

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

The next meeting of the
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)
will be as follows.

Date: Thursday, August 28, 2014

7:00 p.m.

Place: San Mateo City Hall
330 West 20th Avenue
San Mateo, California
Conference Room C

PLEASE CALL ELLEN BARTON (599-1420) IF YOU ARE UNABLE TO ATTEND.

- | | | | |
|-----|--|--------------------------------------|-------------|
| 1. | Call To Order | Action
(Stone) | |
| 2. | Public Comment On Items Not On The Agenda | Limited to 3 minutes
per speaker. | |
| 3. | Minutes of the April 24, 2014 Meeting | Action
(Stone) | Pages 3-4 |
| 4. | Presentation on Transportation Authority
Measure A Strategic Plan Update | Information
(SMCTA Staff) | Page 5 |
| 5. | Review and Recommendation on Application,
Process, and Scoring Criteria for FY 15/16
Transportation Development Act (TDA) Article
3 Grant Program | Action
(Barton) | Page 6 - 26 |
| 9. | Member Communications | Information
(Stone) | |
| 10. | Adjournment | Action
(Stone) | |

NOTE: All items appearing on the agenda are subject to action by the Committee. Actions recommended by staff are subject to change by the Committee.

Other enclosures/Correspondence

- None

If you have any questions regarding the C/CAG Bicycle and Pedestrian Advisory Committee Meeting Agenda, please contact Ellen Barton at (650) 599-1420.

NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Nancy Blair at 650 599-1406, five working days prior to the meeting date.

The following BPAC meeting will be held on Thursday October 23rd, 2014.

City/County Association of Governments of San Mateo County (CCAG)
Bicycle and Pedestrian Advisory Committee (BPAC)
Meeting Minutes
April 24, 2014

1. Call to Order

Chair Stone called the Bicycle and Pedestrian Advisory Committee (BPAC) Meeting to order at 7:03 pm.

Members Present:

Marge Colapietro, Don Horsley, Karyl Matsumoto, Larry May, Naomi Patridge, Len Stone, Andrew Boone, Aaron Faupell, Daina Lujan, Frank Markowitz, Jeffrey Tong

Members Absent:

Matt Grocott, Norm Picker, Ken Ibarra, Julia Dzierwa,

Staff/Guests Attending:

Ellen Barton, Sandy Wong, Susan Wheeler, Aaron Lam, Emma Shlaes, Kenneth Chin

2. Public Comment On Items Not On The Agenda

Chair Stone recognized the work and dedication of three former committee members: Cathy Baylock, Steve Schmidt, and Joel Slavit. Sandy Wong, Executive Director of CCAG, expressed her appreciation for the valuable and enduring participation of these individuals in furthering the work of the BPAC during their terms of office.

No public comments received.

3. Minutes of February 27, 2014 Meeting

Motion: Member Horsley moved/member Matsumoto seconded approval of the February 27, 2014 minutes. Motion carried unanimously.

4. Presentation on Health and Active Transportation

ST Mayer, Director of Health Policy and Planning at County of San Mateo Health Department, presented an overview of the health benefits of active transportation. The increase in chronic diseases stemming from lack of physical activity fits the profile of an epidemic: a disease that moves quickly through the population increasing in effect. Community infrastructure such as sidewalks, bicycle facilities, multi-use trails, and accessible routes to transit have been shown to increase physical activity sufficiently to forestall these types of disease.

5. Presentation on Bike to Work Day Trends, Marketing and Mode-shift Effects

John Ford, Executive Director of the Peninsula Alliance for Traffic Congestion Relief (Alliance), presented analysis of the effectiveness of Bike to Work Day as a method to reduce drive-alone commuting. The event has been celebrated in the Bay Area for 20 years and participation has

increased each year. The event is funded through the Metropolitan Transportation Commission, the Bay Area Air Quality Management District, CCAG, and other sponsors. The Alliance contracts with the Bay Area Bicycle Coalition to organize the event. Analysis of participation counts will add detail in 2015 to show the degree of increase at each station, year by year.

