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Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program Call for Projects and Funding Guidelines

Background

The City/County Association of Governments of San Mateo County (C/CAG) is a joint powers agency whose members are the County and the 20 cities and towns in San Mateo County. Its primary role is a Congestion Management Agency, but it has also administered the Countywide Water Pollution Prevention Program (Countywide Program) since its inception in the early 1990s, with a primary goal of assisting member agencies in meeting municipal stormwater regulatory mandates.

The San Mateo County Safe Routes to School Program (SRTS) is a partnership between C/CAG and the San Mateo County Office of Education (SMCOE), the goal of which is to encourage and enable school children to walk and bicycle safely to school and reduce congestion and emissions caused by school related travel. The program primarily focuses on non-infrastructure projects and activities to improve health and safety and reduce traffic congestion.

The Countywide Program developed a Sustainable, Green Streets and Parking Lots Program in 2007 to support implementation of programs to reduce vehicle- and transportation infrastructure-related pollution in stormwater runoff. This includes efforts to reduce pollutants coming directly from vehicles (such as through projects that support walking, biking, and transit) and capture, treatment, and infiltration of stormwater using natural landscape systems, or “green infrastructure.”

Project Call

The Safe Routes to School and Green Streets Infrastructure Pilot Program (“Pilot Program”) is intended to fund integrated improvements within the public right-of-way that increase safety for children walking and biking to school, while also improving water quality, increasing urban greening, and enhancing the pedestrian environment. The focus of the Pilot Program is integrated improvements at intersections or mid-block crossings, all within the public right-of-way.

A primary goal of the Pilot Program is to demonstrate that green infrastructure can be cost-effectively integrated with traditional Safe Routes to School infrastructure projects to enhance safety and to achieve stormwater pollutant load reductions for C/CAG’s member agencies, in accordance with the Municipal Regional Stormwater Permit (MRP). C/CAG will provide up to \$2.0 million to fund the Pilot Program through combining equal amounts of funding designated for SRTS and stormwater management. Funding is provided from local vehicle license fees designated for congestion management and pollution prevention. Applicants may submit separate applications for two different projects, but awards will be prioritized to distribute funds to as many jurisdictions as possible, with a maximum grant award of \$250,000 per project. If undersubscribed, C/CAG will consider awarding up to two projects per jurisdiction.

Eligible Applicants

Only local governments (cities, towns, and the County) in San Mateo County are eligible applicants for funding through the program. Although a local agency may choose to collaborate with a school district to design, build, or maintain a proposed project, the applying agency will be responsible for project delivery and ensuring sustained operations and maintenance of installed features.

Eligible Projects

The Pilot Program aims to fund SRTS and stormwater features that provide safety and stormwater treatment at intersections and mid-block crossings. Projects should demonstrate integration of traditional curb extensions, vegetated curb extensions for stormwater treatment (stormwater curb extensions), curb ramps, crosswalks, and associated pedestrian and stormwater improvements.

Projects may be stand-alone improvements at intersections or mid-block crossings, or may be part of a larger capital project. If a proposed project for which funds are being requested is included as a part of a larger project, the project elements need to be scoped and defined to be consistent with the requirements of this call for projects.

Eligible Project Locations

Proposed project locations should have been previously mentioned in a Walk Audit or Comprehensive Bicycle and Pedestrian Plan, and should directly benefit children walking or biking to a public or private school. If not mentioned in a previous Walk Audit or Pedestrian Bike Plan, the proposed project must be within a ½ mile radius of a school and other reasonable justification should be provided, such as accident statistics or other data as to why the particular location is deemed appropriate.

The Pilot Program seeks to fund projects entirely in the public right-of-way; however, proposed projects that occur primarily in the right-of-way, but have minimal connection with school property (e.g., a sidewalk connecting to a curb ramp, bulb-out or stormwater curb extension) and still adhere to the goals of integrating SRTS and green infrastructure, may be considered on a case by case basis.

Individual project locations should be geographically separate or otherwise functionally distinct so as to be designated as individual projects. If applying for funding for two project locations (such as two intersections in close proximity), the local agency should provide sufficient information regarding the designation as separate projects. C/CAG is prioritizing distribution of funds to as many member agencies as possible and will only consider funding multiple projects (two maximum) in a single jurisdiction if there are insufficient qualifying applications from other member agencies.

