

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

AGENDA

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Date: Thursday, April 27, 2017
7:00 p.m.

Place: San Mateo City Hall
Conference Room C
330 West 20th Avenue
San Mateo, CA 94403

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|----|--|--------------------------------------|------------|
| 1. | Call To Order | Action
(Fraser) | |
| 2. | Public Comment On Items Not On The Agenda | Limited to 3 minutes
per speaker. | |
| 3. | Meeting Minutes of February 23, 2017 | Action
(Fraser) | Pages 1-3 |
| 4. | Review and Recommend Approval of the
Transportation Development Act (TDA) Article 3
Pedestrian and Bicycle Program Call for Projects
for the FY 17-18 Cycle | Action
(Yu) | Pages 4-25 |
| 5. | Discuss and Adopt the BPAC Absentee Member
Scoring Practice | Action
(Yu) | Page 26 |
| 6. | Member Communications | Information
(Fraser) | |
| 7 | Adjournment | Action
(Fraser) | |
| . | | | |

If you have any questions regarding the C/CAG Bicycle and Pedestrian Advisory Committee Meeting Agenda, please contact Eliza Yu at (650) 599-1453 or eyu@smcgov.org.

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

The next BPAC meeting will be held on Thursday, June 22, 2017.

City/County Association of Governments
of San Mateo County (C/CAG)

Bicycle and Pedestrian Advisory Committee (BPAC)
Meeting Minutes
February 23, 2017

1. Call to Order

Chair Colapietro called the meeting to order at 7:02 pm.

2. Public Comments On Items Not On The Agenda

There were no public comments.

3. Meeting Minutes of January 26, 2017 (Action)

No comments or revisions were made on the meeting minutes of January 26, 2017. Chair Colapietro called for a motion to approve the January 26, 2017 Meeting Minutes.

Motion: Member Schneider moved/Member Robinson seconded approval of the January 26, 2017 minutes. Chair Colapietro and Vice Chair Fraser both abstained. The motion carried 8-2-0.

4. Project Ranking and Recommend Funding for the Bicycle and Pedestrian Improvement Program (BPIP) under the One Bay Area Grant 2 (OBAG2) Program (Action)

Eliza Yu provided an overview of the OBAG2 BPIP and reported that at the February 16, 2017 Congestion Management Program Technical Advisory Committee Meeting (CMP TAC), the CMP TAC reviewed the Transportation for Livable Communities (TLC) Projects List and was informed that the TLC program is undersubscribed by \$1,194,000. The CMP TAC recommended the C/CAG Board make available the surplus \$1,194,000 towards the BPIP program to fund projects based on BPAC recommendation. However, should the BPAC decide not to utilize these funds, Staff informed the BPAC that it could be moved to another OBAG2 program such as Safe Routes to School or Local Streets and Roads.

The BPAC scored and ranked each of the nine eligible project applications. After much discussion, Vice Chair Fraser made a motion to recommend funding the nine eligible BPIP projects to the Board. Member Horsley seconded. Member Matsumoto opposed. The motion was carried 9-0-1. Shortly after, Member Horsley made a motion to reconsider. Member Lujan seconded and the motion carried unanimously. The BPAC decided not to utilize the leftover funds from the TLC Program and instead, recommend to re-distribute these funds to another more urgently needed OBAG2 program (ie. Local Streets and Roads or Safe Routes to School). Member Horsley suggested to recommend projects ranked 1-7 for funding, to partially fund Woodside's Woodside Pathway Project at \$634,000 and to not recommend funding for Brisbane's Crocker Trail Commuter Connectivity Upgrades Project due to its low ranking out of the nine eligible BPIP projects.