6. Progress Report on Implementation of Bicycle and Pedestrian Plan

CCAG Staff, Ellen Barton, reported on the role of CCAG in implementing projects in the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP). Barton discussed the funding cycles that have funded projects since adoption of the Plan and the construction status of funded projects. The CBPP was developed during 2010 and 2011, and adopted in late 2011. Barton presented maps listing projects that had been funded by CCAG during the period from 2010 to 2013. In addition, jurisdictions have implemented other projects through funding sources other than CCAG. Approximately \$23 million in countywide grant funds related to bicycle and pedestrian projects from C/CAG (including one joint call for projects with SMCTA) have been allocated during this time period which represents a reasonable amount of progress toward CBPP implementation.

7. Request for Reallocation of TDA Article 3 Funds for Bay to Transit Trail Project

Ken Chin, Project Manager of the Bay to Transit Trail Project Phase 1, reported on the status of the project and the request for a time extension for expenditure of the grant funds. Processes completed include: public process, permits, environmental requirements, design, and approval by the Department of Fish and Wildlife. Construction was scheduled to begin this month. Because the easement for the trail property was not recorded and surveys showed ownership by the U.S. Postal Service, construction will be delayed. Federal easement processes require eight to twelve months to complete. The Postal Service is not using the property and is expected to agree to the easement.

Motion to recommend approval of reallocation: Horsley. Seconded by: Matsumoto. Motion carried unanimously.

8. Review and recommendation of Support for Active Transportation Program Applications

Committee members received a list and summary descriptions of local jurisdictions' proposed submissions for statewide competitive Active Transportation Program (ATP) grants. The committee was invited to recommend support for the local jurisdictions' applications as a means of strengthening their respective applications. Member Markowitz suggested that, in future, the BPAC have an opportunity to offer some degree of prioritization to lists of this type if possible.

Motions: Member Horsley moved/member Matsumoto seconded to recommend support for the applications. Motion carried unanimously.

9. Member Communications

None.

9. Adjournment

Chair Stone adjourned the meeting at 8:43 pm.

C/CAG AGENDA REPORT

Date: August 28, 2014
To: Bicycle and Pedestrian Advisory Committee
From: Ellen Barton
Subject: Presentation/discussion from the Transportation Authority on the Measure A Strategic Plan Update

(For further information please contact Ellen Barton at 650-599-1420)

RECOMMENDATION

That the BPAC receive the presentation/discussion from the Transportation Authority on the Measure A Strategic Plan Update

FISCAL IMPACT

Not applicable

BACKGROUND/DISCUSSION

Staff from the San Mateo County Transportation Authority will provide a presentation on the Measure A Strategic Plan Update.

C/CAG AGENDA REPORT

Date: August 28, 2014

To: Bicycle and Pedestrian Advisory Committee (BPAC)

From: Ellen Barton

Subject: Review and recommend approval of the Transportation Development Act Article 3 Pedestrian and Bicycle Program Call for Projects process and schedule for the FY 2015/2016 cycle

(For further information or questions contact Ellen Barton at 599-1420)

RECOMMENDATION

That the BPAC review and recommend approval of the Transportation Development Act Article 3 Pedestrian and Bicycle Program Call for Projects process and schedule for the FY 2015/2016 cycle.

FISCAL IMPACT

There is approximately \$1,500,000 available for the Transportation Development Act (TDA) Article 3 Program Call for Projects for the FY 15/16 cycle.

SOURCE OF FUNDS

- TDA Article 3 funds are derived from the following sources:
 - 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.

The time period for these funds covers tax revenues generated from FY2015 (fiscal year 2015 begins July 1, 2014 and ends June 30, 2015), and FY 2016 (fiscal year 2016 begins July 1, 2015 and ends June 30, 2016).

BACKGROUND/DISCUSSION

TDA Article 3 funds are made available through State funds and are distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis annually. C/CAG acts as the program administrator in San Mateo County and issues a call for projects for eligible bicycle and pedestrian projects. This funding is available for bicycle and pedestrian projects in San Mateo County. The cities, the County of San Mateo and joint powers agencies operating in San Mateo County are eligible applicants.

The amount of available TDA Article 3 funds available for this call is approximately \$1,500,000. Staff is recommending to issue a call for projects for TDA funds during October of 2014. This current call for projects process is anticipated to take about five months as is presented in the

schedule below. Once recommended for approval by the BPAC, staff will bring forward the Call for Projects documents to the C/CAG Board of Directors for review and approval.

