

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Date: Thursday, January 25, 2018
7:00 p.m.

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

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 the October 26, 2017 Meeting Action (Fraser) Pages 2-4
4. Review and recommend approval of a request for reallocation of FY 2015-2016 Transportation Development Act Article 3 (TDA Article 3) funds for the South San Francisco Linden Avenue Complete Streets Safety Project Action (Fraser) Pages 5-10
5. Provide feedback and suggestions to the Transportation Development Act Article 3 (TDA Article 3) FY 2017-2018 scoring process Action (Fraser) Pages 11-21
6. Adjournment Action (Fraser)

If you have any questions regarding the C/CAG Bicycle and Pedestrian Advisory Committee Meeting Agenda, please contact Sara Muse at 650-599-1460 or smuse@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, March 22, 2018.

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

**Bicycle and Pedestrian Advisory Committee (BPAC)
Meeting Minutes
October 26, 2017**

1. Call to Order

Chair Fraser called the meeting to order at 7:03 pm.

Members Present: Deirdre Martin, Marina Fraser, Marge Colapietro, Matthew Self, David Stanek, Malcolm Robinson, Gary Pollard, Ann Schneider, Daina Lujan, Ann Wengert, Emily Beach, Karyl Matsumoto.

Members Absent: Ken Ibarra, Don Horsley.

Staff/Guests Attending: Sara Muse, John Hoang, Noopur Vyas, Emma Shales, Sue-Ellen Atkinson, Gary Heap.

2. Public Comments On Items Not On The Agenda

There were no public comments.

3. Meeting Minutes of September 28, 2017 (Action)

No comments or revisions were made on the meeting minutes of September 28, 2017. Chair Fraser called for a motion to approve the September 28, 2017 Meeting Minutes.

Motion: Member Colapietro moved/Member Lujan seconded approval of the September 28, 2017 minutes. The motion carried 12-0-0.

4. Review and approval of the 2018 BPAC Meeting Calendar (Action)

Member Colapietro asked if the 2018 BPAC Meeting Calendar follows the same months as on the 2017 BPAC Meeting Calendar. Staff responded that it is slightly different and based off 2015-2017 BPAC meeting calendars, with six meetings per year. Chair Fraser added if any items come up, or if no items come up, Staff will schedule or remove a meeting. Staff agreed to fulfill Chair Fraser's request.

Motion: Member Robinson moved/Member Self seconded approval of the 2018 BPAC Meeting Calendar. The motion carried 12-0-0.

5. Project scoring, ranking, and recommendations for funding to the C/CAG Board for the Transportation Development Act (TDA) Article 3 FY 2017-2018 Program (Action)

The BPAC members discussed project specific observations and questions regarding application content and overall score. Staff provided responses to questions. BPAC members recommended providing partial funding to the C/CAG Board, in the amount of \$99,617, to the City of San Mateo Bicycle Master Plan Update. The BPAC provided a list of recommended projects, totaling \$2,260,000.

Member Matsumoto asked Staff to email the score sheet. Member Beach asked to add an item to the January 25, 2018 agenda to discuss edits to TDA Article 3 score sheet and process for future funding cycles. Staff agreed to fulfill Member Matsumoto and Member Beach's requests.

Motion: Member Schneider moved/Member Pollard seconded approval of the project scoring, ranking, and recommendations for funding to the C/CAG Board for the Transportation Development Act (TDA) Article 3 FY 2017-2018, including partially funding the City of San Mateo Bicycle Master Plan Update, in the amount of \$99,617. The motion carried 12-0-0.

6. Nomination and appointment of a BPAC member to the San Mateo County Transportation Authority Measure A Bicycle and Pedestrian Program evaluation panel (Action)

Staff presented on the San Mateo County Transportation Authority Measure A Bicycle and Pedestrian Program evaluation panel expectations and schedule. BPAC members asked questions on panel expectations. Staff provided responses to questions.

Chair Fraser asked if anyone would like to nominate someone. Members Self and Lujan shared previous experiences serving on the evaluation panel. Member Colapietro asked Member Self if he would be interested in serving on the panel for a second year. Member Self expressed interest and Member Schneider added she would be an alternate.

