

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco
• Woodside*

To: City/County Managers
Public Works Directors
Interested Parties

From: John Hoang, Program Director

Date: May 10, 2019

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

The City/County Association of Governments of San Mateo County (C/CAG) is pleased to announce a Call for Projects, for eligible 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.

There is a total of **\$1,950,000** available for this Call for Project for FY 2019/20 Cycle. Grant applications 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

Only the 20 cities and the County of San Mateo, as well as Joint powers agencies composed of cities and/or the county operating in San Mateo County are eligible to receive this grant.

Applications are limited to one for Planning Project and one for Capital Project, per jurisdiction. The maximum grant amount for Planning Projects is \$100,000 with a 50% local cash match requirement, while the maximum grant amount for Capital Projects is \$400,000. There is no local cash match required for Capital Projects, but the amount of local match may affect project scoring.

Project Requirements

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 Application Instructions, 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 **5:00 p.m. on July 25, 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 the September 26, 2019 BPAC meeting and should not be part of 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 am – 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

**THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3
PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS
FOR FISCAL YEAR 2019/2020
APPLICATION INSTRUCTIONS AND PROJECT GUIDANCE**

The City/County Association of Governments of San Mateo County (C/CAG) is pleased to announce the Transportation Development Act Article 3 Pedestrian and Bicycle Program Call for Projects for the Fiscal Year 2019-2020 Cycle.

The goal of the TDA Article 3 Pedestrian and Bicycle Program is to fund specific projects that encourage and improve bicycling and walking conditions in San Mateo County. Bicycling and walking are sustainable forms of transportation and contribute to the overall goals of the TDA Article 3 to reduce commute corridor congestion, make regional connections, enhance safety, and meet local mobility needs.

A total of approximately **\$1.95 million** is available in TDA Article 3 funds for the Fiscal Year 2019-2020 Cycle. The 20 cities and the County of San Mateo as well as Joint powers agencies composed of cities and/or the county operating in San Mateo County are invited to submit applications for eligible bicycle and pedestrian related projects. Submittals are limited to one application for Planning Projects and one for Capital Projects, per agency. The maximum grant amount for Planning Projects (comprehensive bicycle and pedestrian plans) is set at \$100,000, with a 50% local cash match requirement, while the maximum grant amount for Capital Projects is \$400,000. There is no required match for Capital Projects, but the amount of match may affect project scoring.

A workshop will be held on **Wednesday, May 23, 2019 from 10 am - 12 nn at the SamTrans Auditorium: 1250 San Carlos Avenue, 2nd Floor, San Carlos, CA 94070** to provide information on the application process for all potential project sponsors.

The TDA Article 3 FY 19-20 Cycle, Call for Projects Application Instructions, Capital Projects Application Form, Planning Projects Application Form, and Scoring Sheet is attached to this Call for Projects and is also 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 **Thursday, July 25, 2019 at 5:00 p.m.** Please submit your TDA Article 3 applications to:

San Mateo C/CAG
Attn: John Hoang
555 County Center, 5th Floor
Redwood City, CA 94063

The proposed timeline for the TDA Pedestrian and Bicycle Program Call for Projects for FY 19/20 Cycle is as follows:

Call for Projects Issued	May 10, 2019
Application Workshop	May 23, 2019
Project Applications Due By 5:00 p.m.	July 25, 2019
Field Tours (TBD)	August/September 2019
Project Presentations for C/CAG BPAC	September 26, 2019
C/CAG BPAC Application Review & Recommendation	October 24, 2019
C/CAG Board Approval	November 14, 2019

If you have any questions regarding TDA Article 3 or the TDA FY 19-20 Call for Projects Application process, please contact John Hoang at (650) 363-4105 or jhoang@smcgov.org.

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 eligible 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 FY19/20 Call for Projects, 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

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 3 funds from MTC for bicycle and pedestrian projects. TDA Article 3 funds for FY 19-20 must be expended no later than **June 30, 2022**, after allocations are made by MTC. Unused funds are returned to the County fund and made available for future funding allocations. 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.

