

**THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3
PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS
FOR FISCAL YEAR 2017/2018
APPLICATION INSTRUCTIONS AND PROJECT GUIDANCE**

The City/County Association of Governments of San Mateo County (C/CAG) is pleased to announce the TDA Article 3 Pedestrian and Bicycle Program Call for Projects for Fiscal Years 2017-2018.

The goal of the TDA Article 3 Pedestrian and Bicycle Program is to fund specific projects that encourage and improve bicycling and walking conditions in San Mateo County. Bicycling and walking are sustainable forms of transportation and contribute to the overall goals of the **TDA Article 3** to reduce commute corridor congestion, make regional connections, enhance safety, and meet local mobility needs.

A total of approximately **\$2.26 million** is available in this TDA Article 3 funds solicitation. The 20 cities, County of San Mateo and Joint Powers Agencies operating in San Mateo County are invited to submit applications for bicycle and pedestrian related projects. A maximum of three (3) applications may be submitted by any one agency. The maximum grant amount for capital projects is \$400,000. The maximum grant amount for planning projects (comprehensive bicycle and pedestrian plans) is set at \$100,000.

A workshop will be held on **Wednesday, May 31, 2017 from 10-11am at the SamTrans Auditorium: 1250 San Carlos Avenue, 2nd Floor, San Carlos, CA 94070** to provide information on the application process for all potential project sponsors.

The TDA Fiscal Year (FY) 17-18 Call for Projects Application Instructions, Capital Projects Application Form, Planning Projects Application Form, and Scoring Sheet can be found attached to this Call for Projects and is available on our website at www.ccag.ca.gov/opportunities/call-for-projects/.

The overall application format requirements are as follows:

- Submit one (1) original signed application and 15 copies of each application, including attachments.
- Submit one (1) electronic version of a PDF of the application, including support materials on a compact disk, portable flash drive, or by e-mail. Electronic files may also be submitted through an online database system such as Box or Dropbox.

All completed applications and materials from your agency must be received at the C/CAG office by **Friday, July 14, 2017 at 5:00 p.m.** Please submit your TDA applications to:

San Mateo C/CAG
Attn: Eliza Yu
555 County Center, 5th Floor
Redwood City, CA 94063

The proposed timeline for the TDA Pedestrian and Bicycle Program Call for Projects for FY 17-18 is as follows:

Call for Projects Issued	May 15, 2017
Application Workshop	May 31, 2017
Project Applications Due By 5:00 p.m.	July 14, 2017
Field Tours (TBD)	August/September 2017
Project Presentations for C/CAG BPAC	September 28, 2017
C/CAG BPAC Application Review & Recommendation	October 26, 2017
C/CAG Board Approval	November 9, 2017

If you have any questions regarding TDA Article 3 or the TDA FY 17-18 Call for Projects Application process, please contact Eliza Yu at (650) 599-1453 or eyu@smcgov.org.

TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 OVERVIEW

The Metropolitan Transportation Commission (MTC) directly administers the TDA Article 3 funds and has adopted MTC Resolution No. 4108 that delineates the procedures and criteria for submission of claims for TDA Article 3 funding for bicycle and pedestrian facilities. Per Resolution 4108, C/CAG, as the County Congestion Management Agency (CMA), is responsible for developing a process to: solicit for projects from the local jurisdictions, encourage submission of project applications, evaluate and prioritize projects, and establish a process for prioritization in order to prepare a recommended list of projects for funding.

For the FY17/18 Call for Projects, eligible projects include:

- Construction of a bicycle or pedestrian capital project (PS&E and construction phases only)
- Development of a comprehensive bicycle or pedestrian plan
- Maintenance of a multi-purpose path which is closed to motorized traffic
- Restriping Class II bicycle lanes

TDA Article 3 funds are derived from:

- Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
- State Transit Assistance fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

C/CAG receives approximately \$600,000 to \$700,000 annually in TDA Article 3 funds from MTC for bicycle and pedestrian projects. TDA Article 3 funds for FY 17-18 must be expended by no later than **June 30, 2020** after allocations are made by MTC. Unused funds are returned back into the County fund estimate and made available for future funding allocations. In the event that an applicant fails to expend awarded funds before the expiration deadline, TDA funds may be reallocated or extended at the discretion of MTC.

