

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**

(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Port of San Francisco – San Francisco Municipal Transportation Agency Parking Management Pilot**
2. Department: **Port**
3. Contact Person: **Peter Albert** Telephone: **415.741.6643**
4. Grant Approval Status (check one):  
☒ Approved by funding agency ☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$200,000**
6. a. Matching Funds Required: **minimum of 11.47% = \$26,000**  
b. Source(s) of matching funds (if applicable): **Port Capital Reserves**
7. a. Grant Source Agency: **Federal Highway Administration - Congestion Management and Air Quality Improvement Program**  
b. Grant Pass-Through Agency (if applicable): **Metropolitan Transportation Commission**
8. Proposed Grant Project Summary: **The \$200,000 grant will be used to purchase and install 24 of 28 “smart” multi-space parking pay stations (total cost for 28 pay stations = \$232,764, and the Port pays for procuring and installing a *minimum of 4* of the 28 pay stations on Port-owned curbs and parking lots at a cost to the Port of \$33,252, thus providing a minimum local match of 14.3% ). Any *additional* pay stations to be procured and installed by the Port as a result of the imminently-expanded MOU with SFMTA increases the percentage of the local match, as the benefits of this Parking Management Pilot expand to other Port-owned properties subject to the expanded MOU.**  
  
**These pay stations will be maintained and operated by the SFMTA on Port parking lots and Port-owned curbs that are currently not managed by “smart” parking meters or any meters at all. These pay stations are specified by the SFMTA to provide Port parking customers and parking enforcement teams with real-time information that reduces local congestion and uncertainty of parking availability and that reduces parking violations and increases revenue reliability through technology-assisted “scofflaw” management. The pay stations are also equipped to adjust parking rates in “real time” to optimize occupancy while promoting the use of sustainable transportation options.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: **September 30, 2024** End-Date: **January 29, 2027**
10. a. Amount budgeted for contractual services: **The cooperative agreement between the SFMTA and the Port to purchase and install these pay stations have been established in the Memorandum of Understanding (MOU) between these two agencies that have helped “pilot” the use of SFMTA multi-space pay stations on the Port’s lot near Pier 52 (the “Boat Launch” lot). The Port and the SFMTA are currently engaged in updating this MOU to reflect the expanded use of these pay stations on select**

**Port waterfront curbs and lots currently lacking this technology and equipment, based on the success of the example of the Pier 52 parking lot.**

- b. Will contractual services be put out to bid? **No, the agreement governing SFMTA's assistance in the purchase and installation of the pay stations are included in the MOU.**
- c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?
- d. Is this likely to be a one-time or ongoing request for contracting out?

**11. a.** Does the budget include indirect costs?

☒ Yes ☐ No

b. 1. If yes, how much? **The "fringe" costs included in the labor expenses of pay station installation includes overhead and admin support, typical of contracting with a city agency. In this case, that amounts to 53% (or \$763) of the total SFMTA FTE labor allocation (\$2203) needed to support each one of the 24 pay station's procurement and installation. Thus, the total "fringe" cost is 24 times \$763, or \$18,312.**

b. 2. How was the amount calculated? **The amount reflects the costs of purchasing and installing SFMTA-recommended MacKay "Tango" pay stations:**

**The purchasing costs reflect the materials and equipment for installation: (\$6110 per pay station).**

**The installation costs include the labor provided by SFMTA includes the per-unit time of parking meter repairers, machinists, sign workers, and their related supervision and planning support (see budget) at \$2203 per pay station. For this labor, SFMTA's standard overhead is 53% of the total FTE costs, or \$763 per each pay station, thus bringing the total "fringe" portion of the cost of 24 pay stations (\$52,872) to \$18,312.**

**24 X \$2203/pay station = \$52,872 for 24 pay stations covered by the grant**

**\$52,872 = costs of SFMTA FTE labor (\$34,560) + fringe @ 53% (\$18,312).**

c. 1. If no, why are indirect costs not included? **N/A**

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs? **N/A**

**12. Any other significant grant requirements or comments: Please note that the original timeline for implementing the Port-SFMTA Parking Management Pilot Project submitted with the grant application in 2023 has since been revised to allow for two key milestones:**

**1) amending the 2023 TIP (Transportation Improvement Program) in March 2024 as needed to allow this program to be included after a requisite public review period and related MTC processes, and**

**2) to allow for a complete update of the Port-SFMTA MOU to better align the two-agency agreements (now underway) for expanding the use, operation, enforcement and maintenance of these pay stations.**

**Neither of these adjusted milestones puts the MTC grant at risk, as MTC sets a horizon obligation date of January 2027 and supports and partners closely with the Port to accommodate both milestones in approaching that horizon.**

**\*\*Disability Access Checklist\*\* (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- |                                                      |                                                     |                                                            |
|------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s)      | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s)       | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s)      |
| <input type="checkbox"/> New Site(s)                 | <input type="checkbox"/> New Structure(s)           |                                                            |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Wendy Proctor

(Name)

Port of San Francisco ADA Coordinator

(Title)

Date Reviewed: 3/12/2024

Wendy Proctor  
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Elaine Forbes

(Name)

Executive Director

(Title)

Date Reviewed: March 13, 2024

[Signature]  
(Signature Required)