Below is a summarized table of the BPAC's recommended projects list to the C/CAG Board:

OBAG2 Bicycle and Pedestrian Improvement Program (BPIP) Recommended Project List				
Rank	Jurisdiction	Project Name	Requested Amount	Recommended Amount
1	San Bruno	Huntington Transit Corridor Project	\$914,000	\$914,000
2	San Carlos	Holly Street Interchange Bike/Ped Overcrossing Project	\$1,000,000	\$1,000,000
3	Redwood City	101 Woodside Class I Bikeway Project	\$948,000	\$948,000
4	Belmont	Ralston Ave Corridor Project	\$1,000,000	\$1,000,000
5	Pacifica	Palmetto Ave Sidewalk Project	\$330,000	\$330,000
6	Burlingame	Hoover School Area Sidewalk Improvements	\$700,000	\$700,000
7	Pacifica	Citywide Curb Ramp Project	\$400,000	\$400,000
8	Woodside	Woodside Pathway Project	\$664,000	\$634,000
9	Brisbane	Crocker Trail Commuter Connectivity Upgrades	\$885,000	\$0
Total:			\$6,841,000	\$5,926,000

Motion: Member Horsley moved to recommend projects ranked 1-7 for funding, to partially fund Woodside's Woodside Pathway Project at \$634,000 and to not recommend funding for Brisbane's Crocker Trail Commuter Connectivity Upgrades Project. Member Lujan seconded. The motion carried unanimously.

5. Revisions to the 2017 BPAC Meeting Calendar (Action)

The BPAC reviewed and approved the revised 2017 BPAC Meeting Calendar.

Motion: Member Self moved/Member Robinson seconded approval. The motion carried unanimously.

6. Nominations and Election of the BPAC Chair and Vice Chair (Action)

Chair Colapietro and Vice Chair Fraser's one year terms have come to an end and the BPAC were allowed to nominate a new Chair and Vice Chair to the BPAC. Marina Fraser was nominated for Chair. Member Horsley moved and Member Lujan seconded. Member Self was nominated for Vice Chair. Chair Colapietro moved and Member Schneider seconded. The motion passes unanimously.

7. Member Communications

Tom Madalena announced that after working at C/CAG for the past 13 years he will be moving on to work for the City of Millbrae as Deputy Director of Community Development. The BPAC congratulated Tom and wished him well at his new position.

Member Schneider shared that City of Millbrae is hosting a Bike Rodeo on March 25 from 10am-1pm at Taylor Middle School to promote bicycle safety for the whole family. Members of the public are welcome to attend.

8. Adjournment

Chair Colapietro called for a motion to adjourn at 8:25 pm.

Motion: Member Lujan moved/Member Robinson seconded approval of the motion to adjourn. Motion carried unanimously.

C/CAG Bicycle and Pedestrian Advisory Committee

Name	Agency	August 2016	October 2016	January 2017	February 2017
Marge Colapietro	Public (Millbrae)	X	X		X
Ann Schneider	Millbrae	X	X	X	X
Marina Fraser	Half Moon Bay	X	X		X
Don Horsley	County of San Mateo				X
Ken Ibarra	San Bruno	X		X	X
Karyl Matsumoto	South San Francisco	X		X	X
Eric Reed	Belmont			N/A	N/A
Gary Pollard	Foster City			X	
Karen Ervin	Pacifica	X	X	N/A	N/A
Matthew Self	Public (County)		X	X	X
Daina Lujan	Public (South San Francisco)		X		X
Jeffrey Tong	Public (San Bruno)	X		N/A	N/A
Rob Lawson	Public (Burlingame)	X			
Malcolm Robinson	Public (San Bruno)	N/A	N/A	X	X
David Stanek	Public (San Mateo)	N/A	N/A	X	X

Others in attendance at the February 2017 BPAC Meeting:

Eliza Yu C/CAG Staff
Sandy Wong C/CAG Staff
Jean Higaki C/CAG Staff
Tom Madalena C/CAG Staff
Emma Shlaes Silicon Valley Bike Coalition
Bob Page Public Member
David Woltering City of San Bruno
Matt Jones City of San Bruno

*Members highlighted in grey are no longer members of the BPAC as of January 2017

C/CAG AGENDA REPORT

Date: April 27, 2017

To: C/CAG Bicycle & Pedestrian Advisory Committee (BPAC)

From: Eliza Yu

Subject: Review and Recommend Approval of the Transportation Development Act (TDA)
Article 3 Pedestrian and Bicycle Program Call for Projects for the FY 2017/2018 Cycle

(For further information, please contact Eliza Yu at eyu@smcgov.org)

RECOMMENDATION

That the BPAC review and recommend approval of the Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program Call for Projects for the FY 2017/2018 Cycle.