A total of approximately \$1.95 million is available in TDA Article 3 funds for the Fiscal Year 2019-2020 Cycle Call for Projects. Of this amount, C/CAG has set aside \$200,000 for Planning Projects (Comprehensive Bicycle and/or Pedestrian Plans) and \$1,750,000 for Capital Projects. The maximum grant amount for a Planning Project is set at \$100,000 with a 50% local cash match requirement, and \$400,000 for Capital Projects. There is no local cash match required for Capital Projects, but the amount of match may affect project scoring. In the event the Planning Project category is undersubscribed, C/CAG reserves the right to roll the remaining funds into the Capital Projects category.

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

**C/CAG reserves the right to roll undersubscribed funds to the Capital projects category*

***50% local cash match required*

A. GENERAL CRITERIA

All applicants must use the application 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 scoring guidance found in the scoring sheet. Only one application for Planning Projects and one for Capital Projects may be submitted by any one agency.

PROJECT SCREENING / BASIC ELIGIBILITY FOR TDA ARTICLE 3	
<ol style="list-style-type: none"> 1. Project Sponsors must be either; any of the 20 cities in San Mateo County, the County of San Mateo, or Joint powers agencies composed of cities and/or county operating in San Mateo County 2. Project must be located within San Mateo County 3. Project encourages walking and/or bicycling 4. Funding is for comprehensive bicycle & pedestrian plans, engineering and construction of eligible bike and pedestrian facilities, maintenance of 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	
CLEAR AND COMPLETE PROPOSAL	<ul style="list-style-type: none"> • Serves transportation purposes • Clearly describes the projects including, eligible elements and tasks • Clearly defines project scope and includes required documentation and attachments
READINESS	<ul style="list-style-type: none"> • Construction projects: permits and ROW secured • Has a solid funding plan • Design is either in progress or has been completed • Project schedule
COMMUNITY SUPPORT AND LOCAL MATCH	<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(s) • Local cash match
MEETS PROGRAM OBJECTIVES	<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 Joint powers agencies composed of cities and/or county 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 Joint powers agencies composed of cities and/or county operating in San Mateo

County (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 clarity and 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.

d. Schedule

List all major project milestones and construction dates. Describe the degree to which the project can be completed before the grant funds expire

V. COMMUNITY SUPPORT AND LOCAL MATCH

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:

<https://mtc.ca.gov/our-work/fund-invest/investment-strategies-commitments/transit-21st-century/funding-sales-tax-and-0>

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.

Support from the local BAC or BPAC and other stakeholders should be demonstrated, with letters of support or resolutions supporting the project. 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.

b. Local cash match:

All Planning Projects are required to provide at least 50% local cash matched.

There is no local cash match required for Capital Projects, but the amount of match may affect project scoring. Local cash match must be new money, excludes other grant funds previously allocated/received for the project.

In the event the Planning Project category is undersubscribed, C/CAG reserves the right to roll the remaining funds into the Capital Projects category.

Also see Section VII below.

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.

For Planning Projects Only:

- b. Planning Projects, descriptions will be scored based on the completeness of the 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, and how it targets low income as well as transit dependent population.

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.

b. 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

c. 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.

d. 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.

e. 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.

f. Relationship/Connection 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.

g. 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 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. Calculate the percentage of local match according to the equation below.

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

**Cash match only. Must be new money, excludes other grant funds previously allocated/received for the project.*

For Planning Projects Only:

Planning projects are required to provide at least a 50% local match to be considered for TDA Article 3 grant funds.

For Capital Projects Only:

- 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:

As an option, project sponsors can submit one (1) 5-minute video of your project location (either on a CD, thumb drive or electronic database such as Dropbox) as a supplement to each application. The BPAC will view these videos prior to the project presentations.

