent with Policies 7.12 and 7.17.
- 7.19 Original Budgets cannot be modified and will be kept throughout a project's life.
- 7.20 Baseline Budgets start as the Original Budget, and can be modified at the completion of any non-construction phase (pre-development, planning, conceptual engineering, or detail design) under administrative authority (Policy 7.12), or with the approval of the Transportation Capital Committee.
- 7.21 Current/Modified Budgets start as the Baseline Budget, and can be modified under administrative authority (Policy 7.12), or with the approval of the Transportation Capital Committee.
- 7.22 Performance in the implementation of a capital project will be evaluated against the Current/Modified Budget.
- 7.23 Original Schedules are established when a new project is approved either by the SFMTA Board of Directors through the approval of the 5-Year Capital Improvement Program or the 2-Year Capital Budget, or via action of the Transportation Capital Committee consistent with Policies 7.12 and 7.17.
- 7.24 Original Schedules cannot be modified and will be kept throughout a project's life.
- 7.25 Baseline Schedules start as the Original Schedule, and can be modified at the completion of any non-construction phase (pre-development, planning, conceptual engineering, or detail design) by notifying the Transportation Capital Committee through an informational item if the change is consistent with Policies 7.12 and 7.17.
- 7.26 Baseline Schedules can be changed at the completion of a non-construction phase in response to a change in scope or budget through approval of the scope or budget change by the Transportation Capital Committee per Policies 7.12 and 7.17.
- 7.27 Performance in the implementation of a capital project will be evaluated against the Baseline Schedule.

## **Section 8: Capital Project Naming Conventions**

- 8.1 *Capital Projects* will have a standard naming convention, as developed by the Fund

Programming and Grants Section of the Finance and Information Technology Division.

- 8.2 Project names should be generated by the appropriate Division project manager at the time of a funding request to be added to the Capital Improvement Program.
- 8.3 All project names must contain a location identifier. The identifier must include one of the following:
  - (1) Transit Line
  - (2) Street Section or Intersection
  - (3) Name of the Facility
  - (4) If the project is not a "fixed capital improvement" such as vehicles, the specific asset must be reflected in the project name.
- 8.4 All project names must contain the type of capital improvement or the item which is expected to be constructed, purchased or delivered as part of the capital project.
- 8.5 All projects should include the phase of the project OR the segment to be constructed OR other reflection of the component of the project.
- 8.6 Operating Programs, Projects or Grants must have a year identifier within the name of the program, project or grant.
- 8.7 Project names will be approved for addition into the Capital Improvement Program with the approval of the Capital Financial Planning and Analysis Section.

### **Section 9: Capital Funds**

- 9.1 *Capital Funds* are capital grants or revenues approved for capital purposes as part of the Capital Improvement Program and Capital Budget.
- 9.2 *Capital Funds* are established by the Capital Financial Planning and Analysis Section of the Finance and Information Technology Division.
- 9.3 *Capital Funds* must have a resolution from the SFMTA Board of Directors, an executed grant agreement or Memorandum of Agreement (MOA) to be established.
- 9.4 *Capital Funds* will have a standard naming convention, as developed by the Capital Financial Planning and Analysis Section of the Finance and Information Technology Division.
- 9.5 *Capital Funds* shall be created using a specific naming convention and include:

- (1) Identification of the Source Funding Agency
  - (2) Identification of the Source Grant/Funding Program
  - (3) Either Fiscal Year or Unique Identifier in the case of multi-round funds
- 9.6 Any use of Capital Funds shall be documented and approved through a Capital Funding Recommendation developed by the Capital Financial Planning and Analysis Section of the Finance and Information Technology Division.
- 9.7 Transfers of Capital Funds is within the administrative authority of the Capital Financial Planning and Analysis Section of the Finance and Information Technology Division in the following circumstances:
- (1) From Project "A" to Project "B" if:
    - (A) Project A is complete and has savings; or
    - (B) Project A has not been completed and a new revised funding plan has approved by the Transportation Capital Committee that confirms project savings at completion.
  - (2) Between funding sources within a project if the total project budget remains the same.

