

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*

AGENDA

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Date: Thursday, June 22, 2017
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 April 27, 2017 | Action
(Fraser) | Pages 1-3 |
| 4. | Receive a Presentation on the San Mateo County Safe Routes to School Program for School Year 2016-17 | Information
(Vallez-Kelley) | |
| 5. | Review and Provide Input to the Draft Call for Projects for the Safe Routes to School and Green Streets Infrastructure Pilot Program | Information
(Bogert/Yu) | Pages 4-23 |
| 6. | Receive an update on the Active Transportation Program | Information
(Yu) | Page 24-28 |
| 7. | Member Communications | Information
(Fraser) | |
| 8. | Adjournment | Action
(Fraser) | |

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

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

The next BPAC meeting will be held on Thursday, September 28, 2017.

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

Bicycle and Pedestrian Advisory Committee (BPAC)

Meeting Minutes

April 28, 2017

1. Call to Order

Chair Fraser called the meeting to order at 7:08 pm.

2. Public Comments On Items Not On The Agenda

There were no public comments.

3. Meeting Minutes of February 23, 2017 (Action)

No comments or revisions were made on the meeting minutes of February 23, 2017. Chair Fraser called for a motion to approve the February 23, 2017 Meeting Minutes.

Motion: Member Horsley moved/Member Colapietro seconded approval of the February 23, 2017 minutes. Members Martin and Wengert abstained. The motion carried 7-2-0.

4. Review and Recommend Approval of the Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program Call for Projects for the FY 17-18 Cycle

Eliza Yu provided an overview of the TDA Article 3 Pedestrian and Bicycle Program FY 17-18 Call for Projects. The amount of TDA Article 3 funds available for this call is approximately \$2,260,000. Project submissions for TDA Article 3 funds will be divided into the following categories: Comprehensive Bicycle and Pedestrian Plans and Capital Projects. The grant maximum for capital projects is to be set at \$400,000. Each jurisdiction may submit no more than three applications.

Staff recommended setting aside a total of \$350,000 for planning projects. The maximum grant amount for a planning project would be set at \$100,000. In the event that the Planning Projects set-aside is undersubscribed, C/CAG reserves the right to roll the remaining funds into the Capital Projects category. Staff recommended issuing the TDA Call for Projects for FY 2017/2018 by May 15, 2017 upon approval from the C/CAG Board of Directors.

After a thorough review of the Call for Projects Guidance, Applications and Score Sheet, Chair Fraser made a motion to recommend approval of the TDA Article 3 Pedestrian and Bicycle Program FY 17-18 Call for Projects under the condition that Staff makes the following changes:

- Change the local match equation to $\text{Local Match Percentage} = \text{Local Funds} / \text{Total Project Cost}$
- Have an option for the BPAC to conduct a field tour for select projects in the timeline
- State in the Capital Project Application that the video tour option is optional but highly recommended
- In the Capital Project Application under Local Match, state that other grant funds are not eligible to count towards the local match and to add a line for project sponsors to list any prior funds (ie. grants) they have received and plan to use towards their project (if applicable).

Motion: Chair Fraser moved to approve the TDA Article 3 Pedestrian and Bicycle Program FY 17-18 Call for Projects. Member Robinson seconded approval. The motion carried unanimously.

5. Discuss and Adopt the BPAC Absentee Member Scoring Practice

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

Motion: Member Colapietro made the motion that BPAC members must be present during the scoring meeting to have their scores count. Member Robinson seconded approval. The motion carried unanimously.

6. Member Communications

Member Colapietro asked staff what the C/CAG Board's decision was in regards to the OBAG2 Bicycle and Pedestrian Improvement Projects (BPIP) at the March Board meeting. Specifically, Member Colapietro wanted to know if Brisbane's Crocker Trail Commuter Connectivity Upgrades project was approved even though the BPAC did not recommend this project for Board approval. Staff confirmed that Brisbane's Crocker Trail Commuter Connectivity Upgrades project was indeed recommended for approval by the C/CAG Board.

Chair Fraser mentioned that May 11th is Bike to Work Day and asked that if any BPAC members know of any specific events to send the information to Eliza Yu for distribution purposes. Chair Fraser also mentioned that the Silicon Valley Bicycle Coalition will have their annual conference coming up.

7. Adjournment

Chair Fraser called for a motion to adjourn at 8:45 pm.

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

C/CAG Bicycle and Pedestrian Advisory Committee

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

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

Others in attendance at the April 2017 BPAC Meeting:

Eliza Yu C/CAG Staff
 John Hoang C/CAG Staff

C/CAG AGENDA REPORT

Date: June 22, 2017

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

From: Reid Bogert

Subject: Review and Provide Input to the Draft Call for Projects for the Safe Routes to School and Green Streets Infrastructure Pilot Program

(For further information or questions, contact Reid Bogert at 650-599-1433)

RECOMMENDATION

Review and provide input to the draft call for projects for the Safe Routes to School and Green Streets Infrastructure Pilot Program.

FISCAL IMPACT

Up to \$2 million.

SOURCE OF FUNDS

Funded in equal parts by local \$4 vehicle license fees (AB 1546) designated for regional stormwater pollution prevention programs and \$10 vehicle license fees (Measure M) designated for Safe Routes to School programs.

BACKGROUND

C/CAG staff is developing a call for projects for the Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program (Pilot Program), which is intended to fund integrated improvements within the public right-of-way that increase safety for children walking and biking to school, while also improving water quality, increasing urban greening, and enhancing the pedestrian environment. A primary goal of the Pilot Program is to demonstrate that green infrastructure and pedestrian improvements can be cost-effectively integrated to increase safety and achieve stormwater goals for C/CAG's member agencies. The Pilot Program is intended to fund combinations of vegetated curb extensions and pedestrian bulbouts/curb ramps with crossings/stripping at intersections or mid-block crossings near schools.

C/CAG will provide up to \$2 million in equal shares of local vehicle license fees designated for SRTS and stormwater pollution prevention to fund the Pilot Program. The Pilot Program is designed to provide grant funds with equal shares of SRTS and stormwater funds; as such, proposed projects must include balanced combinations of SRTS and stormwater features. Funds are available to C/CAG member agencies, and each agency may apply for a minimum of \$100,000 and a maximum of \$250,000 per project, with a two project limit per jurisdiction. If applying for funding for two projects, the proposed individual projects should be geographically separate or otherwise functionally distinct. Funds are for construction projects and costs only (planning, design, or staff time is not eligible for funding). There is a 15% local cash match requirement to further leverage C/CAG's funding.

Project locations must either be identified in an existing Walk Audit or Comprehensive Bicycle and Pedestrian Plan, and should directly benefit children walking or biking to/from a nearby public or private school. If not identified in a local Walk Audit or Bicycle/Pedestrian Plan, projects should occur within ½ mile of a school and provide reasonable justification for eligibility (e.g., accident statistics or other supporting data). The Pilot Program will not fund non-infrastructure projects, or ineligible project elements, including pedestrian or street lighting, illuminated crosswalks, or rectangular rapid flashing beacons (RRFB), which would potentially create an unbalanced cost distribution between stormwater and pedestrian features.