This field video is not required but is highly recommended to 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 scored by the C/CAG Bicycle and Pedestrian Advisory Committee at the October 24, 2019 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 14, 2019.

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. The BPAC 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:

<https://mtc.ca.gov/our-work/fund-invest/investment-strategies-commitments/transit-21st-century/funding-sales-tax-and-0>

G. ATTACHMENTS

- TDA Article 3 FY 19/20 Capital Project Application
- TDA Article 3 FY 19/20 Planning Project Application
- TDA Article 3 FY 19/20 Scoring Sheet



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:

\$

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 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.

--

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

IV. No Section IV for Planning Application

V. 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: _____)

Project is supported 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: (letters, resolution, minutes)

- b. **Local Cash Match:**
 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.*

Can this project be partially funded?

Yes No

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

VII. Single Point of Project Contact Information

Name: _____

Title: _____

Agency: _____

Telephone: _____

Email: _____



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:

[Empty text box]

b. Funds Requested:

\$ [Empty text box]

c. Project Title:

[Empty text box]

d. Brief Project Summary:

[Empty text box]

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:

[Empty text box]

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

- Yes No Not Applicable

Date of CEQA Approval:

[Empty text box]

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

- d. City /Town BAC established as a standing committee? Yes No In progress

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 Not Required
- b. 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

- c. Describe the degree to which design is complete (0% - 35% - 65% - 95% - 100% ready to bid)

- d. Describe the project's anticipated schedule including major milestones, and construction start and 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: _____)

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)

<i>Names of other group(s):</i>	<i>Type of support: (e.g., letters, resolutions)</i>

- b. Indicate Local Cash Match and percentage of project cost. (Also see Section VII)

Amount of Local Cash Match:	Percentage: (Local Match/total project cost)

VI. Meets Program Objectives

- a. Describe the need for the project and how the project addresses an identified problem, need and issue. 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

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

- f. 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.

- g. Project is consistent with local and/or regional plans (add lines, if necessary)

Type of Plan:	Name of Plan and Page No. (if applicable)
Circulation element of general plan	
San Mateo County Comprehensive Bicycle & Pedestrian Plan	
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 Cash Match:	\$ _____
Match Percentage:	_____ %

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

$$\frac{\text{Local Cash Matching Funds}}{\text{Total Project Cost}} = \text{Local Match Percentage}$$

Note: Local Match must be in the form of cash only and 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., grant) as part of the project? Yes No
 IF yes, please list the funding source and the grant amount:
- _____

VIII. Optional Field Video (Highly Recommended)

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

XI. Single Point of Contact Information

Name: _____

Title: _____

Agency: _____

Telephone: _____

Email: _____

C/CAG

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 26, 2019 Note: Gray shaded cells 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 N/A	<input type="checkbox"/> No
d. BAC established as a standing committee	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> In Progress

Note: Rater may assign points within the prescribed range	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 funds expire	0 = No Major milestones and construction dates included 1-5 = 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 documented support 1 - 3 = Support from BAC only 4 - 10 = Support from BAC <u>and other</u> 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>	

Note: Rater may assign points within the prescribed range

	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 1-10 = Moderatedescriptionofneed or problem 11-20 = Documented need, data cited	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 1-5 = moderate reduction of risks of severe crashes/injuries 6-10 = significant reduction of risks 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 - 5 = serves a wide variety of transportation trips	5		

f. Connection to network	0 = does not connect to network 1-3 = connects/expands local network 4-5 = connects to regional network	10		
g. Consistent with plans	0 = not included in local or regional plans 1-3 = included in local or regional plans 4-5 = priority in local and regional plan	5		
<i>Subtotal:</i>		<i>Max. 60</i>	<i>Max. 75</i>	
			Total Score:	
			<i>(Maximum total points: 105)</i>	

NOTE:

Gray cells are to be filled by staff

Capital Projects cells are highlighted in Orange

Planning Projects cells are highlighted in Green

White cells are for both types of Projects