Comprehensive bicycle and pedestrian plans (“planning”), bicycle safety education (“education”), and capital projects are eligible for TDA Article 3 funds. An increased number of jurisdictions have expressed interest in bicycle safety education funds in this grant cycle compared to previous grant cycles. However, in the past, planning and education projects were not competitive against capital projects. In order to assist jurisdictions to conduct better planning and education, staff is recommending to allow for funds to be set aside specifically for planning and education projects.

It is recommended to set aside a total of \$200,000 for planning and education projects and for these projects to be scored according to additional relevant criteria specified in the application. This would allow for planning and education projects to better compete for funding. The scoring criteria and application have been modified, as was done in the previous TDA Article 3 process. The maximum grant amount for a planning project would be set at \$100,000. A maximum of \$75,000 (out of the \$200,000 set aside) would be available as a total amount for education projects. Planning and education projects will require a 50% match. Unused funds from this set aside will be moved to the capital funding if necessary.

There will be approximately \$1,300,000 for all eligible project types to be scored competitively. The grant maximum for capital projects is to be set at \$400,000. It is also recommended to limit the total number of applications to three from each jurisdiction.

A goal for the FY 15/16 TDA Article 3 Program is to strive for a 50/50 split between pedestrian and bicycle projects.

The proposed schedule for the upcoming Call for Projects is presented below.

TDA Article 3 Schedule FY 15/16

Event	Date*
Call for Projects Issued	October 10, 2014
Application Workshop	November 5, 2014
Applications Due	January 12, 2015
Project Sponsor Presentations to BPAC	February 26, 2015
Project Locations Field Trip	March 7 or 21, 2015
Project Scoring BPAC Meeting	March 26, 2015
C/CAG Board Approval	April 9, 2015
Submittal to MTC	May 2015
MTC Approval	July 1, 2015

*Dates may be adjusted as necessary

ATTACHMENTS

1. TDA Article 3 Call for Projects, Application Process, and Instructions
2. TDA Article 3 Program Application
3. TDA Article 3 Scoring Sheet

Attachment 1: TDA Article 3 Call for Projects, Application Instructions and Guidance

**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.

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) compact disc with a PDF of the application, including support materials. Scanned images are acceptable in the PDF file.

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. The cash match requirement for Comprehensive Bicycle and Pedestrian Plan projects and for Bicycle Safety Education projects is 50%. A maximum of \$75,000 is the total amount available county-wide for the Bicycle Safety Education project category.

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.

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 50% 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:

a. *Permitting, Agreements and Environmental Clearance*

1. *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 to clarify whether full points may be awarded here.

2. *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 to clarify whether full points may be awarded here.

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 local match at 50% of the total project cost. **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. ATTACHMENTS

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

Attachment 2: TDA Article 3 Application

C/CAG OF SAN MATEO COUNTY
TRANSPORTATION DEVELOPMENT ACT ARTICLE 3
PEDESTRIAN AND BICYCLE PROGRAM
FISCAL YEAR 2015/2016
PROJECT APPLICATION

DRAFT

I. Project Name and Funding Request

a. Applicant Agency:	
b. Funds Requested:	\$
c. Project Title:	
d. Project Summary (100 words):	
e. Project Type (select one):	<input type="checkbox"/> Comprehensive Pedestrian/Bicycle Plan <input type="checkbox"/> Bicycle Safety Education <input type="checkbox"/> Capital: Pedestrian and/or Bicycle facility <input type="checkbox"/> Capital: Bicycle facility only

II. Project Screening

Please complete section II.a. for all project types:

a. Is the project sponsor the County of San Mateo, a City in San Mateo County or a Joint powers agency operating in San Mateo County? Answer must be "Yes" to continue.
 Yes No

Please complete section II.b. for Capital projects only:

b. Meets Caltrans Standards: Yes No

Brief description of project elements meeting Caltrans Standards:

c. Received California Environmental Quality Act (CEQA) approval?
 Yes No

Date of CEQA Approval:

Note: CEQA document must be submitted as an attachment to the application.

III. Clear and Complete Proposal

Please complete section III.a. for all project types:

- a. Describe the project elements. For capital projects indicate location, length, scope, size or extent.