A total of approximately **\$2.26 million** is available for the TDA Article 3 Call for Projects for FY 17-18. C/CAG has set aside \$350,000 of the County total allocation for Comprehensive Bicycle and/or Pedestrian Planning Projects. The maximum grant amount for a planning project is set at \$100,000. The maximum grant amount for a capital project is set at \$400,000. In the event that the set-aside for the Planning Projects category is undersubscribed, C/CAG reserves the right to roll the remaining funds into the Capital Projects category.

Project Type	Available Grant Amount	Maximum Project Amount
Capital	\$1,910,000	\$400,000
Planning (Bicycle and/or Pedestrian Plan)	\$350,000*	\$100,000
Total Grant Amount	\$2,260,000	

**Undersubscribed funds will be provided to the Capital projects category*

A. GENERAL CRITERIA

All applicants must submit an application on the form provided and any requested attachments. Projects are evaluated based on the criteria in the table listed below. Projects will be scored and ranked based on the weighting factors and scoring guidance found in the scoring sheet. A maximum of three (3) applications may be submitted by any one agency.

PROJECT SCREENING / BASIC ELIGIBILITY FOR TDA ARTICLE 3	
<ol style="list-style-type: none"> 1. Project Sponsors must be either San Mateo County, a city in San Mateo County, or the joint powers agencies operating in San Mateo County 2. Project is located in San Mateo County 3. Project encourages walking and/or bicycling 4. Funding is for construction, comprehensive bicycle & pedestrian plans, maintaining a multi-use path closed to motorized traffic, or restriping Class II bicycle lanes 5. Funding request does not substitute for existing funds 6. Project meets Caltrans Standards, if applicable 7. Project Sponsor has a designated Bicycle Advisory Committee meeting MTC requirements (refer to MTC Resolution No. 4108) 	
PROJECT PRIORITIZATION CRITERIA FOR TDA ARTICLE 3	
CLEAR AND COMPLETE PROPOSAL	<ul style="list-style-type: none"> • Serves transportation purposes • Clearly describes eligible elements and tasks • Provides required documentation and attachments
READINESS	<ul style="list-style-type: none"> • Construction projects: permits and ROW secured • Has a solid funding plan
COMMUNITY SUPPORT AND POLICY CONSISTENCY	<ul style="list-style-type: none"> • <i>San Mateo Countywide Transportation Plan (2017)</i> • <i>San Mateo County Comprehensive Bicycle and Pedestrian Plan (2011)</i> • City Bike or Pedestrian Plan or Complete Streets Plan • City General Plan, Specific Plan, Safe Routes to School, other local plans • <i>Grand Boulevard Initiative Guiding Principles</i> • MTC Regional Priority Development Area (PDA) • Americans with Disabilities Act • Bicycle and/or Pedestrian Advisory Committee Support • Documented support from community, school, or other relevant group
MEETS PROGRAM GOALS	<ul style="list-style-type: none"> • Addresses a documented/identified problem • Safety, reduced risk of collision injury • Results from a BAC and public planning process • Demonstrates stakeholder outreach and support • Serves walking transportation • Provides connectivity to bicycle or pedestrian system • Closes gap in countywide bike or pedestrian network • Enhances connectivity to schools, transit stations, and other high use activity centers

C. APPLICATION INSTRUCTIONS

Projects will be scored, ranked and compared against other projects submitted in the Call for Projects based on the criteria outlined below. The project sponsor must justify the project based on these criteria, and should provide as much information as is necessary on the application form to make the best case for the project. Where appropriate, evaluations of current activities, prior studies, plans or other documents should be cited. Projects will be scored based on overall response to each major section of the criteria. Projects do not necessarily need to meet every individual component of the criteria, but projects that meet a higher number of criteria or are more relevant to the criteria guidelines will receive a higher score.