C/CAG and San Mateo County Office of Education staff co-hosted a coordination meeting on May 18, at which municipal representatives were paired with SRTS coordinators to learn about the planned solicitation and discuss potential project opportunities. C/CAG staff also plans to hold a pre-application workshop during the solicitation period to address specific questions from interested parties.

SRTS/Green Streets Infrastructure Project Schedule (tentative):

Event	Date
Call for Projects Issued	Mid-July, 2017
Applications Due	Friday, September 15, 2017
Selection Panel Reviews Applications	End of September, 2017
C/CAG Committees Review Selection Panel Recommendations	Thursday, October 19, 2017
C/CAG Board Considers Recommendations	Thursday, November 9, 2017
Execute Funding Agreements with Project Sponsors for Awarded Projects	Thursday, March 01, 2018
Construction Complete	Monday, October 01, 2019
Final Reimbursement Requests Due	Monday, December 31, 2019

ATTACHMENTS

1. Draft Safe Routes to School and Green Streets Infrastructure Call for Projects
2. Draft Safe Routes to School and Green Streets Infrastructure Application



*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*

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

Background

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

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

Project Call

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

A primary goal of the Pilot Program is to demonstrate that green infrastructure can be cost-effectively integrated with traditional Safe Routes to School infrastructure projects to enhance safety and to achieve stormwater pollutant load reductions for C/CAG’s member agencies, in accordance with the Municipal Regional Stormwater Permit (MRP). C/CAG will provide up to \$2.0 million to fund the Pilot Program through combining equal amounts of funding designated for SRTS and stormwater management. Funding is provided from local vehicle license fees designated for congestion management and pollution prevention. Applicants are eligible to apply for multiple project locations, but awards will be limited to two project locations per applicant, with a maximum grant award of \$250,000 per project location.

Eligible Applicants

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

Eligible Project Locations

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

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

Individual project locations, eligible for up to \$250,000 each with a limit of two projects per applying jurisdiction, should be geographically separate or otherwise functionally distinct so as to be designated as individual projects. If applying for funding for two project locations (such as two intersections in close proximity), the local agency should provide sufficient information regarding the designation as separate projects.

Eligible Activities

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

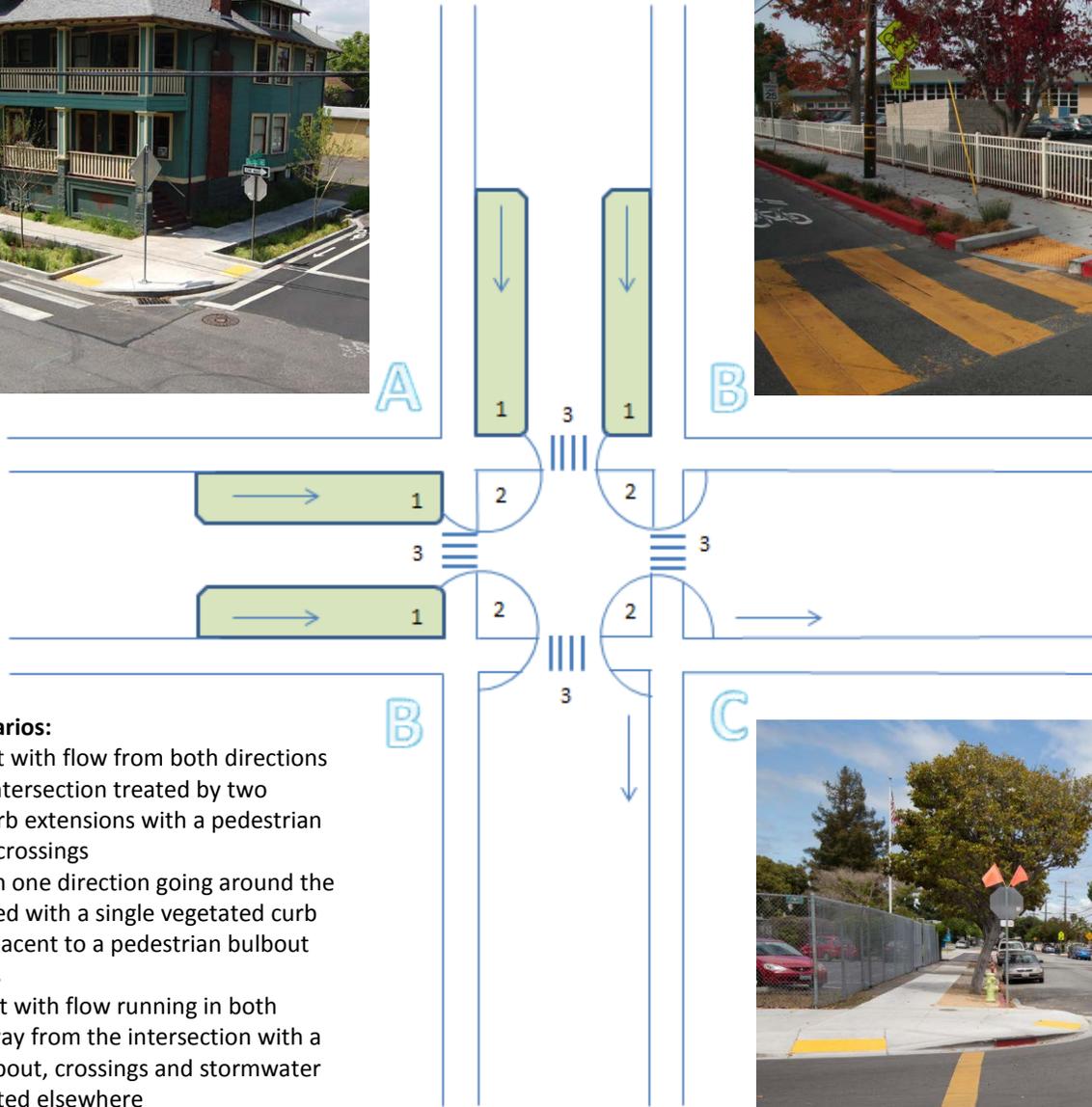
Eligible Project Elements

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

Eligible project elements could include:

- Vegetated curb extensions (1)
- Pedestrian bulb outs/curb ramps (2)
- Pedestrian striping/crosswalks (3)

Scenarios



Project Scenarios:

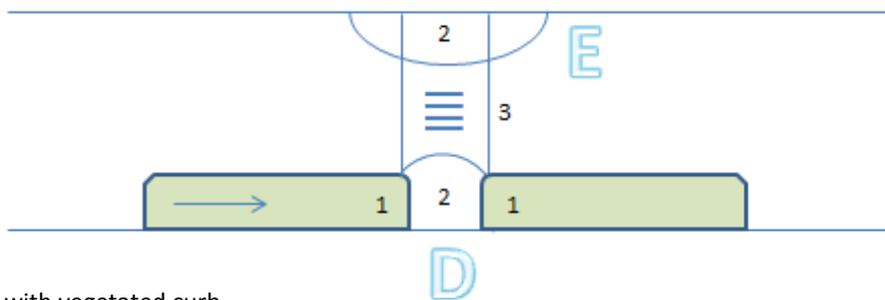
A – Low point with flow from both directions toward the intersection treated by two vegetated curb extensions with a pedestrian bulbout and crossings

B – Flow from one direction going around the corner, treated with a single vegetated curb extension adjacent to a pedestrian bulbout and crossings

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



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



Project Scenarios:

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

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

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

Project elements can include any individual or combination of scenario(s) A-E in Figures 1 and 2. These are generalized conditions and are meant to guide applicants toward identifying eligible project components. Site conditions and intersection retrofits will vary; however, **all proposed projects should demonstrate an equal balance among stormwater and SRTS improvements** using the eligible project elements (1, 2, 3). For example, if an intersection improvement project only includes standard pedestrian bulbouts (e.g., no vegetated curb extensions to manage stormwater, as in scenarios C and E), due to specific site conditions and direction of stormwater flow, an additional scenario would need to be included that manages stormwater (e.g., scenarios A, B, or D) and C or D and C). Projects need not be constructed at four-way intersections. The pictures associated with each scenario are examples of what would be considered eligible project designs, and more example projects throughout San Mateo County are provided in the **Resources** section below.