Motion: Member Colapietro moved/Member Lujan seconded approval of the nomination and appointment of a BPAC member, Matthew Self to be the designee and Member Schneider as the alternate, to the San Mateo County Transportation Authority Measure A Bicycle and Pedestrian Program evaluation panel. The motion carried 12-0-0.

7. Adjournment

Chair Fraser called for a motion to adjourn at 8:23 pm, in honor of Member Stanek's mother.

C/CAG Bicycle and Pedestrian Advisory Committee

Name	Agency	January 2017	February 2017	April 2017	June 2017	September 2017	October 2017
Marge Colapietro	Public (Millbrae)		X	X	X	X	X
Ann Schneider	Millbrae	X	X			X	X
Marina Fraser	Half Moon Bay		X	X	X	X	X
Don Horsley	County of San Mateo		X	X	X	X	
Emily Beach	Burlingame	N/A	N/A	N/A	N/A	X	X
Ken Ibarra	San Bruno	X	X		X	X	
Karyl Matsumoto	South San Francisco	X	X	X	X		X
Gary Pollard	Foster City	X					X
Ann Wengert	Portola Valley	N/A	N/A	X		X	X
Deirdre Martin	Pacifica	N/A	N/A	X	X	X	X
Matthew Self	Public (County)	X	X	X	X	X	X
Daina Lujan	Public (South San Francisco)		X			X	X
Malcolm Robinson	Public (San Bruno)	X	X	X	X	X	X
David Stanek	Public (San Mateo)	X	X	X	X	X	X

Others in attendance at the October 2017 BPAC Meeting:

Sara Muse C/CAG Staff
 John Hoang C/CAG Staff
 Sue-Ellen Atkinson San Mateo
 Gary Heap San Mateo
 Emma Shlaes Silicon Valley Bicycle Coalition
 Noopur Vyas N/A

C/CAG AGENDA REPORT

Date: January 25, 2018

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

From: Sara Muse

Subject: Review and recommend approval of a request for reallocation of FY 2015-2016 Transportation Development Act (TDA) funds for the South San Francisco Linden Avenue Complete Streets Safety Project

(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the C/CAG BPAC review and recommend approval of a request for reallocation of FY 2015-2016 Transportation Development Act (TDA) funds for the South San Francisco Linden Avenue Complete Streets Safety Project.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Transportation Development Act (TDA) funds are derived from Local Transportation Funds and the State Transit Assistance Fund. Local Transportation Funds (LTF) are derived from a ¼ cent of the general sales tax collected statewide.

BACKGROUND

The City of South San Francisco was awarded TDA funds for FY 2015-2016 in the amount of \$400,000 for the Linden Avenue Complete Streets Safety Project. The project, located on Linden Avenue between California Avenue and Aspen Avenue, includes the installation of intersection bulb-outs with LID treatments and landscaping, high visibility ladder crosswalks, ADA ramps and pedestrian crossings, median pedestrian refuge islands, and Class III markings with signage. The City has proceeded with the Plans, Specification and Estimates Phase (PS&E); however, due to changes in city staff and coordination with another project on Linden Avenue, the schedule has been delayed.

On September 23, 2015, the Metropolitan Transportation Commission (MTC) approved an allocation of TDA funds to the City of South San Francisco for FY 2015-2016 in the total amount of \$400,000. The City has received \$37,987.80 from MTC to date. Funds from MTC are due to expire September 30, 2018. The City is requesting TDA funds be extended for another

three-year cycle to complete PS&E by September 30, 2021.

The TDA Program guidelines require funds be expended within three years or be rescinded. The City of South San Francisco has requested a time extension to ensure the project is coordinated with the Linden Avenue and Spruce Avenue Traffic Calming Improvement Project.

Staff recommends approval to extend the funds to September 30, 2021, which will enable the City of South San Francisco to coordinate both Linden Avenue projects.