Please complete section III.b. for Comprehensive Plan projects only:

- b. Check one: New Plan Update to existing plan

IV. State of Readiness

Please complete section IV. a. – c. for Capital projects only:

- a. Right-of-Way certification required? Yes No Not Applicable
 Right-of-Way Certification completed (if applicable)? Yes No
 Comments (optional):
- b. Permits/Agreements approved? Yes No Not Applicable

List all permits and/or agreements approved/obtained to date:

Name of Permit/Agreement	Date approved/obtained

Comments (optional):

- c. Describe the Design status of the project. Indicate percentage of the design completed:

--

V. Community Support

Please complete section V. for all project types:

- a. Bicycle Advisory Committee (BAC): Applicant agency has a designated BAC that meets the requirements established by the Metropolitan Transportation Commission. (Note: a BAC that includes members representing pedestrians is required prior to award of TDA3 funds)

Yes No

If "No," explain:

--

- b. Project has been approved by the BAC:

Yes No

Project has been approved by other organized group(s) with demonstrated knowledge of walking and bicycling needs (see instructions):

Yes No

Names of other group(s): Type of support: (e.g., letters, resolutions, minutes)

- c. Funding and Local Cash Match

See instructions for match requirements for education and plan projects

Funds requested:

\$

Total Project costs:

\$

Local match provided:

\$

Local match percentage:

%

To calculate local match percentage, divide Local match by Funds Requested e.g.:

$$\frac{\text{Local match provided}}{\text{Funds requested}} = \text{percentage match}$$

VI. Meets Program Objectives

Please complete section VI. a. for all project types:

- a. Describe the need for the project and how the project addresses an identified problem. How was the need determined? Cite relevant data or observations regarding existing walking/bicycling demand, or results of similar projects in other communities. Include a vicinity map and a site map.

- b. *Please complete section VI. b. for Plan or Education projects only:*
Describe the tasks, schedules, outreach methods, staff qualifications, deliverables and indicate partnerships or collaborations. For education projects, indicate innovative elements and how effectiveness will be measured.

Please complete section VI. c. - h. for Capital projects only:

- c. Describe how the project reduces the risk of collision injury to people walking or cycling. Cite relevant data and sources such as crash history.

- d. Access to high-use activity centers: List the destinations the project serves and estimate the number and frequency of people accessing these locations. For projects that serve both walking and bicycling, identify the features that serve walking transportation. Estimate the proportion of the project cost going toward pedestrian facilities. (See instructions)

- e. This project includes facilities that serve walking trips (check one): Yes No
Describe parallel pedestrian facilities (if applicable) (optional):

f. Degree to which this project improves conditions for bicycling and/or walking for transportation purposes (as distinct from recreation):

- primarily transportation
- equally transportation and recreation
- primarily recreation

Estimate the typical distances of walking and/or bicycling trips that will use this facility and, if available, demographic characteristics:

g. What is the relationship of the project to the existing or regional bicycle or pedestrian routes? Is the project in coordination with neighboring jurisdictions? Explain.

h. Project is consistent with local or regional plans:

<i>Type of Plan:</i>	<i>Name of Plan, page (if applicable)</i>
i. County of City facilities plan	
ii. Circulation element of general plan	
iii. <i>San Mateo County Comprehensive Bicycle and Pedestrian Plan</i>	
iv. Other bicycle, pedestrian, complete streets, or similar plan(s):	
v.	
vi.	

VII. Project Phasing

Please complete section VII. for all project types:

a. Can the project be partially funded or divided into phases? Yes No

b. If "Yes," describe the different parts or how the project could be phased, and the cost associated with each phase:

VIII. Project Contact Information

Please complete section VIII. for all project types:

Primary Contact
Name and Title:

Applicant agency and
address:

Telephone:

e-mail address:

Secondary Contact
Name and Title:

Telephone:

e-mail:

DRAFT

**Attachment 3: TDA
Article 3 Scoring Sheet**

**C/CAG OF SAN MATEO COUNTY
TRANSPORTATION DEVELOPMENT ACT ARTICLE 3
PEDESTRIAN AND BICYCLE PROGRAM**

**FISCAL YEAR 2015/2016
PROPOSAL SCORING SHEET**

Applicant Agency:	Rater Name:
I. Project Title:	Project type: (check one) <input type="checkbox"/> Capital <input type="checkbox"/> Plan <input type="checkbox"/> Educ.