In regard to sizing vegetated curb extensions, C/CAG is seeking to fund projects that will help in reducing pollutant loads, as required under the Municipal Regional Permit. As such, project proposals should include sizing details for the green infrastructure features. Project applicants should indicate whether the proposed green infrastructure elements meet the 4% “rule of thumb” sizing (treatment area to tributary drainage area), or have been sized more efficiently in accordance with the Countywide Water Pollution Prevention Program’s C.3 Technical Guidance manual. Proposals should delineate tributary drainage areas, stormwater flow direction, and locations of existing storm drain inlets in the project vicinity.

Project proposals should generally show a balance between SRTS and green infrastructure features and associated costs. In order to maintain relative balance between SRTS and stormwater costs within projects, the following pedestrian and green infrastructure enhancements will not be funded. Project proposals may include these elements, but the associated costs of these elements will not be reimbursed, and project applicants will need to identify these costs separately in the proposed budget.

This pilot program will NOT fund the following pedestrian enhancements:

- Pedestrian or Street Lighting
- Rectangular Rapid Flash Beacon (RRFB)
- Illuminated Crosswalks
- Raised Crosswalks

This pilot program will NOT fund the following stormwater features:

- Landscaping elements that are not designed to capture and manage stormwater, unless proposed as part of a pedestrian bulb out that is not suitable for stormwater management due to flow direction or other constraints
- Porous pavement/asphalt/concrete in-lieu of vegetated curb extensions/bulb outs

Funding Details

There is a total of up to \$2.0 million dollars available under the current call for projects. Grant funds may only be used to fund construction costs. A minimum of \$100,000 and a maximum of \$250,000 will be awarded per project (two project limit per jurisdiction). A local cash match of 15 percent of construction costs is required for program eligibility.

This integrated pilot program is a cost reimbursement program, and all reimbursements will be made after documentation of the completed project is submitted with invoices. Part of the purpose of the pilot program is to determine the relative cost share between SRTS and stormwater elements of integrated projects. Reimbursement requests (including photo documentation of completed projects) should detail final project construction costs, and provide best estimates of the share of costs split between the two programmatic elements. Indirect costs, including any staff time, will not be reimbursed.

The 15 percent local match will be applied to the physical construction costs, and this amount will be taken off of the top of construction costs when reimbursements are requested. Therefore, reimbursements will be 85 percent of physical construction costs, or the full amount of the grant

request, whichever is less. For example, a project that requests \$250,000 through the program, but which has \$275,000 in actual construction costs would be reimbursed \$233,750 at the end of the project. The reimbursed amount is equal to the actual construction cost less the 15 percent local match (\$41,250). If the actual construction costs were at least \$287,500 (which is the \$250,000 maximum per project amount, plus the 15 percent local match), then the agency would be reimbursed the full \$250,000 requested.

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

Mandatory Application Elements

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

1. A letter of support from the participating school district, explaining how the proposed project will leverage existing SRTS programming or other efforts related to improve walking and biking conditions for children to and from school.
2. A map of the project area showing the project location, the location of the benefitting school(s), and any relevant land use or transportation information. Also include a walking or biking route map to the school, if applicable. Include documentation that proposed location is included in a walk audit or is within a ½ mile of a school with other relevant justification for the appropriateness of the location.
3. A schematic or conceptual design of the proposed SRTS and stormwater infrastructure elements, including the direction of stormwater flow and any relevant street characteristics, including storm drain infrastructure in the project vicinity. The schematic should also include delineations of drainage areas to and treatment capacities for each stormwater feature. Projects will be awarded full points for achieving the Municipal Regional Permit's Provision C.3.d. sizing criteria for the entire drainage area (including estimates for run-on from adjacent parcels) treated by the proposed stormwater features. At a minimum, the proposed features should be sized to treat the drainage area of the street (crown to curb) draining to the feature, using the 4% "rule of thumb" (treatment area to drainage area). More detailed sizing calculations are encouraged using the [SMCWPPP Provision C.3.d. sizing calculation sheet for combination flow and volume based criteria](#), however, as these will better help the selection committee in reviewing proposed projects and will ensure the facilities are appropriately sized.
4. A long-term operations and maintenance (O&M) plan for the stormwater features. The plan should include details (frequency and actions) about specific maintenance activities, including roles and responsibilities, and dedicated funding for the following operations and maintenance components:
 - a. Removal of trash/debris
 - b. Vegetation maintenance
 - c. Erosion control/mulch replacement
 - d. Aesthetics/safety
 - e. Upkeep of overall function of the stormwater features

If there is an agreement between the applying local agency and the benefitting school as to who is responsible for O&M, this should be clearly described in the plan. It should also be recognized that ultimately the applying agency is responsible for ensuring proper long-term maintenance of the stormwater features.

*See [C.3 Technical Guidance Appendix G](#) for recommended O&M actions and an O&M template to maintain green streets stormwater features.

5. A scope of work, project budget, and schedule with specific timelines and tasks for expected deliverables, from design through construction. To the extent feasible, the proposed budget should show the expected cost distribution between the SRTS and green infrastructure components. The actual cost distribution will be reviewed during the reimbursement process, so all final bids and change orders must be submitted with reimbursement requests. The project budget must specify the requested grant amount, which should be calculated as the total estimated construction cost less the 15 percent local match to be applied toward construction. A 10 percent construction contingency cost line item is permitted. See example under **Funding Details**.

Recommended Project Elements

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

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

Resources

Project Examples – The following Google Street View links show infrastructure projects in San Mateo County that demonstrate integrated stormwater and pedestrian improvements at intersections that would qualify for funding by this pilot program (note: some projects show project elements that are ineligible for grant funding, such as flashing beacons and pedestrian-scale lighting).

[Burlingame Ave. and Park Rd., Burlingame](#)

[1651 Hillside Blvd., Colma](#)

[Delaware St. and E 16th St., San Mateo](#)

[Humboldt St. and College Ave., San Mateo](#)

[Mid-block crossing N Humboldt St., San Mateo](#)

[Laurel Elementary School, San Mateo](#)

[Arroyo Ave and El Camino Real, San Carlos](#)

[Old County Rd. and Riverton Dr., San Carlos](#)

Design Guidance – Below is a list of resources for guidance and typical designs, standards and details, as well as operations and maintenance considerations, for green streets stormwater infrastructure.