FISCAL IMPACT

None

SOURCE OF FUNDS

TDA Article 3 funds are derived from Local Transportation Funds and the State Transit Assistance Fund. Local Transportation Funds are derived from a ¼ cent of the general sales tax collected statewide. The State Transit Assistance fund is derived from the statewide sales tax on gasoline and diesel fuel.

BACKGROUND

TDA Article 3 funds are distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis annually. C/CAG then issues a call for projects to solicit eligible pedestrian and bicycle projects either annually or biannually typically. TDA funding is available for various 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 all eligible project applicants.

The amount of TDA Article 3 funds available for this call is approximately \$2,260,000. Project submissions for TDA Article 3 funds will be divided into the following categories: Comprehensive Bicycle and Pedestrian Plans and Capital Projects. The grant maximum for capital projects is to be set at \$400,000. Each jurisdiction may submit no more than three applications.

Staff recommends setting aside a total of \$350,000 for planning projects. The maximum grant amount for a planning project would be set at \$100,000. In the event that the Planning Projects set-aside is undersubscribed, C/CAG reserves the right to roll the remaining funds into the Capital Projects category.

Staff recommends issuing the TDA Call for Projects for FY 2017/2018 by May 15, 2017 upon approval from the C/CAG Board of Directors. An applicant workshop will be held on May 31, 2017. The deadline to receive TDA project submissions is planned for July 14, 2017. Project Presentations are tentatively scheduled for the September BPAC meeting and TDA Project Scoring and Ranking

will be held at the October BPAC Meeting. Once the final TDA Article 3 project list is recommended by the BPAC, Staff will bring the list of recommended projects to C/CAG Board of Directors for review and approval at the November Board Meeting.

Below is the tentative timeline for the TDA Call for Projects FY 2017/2018.

Call for Projects Issued	May 15, 2017
Application Workshop	May 31, 2017
Project Applications Due By 5:00 p.m.	July 14, 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

ATTACHMENTS

1. TDA Article 3 FY 17/18 Call for Projects Application Instructions and Project Guidance
2. TDA Article 3 FY 17/18 Capital Projects Application
3. TDA Article 3 FY 17/18 Planning Projects Application
4. TDA Article 3 FY 17/18 Score Sheet

**THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3
PEDESTRIAN AND BICYCLE PROGRAM 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 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. The grant maximum for planning projects 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 for all potential project sponsors that would like to better understand the application process.

The TDA 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
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.

DRAFT

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 and/or engineering of a bicycle or pedestrian capital project
- Development of a comprehensive bicycle or pedestrian facilities 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 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. TDA Article 3 FY 2017 and 2018 funding is programmed for this call for projects. 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.

C/CAG has set aside \$350,000 of the County total allocation for Comprehensive Bicycle and Pedestrian Planning Projects. The maximum grant amount for a planning project is set at \$100,000. In the event that this Planning Project set-aside is undersubscribed, C/CAG reserves the right to roll the remaining funds into 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

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

<p>CLEAR AND COMPLETE PROPOSAL</p>	<ul style="list-style-type: none"> • Serves transportation purposes • Clearly describes eligible elements and tasks • Provides required documentation and attachments
<p>READINESS</p>	<ul style="list-style-type: none"> • Construction projects: permits and ROW secured • Has a solid funding plan
<p>COMMUNITY SUPPORT AND POLICY CONSISTENCY</p>	<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
<p>MEETS PROGRAM GOALS</p>	<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://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 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: 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.*
- 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 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. FUNDING AND LOCAL MATCH

For All Project Types:

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.

$$\frac{[\text{Total Project Cost} - \text{Requested TDA Funds}]}{\text{Total Project Cost}} = \text{Local Match \%}$$

For Capital Projects Only: Complete the funding table.