ATTACHMENTS

1. Request letter from the City of South San Francisco



OFFICE OF
THE CITY ENGINEER
PHONE (650) 829-6652
FAX (650) 829-6689

CITY COUNCIL 2017

LIZA NORMANDY, MAYOR
KARYL MATSUMOTO, MAYOR PRO TEMPORE
MARK ADDIEGO, COUNCILMEMBER
RICHARD A. GARBARINO, COUNCILMEMBER
PRADEEP C. GUPTA, PH.D. COUNCILMEMBER

MIKE FUTRELL, CITY MANAGER

December 14, 2017

Ms. Sandy Wong
Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063

Dear Ms. Wong:

In September of 2015, the City of South San Francisco was granted an allocation of Transportation Development Act (TDA) funds for the Linden Avenue Complete Streets Safety Project in the amount of \$400,000. This funding amount is currently being used for design services during the Plans, Specifications and Estimates Phase (PS&E Phase) for this project.

The current funding agreement for the PS&E Phase is due to expire on September 30, 2018. The original baseline schedule to begin the PS&E design was proposed for early 2016. However, due to changes in city staff and trying to coordinate another project on Linden Avenue to where the public could benefit in having both designs and outreach done at the same time, the City delayed this project in order for both projects on Linden Avenue to be done concurrently. The Linden Avenue Complete Streets Project is on Linden Avenue between California and Aspen Avenues. The other project, Linden Avenue and Spruce Avenue Traffic Calming Improvement Project, is on Linden Avenue between California and Miller Avenues and on Spruce Avenue between Lux and Maple Avenues.

Attached is a copy of the City Council's resolution of support recently received for the other project on Linden Avenue as well as the revised project schedule for your reference. Based on this new proposed schedule, the City of South San Francisco is requesting that the TDA funds for this project be extended to November 28, 2018. For any questions, please contact me at (650) 829-6663.

Sincerely,

Richard Cho, P.E.
Senior Civil Engineer
Public Works – Engineering Division

cc: Sara Muse

Attachments: City Council Resolution of Support; Project Schedule



City of South San Francisco

P.O. Box 711 (City Hall,
400 Grand Avenue)
South San Francisco, CA

City Council

Resolution: RES 122-2017

File Number: 17-938

Enactment Number: RES 122-2017

RESOLUTION APPROVING A CONSULTANT SERVICES AGREEMENT FOR DESIGN SERVICES FOR THE LINDEN AVENUE AND SPRUCE AVENUE TRAFFIC CALMING IMPROVEMENT PROJECT (PROJECT NO. ST1602) WITH MARK THOMAS & COMPANY, INC. OF SAN JOSE, CALIFORNIA IN THE AMOUNT NOT TO EXCEED \$160,699 WITH A TOTAL DESIGN BUDGET OF \$175,000.

WHEREAS, on June 27, 2017, City of South San Francisco (“City”) staff issued a Request for Proposals (RFP) for the selection of a firm to perform Plans, Specifications and Estimates (PS&E) design services; and

WHEREAS, on August 8, 2017, staff received proposals from four firms; and

WHEREAS, after reviewing the proposals and interviewing all four firms, Mark Thomas & Company, Inc. of San Jose, California was ranked highest based on their project understanding, qualifications and expertise, interview and experience; and

WHEREAS, staff recommends approving the consulting services agreement for design services for the Linden Avenue and Spruce Avenue Traffic Calming Improvement Project with Mark Thomas & Company, Inc. of San Jose, California in an amount not to exceed \$160,699; and

WHEREAS, the Project is included in the City of South San Francisco’s Fiscal Year 2017-18 Capital Improvement Program (CIP) Project No. st1602 and sufficient funds have been allocated to cover the Project costs.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South San Francisco that the City Council hereby approves a consulting services agreement for the Linden Avenue and Spruce Avenue Traffic Calming Improvement Project with Mark Thomas & Company, Inc. of San Jose, California in an amount not to exceed \$160,699, attached herewith as Exhibit A, conditioned on Mark Thomas & Company Inc.’s timely execution of the consultant services agreement and submission of all required documents, including but not limited to, certificates of insurance and endorsements, in accordance with the Project documents.

BE IT FURTHER RESOLVED that the City Council authorizes a total project design budget of \$175,000 and authorizes the City Manager to utilize any unspent amount of the total project budget, if necessary, towards additional design contingency budget.

BE IT FURTHER RESOLVED that the City Council authorizes the Finance Department to establish the Project Budget consistent with the information contained in the staff report.

BE IT FURTHER RESOLVED that the City Council authorizes the City Manager to execute the agreement and any other related documents on behalf of the City upon timely submission by Mark Thomas & Company Inc.'s signed contract and all other documents, subject to approval as to form by the City Attorney.