[C.3 Stormwater Technical Guidance](#)

[San Mateo County Sustainable Green Streets and Parking Lots Design Guidebook](#)

[Bay Area Urban Greening Intersection Retrofit Typical Details \(Report and Conceptual Designs under “Design Charrette” tab at bottom of page\)](#)

[SFPUC Stormwater Design Guidelines, Typical Details and Specifications](#)

[EPA – Elements of a Green Infrastructure Maintenance Business Plan](#)

Evaluation Criteria

Evaluation Criteria	Description	Max Points
Existing Conditions	The project addresses site-specific SRTS and stormwater management needs and demonstrates the benefits of integrating transportation/pedestrian road improvements with green infrastructure for stormwater management.	23
Proposed Project	Project has a well-defined scope of work and timeline identifying the key purpose and objectives.	37
Project Timeline and Budget	Timeline and budget for all phases of project, including information on match requirement (how much is provided and for what construction costs).	10
School and Community Support	Project demonstrates meaningful community support from the benefitting school district, school(s) and other community stakeholders.	30
Total		100

Application Submission

Applicants must submit 5 bound copies and 1 electronic copy of the completed application along with all of the required and supporting documents. All applications must be received at the C/CAG office by **Friday, September 15, 2017 at 5:00 pm**. A workshop for prospective applicants will be held on **XXX**.

Please submit applications to:

Reid Bogert, Stormwater Program Specialist
 C/CAG
 555 County Center, 5th Floor
 Redwood City, CA 94063

C/CAG Safe Routes to School and Green Streets Infrastructure Pilot Schedule (tentative)

Event	Date
Call for Projects Issued	Mid-July, 2017
Applications Due	Friday, September 15, 2017
Selection Panel Reviews Applications	End of September, 2017
C/CAG Committees Review Selection Panel Recommendations	Thursday, October 19, 2017
C/CAG Board Considers Recommendations	Thursday, November 9, 2017
Execute Funding Agreements with Project Sponsors for Awarded Projects	Thursday, March 01, 2018
Construction Complete	Monday, October 01, 2019
Final Reimbursement Requests Due	Monday, December 31, 2019

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



Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program Project Application

Section I: General Project and Applicant Information

General Project Information

Sponsor Agency:

Project Title:

Amount of Funds Requested (\$):

Note: Minimum request is \$100,000 and maximum award is \$250,000 per project location (2 project limit per applying jurisdiction)

Participating School District:

Participating School Name(s) & Address(es):

Contact information of District Safe Routes to School Coordinator:

Project Manager

Name:

Title:

Agency:

Phone Number:

E-mail Address:

Mailing Address:

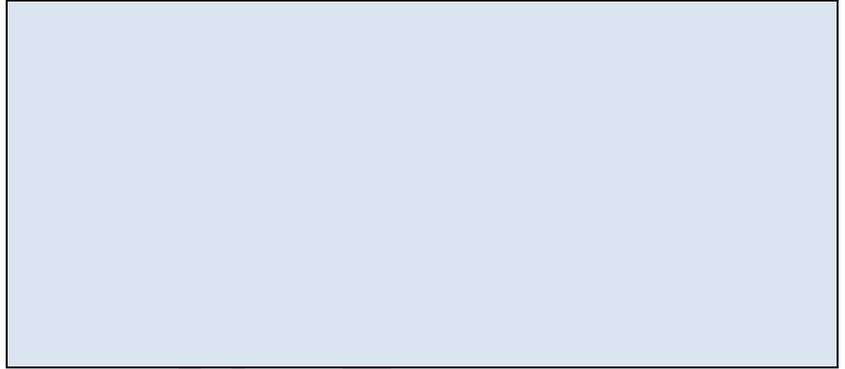
City, State, Zip:

Section II: Existing Conditions

A. Project Need

1. Description of project location and boundaries:

Please attach a map of the project area showing the project location, the location of the benefitting school(s), and any relevant land use or transportation information. Also include a walking or biking route map to the school if applicable.

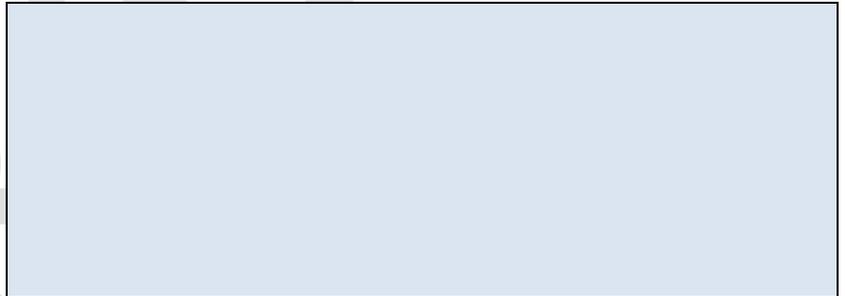


2. Why is the project needed?

What are the current risks and/or obstacles (physical or perceived) to walking and/or bicycling to and from your school site(s), including for children with disabilities?



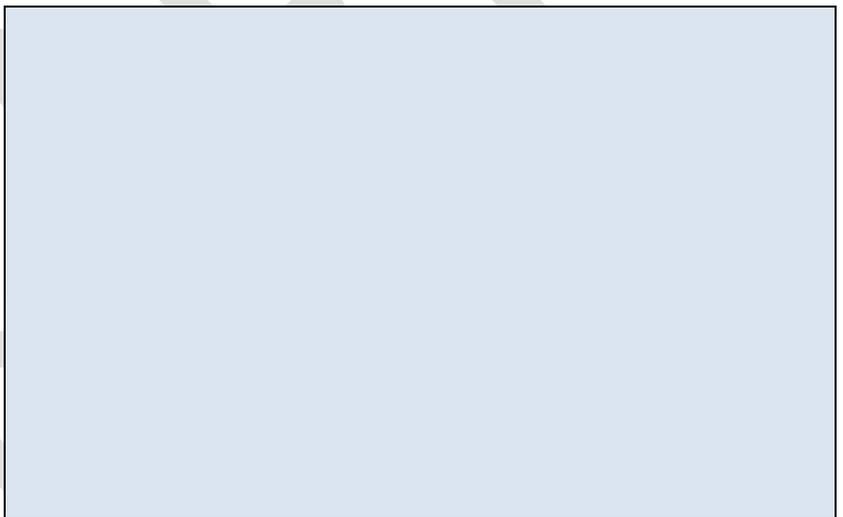
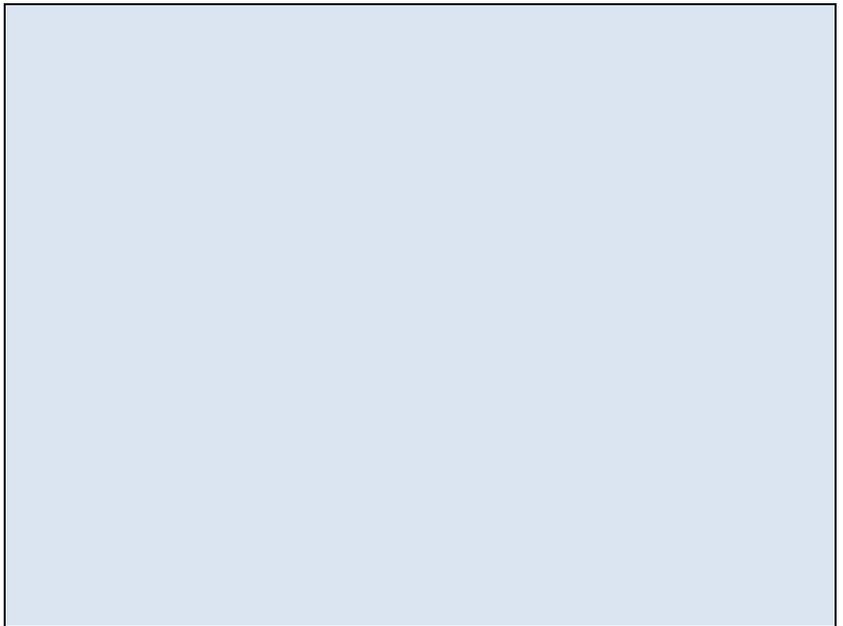
3. How will the project address stormwater management needs at this site and what additional water quality and community benefits will be provided in terms of flow and/or volume capture, flood mitigation, or aesthetic enhancement?