II. Project Screening: (Note: a "No" answer in this section will disqualify project)		
a. Eligible jurisdiction: City, County of San Mateo, or joint powers agency in San Mateo County	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Meets applicable Caltrans standards	<input type="checkbox"/> Yes or NA	<input type="checkbox"/> No
c. CEQA approval, if applicable	<input type="checkbox"/> Yes or NA	<input type="checkbox"/> No

	Scale	Maximum Points Capital	Maximum Points Plan/Ed	Points Assigned
III. Clear and Complete Proposal				
a. Degree to which proposal is clear and complete	0 = Incomplete description, missing documentation 1-5 = Clear project description 5-10 = Clear and complete scope and documentation	10		
<i>Subtotal:</i>		<i>Max. 10</i>		

IV. State of Readiness For Capital Projects only:				
a. Right-of-Way degree to which R.O.W. is secured	0 = R.O.W. not certified, not started 1-3 = R.O.W. partially secured 4 = R.O.W. certification complete	4		
b. Permits obtained degree to which permits are in place	0 = No agreements or permits in place 1-2 = Some permits in place 3 = All permits and agreements complete	3		
c. Design status: degree to which design is complete	0 = Design not started 1 - 2 = Design in progress 3 = Design complete	3		
<i>Subtotal:</i>		<i>Max. 10</i>		

V. Community Support For all projects types:				
a. Meets BAC requirements	0 = No BAC (disqualifies project) 1-4 = BAC is in process of establishing 5 = BAC established	5		
b. Project approved by BAC or other group(s)	0 = No support 1 - 5 = Support from other groups 6 - 10 = Support from BAC <u>and</u> group(s)	10		
c. Local Cash Match (Note: Planning and Education projects must show 50% match to be eligible)	0 = 0% match 6 = 30% match 2 = 10% match 8 = 40% match 4 = 20% match 10 = 50% match	10		
<i>Subtotal:</i>		<i>Max. 25</i>		

	Scale	Maximum Points Capital	Max Points Plan/Ed	Points Assigned
VI. Meets Program Objectives				
<p><i>For All Projects:</i></p> <p>a. Project Need: Degree to which problems, need, and issues are described, urgent and documented</p>	<p>0 = No need demonstrated 1-5 = Moderate description of need or problem 6-10 = Documented need, data cited 11-20 = Effective/proven strategy</p>	20		
<p><i>For Plan or Education Projects only:</i></p> <p>b. Score reflects how many and how well the following items are addressed:</p> <p>___ Previous preparation ___ Accomplishments to date ___ Scope detail ___ Budget and tasks ___ Schedule ___ Researched methods ___ Commitment of staff ___ Defined deliverables ___ Outreach methods ___ Partnerships</p>	<p>0 = No detailed scope 1-5 = Addresses scope, budget, tasks</p> <p>Add up to 3 points for each item addressed in list at left using the following scale:</p> <p>1 point = briefly addressed 2 points = adequately addressed 3 points = addressed well, in detail</p>		35	
<p>c. <i>For Capital Projects Only (c – h):</i> Safety: degree of reduction in injury risk</p>	<p>0 = no documentation of risk reduction 1 – 3 = Moderate collision risk reduction 4 – 6 = Documented crash risk reduction 7 – 10 = Severe injury crash history, effective strategy</p>	10		
<p>d. High use activity centers</p>	<p>0 = no activity centers in proximity 2 - 3 = moderate number of activity centers accessed, or trips served 4 -5 = high number of activity centers and trips served</p>	5		
<p>e. Pedestrian facility</p>	<p>0 = does not provide pedestrian facility 5 = provides a pedestrian facility</p>	5		
<p>f. Transportation purpose</p>	<p>0 = facility serves recreational uses exclusively 1 – 2 = serves mainly recreational uses 3 - 4 = serves both transportation and recreation purposes 5 = serves mainly transportation trips</p>	5		
<p>g. Connection to network</p>	<p>0 = does not connect to network 1 -2 = connects to local network 3 = connects to regional network</p>	3		
<p>h. Consistent with plans</p>	<p>0 = not included in local or regional plans 1-3 = included in some local plans 4-6 = priority in some local plans 7 = included in CBPP regional plan</p>	7		
	Subtotal:	max 55	max 55	
Total Score: (Maximum total points: 100)				