Responses to the funding table 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. OPTIONAL FIELD VIDEO SUBMISSION

For Capital Projects Only:

Submit one (1) 5-minute video of your project location (either on a CD, thumb drive or electronic database such as Dropbox). Per the BPAC October 26, 2016 Meeting, the BPAC decided to eliminate field tours and to instead have project sponsors provide an optional video as a supplement to their applications. The BPAC will view these videos prior to the project presentations.

This field video is not required but can 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. 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 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

THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG)
 TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN AND BICYCLE PROGRAM
 FOR FISCAL YEAR 2017/2018
CAPITAL PROJECT APPLICATION

I. Project Name and Funding Request

a. Applicant Agency:	
b. Funds Requested:	\$
c. Project Title:	
d. Brief Project Summary:	
e. Project Type:	
<input type="checkbox"/> Capital: Pedestrian and Bicycle Facility <input type="checkbox"/> Capital: Bicycle Facility Only <input type="checkbox"/> Capital: Pedestrian Facility Only	

II. Project Screening

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

b. Project 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

Describe the project elements (indicate location, length, scope, size or extent)

IV. State of Readiness

- a. Right-of-Way certification required? Yes No N/A
- Right-of-Way Certification completed (if applicable)? Yes No
- b. Permits/Agreements approved? Yes No N/A

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

<i>Name of Permit/Agreement</i>	<i>Date approved/obtained</i>

V. Community Support

- 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, but in progress

- 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)

VI. Meets Program Objectives

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

- c. 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*)

- d. This project includes facilities that serve walking trips: Yes No

Describe parallel pedestrian facilities (if applicable):

- e. Degree to which this project improves conditions for bicycling and/or walking for transportation purposes:

- Primarily Transportation
- Transportation & Recreation
- Primarily Recreation

- f. 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.

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- h. Project is consistent with local or regional plans (add lines, if necessary):

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

VII. Funding and Local Match

Please fill out the funding table below:

*Design is not required & may be completed already to apply for TDA funds. If completed, state N/A.

	Timeline (Month, Year)	Requested TDA Funds	Other Project Funds	Total Project Costs	Local Match %
Preliminary Engineering					
Construction Support					
Construction Capital					
Total					

To calculate the Local Match Percentage, please use the following equation:

$$\frac{[\text{Total Project Cost} - \text{Requested TDA Funds}]}{\text{Total Project Cost}} = \text{Local Match \%}$$

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

VIII. Optional Field Video

- Is a video being submitted as part of this application? Yes No

IX. Single Point of Contact Information

Name:
Title:
Applicant Agency:
Telephone:
E-mail Address:



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 TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN AND BICYCLE PROGRAM
 FOR FISCAL YEAR 2017/2018
PLANNING PROJECT APPLICATION

I. Project Name and Funding Request

a. Applicant Agency:	
b. Funds Requested:	\$
c. Project Title:	
d. Brief Project Summary:	
e. Project Type:	<input type="checkbox"/> Comprehensive Pedestrian/Bicycle Plan <input type="checkbox"/> Comprehensive Pedestrian Plan Only <input type="checkbox"/> Comprehensive Bicycle Plan Only

II. Project Screening

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

III. Clear and Complete Proposal

a. Describe the project elements.

b. Check one: New Plan

Update to existing plan Date of previous plan:

IV. Community Support

a. Bicycle Advisory Committee (BAC): Applicant agency has a designated BAC that meets the requirements established by the Metropolitan Transportation Commission.
(Note: The BAC must include representatives of bicyclists/pedestrians prior to award of TDA3 funds)

Yes No, but in progress

b. Project is supported by the BAC:

Yes No

c. 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)

V. Meets Program Objectives

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.

[Empty text box for description]

VI. Funding and Local Match

a. Enter total project cost, totaling funds from all sources here:

\$ []

TDA Funds requested:

\$ []

Local match provided:

\$ []

Local match percentage:

% []

To calculate the Local Match Percentage, please use the following equation:

$$\frac{[\text{Total Project Cost} - \text{Requested TDA Funds}]}{\text{Total Project Cost}} = \text{Local Match \%}$$

b. Can this project be partially funded?