Eligible Activities

This Pilot Program will fund infrastructure projects only (i.e., planning, outreach, and other non-infrastructure projects are ineligible for funding), and only construction capital costs are eligible for funding. Any staff time and overhead costs are not eligible for reimbursement. See **Funding Details** below for information on match requirements and eligible costs.

Eligible Project Elements

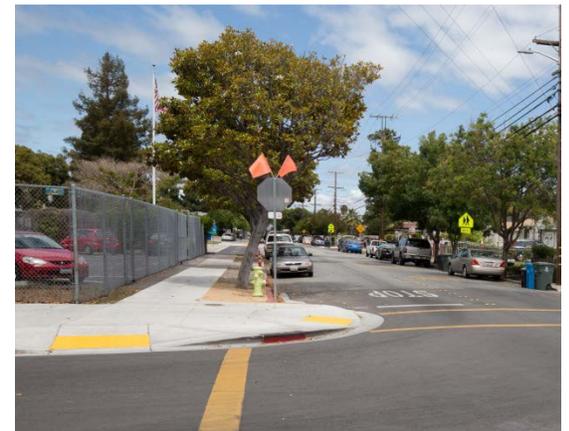
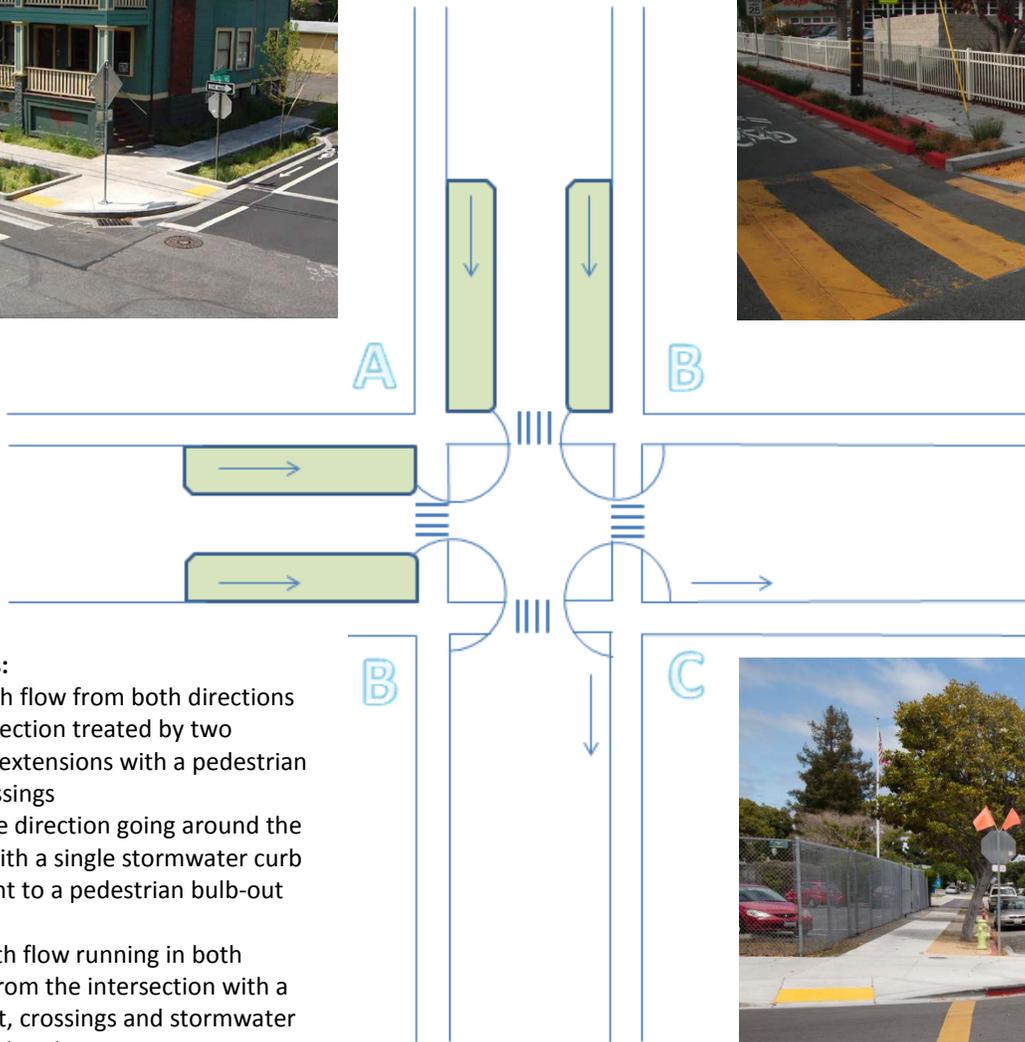
The intention of the Pilot Program is to fund integrated stormwater management and SRTS projects in the right-of-way. Therefore, eligible project elements should include a balanced combination of stormwater and pedestrian enhancements at intersections or mid-block crossings. C/CAG staff has created a series of potential scenarios occurring at a model intersection and mid-block crossing, shown in Figures 1 and 2 below. These scenarios demonstrate the intention of this Pilot Program and should help guide development of project proposals.

