

**TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3
PEDESTRIAN AND BICYCLE PROGRAM
FISCAL YEAR 2015/2016 APPLICATION**

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG)

October 10, 2014

City/County Association of Governments of San Mateo County (C/CAG) is pleased to announce the call for projects for the TDA Article 3 Pedestrian and Bicycle Program.

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 **\$1.5 million** is available in this solicitation TDA Article 3 funds. 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 grant maximum for capital projects is to be set at \$400,000.

A workshop will be held on **November 5, 2014**, to provide information for all potential project sponsors that would like to better understand the application process.

Applicants must submit **16 bound copies and 1 unbound copy** and an electronic .pdf version of the application (on CD) of the completed application along with all the required materials. All completed applications must be received at the C/CAG office by **Monday, January 12, 2015 at 5:00 p.m.** Please submit applications to:

C/CAG
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: Ellen Barton

Electronic versions of the Application Instructions, Application Form, and Scoring Sheet can be found at the C/CAG's Website at www.ccag.ca.gov. Applications are required to stay within the prescribed format, and where relevant, on the forms provided, so that there is uniformity for purpose of review.

The overall application format requirements are:

- Applications are to be stapled together, not bound in any other way.
- Narrative pages may only be written on 8.5" x 11" paper. Graphics, photos and maps may be printed only on 8.5"x11" or 11"x17" paper.
- Submit one (1) original signed application and 16 copies of each application. E-mailed applications are not acceptable. We encourage applicants to print the application copies double sided, if possible.

- Submit one (1) electronic version of a PDF of the application, including support materials on compact disk, portable flash drive, or other portable electronic device. Scanned images are acceptable in the PDF file. (*Note: applicants may **not** send the .pdf as an attachment in an e-mail.*)

The proposed schedule for the Pedestrian and Bicycle Program Call for Projects is as follows:

Event	Date*
Call for Projects Issued	October 10, 2014
Application Workshop	November 5, 2014
Project Applications Due 5:00 p.m.	January 12, 2015
Project Presentations for C/CAG BPAC	February 26, 2015
Project Site Visit	March 7 or 21, 2015
C/CAG BPAC Application Review & Recommendation	March 26, 2015
C/CAG Board Approval	April 9, 2015

** Dates may be adjusted as necessary*

Please direct any questions regarding the Pedestrian and Bicycle Program or the application process to the C/CAG staff listed below:

Information	C/CAG
Name	Ellen Barton
Title	Active Transportation Coordinator
Phone	650-599-1420
Email	ebarton@smcgov.org

TDA Article 3 PEDESTRIAN AND BICYCLE PROGRAM

Application Instructions and Project Selection Guidance

A. 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 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates 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 an annual program of projects recommended for funding.

For the FY15/16 Call for Projects, eligible projects include:

1. Construction and/or engineering of a bicycle or pedestrian capital project
2. Bicycle safety education program(s)
3. Development of a comprehensive bicycle or pedestrian facilities plan

Some important factors, developed by the C/CAG Bicycle and Pedestrian Committee over the years, which have been taken into consideration for evaluating projects, include the following:

- Participation of a local jurisdiction's Bicycle/Pedestrian Advisory Committee, Council, and/or other organizations in prioritizing the proposed project. Committees that include people who regularly walk and bicycle for transportation or recreation are strongly encouraged.
- Assurance that at least one staff or board member of the sponsoring jurisdiction has personally biked and/or walked the proposed project route in order to gain first hand knowledge of the potential hazards and challenges that might exist for the potential users
- Extent of local match provided.
- The extent to which the project provides access to high use activity centers.
- The extent to which the project addresses an important safety issue.
- The extent to which the project addresses a priority in the *San Mateo County Comprehensive Bicycle and Pedestrian Plan (2011)* or a comparable local plan.

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 funds from MTC for bicycle and pedestrian projects. TDA Article 3 funds expire three (3) years after allocations are made by MTC. Unused funds are returned back into the County fund estimate and made available for future funding allocations. TDA Article 3 FY 2015 and 2016 funding is programmed for this call for projects. In the event that an applicant fails to expend awarded funds before the three year expiration, eligibility or scoring of future applications for TDA Article 3 funds may be affected.