## **Section 10: Competitive Grant Selection**

- 10.1 Competitive Grants are those that are local, regional, state or federal funds available to multiple agencies other than the SFMTA and are not guaranteed.
- 10.2 Capital Financial Planning and Analysis will prepare an informational Capital Funding Recommendation when competitive grants are available.
- 10.3 Project sponsors may request projects for competitive grants at the next regularly scheduled Planning, Policy Partnership Meeting.
- 10.4 Project sponsors may only request projects that are in the Capital Plan.
- 10.5 Capital Financial Planning and Analysis will review funding requests and prepare a Capital Funding Recommendation that will be reviewed at a Planning, Policy, Partnership meeting.
- 10.6 Capital Funding Recommendations for competitive grants that are eligible to only one Division within the Agency may be approved by that Division's Director.
- 10.7 Capital Funding Recommendations for competitive grants that are eligible to multiple

Divisions within the Agency require the approval of the DOT/Executive Team.

### **Section 11: Planning, Policy and Partnership**

- 11.1 Planning, Policy and Partnership meetings are monthly and allow the Agency to collaboratively review upcoming projects, project integration, major policy initiatives and long range funding strategies.
- 11.2 Planning, Policy, Partnership meetings are designed to include representatives from all portions of the Agency.
- 11.3 Competitive Grant opportunities will be discussed and recommendations presented at the Planning, Policy, Partnership meetings to allow all areas of the Agency an opportunity to access these capital and in some cases operating sources.

### **Section 12: Budget Revisions and Index Codes**

- 12.1 Budget Revisions and Requests for Index Codes are necessary to book allocated funds into the City and County of San Francisco's Financial System.
- 12.2 Budget Revisions and Requests for Index Codes must be consistent with approved Project Funding Plans as approved by the Transportation Capital Committee.
- 12.3 Budget Revisions and Requests for Index Codes must be approved by the Capital Financial Planning and Analysis Section of the Finance and Information Technology Division if:
  - (1) The Budget Revision or Index Code Involves Capital Funds; or
  - (2) The Budget Revision of Index Code Involves a Capital Project
- 12.4 Budget Revisions and Requests for Index Codes associated with Capital Funding Plans or Capital Funding Plan Modifications approved by the DOT/Executive Team do not require the approval of Capital Financial Planning and Analysis.

### **Section 13: Amendments**

- 13.1 These policies can be amended at any time by a  $\frac{3}{4}$  vote of the Transportation Capital Committee.
- 13.2 These policies can be amended at any time by the Director of Transportation.

### **Section 14: Emergency Capital Projects**

- 14.1 An "emergency" is defined as a situation, which would result in an unacceptable hazard to

life or an immediate, unforeseen, and significant impact to public if corrective action is not undertaken within a time period less 45 days.

- 14.2 Any SFMTA Division Director may submit a memo to the co-Chairs of the Transportation Capital Committee naming a project and declaring it an emergency project based on 14.1 with the concurrence of the Director of Transportation, Deputy Executive Director and the Director of Safety, Training, Security and Enforcement.
- 14.3 Capital Funding Recommendation will be prepared by CFO/Director of Finance and Information Technology immediately to fully fund the proposed project with the approval of the Director of Transportation.
- 14.4 Upon project completion, the Division declaring the emergency must report back to the Transportation Capital Committee documenting the following:
  - (1) Describing the nature of the stated emergency consistent with Policy 14.1.
  - (2) Detailing how the emergency was resolved and the determined cause.
  - (3) Recommendations on how to prevent an emergency of this type from reoccurring.
- 14.5 Divisions not complying with Policy 14.4 will be prohibited from declaring any future emergency projects. This will remain in effect, until a documented report has been presented to the Transportation Capital Committee.

## **Section 15: Capital Project Integration Process**

- 15.1 This section defines the purpose and procedures for the Project Integration Process.
- 15.2 Roles & Responsibilities:
  - (1) Project Sponsor - The Project Sponsor is the individual or group recommending a project for adoption into the CIP. The Project Sponsor may be a Division Director, CIP Program Manager, or SFMTA staff. The Project Sponsor is responsible for providing a project description, duration, and cost estimate for the project they are recommending for adoption into the CIP.
  - (2) CIP Program Manager - CIP Program Managers are responsible for providing guidance on the appropriate scope for integrated projects and identifying major conflicts or policy issues. CIP Program Managers are encouraged to communicate with the PIC prior to TCC meetings regarding any agenda items of interest. The CIP Program Managers are responsible for ensuring that projects adopted into the CIP are integrated to the greatest extent practicable.