Eligible project elements could include:

- Stormwater curb extensions
- Traditional curb extensions
- Pedestrian bulb-outs/curb ramps
- Pedestrian striping/crosswalks
- Lighting
- Rectangular Rapid Flash Beacons
- Illuminated Crosswalks
- Signage
- Interpretive signs

Project elements can include any individual or combination of scenario(s) A-E in Figures 1 and 2. These are generalized conditions and are meant to guide applicants toward identifying eligible project components. Site conditions and intersection retrofits will vary; however, **all proposed projects should demonstrate an equal balance among stormwater and SRTS improvements** using eligible project elements. For example, if an intersection improvement project only includes standard pedestrian bulb-outs (e.g., no stormwater curb extensions, as in scenarios C and E), due to specific site conditions and direction of stormwater flow, an additional scenario would need to be included that manages stormwater (e.g., scenarios A, B, or D). Projects need not be constructed at four-way intersections. The pictures associated with each scenario are examples of what would be considered eligible project designs, and more example projects throughout San Mateo County are provided on the Pilot Program webpage (<http://ccag.ca.gov/opportunities/call-for-projects/>).

Scenarios



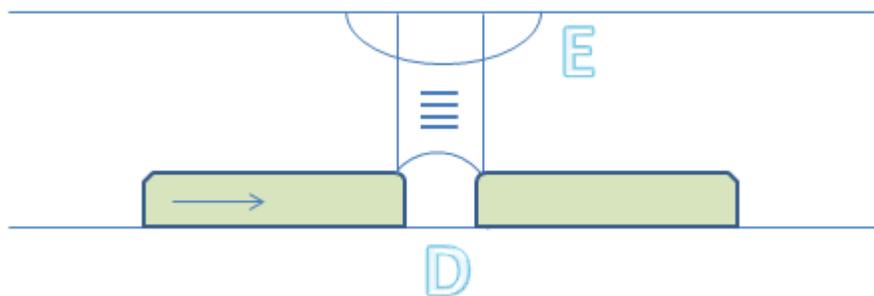
Project Scenarios:

A – Low point with flow from both directions toward the intersection treated by two stormwater curb extensions with a pedestrian bulb-out and crossings

B – Flow from one direction going around the corner, treated with a single stormwater curb extension adjacent to a pedestrian bulb-out and crossings

C – High point with flow running in both directions away from the intersection with a standard bulb-out, crossings and stormwater features located elsewhere

Figure 1. Diagram of eligible project elements at an example four-way intersection



Project Scenarios:

D – Mid-block crossing with stormwater curb extensions on either or both side(s) of crossing

E – Mid-block crossing with a standard bulb-out and stormwater features located elsewhere

Figure 2. Diagram of eligible project elements at an example mid-block crossing

Funding Details

There is a total of up to \$2.0 million dollars available under the current call for projects. Grant funds may only be used to fund capital costs. A minimum of \$100,000 and a maximum of \$250,000 will be awarded per project. Agencies are allowed to submit two separate applications for two distinct projects, but C/CAG is prioritizing distribution of funds to qualifying projects from as many individual member agencies as possible. If there are insufficient qualifying project proposals from separate agencies to use all of the funds, C/CAG will consider awarding grant funds for up to two projects per jurisdiction, for a maximum of up to \$500,000 in requested funds to a single agency. A local cash match of 15 percent of capital costs is required for program eligibility.