Additional information and explanation for the questions within each of the eight sections of the applications can be found in the specific section, below.

I. PROJECT NAME AND FUNDING REQUEST

a. Agency / Sponsor

The project sponsor must be the County of San Mateo County, a city within San Mateo County or a joint powers agency operating in San Mateo County.

b. Project Title

Indicate the title of the project. It should be the same title used in official documents or other publicly available information.

c. Project Summary

Brief two or three sentence description of project elements (100 words max.)

d. Total Funds Requested

Indicate the total project funding request.

e. Project Type

Indicate whether it is a planning, maintenance, or capital project. For capital projects, indicate whether the project serves pedestrians, bicycles, or both.

f. Application Checklist/Attachments:

Attachments		Application Question	Content Description
<input type="checkbox"/>	Project Location Maps	VI (a)	Provide a vicinity and a site map indicating project location*.
<input type="checkbox"/>	Policy Consistency Documentation	VI (g)	Policy documentation or resolutions which detail responsibilities and contributions towards the project
<input type="checkbox"/>	Letters of Support	V (b)	Letters indicating stakeholder support.

* The maps provided should show the project’s relationship to local transit services including Caltrain, BART, SamTrans, or other local operators.

II. PROJECT SCREENING / BASIC ELIGIBILITY

For all project types:

a. *Project Sponsor or Applicant*

The project sponsor must be San Mateo County, cities in San Mateo County or a joint powers agency (the answer must be “Yes” to continue). Additionally, the project must be located within and primarily benefit San Mateo County.

For capital projects only:

b. *Caltrans Standards*

Capital projects may include PS&E and construction phases only. Design must be completed and meet Caltrans standards to be eligible for funding.

c. *California Environmental Quality Act (CEQA) Approval*

California Environmental Quality Act (CEQA) permits must be completed prior to receiving funding. Attach CEQA clearance document.

III. CLEAR AND COMPLETE PROPOSAL

Clear and complete description

All project types will receive an initial (0 – 10 point) score based on the completeness of the proposal including answers to required questions, compliance with instructions, and inclusion of required documentation.

IV. STATE OF READINESS

For capital projects only: Projects should be ready to proceed to construction.

Permitting, Agreements and Environmental Clearance

a. *Right of Way (ROW) Certification*

Right of way certification ensures all ROW was acquired in accordance with State, and if applicable Federal, Laws. ROW certification also includes the completion of all required utility coordination and cooperative agreements with applicable parties. If ROW certification is not applicable, explain in the “Comments” section. Projects exempt from ROW receive full points in this category.

b. *Permits, Agreements*

List all permits and agreements needed for the project. For each permit or agreement, please list its status (i.e. needed, pending, approved). If no permits are needed for the project, explain in the “comments” section. Projects exempt from permits receive full points in this category.

c. *Design status*

Describe the degree of completion of project design.

V. COMMUNITY SUPPORT AND POLICY CONSISTENCY

For all project types:

a. *Bicycle/Pedestrian Advisory Committee*

Jurisdictions receiving TDA Article 3 funding for bicycle and pedestrian projects must have a Bicycle Advisory Committee (BAC) that meets certain requirements. The required characteristics of the BAC are detailed at the Metropolitan

Transportation Commission (MTC) website: <http://mtc.ca.gov/sites/default/files/RES-4108.pdf>. Jurisdictions that are in the process of establishing a BAC that will be in place before grant funds are awarded are eligible to apply by checking the “in process” box.

b. *Local Support*

Support from the BAC or BPAC and other stakeholders should be demonstrated, with letters of support or resolutions supporting the project attached. Support may be from such groups as schools, advocacy groups, citizens’ advisory committees, merchant groups, neighborhood associations, commissions, city councils, the County Board of Supervisors, transit agency boards, or any other relevant groups.