4. Proposed project locations should have been previously mentioned in a city/County Walk Audit or Pedestrian Bike Plan. Include the name of the document and relevant page numbers, as well as an electronic link.

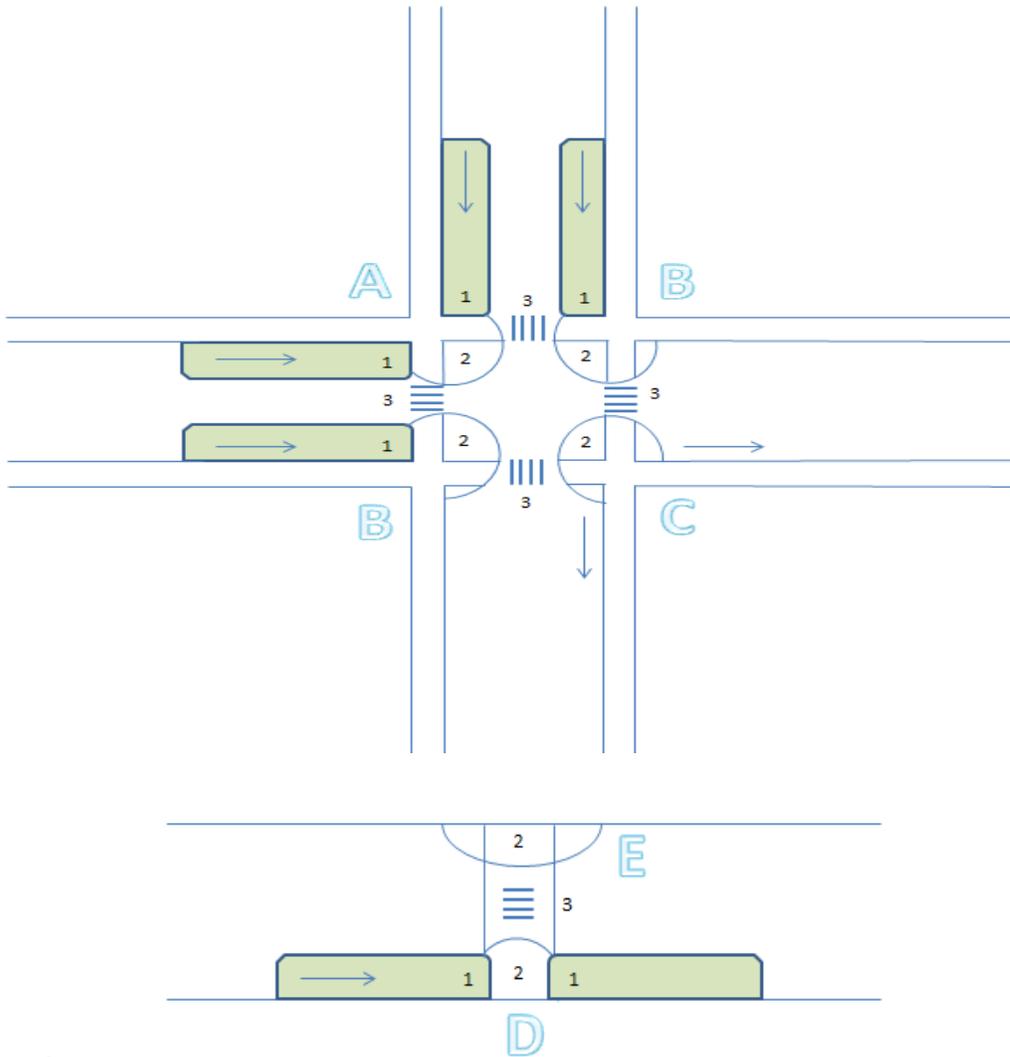
If not mentioned in Walk Audit or Pedestrian Bike Plan, proposed projects must be within a ½ mile radius of school and reasonable justification for the project should be provided, such as accident statistics or other data as to why the particular location is deemed appropriate.

5. Does the proposed project provide direct benefits to an existing local or countywide plan, or directly support goals, objectives, or projects in other plans, including bike and pedestrian master plans, community-based transportation plans, complete or sustainable streets plans, etc.? If so, provide supporting evidence of the connection between the proposed project and such plans.



Provide photos indicating existing conditions and include in your Attachments section.

Section III: Proposed Project



Project Scenarios:

A – Low point with flow from both directions toward the intersection treated by two vegetated curb extensions with a pedestrian bulbout and crossings

B – Flow from one direction going around the corner, treated with a single vegetated curb extension adjacent to a pedestrian bulbout and crossings

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

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

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

Legend (Eligible Project Elements):

- Vegetated Curb Extensions (1)
- Pedestrian Bulbouts/Curb Ramps (2)
- Pedestrian Striping/Crosswalks (3)

