

# 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, October 26, 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 September 28, 2017 Meeting  | Action<br>(Fraser)                   | Pages 2-5  |
| 5. | Review and approval of the 2018 BPAC Meeting Calendar  | Action<br>(Fraser)                   | Page 6     |
| 6. | Project scoring, ranking, and recommendations for funding to the C/CAG Board for the Transportation Development Act (TDA) Article 3 FY 2017-2018 Program | Action<br>(Fraser)                   | Pages 7-21 |
| 6. | Nomination and appointment of a BPAC member to the San Mateo County Transportation Authority Measure A Bicycle and Pedestrian Program evaluation panel   | Action<br>(Muse)                     | Page 22    |
| 8. | 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, January 25, 2018.**

**Bicycle and Pedestrian Advisory Committee (BPAC)**  
**Meeting Minutes**  
**September 28, 2017**

**1. Call to Order**

Chair Fraser called the meeting to order at 7:00 pm.

Members Present: Deirdre Martin, Ken Ibarra, Marina Fraser, Marge Colapietro, Matthew Self, David Stanek, Malcolm Robinson, Don Horsley, Ann Schneider, Daina Lujan, Ann Wengert, Emily Beach.

Members Absent: Karyl Matsumoto, Gary Pollard.

Staff/Guests Attending: Sara Muse, Sandy Wong, Richard Chiu, Gary Heap, Ryan Marquez, Mike Futrell, Kaveh Forouhi, Khee Lim, Jessica Manzi, Van Ocampo, Evan Albert, Sue-Ellen Atkinson, David Woltering, Brian Dong, Andrew Wong, Ray Razavi, Nadia Bosan, Jeff Moneda, Roland Yip, Shirley Chan, Matt Jones, Chris Hunter, Marlon Aumentado, Karen Kinser, Emma Shlaes, Denice Hutten, Howard Young.

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

There were no public comments.

**3. Meeting Minutes of June 22, 2017 (Action)**

No comments or revisions were made on the meeting minutes of June 22, 2017. Chair Fraser called for a motion to approve the June 22, 2017 Meeting Minutes.

*Motion: Member Horsley moved/Member Colapietro seconded approval of the June 22, 2017 minutes. Members Schneider, Lujan, and Wengert abstained. The motion carried 9-0-3.*

**4. Project Applicant Presentations for the Transportation Development Act Article 3 (TDA Article 3) FY 17-18 (Information)**

Representatives from 17 agencies – including Atherton, Belmont, Brisbane, Burlingame, Daly City, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, San Mateo County, and South San Francisco – presented TDA Article 3 projects for FY 17-18.

Chair Fraser requested BPAC members send any application questions to Staff. Staff will collate questions and send responses to BPAC members.

Member Schneider requested a chart summarizing how TDA Article 3 funding has been allocated over the past five to ten years by city and type of fund (capital or planning). Staff agreed to fulfill Member Schneider's request.

## **5. Member Communications (Information)**

Member Schneider shared that two transit oriented development (TOD) projects in Millbrae going to the Planning Commission this month. Both projects are near the BART/Caltrain station and include additional bicycle amenities (not discussed in the TDA Article 3 presentation). Both projects connect with California Drive and the Bay Trail.

Chair Fraiser mentioned Member Stanek, Member Self, Member Lujan, and Chair Fraiser attended the Silicon Valley Bike Summit last month. Member Lujan was a panelist at the event. Chair Fraiser said the event was very interesting and worth attending next year. Chair Fraiser also mentioned Wednesday, October 4 is International Walk to School Day. Chair Fraiser added the Pumpkin Festival, for the second year in a row, has bike parking.

Member Self mentioned BPAC member should send Staff scoring sheets before the next meeting on October 26, 2017. Staff voiced a preference to receive scoring sheets in advance of the next meeting.

Member Colapietro said Staff has emailed BPAC members an overall scoring sheet to assist with scoring applications. Member Beach said Staff should consider Google Forms in the future.

Member Schneider asked if partial funding was available. Chair Fraiser responded that total funding is only available, not partial funding.

## **6. Adjournment**

Chair Fraser called for a motion to adjourn at 9:17 pm.

**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>	<b>September 2017</b>
Marge Colapietro	Public (Millbrae)		X	X	X	X
Ann Schneider	Millbrae	X	X			X
Marina Fraser	Half Moon Bay		X	X	X	X
Don Horsley	County of San Mateo		X	X	X	X
Emily Beach	Burlingame	N/A	N/A	N/A	N/A	X
Ken Ibarra	San Bruno	X	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		X
Deirdre Martin	Pacifica	N/A	N/A	X	X	X
Matthew Self	Public (County)	X	X	X	X	X
Daina Lujan	Public (South San Francisco)		X			X
Malcolm Robinson	Public (San Bruno)	X	X	X	X	X
David Stanek	Public (San Mateo)	X	X	X	X	X