VI. MEETS PROGRAM OBJECTIVES

C/CAG desires to fund projects that achieve program goals efficiently and effectively, consequently the selection criteria in this section have the highest overall weight. There are two areas of importance:

- Transportation effectiveness (network gap closure and connections to high use activity centers), and
- Effective use of funds (e.g., addresses a safety or accessibility need, problem is identified in relevant plans)

Projects that are fulfilling a vital need and serving larger numbers of users are likely to receive higher scores.

- a. *For all project types:* Describe the need for the project and how the project addresses an identified problem for people walking or bicycling. Describe the nature of the problem, cite relevant data, studies, or observations to show how the problem has been documented and explain how the project will eliminate or mitigate the problem.
- b. *For Planning Projects Only:* For Planning projects, descriptions will be scored based on the completeness of the vision/mission statement, budget and tasks, schedule, attainable goals/metrics, outreach methods, data collection/evaluation, specific improvements, programs/initiatives, format and readability, and multi-modal/complete streets concepts.
- c. *For Capital Projects Only:*

Capital Projects will be scored based on the clarity of the description of the project scope. Projects should indicate the type of facility to be built or installed (for example: multi-use path, sidewalk improvement, bike lockers, etc.). Describe the scale of the project. Depending on the type of project, this could be its scope, its duration, its length, volume of activities, or its actual physical size.

1. Safety, Reduced risk of collision injury.

Describe how the risk of injury to people walking or bicycling was identified, what the scale of the risk is, and how injury will be reduced as a result of project implementation. Cite relevant data collection, studies or observations. Projects addressing sites with the following characteristics may receive higher scores:

- Crash or injury history involving vehicles and pedestrians/cyclists

- Proximity to schools or school walk route
- Route likely to be or used by people with disabilities or seniors
- Locations with high traffic/ADT and/or high traffic speeds
- Projects using proven design countermeasures

2. Access to high use activity centers

Describe if the project enhances bike or pedestrian access to educational institutions, transit stations or other activity centers such as downtown or neighborhood shopping districts, employment centers, hospitals, entertainment venues or recreational parks or other facilities. List these destinations and if possible indicate locations on the vicinity map. Facilities provided may include access routes such as trails and sidewalks, and may also include bicycle parking, accessibility features such as curb ramps and tactile warning strips for people with impaired vision, and other facilities that meet the needs of people walking and bicycling. Describe the level of access available currently and how the project creates options or connectivity that are not currently available.

3. Provides pedestrian facilities

CCAG intends to provide balanced funding for both bicycle and pedestrian projects. In order to encourage pedestrian proposals, projects that provide facilities for walking (either as a stand-alone pedestrian project or as a dual purpose bicycle and pedestrian project) will receive additional points compared to projects that serve only bicycling.

4. Transportation Purpose

Projects that serve transportation trips primarily, or in addition to recreational purposes, will likely receive a higher score than projects that serve primarily recreational cycling or walking. Describe the expected origin(s), destination(s) and estimated distance(s) of the transportation trips the project will serve, if any.

5. Relationship of project to countywide bike or pedestrian network

Describe how the project provides a unique connection between disconnected segments of existing bicycle route(s) or sidewalk, trail or designated school walk route(s). Indicate whether the project provides pedestrian "short cuts" in areas with a circuitous street and pedestrian network. Describe what is required to negotiate the gap if the project is not built, including the length of the trip necessary and the walking or cycling conditions on the alternate route. Projects that connect to existing bicycle or pedestrian facilities on at least one end will score higher than projects that are isolated. If the project extends beyond the County borders, indicate the source of non-TDA Article 3 funding for that part of the project. Projects connecting at a county line should be coordinated with existing or planned improvements in the adjoining county.