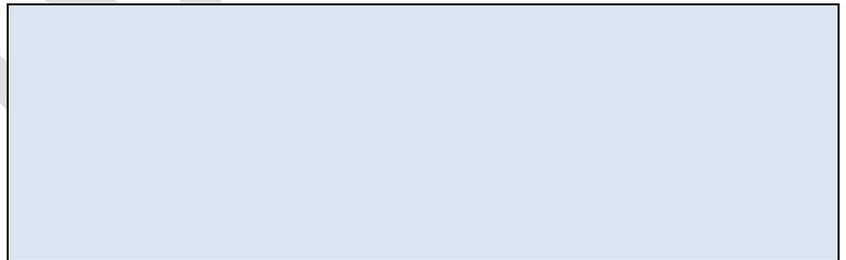
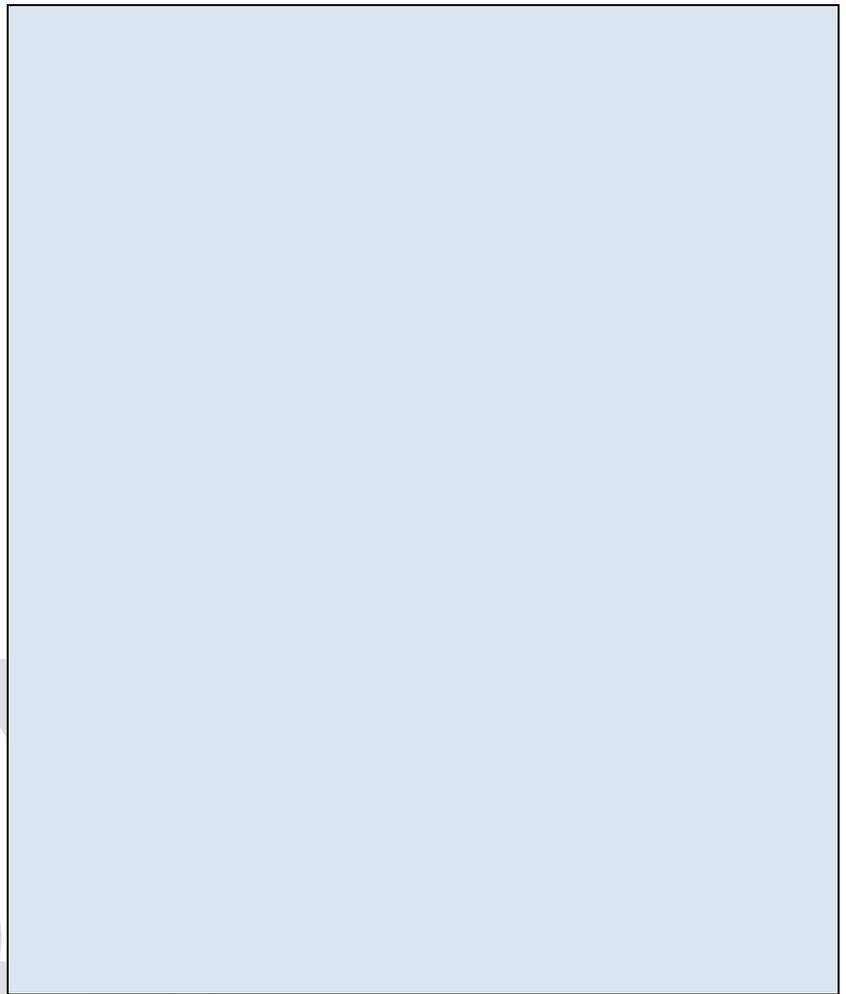
A. Project Components

1. Use the diagram on previous page to explain the proposed SRTS and stormwater infrastructure elements, demonstrating how the proposed components will achieve the SRTS and stormwater goals of this pilot program.

For example, you might describe the proposed project as a combination of scenarios A and D, where you have two vegetated curb extensions and a pedestrian bulbout at a sump condition at one corner of an intersection and a vegetated curb extension and bulbout at a mid-block crossing.

If the project includes an alternative to the general scenarios shown in the diagram above, describe the SRTS and stormwater infrastructure components, illustrating the integration of pedestrian and stormwater infrastructure and indicating the direction of stormwater flow.

2. Explain how the proposed project demonstrates a balanced approach to integrating SRTS improvements with stormwater features, both in terms of estimated costs and allocation of project features in the proposed design.



3. Include as an attachment a simple design concept of all proposed project features. Concepts should include a map delineating the drainage areas for each stormwater feature (either an estimate of the overall drainage area, including adjacent parcels, or at least the crown to curb delineation). At minimum use the 4% of drainage area sizing criteria for calculating the proposed dimensions of the stormwater features. More detailed sizing analysis via the [C.3 Technical Guidance combined flow/ volume sizing calculations](#) is encouraged to optimize sizing and assist the selection committee in evaluating projects. Where the standard C.3.d sizing criteria from the Municipal Regional Stormwater Permit cannot be met, please still include the estimated treatment capacity of the facilities for evaluation. Concepts should also show the location of existing storm drain inlets in the project area.

4. Does the project concept include educational signage to inform the public about stormwater management/SRTS goals?

B. Logistics

1. Do you have Right of Way clearance for all property involved with your project? You must confirm you have the necessary Right of Way in order to receive a grant.

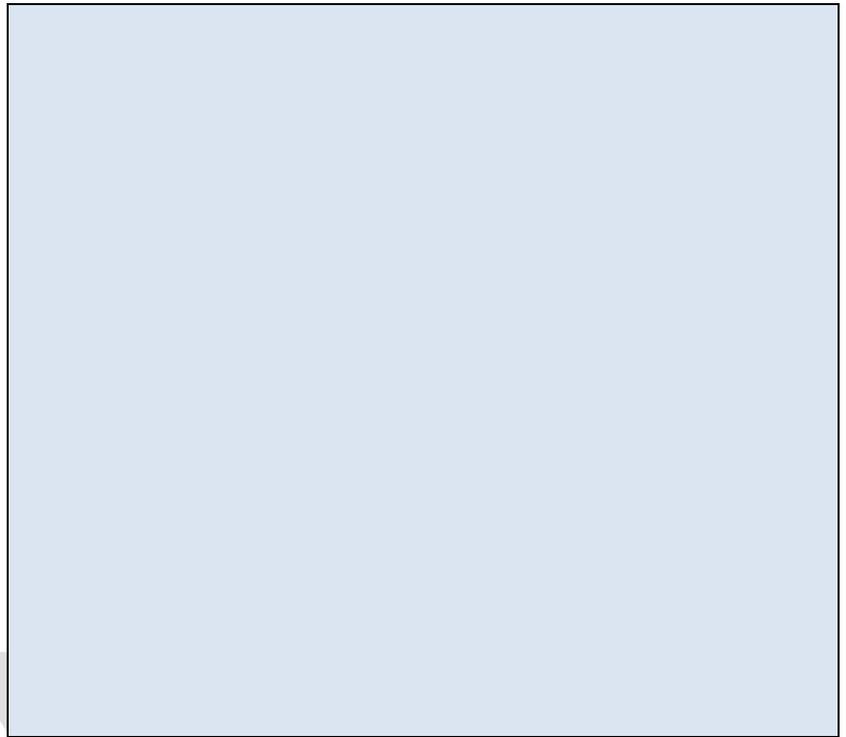
Yes

No

C. Operations and Maintenance

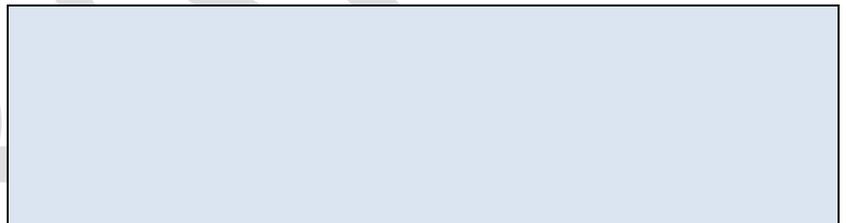
1. Provide a long-term operations and maintenance plan for the completed facilities – identify who will be responsible for long-term operations and maintenance and the dedicated source of funding to ensure sustained operations and maintenance.