This integrated Pilot Program is a cost reimbursement program, and all reimbursements will be made after documentation of the completed project is submitted with invoices. Part of the purpose of the Pilot Program is to determine the relative cost share between SRTS and stormwater elements

of integrated projects. Reimbursement requests (including photo documentation of completed projects) should detail final project construction costs, and provide best estimates of the share of costs split between the two programmatic elements (SRTS and stormwater). Indirect costs, including any staff time, will not be reimbursed. An example cost breakdown table is included in the application and on the Pilot Program webpage (<http://ccag.ca.gov/opportunities/call-for-projects/>).

Local Match

The minimum 15 percent local match will be applied to capital costs, and this amount will be taken off of the top of the capital costs when reimbursements are requested. Therefore, the requested grant amount should account for the required minimum local match amount.

Grant Request = Total Capital Cost - 0.15(Total Capital Cost)

Example of a proposed grant request:

Total Capital Cost = \$250,000

Minimum Local Match = 0.15(\$250,000) = \$37,500

Grant Request = \$250,000 - \$37,500 = **\$212,500**

All projects must finish construction by October 1, 2019, and final invoices for reimbursement must be submitted by December 31, 2019.

Mandatory Application Elements

All submitted project applications must include a complete application form and the following as attachments or included in the application, as appropriate:

1. A letter of support from the participating school district, explaining how the proposed project will leverage existing SRTS programming or other efforts related to improve walking and biking conditions for children to and from school.
2. A map of the project area and existing conditions photos showing the project location, the location of the benefitting school(s), and any relevant land use or transportation information. Also include a walking or biking route map to the school, if applicable. Include documentation that the proposed location is included in a Walk Audit or Pedestrian/Bike Plan or is within a ½ mile of a school with other relevant justification for the appropriateness of the location.
3. A schematic or conceptual design of the proposed SRTS and stormwater infrastructure elements, including the direction of stormwater flow and any relevant street characteristics, such as storm drain infrastructure in the project vicinity. The schematic should also include delineations of drainage areas to and treatment capacities for each stormwater feature. Projects will be awarded full points for achieving the Municipal Regional Permit's Provision C.3.d. sizing criteria for the entire drainage area (including estimates for run-on from adjacent parcels) treated by the proposed stormwater features. At a minimum, the proposed features should be sized to treat the drainage area of the street (crown to curb) draining to the

feature, using the 4% “rule of thumb” (treatment area to drainage area). More detailed sizing calculations are encouraged using the SMCWPPP Provision C.3.d. sizing calculation sheet for combination flow and volume based criteria (link on the SRTS and Green Streets Infrastructure Pilot Program webpage), however, which will help the selection committee review proposed projects and will ensure the facilities are appropriately sized to treat anticipated stormwater flows and volumes.

4. A description of how long-term operations and maintenance for the stormwater features will be provided, including what entity within the municipality will be responsible and how it will be funded. C/CAG will include a requirement for ongoing maintenance as part of the funding agreements issued for the Pilot Program.

*See C.3 Technical Guidance Appendix G for recommended O&M actions and an O&M template to maintain bioretention stormwater features and the C.3 Technical Guidance Appendix A for plant listings and guidance (links on the SRTS and Green Streets Infrastructure Pilot Program webpage),.

5. A scope of work, project budget, and schedule with specific timelines and tasks for expected deliverables. The proposed budget should show the estimated cost breakdown and distribution between the SRTS and green infrastructure components. The actual cost distribution will be reviewed during the reimbursement process, so final construction costs must be submitted with reimbursement requests. Guidance and details are included in the application.

Recommended Project Elements

Project proposals will be awarded more points for including the following as attachments or within the application:

1. Community letters of support.
2. Integration of educational signage in the project design.
3. Projects benefitting schools that are participating in the San Mateo County Safe Routes to School (SRTS) Program. If the school is not participating in SRTS, schools may provide evidence of practicing SRTS initiatives (e.g., established in existing plans, participating in community outreach efforts to educate about walking and biking to school).
4. Projects that address localized drainage or flooding issues.
5. Projects that are identified in other local or countywide plans, or that directly support goals, objectives, or projects in other plans, including bike and pedestrian master plans, community-based transportation plans, complete or sustainable streets plans, etc. Applications for projects that provide such benefits to existing plans should identify the relevant plans and describe how the proposed project benefits or is identified in such a plan.
6. Readiness to Proceed – projects that are closer to construction-ready will be awarded more points in the scoring process.