Yes No

VII. Single Point of Project Contact Information

Name and Title:

Applicant Agency:

Telephone:

E-mail Address:



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 FISCAL YEAR 2017/2018
PROPOSAL SCORING SHEET

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

II. Project Screening:		
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
d. BAC established or in progress	<input type="checkbox"/> Yes	<input type="checkbox"/> No

	Scale	Maximum Points	Points
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 <i>For Capital Projects only: (Note: if Exempt or Not Applicable, eligible for full points)</i>			
a. Right-of-Way degree to which R.O.W. is secured	0 = R.O.W. not certified, not started 1-2 = R.O.W. partially secured 3 = R.O.W. certification complete	3	
b. Permits obtained degree to which permits are in place	0 = No agreements or permits in place 1-3 = Some permits in place 4 = All permits and agreements complete	4	
c. Design status: degree to which design is complete	0 = Design not started 1 - 3 = Design in progress 4 = Design complete	4	
<i>Subtotal:</i>		<i>Max. 10</i>	

V. Community Support and Local Match <i>For all projects types:</i>			
a. Project supported 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	
b. Local Cash Match	0 = 0% match 6 = 30% match 2 = 10% match 8 = 40% match 4 = 20% match 10 = 50% match	10	
<i>Subtotal:</i>		<i>Max. 20</i>	

	Scale	Max Points Capital	Max Points Planning	Points Assigned
VI. Meets Program Objectives				
<i>For All Projects:</i> a. Project Need: Degree to which problems, need, and issues are described, urgent and documented	0 = No need demonstrated 1-5 = Moderate description of need or problem 6-10 = Documented need, data cited 11-20 = Effective strategy	20		
<i>For Planning Projects Only:</i> b. Score reflects how many and how well the following items are addressed: ___ Vision/Mission Statement ___ Budget and tasks ___ Schedule ___ Attainable goals/metrics ___ Outreach methods ___ Data collection/evaluation ___ Specific improvements ___ Programs/Initiatives ___ Format and Readability ___ Multi-Modal/Complete Streets Concepts	Add up to 5 points for each item addressed in list at left using the following scale: 1-2 point = briefly addressed 3-4 points = adequately addressed 5 points = addressed well, in detail		50	
c. <i>For Capital Projects Only (c – h):</i> Safety: degree of reduction in injury risk	0 = no documentation of risk reduction 1 – 3 = Moderate collision risk reduction 4 – 7 = Documented crash risk reduction 8 – 10 = Severe injury crash history, effective strategy	10		
d. High use activity centers	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	5		
e. Pedestrian facility	0 = does not provide pedestrian facility 5 = provides a pedestrian facility	5		
f. Transportation purpose	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	5		
g. Connection to network	0 = does not connect to network 1 -2 = connects to local network 3 = connects to regional network	5		
h. Consistent with plans	0 = not included in local or regional plans 1-4 = included in some local plans 5-8 = priority in some local plans 9-10 = included in CBPP regional plan	10		
<i>Subtotal:</i>		<i>max 60</i>	<i>max 70</i>	
Total Score: <i>(Maximum total points: 100)</i>				

*Capital Projects are highlighted in Orange and Planning Projects are highlighted in Green

C/CAG AGENDA REPORT

Date: April 27, 2017
To: C/CAG Bicycle & Pedestrian Advisory Committee (BPAC)
From: Eliza Yu
Subject: Discuss and Adopt the BPAC Absentee Member Scoring Practice
(For further information, please contact Eliza Yu at eyu@smcgov.org)

RECOMMENDATION

That the BPAC discuss and adopt the BPAC Absentee Member Scoring Practice.

FISCAL IMPACT

None

SOURCE OF FUNDS

None

BACKGROUND

Historically, when the BPAC meets to score and rank projects for a call for projects such as OBAG2, and TDA Article 3, those present at that meeting has their scores counted while members who are unable to attend do not have their scores incorporated. However, new BPAC members may not be aware of this practice as it wasn't put in writing. To avoid confusion for future call for projects and with the change in BPAC members over the years, Staff recommends that the BPAC adopt the absentee member scoring practice of members must be present at the scoring meeting for their scores be incorporated into the final scores.

ATTACHMENTS

None