- (3) Project Integration Committee (PIC) – A committee comprised of staff members appointed by the CIP Program Managers to review project integration checklists for integration opportunities. Each Capital Program will have one PIC member appointed by the associated CIP Program Manager. A single staff member may be appointed as the PIC member for multiple Capital Programs.
- (4) Strategic Planning & Policy (SP&P) – Responsible for initiating and completing the project integration checklist, coordinating the informal meetings with PIC members, and presenting completed and reviewed project integration checklists to TCC. The SP&P Team is responsible for initiating and shepherding projects through the Project Integration process.
- (5) DOT/Executive Team –The DOT Team will provide guidance when major project conflicts or policy issues are identified that cannot be resolved by the CIP Program Managers or TCC.

### 15.3 Project Integration Committee

- (1) The Project Integration Committee is comprised of staff members appointed by the CIP Program Managers to review project integration checklists for integration opportunities.
- (2) Each Capital Program will have a PIC member appointed by the associated CIP Program Manager.
- (3) A single staff member may be appointed to the PIC for multiple Capital Programs.

### 15.4 Project Integration Process:

- (1) The project integration process is not intended to focus on in-depth or technical aspects of planning or engineering. The goal of the project integration process is to review project scopes and identify potential project integration opportunities based on existing plans, policies, and projects.
- (2) For all capital projects proposed for addition to the CIP, including the bi-annual CIP updates, SP&P will submit a complete Project Integration Checklist to the TCC, in conjunction with the Project Sponsor.
- (3) PIC members will review the completed checklist within three days of its submission by SP&P. PIC members will document their comments and any proposed changes to the project scope in the Project Integration Summary Matrix.
- (4) Projects where no opportunities for integration were identified will be presented to TCC as consent items.



- (5) Projects where SP&P and PIC members agree on the potential opportunities for integration will be presented to TCC as consent items. The agreed upon project scope will be documented in the Project Integration Summary Matrix.
- (6) Projects where SP&P and PIC members are unable to reach a consensus on the integration opportunities, identify potential conflicts between integration opportunities, or identify policy or major project conflicts will be discussion items at the TCC. A meeting to discuss and review the integration opportunities will be scheduled by SP&P prior to the TCC.
- (7) Major project or policy conflicts that are not resolved at TCC in a timely manner will be elevated to the DOT Team or Pre-TASC.
  - (A) Policy or project conflicts will be presented by CIP Program Managers and appropriate staff at a DOT Team meeting.
  - (B) When conflicts regarding limited street Right-of-Way are not able to be resolved at TCC, the project can be referred to Pre-TASC. CIP Program Managers and appropriate staff will present the project and Right-of-Way conflicts at Pre-TASC and work to resolve identified conflicts.
  - (C) If after completing the Project Integration Process there are changes to a project scope that require TCC approval, the TCC has authority to require that the project needs to complete the Project Integration Process again.

#### 15.5 Project Integration Reporting

- (1) An annual report will be prepared by SP&P for the DOT Team and CIP Program Managers. The annual report will detail the actions and progress made toward SFMTA project integration. The report will include statistics, accomplishments, areas for improvement, and anticipated major actions over the coming year.

#### 15.6 Projects with an estimated cost (total project cost for all phases) of less than \$500,000 may use a streamlined Project Integration Process under the following conditions:

- (1) Project Sponsor indicates (initials) in Part 1 the Project Integration Checklist that the total project cost estimate at less than \$500,000, and
- (2) SP&P staff responsible for Project Integration review indicates that there is no possibility of Project Integration for this project and indicates such on the Project Integration Checklist (initials)

#### 15.7 Projects with an estimated cost greater than \$500,000 may use a streamlined Project

Integration Process under the following conditions:

- (1) Project Sponsor indicates (initials) in Part 1 the Project Integration Checklist that there is no possibility of Project Integration for this project, and
- (2) SP&P staff responsible for Project Integration review concurs with the Project Sponsor and indicates such on the Project Integration Checklist.