BE IT FURTHER RESOLVED that the City Council authorizes the City Manager to take any other related actions consistent with the intent of this resolution.

* * * * *

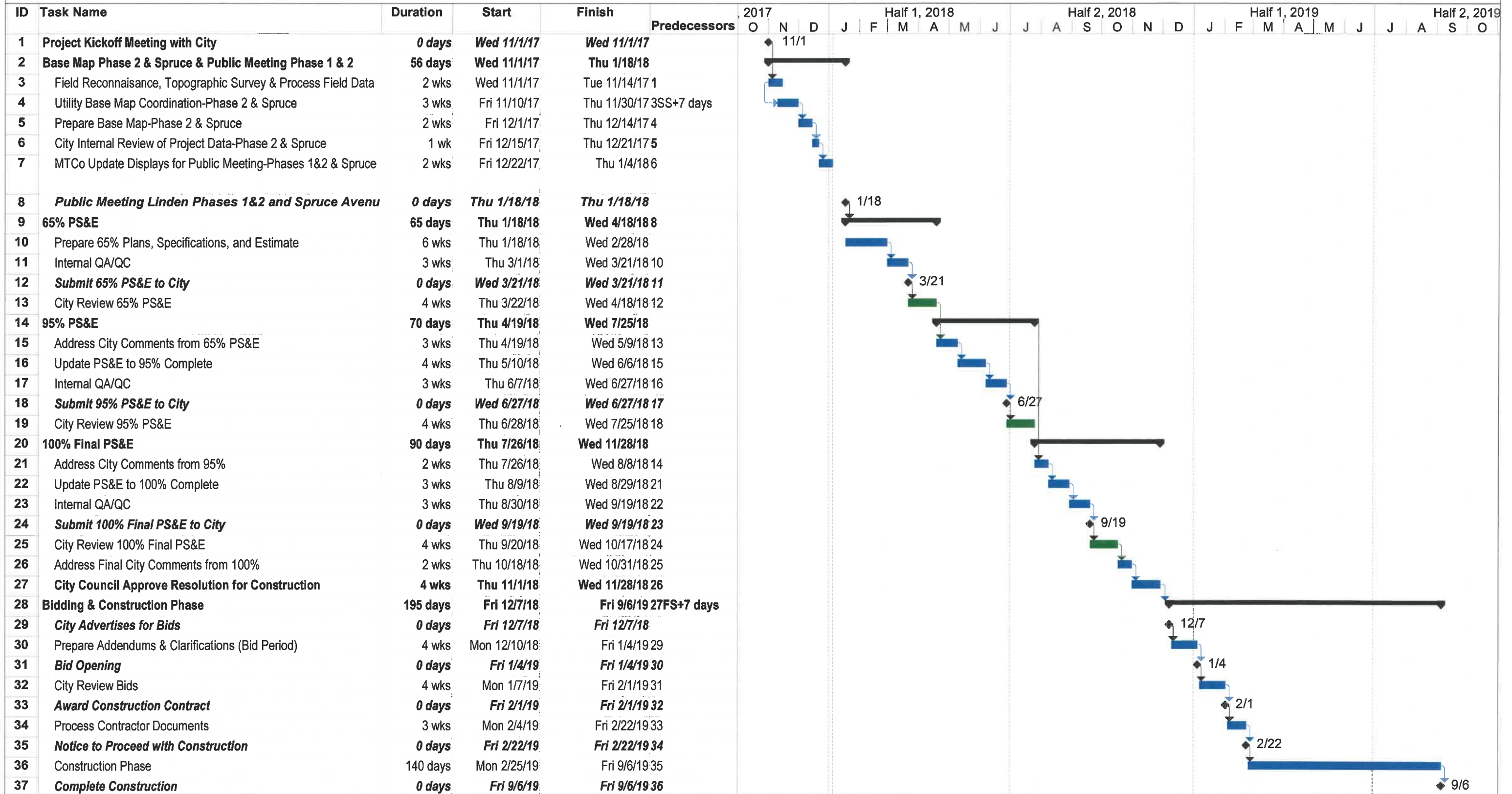
At a meeting of the Special City Council on 10/11/2017, a motion was made by Mark Addiego, seconded by Richard Garbarino, that this Resolution be adopted. The motion passed.