Operations and maintenance plans should identify planned maintenance activities and the frequency of these activities, e.g. debris clean-out three times a year; replanting after two years of project completion (if needed), etc. See guidance document for resources. Plans may be included as a separate attachment.



D. Project Readiness

1. Indicate the Readiness to Proceed for the proposed project. Projects that demonstrate a high degree of readiness to proceed will be awarded more points in the scoring process.



Section IV: Project Timeline and Budget

A. Timeline and Budget

1. Please provide a proposed project budget and timeline, including all phases of the project (i.e., planning, design and construction). The budget should include a 15% cash only local match from the project sponsor applied to the total construction cost, so that the requested grant amount is equal to 85% of the total proposed construction cost (see application guidelines for example under Funding Details). All requested and match funds may only be used for eligible project construction costs. The proposed budget may include a 10% contingency for construction. Please include budget and timeline as an attachment to the application.

Section V: School and Community Support

A. School and Community Support

1. Does this project have the support from the participating school?

- Yes – Attach letter of support from school district

No – School district support is mandatory, grant proposals without a letter of support will not be considered

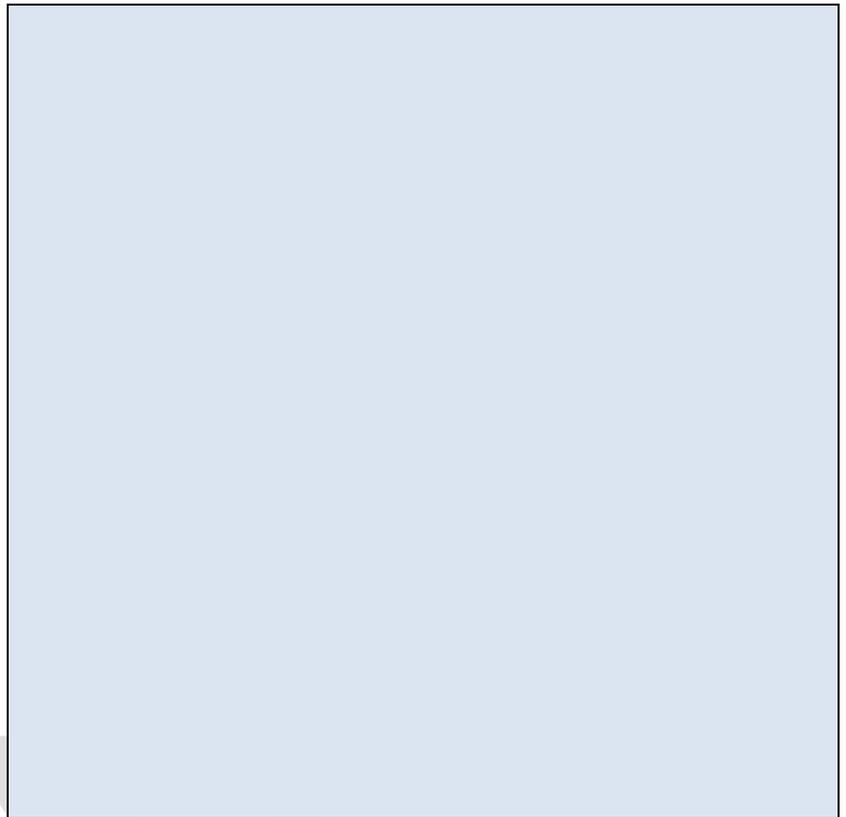
2. Does this project have local community support or involvement?

- Yes – Attach any supporting documentation (e.g. letters of support from local city council, major property owners, neighborhood associations, community groups, transit operators, etc.)

No

3. Describe any existing programs at the participating school(s) (including SRTS initiatives) that educate, encourage, or enhance walking or bicycling to school. This information can be provided by the principal of the school or SRTS coordinator and include information pertaining to any:

- Walking/biking/safety curriculum taught by the school
- Frequency of and participation in encouragement programs
- Anything else that the school/district has done that makes walking and biking easier, safer, or the preferred transportation choice



DRAFT

C/CAG AGENDA REPORT

Date: June 22, 2017
To: C/CAG Bicycle & Pedestrian Advisory Committee (BPAC)
From: Eliza Yu
Subject: Receive an Update on the Active Transportation Program

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

RECOMMENDATION

That the BPAC receive an update on the Active Transportation Program.

FISCAL IMPACT

None

SOURCE OF FUNDS

\$100 million annually from the Statewide Road Maintenance and Rehabilitation Account per Senate Bill 1

BACKGROUND

The Active Transportation Program (ATP) was created by Senate Bill 99 and Assembly Bill 101 to promote active transportation modes such as bicycling and walking. The ATP aims to: 1) Increase the proportion of biking and walking trips, 2) Increase mobility and safety for non-motorized users, 3) Enhance public health, including the reduction of childhood obesity through the use of projects eligible for Safe Routes to Schools Program funding, 4) Ensure disadvantaged communities fully share in program benefits, and 5) Provide a broad spectrum of projects to benefit many types of active transportation users.

For ATP Cycle 3, which spans from Fiscal Years 2019/20 and 2020/21, the California Transportation Commission (CTC) had adopted the statewide ATP Cycle 3 Projects in December of 2016 and the regional ATP Cycle 3 Projects in March of 2017. In April 2017, Senate Bill 1 was passed which directed \$100 million annually from the Road Maintenance and Rehabilitation Account to the ATP to be available during the 2017/18 and 2018/19 Fiscal Years. However, the \$200 million augmentation are derived from state funds so projects that are fully funded from this augmentation do not need to be federal aid eligible. In addition, Fiscal Years 2019-20 and 2020-21 may become available for programming if any approved Cycle 3 projects need to be extended.

The Commission approved timeline for the 2017 Active Transportation Program Augmentation is as follows:

- Workshops to develop guidelines – June 9, 2017
- Adoption of guidelines – June 28-29, 2017
- Applications due – August 1, 2017
- Program adoption, statewide and small urban & rural components – October 18-19, 2017
- Program adoption, large Metropolitan Planning Organization component – December 6-7, 2017

The Draft 2017 ATP Augmentation Guidelines will potentially allow for this funding available to either already programmed projects that can be delivered earlier than currently programmed or for projects that applied for funding in the 2017 ATP Cycle 3 but were not selected for funding. The call for projects will be open to project sponsors that had already applied in Cycle 3. Due to the condensed timeline, it is likely that no new application material will be needed. Instead, the requirements will consist of an updated Project Programming Request (PPR) Form that shows the same scope as previously submitted, an updated timeline, and amounts listed by phase from the Cycle 3 project sponsors.

The CTC will present the 2017 ATP Augmentation Guidelines to the Commission on June 28, 2017.

ATTACHMENTS

1. CTC's Draft 2017 Active Transportation Program Augmentation Guidelines

Draft 2017 Active Transportation Program Augmentation Guidelines

These guidelines are the policies and procedures specific to the use of 2017-18 and 2018-19 fiscal year funding from the Road Maintenance and Rehabilitation Account for the Active Transportation Program (ATP) – hereby known as the 2017 ATP Augmentation. The California Transportation Commission (Commission) is statutorily required to adopt the guidelines and selection criteria for and define the types of projects eligible to be funded through the ATP.

I. Authority and Purpose

Senate Bill (SB) 1, signed by the Governor on April 28, 2017, directs \$100 million annually from the Road Maintenance and Rehabilitation Account to the ATP beginning in the 2017-18 fiscal year. The following policies and procedures address the use of 2017-18 and 2018-19 fiscal year funding from the Road Maintenance and Rehabilitation Account for the ATP. Unless otherwise expressly modified by statute or these guidelines, the Commission will follow the 2017 ATP Guidelines at [http://catc.ca.gov/programs/ATP/2017/Final Adopted 2017 ATP Guidelines.pdf](http://catc.ca.gov/programs/ATP/2017/Final_Adopted_2017_ATP_Guidelines.pdf).

II. Funding and Programming Years

The 2017 ATP Augmentation is funded from the approximately \$200 million allocated from the Road Maintenance and Rehabilitation Account to the ATP in fiscal years 2017-18 and 2018-19. **The Road Maintenance and Rehabilitation Account funds are state funds. Therefore, projects funded in the 2017 ATP Augmentation do not need to be federal-aid eligible.** The initial programming capacity for the 2017 ATP Augmentation program is in fiscal years 2017-18 and 2018-19. Some fiscal year 2019-20 and 2020-21 programming capacity may become available as previously programmed projects request advancement into fiscal years 2017-18 and 2018-19.

III. Distribution

The funding available for the 2017 ATP Augmentation will be distributed into the Statewide Component, the Small Urban & Rural Component, and the Metropolitan Planning Organization (MPO) Component, in the same manner as specified in Section II (5) of the 2017 ATP Guidelines. The 2017 ATP Augmentation Fund Estimate must indicate the funds available for each of the program components.

IV. Schedule

The following schedule lists the major milestones for the development and adoption of the 2017 ATP Augmentation:

Guidelines Development Workshop	June 9, 2017
2017 ATP Augmentation Guidelines presented to Commission	June 28, 2017
Commission hearing and adoption of 2017 ATP Augmentation Guidelines	June 28, 2017
Call for Projects	June 30, 2017
Project submittals to Commission (postmark date)	August 1, 2017
Staff recommendation for Statewide and Small Urban & Rural Components posted	August 31, 2017
MPO project programming recommendations to Commission	September 29, 2017
Commission adopts 2017 ATP Augmentation - Statewide and Small Urban & Rural Components	October 18-19, 2017
Commission adopts 2017 ATP Augmentation - MPO Component	December 6-7, 2017

V. Project Eligibility

Funding for the 2017 ATP Augmentation will only be available to:

- Projects programmed in the adopted 2017 ATP that can be delivered earlier than currently programmed
- Projects that applied for funding in the 2017 ATP but were not selected for funding

Projects that were awarded funds in 2017 ATP will remain in the component from which they were originally funded. In other words, a 2017 ATP project awarded funding from the Small Urban & Rural Component will remain in that component and a 2017 ATP project awarded funding from the MPO Component will remain in that component.

A. Statewide and Small Urban & Rural Components

- 1) Projects that were awarded funds in the 2017 ATP Statewide and Small Urban & Rural Components may apply to advance one or more of their project components into the 2017-18 and/or 2018-19 programming years.
- 2) Projects that applied for funding in the 2017 ATP but were not selected for funding.

Scores can be found at the following link:

http://www.catc.ca.gov/programs/ATP/2017/Final_Scores_2017/2017_ATP_All_Score_Score_Order_rev.pdf.

In the event Commission staff determines that there are not enough viable projects submitted in the 2017 ATP to fully utilize the funds available in the Statewide and/or Small Urban & Rural Components of the 2017 ATP Augmentation, the Commission may elect to hold a 2017 ATP Augmentation supplemental call for projects.

B. MPO Component

- 1) Projects that were awarded funds in the 2017 ATP MPO Component may apply to advance one or more of their project components into the 2017-18 and/or 2018-19 programming years.
- 2) Projects on the MPO 2017 ATP contingency list.

In the event an MPO determines that there are not enough viable projects from their 2017 ATP MPO contingency list to fully utilize the funds available in their 2017 ATP Augmentation component, the MPO may hold a 2017 ATP Augmentation supplemental call for projects. An MPO making such a determination must, by August 31, 2017 submit a letter signed by the Chief Executive Officer explaining the basis for the determination. A supplemental MPO call for projects must utilize that MPO's 2017 ATP guidelines. Recommendations for funding, along with copies of all applications received, must be submitted to the Commission by September 29, 2017.

VI. Project Selection Process

All projects applying for funding in the 2017 ATP Augmentation, including projects with no change to the schedule or funding plan, must submit the following supplemental application material.

A. Supplemental Application Material

- 1) Updated Schedule and Funding Plan

Each applicant must submit a Project Programming Request Form. A template of this form in Excel may be found at www.dot.ca.gov/hq/transprog/ocip/2016stip.htm. The Project Programming Request Form must list Federal, State, and local funding categories by fiscal year, and must include an updated schedule (project milestones). The applicant must also include documentation that the availability of all other funds committed to the project are consistent with the updated schedule, i.e. the project must still be fully funded.

2) Authorization Letter

Each applicant must submit a letter, signed by the Chief Executive Officer or other officer authorized by the applicant's governing board, confirming that the project can be delivered in the time frame proposed in the updated Project Programming Request and that the project is still fully funded.

B. Criteria and Evaluation

- 1) Projects will be selected for the 2017 ATP Augmentation based on the project's 2017 ATP score and project deliverability according to the following priority order.
 - a. Projects that can deliver all components in 2017-18 and 2018-19.
 - b. Projects that can deliver one or more but not all of their components in 2017-18 and 2018-19. The capacity to program all components of these projects will depend on fiscal year 2019-20 and 2020-21 programming capacity becoming available as previously programmed projects are advanced.
 - c. Some fiscal year 2019-20 and 2020-21 programming capacity may become available as previously programmed projects request advancement into fiscal years 2017-18 and 2018-19. Therefore, other projects that applied for funding in the 2017 ATP (those that cannot deliver one or more of their project components in the 2017-18 or 2018-19 programming years) may compete for funding in the 2017 Augmentation.
- 2) As potential applicants review their projects schedules when they consider applying for the 2017 ATP Augmentation they should keep in mind that most of the available funding will be in fiscal years 2017-18 and 2018-19. Therefore, projects that can be delivered using these earlier year funds are more likely to be successful in the 2017 ATP Augmentation.

C. Submittal of Supplemental Application Material

Supplemental application material must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Project applications should be addressed or delivered to:

Susan Bransen, Executive Director
California Transportation Commission
1120 N Street, Mail Station 52
Sacramento, CA 95814

The Commission will consider only projects for which five hard copies and one electronic copy of the aforementioned supplemental material are submitted postmarked by the appropriate deadline. By the same date, an additional copy must also be sent to the Regional Transportation Planning Agency or County Transportation Commission within which the project is located and to the Metropolitan Planning Organization (a contact list can be found at www.dot.ca.gov/hq/tpp/offices/orip/).