

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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# AGENDA

## BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

**Date:** Thursday, September 28, 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<br>(Fraser)                   |            |
| 2. | Public Comment On Items Not On The Agenda   | Limited to 3 minutes<br>per speaker. |            |
| 3. | Meeting Minutes of the June 22, 2017 Meeting  | Action<br>(Fraser)                   | Pages 2-5  |
| 4. | Project Applicant Presentations for<br>the Transportation Development Act<br>Article 3 (TDA Article 3) FY 17-18 | Information<br>(Muse)                | Pages 5-25 |
| 5. | Member Communications   | Information<br>(Fraser)              |            |
| 6. | Adjournment   | Action<br>(Fraser)                   |            |

If you have any questions regarding the C/CAG Bicycle and Pedestrian Advisory Committee Meeting Agenda, please contact Sara Muse at 650-599-1460 or [smuse@smcgov.org](mailto:smuse@smcgov.org)

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

**The next BPAC meeting will be held on Thursday, October 26, 2017.**

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

**Bicycle and Pedestrian Advisory Committee (BPAC)  
Meeting Minutes**

**June 22, 2017**

**1. Call to Order**

Chair Fraser called the meeting to order at 7:02 pm.

Members Present: Deirdre Martin, Ken Ibarra, Marina Fraser, Marge Colapietro, Matthew Self, David Stanek, Karyl Matsumoto (arrived 7:15pm), Malcolm Robinson, Don Horsley

Members Absent: Daina Lujan, Ann Wengert, Ann Schneider, Rob Lawson, Gary Pollard

Staff/Guests Attending: Eliza Yu, John Hoang, Matt Fabry, Reid Bogert, Emma Shlaes

**2. Public Comments On Items Not On The Agenda**

There were no public comments.

**3. Meeting Minutes of April 27, 2017 (Action)**

No comments or revisions were made on the meeting minutes of April 27, 2017. Chair Fraser called for a motion to approve the April 27, 2017 Meeting Minutes.

*Motion: Member Horsley moved/Member Colapietro seconded approval of the April 27, 2017 minutes. The motion carried unanimously.*

**4. Receive a Presentation on the San Mateo County Safe Routes to School Program for School Year 2016-17 (Information)**

Theresa Vallez-Kelly presented on the San Mateo County Safe Routes to School (SRTS) Program for School Year 2016-17. Vallez-Kelly highlighted a new SRTS model called the 7 E's: Engagement, Engineering, Education, Enforcement, Encouragement, Evaluation and Equity. This year, SRTS partnered with the Bay Area Children's Theater and Bay Mobiles to teach children how to walk and bike to school safely and how doing so positively impacts the environment. In addition, SRTS partnered with Bay Area Bike Mobiles to provide free bicycle repair services and teaches children how to fix minor repairs.

## **5. Review and Provide Input to the Draft Call for Projects for the Safe Routes to School and Green Infrastructure Pilot Program (Information)**

Matt Fabry presented on the Draft Call for Projects for the Safe Routes to School and Green Infrastructure Pilot Program. The intent of the Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program (Pilot Program), is 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.

Member Matsumoto asked if staff has other recommended funding sources for providing maintenance for vegetated curb extensions. Fabry said every jurisdiction receive a cut of the on-going vehicle registration fees to use on congestion management or stormwater that they can use towards maintenance. Extra points will be awarded to project sponsors who can show that they plan to maintain these projects in the long term. Member Ibarra asked how a project like this would work on El Camino Real since the project sponsor would have to coordinate with Caltrans. Fabry said that it would be harder to meet this call for projects timeline having to coordinate with Caltrans. However, C/CAG is working with Caltrans to break down barriers such as these.

## **6. Receive an Update on the Active Transportation Program (Information)**

Eliza Yu provided an update on the Active Transportation Program (ATP). In April 2017, Senate Bill (SB) 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. In response to SB 1, the California Transportation Commission (CTC) released Draft 2017 ATP Augmentation Guidelines which 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 CTC plans to bring the Draft 2017 ATP Augmentation Guidelines to the Commission meeting on June 28-29, 2017 for approval.

In San Mateo County, five jurisdictions applied for statewide and/or regional ATP Cycle 3 funding: City of San Bruno, City of Redwood City, City of Belmont, Town of Woodside and City of San Carlos. Of these jurisdictions, Woodside's Elementary School Student Pathway Phase 3 project was awarded funding and San Carlos' Route 101 Holly Street Bike Ped Overcrossing project was put on the contingency list. In light of the \$200 million augmentation to the ATP, the three other jurisdictions in San Mateo County that were not recommended for funding as well as the San Carlos' Route 101 Holly Street Bike Ped Overcrossing project may now have a chance to receive ATP funding without needing to re-apply or having to wait for the next ATP cycle. CTC will decide on the program adoption of

the statewide ATP projects in October 18-19, 2017 and the regional ATP projects in December 6-7, 2017.

## **7. Member Communications**

Member Matsumoto asked staff to include the members present and absent at the top of the minutes, in the same manner that was done in previous BPAC meeting minutes. Staff agrees to fulfill Member Matsumoto's request.

Member Martin shared that on Saturday, July 29 the City of Pacifica will be having an event called Devil's Slide Ride where the public can walk, bike, or run that vary by distances which benefits Parca, an organization that supports programs that aim to help people with developmental disabilities to live independently.

## **8. Adjournment**

Chair Fraser called for a motion to adjourn at 7:57 pm.

*Motion: Vice-Chair Self moved/Member Horsley seconded approval of the motion to adjourn. The motion carried unanimously.*

**C/CAG Bicycle and Pedestrian Advisory Committee**

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

**Others in attendance at the June 2017 BPAC Meeting:**

Eliza Yu                      C/CAG Staff  
 John Hoang                  C/CAG Staff  
 Matt Fabry                  C/CAG Staff  
 Reid Bogert                C/CAG Staff  
 Emma Shlaes                Silicon Valley Bicycle Coalition

## C/CAG AGENDA REPORT

Date: September 28, 2017  
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)  
From: Sara Muse  
Subject: Project applicant presentations for the Transportation Development Act Article 3 Program Call for Projects for the FY 2017-2018 cycle

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

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### **RECOMMENDATION**

That the C/CAG BPAC receive the project applicant presentations for the Transportation Development Act Article 3 (TDA Article 3) Program Call for Projects for the FY 2017-2018 cycle.

### **FISCAL IMPACT**

There is a total of \$2,260,000 available for the TDA Article 3 Program Call for Projects for the FY 2017-2018 cycle.

### **SOURCE OF FUNDS**

TDA Article 3 funds are derived from Local Transportation Funds and the State Transit Assistance Fund. Local Transportation Funds (LTF) are derived from a ¼ cent of the general sales tax collected statewide. State Transit Assistance funds (STA) are derived from the statewide sales tax on gasoline and diesel fuel.

### **BACKGROUND**

TDA Article 3 funds are made available through State funds and are distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis annually. C/CAG acts as the program administrator in San Mateo County and issues a call for projects for eligible bicycle and pedestrian projects. This funding is available for bicycle and pedestrian projects in San Mateo with the cities, the County of San Mateo and joint powers agencies consisting of cities in San Mateo County and/or the County being eligible applicants.

The total amount of TDA Article 3 funds available for the current cycle is \$2,260,000. There is \$1,910,000 available for capital projects and \$350,000 available for planning projects. The maximum capital project amount is \$400,000, and for planning projects, \$100,000.

C/CAG staff issued a Call for Projects on May 15, 2017. Staff also held an application workshop on May 31, 2017 to provide information on the application process for all potential project

sponsors. 29 applications were submitted on July 14, 2017; 27 were deemed eligible by staff's initial screening.

After presentations to C/CAG BPAC, BPAC members will continue reviewing applications and provide funding recommendations at the October 26, 2017 meeting. BPAC members are required to be present at the October meeting for their scores to count. Staff will bring forward the call documents to the C/CAG Board for review and approval on November 9, 2017.

The schedule for the TDA Article 3 Program is presented below. Dates may be adjusted as necessary.

Call for Projects Issued	May 15, 2017
Application Workshop	May 31, 2017
Project Applications Due	July 14, 2017
Field Tours	August 25, 2017
Project Presentations to C/CAG BPAC	September 28, 2017
C/CAG BPAC Application Review & Recommendation	October 26, 2017
C/CAG Board Approval	November 9, 2017

**ATTACHMENTS**

1. TDA Article 3 FY 17-18 Call for Projects
2. TDA Article 3 Capital Project Application
3. TDA Article 3 Planning Project Application
4. TDA Article 3 Scoring Criteria

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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**To:** City/County Managers  
Public Works Directors  
Interested Parties

**From:** Eliza Yu, Transportation Programs Specialist

**Date:** May 22, 2017

**Subject:** Call for Projects - Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program Call for Projects Fiscal Year 2017/2018

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

For Fiscal Year 2017/2018, there is a total of **\$2,260,000** available for this call for projects. Project submissions for TDA Article 3 funds will be divided into the following categories: 1) Capital projects and 2) Planning projects (Comprehensive bicycle and/or pedestrian plans).

Project Type	Available Grant Amount	Maximum Project Amount
Capital	\$1,910,000	\$400,000
Planning (Bicycle and/or Pedestrian Plan)	\$350,000	\$100,000
Total Grant Amount	\$2,260,000	

Eligible projects include:

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

Each jurisdiction may submit a maximum total of three (3) applications. The maximum grant amount for each capital project is \$400,000 and maximum grant amount for each planning project is \$100,000. Eligible project applicants are limited to the Cities and Towns of San Mateo County, the County of San Mateo, and the Peninsula Corridor Joint Powers Board (JPB) operating in San Mateo County.

### Project Requirements

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

- Capital projects may include PS&E and construction phases only. Project level environmental, planning and right-of-way phases are ineligible for funding.
- Design must be completed 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 at least a 50% match for planning projects. For capital projects, there is no minimum match. However, the local match will be scored on a sliding scale. (C/CAG Requirement)
- TDA Article 3 funds for FY 2017/2018 must be expended by no later than **June 30, 2020** after allocations are made by MTC.

The TDA Article 3 FY 2017/2018 Call for Projects Guidelines, Application Forms and Score Sheet are available at <http://ccag.ca.gov/call-for-projects/>. Please submit 1 original signed application, 15 hard copies, and 1 electronic version including supporting materials (disk, flash drive, e-mail or link to an online database system) for each application. Applications must be completed using the appropriate Microsoft Word project application forms posted at <http://ccag.ca.gov/call-for-projects/>.

Applications are due by **July 14, 2017 by 5:00 p.m.** Please send the hard copies & electronic copy to:

C/CAG

Attn: Eliza Yu  
 555 County Center, 5<sup>th</sup> Floor  
 Redwood City, CA 94063  
 E-mail: [eyu@smcgov.org](mailto:eyu@smcgov.org)

### Field Review

Capital Project sponsors have the option to submit a field video (up to 5 minute maximum). This field video is not required but is highly encouraged. The field video should show the project location and highlight issues and how the project will address those issues. This video will not take the place of the project presentation to the BPAC and should not be included in the project presentation.

### Applicant Workshop

C/CAG Staff will be holding an Applicant Workshop to guide jurisdictions through the TDA Article 3 FY 2017/18 Applications process. The workshop will be held on:

Wednesday, May 31, 2017  
 10:00 – 11:00 a.m.  
 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) 599-1453 or [eyu@smcgov.org](mailto:eyu@smcgov.org).

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

**I. Project Name and Funding Request**

a. Applicant Agency:

b. Funds Requested:

c. Project Title:

d. Brief Project Summary:

e. Project Type:

- Capital: Pedestrian and Bicycle Facility
- Capital: Bicycle Facility Only
- Capital: Pedestrian Facility Only

\$

**II. Project Screening**

a. Is the project sponsor the County of San Mateo, a City in San Mateo County or a Joint powers agency operating in San Mateo County? Answer must be "Yes" to continue.

Yes  No

b. Project meets Caltrans Standards:  Yes  No

Brief description of project elements meeting Caltrans Standards:

--

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

Yes  No

Date of CEQA Approval:

--

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

**III. Clear and Complete Proposal**

Describe the project elements (indicate location, length, scope, size or extent)

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**IV. State of Readiness**

- a. Right-of-Way certification required?  Yes  No  N/A
- b. Right-of-Way certification completed (if applicable)?  Yes  No
- c. Permits/Agreements approved?  Yes  No  N/A

List all permits and/or agreements approved/obtained to date:

<i>Name of Permit/Agreement</i>	<i>Date approved/obtained</i>

**V. Community Support**

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

Yes  No, but in progress

- b. Project has been approved by the BAC:

Yes  No

Project has been approved by other organized group(s) with demonstrated knowledge of walking and bicycling needs (see *instructions*):

Yes  No

*Names of other group(s):*

*Type of support: (e.g., letters resolutions)*


**VI. Meets Program Objectives**

- a. Describe the need for the project and how the project addresses an identified problem. How was the need determined? Cite relevant data or observations regarding existing walking/bicycling demand, or results of similar projects in other communities. Include a vicinity map and a site map.

- b. Describe how the project reduces the risk of collision injury to people walking or cycling. Cite relevant data and sources such as crash history.

- c. Access to high-use activity centers: List the destinations the project serves and estimate the number and frequency of people accessing these locations. For projects that serve both walking and bicycling, identify the features that serve walking transportation. Estimate the proportion of the project cost going toward pedestrian facilities. (See *instructions*)

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

Describe parallel pedestrian facilities (if applicable):

- e. Degree to which this project improves conditions for bicycling and/or walking for transportation purposes:

- Primarily Transportation
- Transportation & Recreation
- Primarily Recreation

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

- g. What is the relationship of the project to the existing or regional bicycle or pedestrian routes? Is the project in coordination with neighboring jurisdictions? Explain.

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

Type of Plan:	Name of Plan and Page (if applicable)
i. County of City facilities plan	
ii. Circulation element of general plan	
iii. San Mateo County Comprehensive Bicycle & Pedestrian Plan	
iv. Other bicycle, pedestrian, or complete streets plan(s):	

**VII. Funding and Local Match**

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

\$

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

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

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

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

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

If yes, please list the funding source and amount:

**VIII. Optional Field Video**

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

Yes  No

**XI. Single Point of Contact Information**

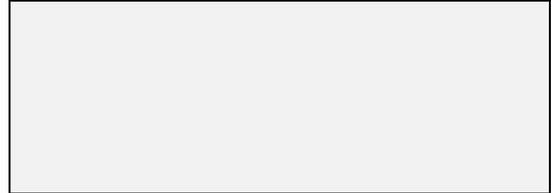
Name:

Title:

Applicant Agency:

Telephone:

E-mail Address:



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

**I. Project Name and Funding Request**

a. Applicant Agency:	
b. Funds Requested:	\$
c. Project Title:	
d. Brief Project Summary:	

e. Project Type:

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

**II. Project Screening**

Is the project sponsor the County of San Mateo, a City in San Mateo County or a Joint powers agency operating in San Mateo County? Answer must be "Yes" to continue.

Yes  No

**III. Clear and Complete Proposal**

a. Describe the project elements.

b. Check one:  New Plan  Update to existing plan

Date of previous plan:

**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 2017/2018  
APPLICATION INSTRUCTIONS AND PROJECT GUIDANCE**

The City/County Association of Governments of San Mateo County (C/CAG) is pleased to announce the TDA Article 3 Pedestrian and Bicycle Program Call for Projects for Fiscal Years 2017-2018.

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 **\$2.26 million** is available in this TDA Article 3 funds solicitation. The 20 cities, County of San Mateo and Joint Powers Agencies operating in San Mateo County are invited to submit applications for bicycle and pedestrian related projects. A maximum of three (3) applications may be submitted by any one agency. The maximum grant amount for capital projects is \$400,000. The maximum grant amount for planning projects (comprehensive bicycle and pedestrian plans) is set at \$100,000.

A workshop will be held on **Wednesday, May 31, 2017 from 10-11am at the SamTrans Auditorium: 1250 San Carlos Avenue, 2<sup>nd</sup> Floor, San Carlos, CA 94070** to provide information on the application process for all potential project sponsors.

The TDA Fiscal Year (FY) 17-18 Call for Projects Application Instructions, Capital Projects Application Form, Planning Projects Application Form, and Scoring Sheet can be found attached to this Call for Projects and is available on our website at [www.ccag.ca.gov/opportunities/call-for-projects/](http://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 **Friday, July 14, 2017 at 5:00 p.m.** Please submit your TDA applications to:

San Mateo C/CAG  
Attn: Eliza Yu  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

The proposed timeline for the TDA Pedestrian and Bicycle Program Call for Projects for FY 17-18 is as follows:

Call for Projects Issued	May 15, 2017
Application Workshop	May 31, 2017
Project Applications Due By 5:00 p.m.	July 14, 2017
Field Tours (TBD)	August/September 2017
Project Presentations for C/CAG BPAC	September 28, 2017
C/CAG BPAC Application Review & Recommendation	October 26, 2017
C/CAG Board Approval	November 9, 2017

If you have any questions regarding TDA Article 3 or the TDA FY 17-18 Call for Projects Application process, please contact Eliza Yu at (650) 599-1453 or [eyu@smcgov.org](mailto:eyu@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 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 FY17/18 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 17-18 must be expended by no later than **June 30, 2020** after allocations are made by MTC. Unused funds are returned back into the County fund estimate 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 **\$2.26 million** is available for the TDA Article 3 Call for Projects for FY 17-18. C/CAG has set aside \$350,000 of the County total allocation for Comprehensive Bicycle and/or Pedestrian Planning Projects. The maximum grant amount for a planning project is set at \$100,000. The maximum grant amount for a capital project is set at \$400,000. In the event that the set-aside for the Planning Projects 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	\$1,910,000	\$400,000
Planning (Bicycle and/or Pedestrian Plan)	\$350,000*	\$100,000
Total Grant Amount	\$2,260,000	

*\*Undersubscribed funds will be provided to the Capital projects category*

### A. GENERAL CRITERIA

All applicants must submit an application on the 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 weighting factors and scoring guidance found in the scoring sheet. A maximum of three (3) applications may be submitted by any one agency.

PROJECT SCREENING / BASIC ELIGIBILITY FOR TDA ARTICLE 3	
<ol style="list-style-type: none"> <li>1. Project Sponsors must be either San Mateo County, a city in San Mateo County, or the joint powers agencies operating in San Mateo County</li> <li>2. Project is located in San Mateo County</li> <li>3. Project encourages walking and/or bicycling</li> <li>4. Funding is for construction, comprehensive bicycle &amp; pedestrian plans, maintaining a multi-use path closed to motorized traffic, or restriping Class II bicycle lanes</li> <li>5. Funding request does not substitute for existing funds</li> <li>6. Project meets Caltrans Standards, if applicable</li> <li>7. Project Sponsor has a designated Bicycle Advisory Committee meeting MTC requirements (refer to MTC Resolution No. 4108)</li> </ol>	
PROJECT PRIORITIZATION CRITERIA FOR TDA ARTICLE 3	
CLEAR AND COMPLETE PROPOSAL	<ul style="list-style-type: none"> <li>• Serves transportation purposes</li> <li>• Clearly describes eligible elements and tasks</li> <li>• Provides required documentation and attachments</li> </ul>
READINESS	<ul style="list-style-type: none"> <li>• Construction projects: permits and ROW secured</li> <li>• Has a solid funding plan</li> </ul>
COMMUNITY SUPPORT AND POLICY CONSISTENCY	<ul style="list-style-type: none"> <li>• <i>San Mateo Countywide Transportation Plan (2017)</i></li> <li>• <i>San Mateo County Comprehensive Bicycle and Pedestrian Plan (2011)</i></li> <li>• City Bike or Pedestrian Plan or Complete Streets Plan</li> <li>• City General Plan, Specific Plan, Safe Routes to School, other local plans</li> <li>• <i>Grand Boulevard Initiative Guiding Principles</i></li> <li>• MTC Regional Priority Development Area (PDA)</li> <li>• Americans with Disabilities Act</li> <li>• Bicycle and/or Pedestrian Advisory Committee Support</li> <li>• Documented support from community, school, or other relevant group</li> </ul>
MEETS PROGRAM GOALS	<ul style="list-style-type: none"> <li>• Addresses a documented/identified problem</li> <li>• Safety, reduced risk of collision injury</li> <li>• Results from a BAC and public planning process</li> <li>• Demonstrates stakeholder outreach and support</li> <li>• Serves walking transportation</li> <li>• Provides connectivity to bicycle or pedestrian system</li> <li>• Closes gap in countywide bike or pedestrian network</li> <li>• Enhances connectivity to schools, transit stations, and other high use activity centers</li> </ul>

### 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 a joint powers agency 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 a joint powers agency (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 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.

## V. COMMUNITY SUPPORT AND POLICY CONSISTENCY

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: <http://www.mtc.ca.gov/funding/STA-TDA/RES-4108.pdf>. 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.

b. *Local Support*

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

## 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.
- b. *For Planning Projects Only:* For 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, and multi-modal/complete streets concepts.
- c. *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.

*1. 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

#### *2. 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.

#### *3. 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.

#### *4. 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.

#### *5. Relationship 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.

#### *6. 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. Excludes other grant funds previously 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 independently scored by the C/CAG Bicycle and Pedestrian Advisory Committee at the October 26, 2017 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 9, 2017.

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 <http://www.mtc.ca.gov/funding/STA-TDA/index.htm>.

#### **G. ATTACHMENTS**

- TDA Article 3 FY 17/18 Capital Project Application
- TDA Article 3 FY 17/18 Planning Project Application
- TDA Article 3 FY 17/18 Scoring Sheet