C/CAG has set aside \$200,000 of the County total allocation for Comprehensive Bicycle and Pedestrian Plans and/or Bicycle Safety Education projects. In the event that this Planning and

Education set-aside is undersubscribed, C/CAG reserves the right to roll the remaining funds into capital projects. A dollar-for-dollar cash match is required for Comprehensive Bicycle and Pedestrian Plan projects and for Bicycle Safety Education projects. A maximum of \$75,000 is the total amount available county-wide for the Bicycle Safety Education project category. A maximum grant for any one planning project is set at \$100,000.

B. GENERAL CRITERIA

All applicants must submit an application on the form provided and any requested attachments. Projects are evaluated based on the criteria in Table 1. Projects will be scored and ranked based on the weighting factors and scoring guidance found in the scoring sheet, located at the end of the application. A maximum of three (3) applications may be submitted by any one agency.

C. EVALUATION CRITERIA

TABLE 1 Pedestrian and Bicycle

PROJECT SCREENING / BASIC ELIGIBILITY FOR TDA ARTICLE 3	
<ol style="list-style-type: none"> 1. Sponsor is San Mateo County, cities in San Mateo County, or 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 and pedestrian plans, or bicycle safety education 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 • Planning and Education grants: Documented dollar-for-dollar matching funds
COMMUNITY SUPPORT AND POLICY CONSISTENCY	<ul style="list-style-type: none"> • <i>Countywide Transportation Plan (2000)</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

D. 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

Indicate the name of the organization that is the project 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 Name

Indicate the name or title of the project. It should be the name or 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, education, 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, please answer question II a.

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, please answer questions II b and c.

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://www.mtc.ca.gov/funding/STA-TDA/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 Approval by bicycle/pedestrian advisory committee?*
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.
- c. *Local Cash Match* Indicate the funds requested in this application and the total project costs. Indicate the local match amount to be provided from other funding sources. Calculate the percentage of local match according to the equation shown.

Bicycle Safety Education projects and Comprehensive Planning projects are required to provide a dollar-for-dollar local match. For example, a Bicycle Safety Education project that requests \$35,000 in TDA 3 grant funds must supply \$35,000 in matching funds.

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.

Section VI (a.) should be answered by all project types. Section VI (b) should be answered by Planning and Education projects only. Sections VI (c) – (h) should be answered for Capital projects only.

- 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 and Education Projects only:*

Comprehensive Plans: Describe the project scope and tasks. For Planning projects, descriptions will be scored based on the completeness of scope, including background efforts identifying the need for a plan, activities accomplished to date, an estimated schedule of tasks, outreach strategies, stakeholders, well-researched methods, defined deliverables, staff commitment, and how the plan accords with other goals and policies of the agency. Indicate the source of matching funds.

Bicycle Safety Education projects will be scored on the completeness of a scope and task list indicating what methods of instruction will be used, instructor or contractor qualifications, what materials will be developed or used, partnerships, evaluation methods, innovation, replicability, and, if available, evidence of effectiveness of the strategy (for example, from results of similar efforts in other communities). Projects that define an effective outreach/publicity strategy to reach a wide demographic range will likely receive higher scores. Indicate the source and proportion of matching funds.

For Capital Projects Only (c – h):

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.

- c. *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
- d. *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.
- e. *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.
- f. *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.
- g. *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.

h. *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 or County Facilities Plan
- 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. PROJECT PHASING

Responses to this item will not be scored, but may be used to determine funding in the event of a tied score among projects.

- 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. PROJECT CONTACT INFORMATION

Provide contact information for two persons who can answer clarifying questions about the application, if needed.

E. 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. The result of the evaluation process will be a final list of recommended projects to receive funding.

C/CAG will utilize the C/CAG Bicycle and Pedestrian Committee (BPAC) to evaluate recommended projects for funding. The C/CAG BPAC consists of eight (8) elected officials and seven (7) public members appointed by C/CAG. The Committee serves in an advisory capacity on bicycle and pedestrian issues to the C/CAG Board of Directors. It 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 C/CAG 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.

F. 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 Section 99245.

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

G. 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 plus a sample model resolution for claimants are available from the MTC website at <http://www.mtc.ca.gov/funding/STA-TDA/index.htm>.

H. ADDITIONAL AVAILABLE DOCUMENTS

- TDA Article 3 FY 15/16 Project Application
- TDA Article 3 FY 15/16 Scoring Sheet