Yes: 5 Matsumoto, Normandy, Addiego, Gupta, and Garbarino

Attest by _____


Krista Martinelli

City of South San Francisco
Linden Avenue Phase 1 Complete Streets
Linden Avenue Phase 2 and Spruce Avenue Traffic Calming Improvement Project



Project: Linden Avenue
Date: Fri 1/5/18
Page: 1 of 1

Task (Blue-Consultant, Green-City, Orange-Caltrans)		Manual Task
Milestone	◆	Duration-only
Summary		Manual Summary Rollup
Inactive Milestone	◊	Manual Summary
Inactive Summary	Start-only

◊	Finish-only
.....	External Tasks
◆	External Milestone

C/CAG AGENDA REPORT

Date: January 25, 2018
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)
From: Sara Muse
Subject: Feedback and suggestions to the Transportation Development Act Article 3 (TDA Article 3) FY 2017-2018 scoring process

(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the C/CAG BPAC provide feedback and suggestions on the Transportation Development Act Article 3 (TDA Article 3) FY 2017-2018 scoring process

FISCAL IMPACT

None.

BACKGROUND

At the October 26, 2017 meeting, BPAC members provided scores for each application submitted for the TDA Article 3 FY 2017-2018 cycle. Members also discussed each project as scores were tallied for the final project ranking and recommendation for funding. Members requested an agenda item at the January 25, 2018 meeting to discuss edits to TDA Article 3 score sheet and process for future funding cycles.

ATTACHMENTS

1. TDA Article 3 FY 17-18 Scoring Sheet
2. TDA Article 3 FY 17-18 Capital Project Application
3. TDA Article 3 FY 17-18 Planning Project Application

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG)
TRANSPORTATION DEVELOPMENT ACT ARTICLE 3
PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS
FISCAL YEAR 2017/2018
SCORING SHEET

Revised July 25, 2017

Applicant Agency:	Rater Name:
I. Project Title:	Project type: (check one)
Application Number:	<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 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 <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 1-2 = Some permits in place 3 = All permits and agreements complete	3	
c. Design status: degree to which design is complete	0 = Design not started 1-3 = 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 1-4 = connects to local network 5 = 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;
Planning Projects are highlighted in Green; and
White cells indicate both Project types.

THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG)
TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN AND BICYCLE PROGRAM
CALL FOR PROJECTS 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:

- Capital: Pedestrian and Bicycle Facility
- Capital: Bicycle Facility Only
- 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
- b. Right-of-Way certification completed (if applicable)? Yes No
- c. 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.

--

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

Type of Plan:	Name of Plan and Page (if applicable)
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

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

\$

TDA Funds requested:	\$ <input type="text"/>
Local Funds provided:	\$ <input type="text"/>
Local match percentage:	% <input type="text"/>

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

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

*Cash Match Only. Please note that local funds cannot include prior funding sources received from other grants.

- b. Can the project be partially funded or divided into phases? Yes No
- c. If applicable, are there any other funds (ie. Grants) as part of the project? Yes No

If yes, please list the funding source and amount:

VIII. Optional Field Video

Is a video being submitted as part of this application?
(Highly Recommended)

Yes No

XI. Single Point of Contact Information

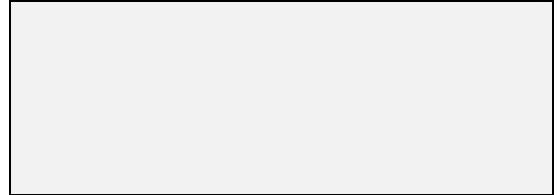
Name:

Title:

Applicant Agency:

Telephone:

E-mail Address:



THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG)
TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN AND BICYCLE PROGRAM
CALL FOR PROJECTS 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:

- Comprehensive Pedestrian/Bicycle Plan
- Comprehensive Pedestrian Plan Only
- 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.

VI. Funding and Local Match

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

\$ _____

TDA Funds requested:	\$
Local Funds provided:	\$
Local match percentage:	%

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

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

**Local Cash Match only. Planning Projects are required to provide at least a 50% match to qualify for TDA Article 3 grant funding.*

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: