

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Date: Thursday, April 25, 2019
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
(Self) | |
| 2. | Public comment on items not on the agenda | Limited to 3 minutes
per speaker. | |
| 3. | Meeting Minutes of the March 28, 2019 Meeting | Action
(Self) | Pages 1-3 |
| 4. | Review and recommend approval of the
Transportation Development Act Article 3
Program Call for Projects and schedule for Fiscal
Year 2019/20 Cycle | Action
(Hoang) | Page 4-22 |
| 5. | Member Communications | Information
(Self) | No materials |
| 6. | Adjourn | Action
(Self) | |

The next BPAC meeting is scheduled for Thursday, June 27, 2019.

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC PARTICIPATION: Public comment is limited to two minutes per speaker. 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.

If you have any questions about this agenda, please contact John Hoang 650-363-4105.

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

Bicycle and Pedestrian Advisory Committee (BPAC)

Meeting Minutes

March 28, 2019

1. Call to Order

Chair Fraser called the meeting to order at 7:07 pm.

Members Present: Marina Fraser, Marge Colapietro, Malcolm Robinson, Don Horsley, Ann Wengert, Ann Schneider, Karyl Matsumoto, Karen Cunningham, Matthew Self, Emily Beach.

Members Absent: Herb Perez, Daina Lujan, Jamie Axt.

Staff/Guests Attending: Sandy Wong, Van Ocampo, John Hoang – C/CAG; Ray Razavi – Half Moon Bay; Drew,

2. Public Comments On Items Not On The Agenda

None.

3. Meeting Minutes of October 25, 2018 (Action)

No comments or revisions were made on the meeting minutes of October 25, 2018. Chair Fraser called for a motion to approve the October 25, 2018, Meeting Minutes.

Motion: Member Colapietro moved/Member Horsley seconded approval of the October 25, 2018 minutes. The motion carried 8-1-0. Member Robinson opposed. Member Schneider abstained.

4. Receive a presentation on the Half Moon Bay Safe Routes to Cunha School Project (Information)

Ray Razavi, Contract Engineer from City of Half Moon Bay, presented on the Half Moon Bay Safe Routes to Cunha School Project, funded by a C/CAG Pilot. The project demonstrates a cost-effective solution that integrates both safe routes and green infrastructure elements into the design.

It was requested that the presentation be posted on the Half Moon Bay as well as C/CAG websites.

5. Nominations and elections of a Bicycle and Pedestrian Advisory Committee Chair and Vice-Chair (Action)

Member Matsumoto nominated Member Matthew Self to be the next BPAC Chair. Member Colapietro seconded the nomination. Member Horsley nominated Member Malcolm Robinson to be the next Vice-Chair. Member Schneider seconded the nomination.

The motion carried 10-0-0

6. Review and recommend approval of the Transportation Development Act Article 3 Program Call for Projects for Fiscal Year 2019/20 Cycle (Action)

Van Ocampo presented the draft call for project applications and scoring sheet. Discussions were as follows:

- Recommendation that each city be limited to one (1) application for planning and one (1) application for capital projects for a maximum of two (2) applications.
- Recommendation that staff prescreen the CEQA requirements and score the local cash match section.
- It was mentioned that after the last cycle, members provided comments to former C/CAG staff regarding ways to improve the application and scoring documents and directed staff to incorporate those comments.
- Request for staff to look into the treatment of motorized scooters and motorized bicycles operations on bike and pedestrian facilities.
- Request that staff clarify eligibility for JPBs.
- Request that staff clarify requirements of a city Bicycle Advisory Committee (BAC).
- Recommendation for staff to coordinate with Chair Self and Vice-Chair Robinson to make updates to the documents to incorporate comments received for BPAC action at its next regular meeting.

7. Member Communications (Information)

Member Matsumoto requested that the committee receive a list of BPAC members and list of C/CAG staff with contact information.

Member Matsumoto also reported that she has had communicated to the C/CAG Board suggesting changes to how BPAC members are appointed. The suggestion allows the BPAC to interview and recommend Public Member candidates to the C/CAG Board for appointment decisions. It was suggested that this item be agendaized for a future meeting.

Member Schneider reported that the City of Millbrae held a Bike Rodeo event at the Taylor School on May 11th.

Member Schneider reported that the city has approved its Gateway project which includes a Bay trail.

Member Self reported that he is a new member of the Silicon Valley Mountain Biker Association.

Member Fraser reported that she was elected to serve on the SamTrans Board representing the Coastsides.

8. Adjournment

The meeting adjourned at 8:47 p.m.

C/CAG Bicycle and Pedestrian Advisory Committee - 2019

Name	Agency	March 2019
Matthew Self - Chair	Public (Redwood City)	X
Malcolm Robinson – Vice Chair	Public (San Bruno)	X
Marge Colapietro	Public (Millbrae)	X
Ann Schneider	Millbrae	X
Marina Fraser	Half Moon Bay	X
Don Horsley	County of San Mateo	X
Emily Beach	Burlingame	X
Karyl Matsumoto	South San Francisco	X
Ann Wengert	Portola Valley	X
Herb Perez	Foster City	
Daina Lujan	Public (South San Francisco)	
Jamie Axt	Public (Redwood City)	
Karen Cunningham	Brisbane	X

Others in attendance at the March 2019 BPAC Meeting:

Van Ocampo	C/CAG Staff
John Hoang	C/CAG Staff
Sandy Wong	C/CAG Executive Director
Jeff Lacap	C/CAG Staff
Ray Razavi	Half Moon Bay
Drew	Public Member

C/CAG AGENDA REPORT

Date: April 25, 2019

To: Bicycle and Pedestrian Advisory Committee (BPAC)

From: John Hoang

Subject: Review and recommend approval of the Transportation Development Act Article 3 Program Call for Projects process and schedule for Fiscal Year 2019/20 Cycle

(For further information, contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG BPAC review and recommend approval of the Transportation Development Act Article 3 Program Call for Projects process and schedule for Fiscal Year 2019/20 Cycle

FISCAL IMPACT

There is approximately \$1,950,000 available for the Transportation Development Act Article 3 (TDA Art. 3) Program Call for Projects for FY 2019/20 Cycle

SOURCE OF FUNDS

TDA Art. 3 funds are derived from the following sources:

- Local Transportation Funds (LFT), 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.

BACKGROUND

TDA Article 3 funds are made available through State funds and are distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis annually. C/CAG acts as the program administrator for San Mateo County and issues the call for project nominations for eligible bicycle and/or pedestrian projects within the county. Only the 20 cities, the County, and joint powers agencies in San Mateo are eligible applicants for this grant. There is approximately \$1,950,000 available in TDA Article 3 funds for the FY 2019/2020 Cycle and staff is recommending issuing a call for projects nominations this spring.

At the March 28, 2019 BPAC Meeting, staff presented the draft Call for Projects, Project Applications for Capital and Planning projects, and Scoring Sheet for review and comments. In addition to providing staff input and comments on modifying the draft application and scoring sheets, the main BPAC recommendation was to limit cities to one application for planning projects and one application for capital projects each for a maximum two (2) applications per city.

Out of the \$1,950,000, \$200,000 will be available to fund planning projects with \$1,750,000 available for capital projects. Maximum grant amount for planning project remains at \$100,000 with a

requirement of 50% match. The maximum grant amount for the capital projects remains at \$400,000.

The BPAC also recommended that staff coordinate with Chair Self and Vice-Chair Robinson to update the documents and bring back to the BPAC for final review and recommendations.

The proposed updated scheduled is as follows:

Activity	Date
Issue Call for Projects	May 15
Application Workshop	May 23, 2019
Application Due	TBD June/July, 2019
Project Sponsor Presentation to BPAC	September 26, 2019
Project Location Field Trip	TBD
Project Scoring BPAC Meeting	October 24, 2019
C/CAG Board Approval	November 14, 2019

**Dates may be adjusted as needed*

ATTACHMENT

- TDA Art. 3 FY 19/20 Call for Projects
- TDA Art. 3 Project Application – Planning
- TDA Art. 3 Project Application - Capital
- TDA Art. 3 Scoring Sheet (Original)
- TDA Art. 3 Scoring Sheet (Updated w/highlight)

C/CAG

UPDATED 4/2019

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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To: City/County Managers
Public Works Directors
Interested Parties

From: John Hoang, Program Director

Date: May 15, 2019

Subject: Call for Projects - Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program Call for Projects Fiscal Year 2019/20

The City/County Association of Governments of San Mateo County (C/CAG) is pleased to announce a Call for Pedestrian and Bicycle Projects under the Transportation Development Act (TDA) Article 3 Program. TDA Article 3 Funds are derived from Local Transportation Funds and the State Transit Assistance Fund.

For Fiscal Year 2019/20, there is a total of **\$1,950,000** available for this call for project nomination. Project submissions for TDA Article 3 funds will again be divided into Capital projects and Planning projects (Comprehensive bicycle and/or pedestrian plans).

Project Type	Available Grant Amount	Maximum Grant Amount per Project
Capital	\$1,750,000	\$400,000
Planning (Bicycle and/or Pedestrian Plan)	\$200,000	\$100,000*
Total Grant Amount	\$1,950,000	

*50% match required

Eligible projects include:

- Construction of a bicycle or pedestrian capital project (PS&E and Construction Phases only)
- Development of a comprehensive bicycle or pedestrian plan
- Maintenance of a multi-purpose path which is closed to motorized traffic
- Restriping Class II bicycle lanes

Each jurisdiction may submit a maximum of one (1) Capital project and one (1) Planning project for a maximum total of two (2) applications. The maximum grant amount for each capital project is \$400,000 and maximum grant amount for each planning project is \$100,000, with a 50% match required. Eligible project applicants are limited to the Cities and Towns within San Mateo County and the County of San Mateo.

Project Requirements

Per MTC Resolution No. 4108, all TDA Article 3 projects must meet the following requirements:

- Capital projects may include PS&E and construction phases only. Project level environmental, planning and right-of-way phases are ineligible for funding.
- Design must be 100% complete and meet Caltrans standards to be eligible for funding.
- California Environmental Quality Act (CEQA) permits must be completed prior to receiving funding (as applicable).
- The project must be included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets or relevant plan.
- Jurisdictions receiving TDA Article 3 funding for bicycle and pedestrian projects must have a Bicycle Advisory Committee (BAC).
- Jurisdiction must provide the 50% match required for planning projects.
- There is no minimum match required for capital projects, but the local match will be scored on a sliding scale. (C/CAG Requirement)
- TDA Article 3 funds for FY 2019/20 must be expended by no later than **June 30, 2022** after allocations are made by MTC.

The TDA Article 3 FY 2019/20 Call for Projects Guidelines, Application Forms and Score Sheet are available at <http://ccag.ca.gov/call-for-projects/>. Please submit 1 original signed application, 15 hard copies, and 1 electronic version including supporting materials (disk, flash drive, e-mail or link to an online database system) for each application. Applications must be completed using the appropriate Microsoft Word project application forms posted at <http://ccag.ca.gov/call-for-projects/>.

Applications are due by **4:30 p.m. on _____ 2019**. Please send the hard copies & electronic copy to:

C/CAG
Attn: John Hoang
555 County Center, 5th Floor
Redwood City, CA 94063
E-mail: jhoang@smcgov.org

Field Review

Capital Project sponsors have the option to submit a field video (5 min. max). This field video is not required but is highly encouraged. The field video should show the project location, highlight the issues and show how the project will address the issue/s. This video will not take the place of the project presentation at a BPAC meeting (date to be determined) and should not be included in the project presentation.

Applicant Workshop

C/CAG Staff will be holding an Applicant Workshop to guide jurisdictions through the application process. The workshop will be held on:

May 23, 2019
10:00 – 12:00 noon
SamTrans Building, 2nd Floor Auditorium
1250 San Carlos Avenue
San Carlos, CA 94070

If you have any questions, please feel free to contact me at (650) 363-4105 or jhoang@smcgov.org.



City/County Association of Governments

of San Mateo County

TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN AND BICYCLE PROGRAM

CALL FOR PROJECTS FOR FISCAL YEAR 2019/20

PLANNING PROJECT APPLICATION

I. Project Name and Funding Request

a. Applicant Agency:

b. Funds Requested:

[Empty box for Applicant Agency]

[Empty box for Funds Requested]

[Empty box for Project Title]

c. Project Title:

d. Brief Project Summary:

[Empty box for 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 within 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.

[Large empty box for describing project elements]

- b. Check one: New Plan
 Update to existing 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 and is a standing committee. (Note: The BAC must include representatives of bicyclists/pedestrians prior to award of TDA3 funds)

Yes No In progress (expected date: _____)

- 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. Describe the project's anticipated schedule, including major milestones.

VI. 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:

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

*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:

Email Address:



City/County Association of Governments

of San Mateo County

TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN AND BICYCLE PROGRAM
CALL FOR PROJECTS FOR FISCAL YEAR 2019/20
CAPITAL PROJECT APPLICATION

I. Project Name and Funding Request

a. Applicant Agency:

[Form box for Applicant Agency]

b. Funds Requested:

[Form box for Funds Requested]

\$

c. Project Title:

[Form box for Project Title]

d. Brief Project Summary:

[Form box for 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:

[Form box for Brief description of project elements meeting Caltrans Standards]

c. Received California Environmental Quality Act (CEQA) approval?

- Yes No Not Applicable

Date of CEQA Approval:

[Form box for 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 required permits and/or agreements. Clearly indicate the date it was approved. Also list the required permit that are still pending, indicate the expected date of approval.

Name of Permit/Agreement	Date approved/obtained

Describe the project's design status including percent complete.

- d. Describe the project's anticipated schedule including major milestones, and construction start/end dates.

V. Community Support and Local Match

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

Yes No In progress (expected date:_____)

- b. Project has been approved by the agency 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)

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 crash history data within the last five years (2011-2015, or more recent if available) from the Statewide Integrated Traffic Records System (SWITRS).

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*) Describe if the project serves low income/transit dependent population and its proximity to Priority Development Areas (PDAs).

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

Describe parallel pedestrian amenities (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):

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:

\$	
----	--

Local Funds provided:

\$	
----	--

Local match percentage:

%	
---	--

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

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

*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 (i.e., 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:



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CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

TRANSPORTATION DEVELOPMENT ACT ARTICLE 3
PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS
FISCAL YEAR 2019/20
SCORING SHEET

Applicant Agency:	Rater Name:
I. Project Title:	Project type: <i>(check one)</i> <input type="checkbox"/> Capital
Application Number:	<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 as a standing committee	<input type="checkbox"/> Yes or NA	<input type="checkbox"/> No
e. BAC 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	
d. Schedule degree to which project can be completed before funds expire	0 = Major milestones and construction dates not included 1-4 = Major milestones and construction dates included and completed when funds expire 5 = Major milestones and construction dates included and completed before funds expire	5	
<i>Subtotal:</i>		<i>Max. 15</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		55	
b. <i>For Capital Projects Only (b – 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		
c. High use activity centers, population served, and proximity to PDAs	0 = no activity centers/PDAs in proximity or low income/transit dependent population served 2 - 3 = moderate number of activity centers/PDAs accessed or trips/low income/transit dependent population served 4 -5 = high number of activity centers and trips served, within PDA	5		
d. Pedestrian facility	0 = does not provide pedestrian facility 5 = provides a pedestrian facility	5		
e. 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		

f. Connection to network	0 = does not connect to network 1-4 = connects to local network 5 = connects to regional network	5		
g. 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. 75</i>	
Total Score:				
<i>(Maximum total points: 105)</i>				

*Capital Projects are highlighted in Orange;
 Planning Projects are highlighted in Green; and
 White cells indicate both Project types.

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CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS FISCAL YEAR 2019/20

SCORING SHEET

Revised: April 9, 2019 **Note: Gray shaded tables to be scored by staff**

I. Project Name and Funding Request	
a. Applicant Agency:	Rater Name:
I. Project Title:	Project type: (check one)
	<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	<input type="checkbox"/> No
c. CEQA approval, if applicable (Date of Approval: _____)	<input type="checkbox"/> Yes or NA	<input type="checkbox"/> No
d. BAC established as a standing committee	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> In Progress

	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 3 = R.O.W. certification complete or not required	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 (35%-65%-95%) Complete 4 = Design 100% complete (ready to advertise)	4	
d. Schedule degree to which project can be completed before fundsexpire	0 = No Major milestones and construction dates included 5 = Major milestones and construction dates included and completed before funds expire	5	
<i>Subtotal:</i>		Max. 15	

V. Community Support and Local Match <i>For all project types:</i>			
a. Project supported by BAC or other group(s)	0 = No documented support 1 - 3 = Support from BAC only 4 - 10 = Support from BAC and other group(s)	10	
b. Local Cash Match	0 = 0% match 2 = 10% match 4 = 20% match 6 = 30% match 8 = 40% 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 ___ Target low income/transit dependent population	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		55	
<i>For Capital Projects Only (b - g):</i> b. Safety: degree of reduction in injury risk	0 = minimal safety improvement 5 = moderate reduction of risk of severe crashes/injuries 10 = significant reduction of risk of severe crashes/injuries	10		
c. High use activity centers, population served, and proximity to PDAs	0 = no activity centers/PDAs in proximity or low income/transit dependent population served 2 - 3 = moderate number of activity centers/PDAs accessed or trips/low income/transit dependent population served 4 - 5 = high number of activity centers and trips served, within PDA	5		
d. Pedestrian facility	0 = does not provide pedestrian facility 5 = provides a pedestrian facility	5		
e. Transportation purpose	0 – serves recreational uses 1 - 5 = serves transportation trips	5		

f. Connection to network	0 = does not expand network 1-7 = expands local network 8-10 = expands regional network	5		
g. Consistent with plans	0 = not included in local or regional plans 1-5 = included in local or regional plans 6-10 = priority in local and regional plan	10		
<i>Subtotal:</i>		<i>Max. 60</i>	Max. 75	
Total Score: <i>(Maximum total points: 105)</i>				

*Capital Projects are highlighted in Orange;
 Planning Projects are highlighted in Green; and
 White cells indicate both Project types.

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