6. Consistent with existing plans

Projects should be consistent with local and countywide planning policies, processes and documents. Please list relevant policy documents with which this project is consistent. For each document or policy directive cited, list the name of the document and the publication date. Projects that are listed specifically in any relevant planning documents should be noted with reference to the page number. If your project is not specifically named in any of these documents, applicant should note how the project is consistent with or supports specific policies in the

relevant planning documents. Examples of relevant documents include, but are not limited to:

- City General Plan Circulation Element, Specific Plan, Safe Routes to School, Complete Streets or other local plan
- Countywide Transportation Plan
- San Mateo County Comprehensive Bicycle and Pedestrian Plan
- City Bike or Pedestrian, Active Transportation, or Complete Streets Plan
- *Grand Boulevard Initiative Guiding Principles* (for projects along the El Camino Real corridor)
- MTC Regional Priority Development Area (PDA)
- Americans with Disabilities Act

VII. FUNDING AND LOCAL MATCH

For All Project Types:

Local Cash Match: Indicate the funds requested in this application and the total project costs. Calculate the percentage of local match according to the equation below.

$$\frac{\text{Local Match Funds}^*}{\text{Total Project Cost}} = \text{Local Match \%}$$

**Cash match only. Excludes other grant funds previously received for the project.*

For Planning Projects Only:

Planning projects are required to provide at least a 50% local match to be considered for TDA Article 3 grant funds.

For Capital Projects Only:

- a. Describe the degree to which the project is scalable, if applicable. Indicate what elements can be implemented with partial funding, if any.
- b. Describe whether the project can be phased, and indicate the cost of each phase.

VIII. OPTIONAL FIELD VIDEO SUBMISSION

For Capital Projects Only:

As an option, project sponsors can submit one (1) 5-minute video of your project location (either on a CD, thumb drive or electronic database such as Dropbox) as a supplement to each application. The BPAC will view these videos prior to the project presentations.

This field video is not required but is highly recommended to help convey project information in more detail. The field video should show the project location, highlight issues and how the project will address those issues. This video does not take the place of the BPAC project presentation.

IX. PROJECT CONTACT INFORMATION

Provide a single point of contact who can answer clarifying questions about the application, if needed.

D. SELECTION PROCESS

All applications submitted as part of this call for projects will be independently scored by the C/CAG Bicycle and Pedestrian Advisory Committee at the October 26, 2017 BPAC Meeting. The result of the evaluation process will be a final list of projects to be recommended for funding at the C/CAG Board of Directors Meeting on November 9, 2017.

C/CAG will utilize the C/CAG Bicycle and Pedestrian Committee (BPAC) to evaluate recommended projects for funding. The BPAC serves in an advisory capacity on bicycle and pedestrian issues to the C/CAG Board of Directors. The BPAC has no independent duties or authority to take actions that bind the C/CAG Board. A key role of the Committee is making recommendations to the C/CAG Board on bicycle and pedestrian projects to be funded with Transportation Development Act (TDA) Article 3 funds.

C/CAG reserves the right to fund less than the amount reserved for each program category in a given funding cycle, as well as to fund projects in a program category other than the one for which it was submitted. C/CAG also reserves the right to fund a grant at a lower amount than requested.

E. REPORTING REQUIREMENTS/ PERFORMANCE INDICATORS

For each fiscal year of the Transportation Development Act (TDA) Article 3 Program, MTC funding requirements state that project sponsors must submit a fiscal and compliance audit within 180 days after the close of the fiscal year for each ongoing project, in accordance with Public Utilities Code Sections 99233.3 or 99234.

Compliance with reporting requirements and performance measures may be considered in making future grant awards.

F. IMPLEMENTATION

Successful applicants that receive TDA Article 3 funds will need to submit the required MTC TDA Article 3 information. This information will be embodied in a resolution from your governing body that includes certain findings by the local jurisdiction. Instructions and the resolution template are available from the MTC website at <http://www.mtc.ca.gov/funding/STA-TDA/index.htm>.

G. ATTACHMENTS

- TDA Article 3 FY 17/18 Capital Project Application
- TDA Article 3 FY 17/18 Planning Project Application
- TDA Article 3 FY 17/18 Scoring Sheet