Resources

C/CAG has provided numerous resources to assist municipalities in developing proposals under this Call for Projects. All resources are linked at the Pilot Program webpage (<http://ccag.ca.gov/opportunities/call-for-projects/>). Included on the webpage are links to:

- Call for Projects & Word/Excel versions of Funding Application and attachments
- Google Street View images of existing example projects in San Mateo County
- Guidance related to stormwater facility sizing, operations and maintenance, & plant selection
- San Mateo County Sustainable Green Streets and Parking Lots Design Guidebook
- Typical design details for stormwater curb extensions

Evaluation Criteria

Evaluation Criteria	Description	Max Points
Existing Conditions	The project addresses site-specific SRTS and stormwater management needs and demonstrates the benefits of integrating transportation/pedestrian road improvements with green infrastructure for stormwater management.	25
Proposed Project	Project has a well-defined scope of work and identifies the key purpose and objectives.	30
Project Timeline and Budget	Preliminary timeline and budget, including an estimated cost breakdown for SRTS and stormwater elements	20
School and Community Support	Project demonstrates meaningful community support from the benefitting school district, school(s) and other community stakeholders.	25
Total		100

Application Submission

Applicants must submit 5 bound copies and 1 electronic copy of the completed application along with all of the required and supporting documents. All applications must be received at the C/CAG office by **Friday, October 20, 2017 at 12:00 pm**. A workshop for prospective applicants will be held in early August.

Please submit applications to:

C/CAG
Attn: Reid Bogert
555 County Center, 5th Floor
Redwood City, CA 94063

Tentative Schedule for Safe Routes to School and Green Streets Infrastructure Pilot Program

Event	Date
Call for Projects Issued	Mid-July, 2017
Application Workshop	Early August, 2017
Applications Due	October 20, 2017
Selection Panel Reviews Applications	End of October, 2017
C/CAG Committees Review Selection Panel Recommendations	October/November 2017
C/CAG Board Considers Recommendations	December 14, 2017
Execute Funding Agreements with Project Sponsors for Awarded Projects	By April 1, 2018
Construction Complete	October 1, 2019
Final Reimbursement Requests Due	December 31, 2019

For any questions regarding the program or application process, please contact Reid Bogert at 650-599-1433 or rbogert@smcgov.org.

Evaluation Criteria	Description	Scale	Points Assigned
Section II. Existing Conditions	The project addresses site-specific SR2S and stormwater management needs and demonstrates the benefits of integrating transportation/pedestrian road improvements with green infrastructure for stormwater management.	<i>Add points from category A</i>	25
<i>A. Project Need</i>	1. Project area map and photos showing existing conditions, project location, benefitting school(s) and other relevant land use or transportation information. Walking or biking route map may also be included.	<i>Mandatory</i> <i>No project area map - ineligible</i>	NA
	2. Project identifies current risks and/or obstacles (physical or perceived) to walking and/or bicycling to and from your school site(s), including for children with disabilities.	No need - 0 Low need - 5 High need - 10	10
	3. Project identifies localized drainage or flooding issues and/or other community benefits that can be addressed through green infrastructure designs.	No need - 0 Low need - 3 High need - 5	5
	4. Proposed project locations previously mentioned in a Walk Audit or Ped/Bike Plan, or the project is within 1/2 mile of school AND the sponsor provides reasonable justification.	Poor justification - 0 Satisfactory justification - 3 Strong justification OR project has been mentioned in Walk Audit or Ped/Bike Plan - 5	5
	5. Project provides direct benefits to an existing local or countywide plan, or directly supports goals, objectives, or projects in other plans, including bike and pedestrian master plans, community-based transportation plans, complete or sustainable streets plans, etc. Evidence is provided identifying the connection between the proposed project and such plans.	Does not provide benefits to an existing plan - 0 May provide some benefit to an existing plan, but lack of evidence - 3 Demonstrates direct benefit to an existing plan and includes strong supporting evidence - 5	5

Section III. Proposed Project	Project has a well-defined scope of work and identifies the key purpose and objectives.	<i>Add the number of points from categories A-D</i>	30
<i>A. Project Components</i>	1. Project helps address the problems identified in the Existing Conditions and clearly explains how the infrastructure components will address SRTS and stormwater goals through a balanced and integrated approach, referencing the schematic diagram (scenarios A-D) in the application or providing an alternative schematic and explanation if needed.	Incomplete description/schematic of scenario identified for integrating SRTS and stormwater components - 0 Satisfactory description/schematic of scenario identified for integrating SRTS and stormwater components - 3 Strong scope of work with clearly explained schematic of scenarios - exceeds basic required components in application - 6	6
	2. Simple design concept of proposed project components, including calculations of treatment capacity for stormwater features and relevant maps delineating drainage areas.	<i>Mandatory</i> <i>No design concept - ineligible</i> Poorly developed design concept (lack of detail, missing information) - 2 Satisfactory design concept - 5 Strong design concept (includes excellent detail and planning, along with all calculations for stormwater treatment and associated map delineating drainage areas) - 10	10
	3. Project includes educational signage to raise awareness about the purpose and value of green infrastructure/SRTS infrastructure	No educational signage - 0 Educational signage included in scope - 2	2
<i>B. Logistics</i>	1. Does the proposed project/project sponsor have ROW clearance for all property involved?	<i>Mandatory (yes/no)</i> <i>No clearance - ineligible</i>	NA
<i>C. Operations & Maintenance</i>	1. Proposal identifies a plan for future long-term operations and maintenance of the stormwater features, including a description of necessary maintenance activities, frequency of activities, who will be responsible for O&M, as well as the plan for dedicated funding.	<i>Mandatory</i> <i>No plan for funding O&M - ineligible</i> Plan for O&M, but no dedicated funding - 2 Satisfactory funding plan for O&M with description of activities, frequency and responsibilities - 5 Strong O&M funding plan above and beyond expectations to ensure long-term maintenance - 10	10
<i>D. Project Readiness</i>	1. Project demonstrates readiness to proceed with detailed project concept, budget, timeline.	Low readiness to proceed - 0 Medium readiness to proceed - 1 High readiness to proceed - 2	2

Section IV. Project Timeline and Budget	<i>Timeline and budget for all deliverables, including minimum 15% match requirement contributed to total construction costs. Budgets should also specify cost distributions for SRTS and GI features to extent possible.</i>	<i>Total possible points - 20</i>	20
<i>A. Timeline and Budget</i>	1. The proposal includes a reasonable project budget and timeline with key dates for all deliverables, including planning, design and construction. Budget should include minimum 15% match from project sponsor, and may include a 10% contingency applied to construction costs. The proposed budget should also provide a cost distribution for SRTS and GI features and specify the requested grant amount, accounting for the minimum 15% match requirement applied to construction costs.	<p style="text-align: center;"><i>Mandatory</i></p> <p style="text-align: center;">No budget and timeline - ineligible</p> <p style="text-align: center;">Weak budget and timeline with missing components - 5</p> <p style="text-align: center;">Satisfactory budget and timeline without missing components - 10/15</p> <p style="text-align: center;">Strong budget and timeline - complete, clearly defined and well-organized - 20</p>	20
Section V. School and Community Support	<i>Project demonstrates meaningful community support from the benefitting school district, school(s) and other community stakeholders.</i>	<i>Add points from category A</i>	25
<i>A. School and Community Support</i>	1. In applying for the SRTS/GI application, the highest authorized representative of the applying school district must submit a letter of support	<p style="text-align: center;"><i>Mandatory</i></p> <p style="text-align: center;">No support - Ineligible</p> <p style="text-align: center;">Moderate support - 5</p> <p style="text-align: center;">Strong support - 10</p>	10
	2. Application includes additional letters of support (LOS) from the community affected by the project.	<p style="text-align: center;">No additional LOS - 0</p> <p style="text-align: center;">Additional letter(s) - medium quality/need - 5</p> <p style="text-align: center;">Additional letter(s) - high quality/need - 10</p>	10
	3. The school either participates in the SRTS Program or can show evidence of SRTS initiatives.	<p style="text-align: center;"><i>Optional</i></p> <p style="text-align: center;">Not Participating in SRTS/No Evidence of SRTS Initiatives - 0</p> <p style="text-align: center;">Participating In SRTS/Some Evidence of SRTS Initiatives - 3</p> <p style="text-align: center;">Participating in SRTS/Substantial Evidence of SRTS Initiatives - 5</p>	5
			100