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

Sara Muse	C/CAG Staff
Sandy Wong	C/CAG Staff
Richard Chiu	Daly City
Gary Heap	San Mateo
Ryan Marquez	Pacifica
Mike Futrell	South San Francisco
Kaveh Forouhi	San Carlos
Khee Lim	Millbrae
Jessica Manzi	Redwood City
Van Ocampo	Pacifica
Evan Albert	Pacifica
Sue-Ellen Atkinson	San Mateo
David Woltering	San Bruno
Brian Dong	Belmont
Andrew Wong	Burlingame
Ray Razavi	Half Moon Bay
Nadia Bosan	Interwest-Atherton
Jeff Moneda	Foster City

Roland Yip	Daly City
Shirley Chan	Daly City
Matt Jones	San Bruno
Chris Hunter	San Mateo County
Marlon Aumentado	Menlo Park
Karen Kinser	Brisbane
Emma Shlaes	Silicon Valley Bicycle Coalition
Denice Hutten	Half Moon Bay
Howard Young	Portola Valley

## **C/CAG AGENDA REPORT**

Date: October 26, 2017  
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)  
From: Sara Muse  
Subject: Review and approval of the 2018 BPAC Meeting Calendar  
  
(For further information or questions, contact Sara Muse at 650-599-1460)

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### **RECOMMENDATION**

That the C/CAG BPAC review and approve the 2018 BPAC Meeting Calendar.

### **BACKGROUND**

The proposed schedule for meetings in 2018 will be as follows:

Time: 7:00 p.m. – 9:00 p.m.  
  
Location: San Mateo City Hall  
Conference Room C  
330 West 20<sup>th</sup> Ave.  
San Mateo, CA 94403

January 25, 2018  
February – off  
March 22, 2018  
April – off  
May 24, 2018  
June 28, 2018  
July – off  
August – off  
September 27, 2018  
October 25, 2018  
November – off  
December - off

Scheduled meetings are held on the fourth Thursday of the month.

### **ATTACHMENTS**

None.

## C/CAG AGENDA REPORT

Date: October 26, 2017  
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)  
From: Sara Muse  
Subject: Project scoring, ranking, and recommendations for funding to the C/CAG Board for the Transportation Development Act (TDA) Article 3 FY 2017-2018 Program

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

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### RECOMMENDATION

That the C/CAG BPAC score, rank, and provide a recommendation for funding to the C/CAG Board for the Transportation Development Act (TDA Article 3) FY 17-18 Program.

### FISCAL IMPACT

There is a total of \$2,260,000 available for the TDA Article 3 Program 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

At this meeting, the BPAC will provide scores for each application submitted for the TDA Article 3 FY 2017-2018 cycle. BPAC members will have an opportunity to discuss each project as scores are tallied for the final project ranking and recommendation for funding.

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 set aside for capital projects and \$350,000 available for planning projects. The

maximum capital project amount is \$400,000, and for planning projects, \$100,000.

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. Twenty-nine (29) applications were submitted on July 14, 2017, 27 of which were deemed eligible by staff's initial screening.

Project sponsors presented their respective projects at the September 28, 2017 BPAC meeting. Funding recommendations are scheduled at the October 26, 2017 BPAC meeting. BPAC members are required to be present at the October meeting for their scores to count.

In summary, the schedule for the TDA Article 3 Program is presented below.

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

Jurisdictions receiving TDA Article 3 FY 2017-2018 funds must expend the funds no later than June 30, 2020 after allocations are made by MTC, expected in early 2018. Capital project must be ready to implement within FY 2018-2019.

#### **ATTACHMENTS**

1. TDA Article 3 FY 17-18 Eligible Applications List
2. TDA Article 3 FY 17-18 Scoring Criteria
3. TDA Article 3 FY 17-18 Scoring Sheet

## TDA Article 3 Program Fiscal Year 2017/2018 Eligible Applications

Rater Name:				
Application Number	City	Project Name	Funding Request	Project Type
1	Atherton	ECR Complete Streets Improvements	\$400,000	Capital
2	Belmont	Alameda De Las Pulgas Ped/Bike Project	\$400,000	Capital
3	Brisbane	Alley Walkway Alvarado to San Benito	\$160,000	Capital
4	Brisbane	Crocker Trail Lighting Improvements	\$400,000	Capital
5	Brisbane	Valley Drive Complete Streets	\$320,000	Capital
6	Burlingame	Bike/Ped Transportation Plan Update	\$100,000	Planning
7	Daly City	Enhanced Bike-Ped Visibility	\$200,000	Capital
8	Daly City	Hickey Blvd-Campus Drive Crosswalk	\$100,000	Capital
9	Foster City	Bike/Ped on Hillsdale and Beach	\$400,000	Capital
10	Half Moon Bay	Hwy 1 Parallel Trail - Roosevelt	\$387,000	Capital
11	Half Moon Bay	Main Street Bike/Ped Improvements	\$160,854	Capital
12	Half Moon Bay	Hwy 1 Parallel Trail - Spindrifft	\$391,000	Capital
13	Menlo Park	Bike and Ped Enhancement Project	\$375,000	Capital
14	Millbrae	San Anselmo Ped and Bike Safety	\$400,000	Capital
15	Millbrae	Transit Center to Spur (Phase I and II)	\$370,183	Capital
16	Pacifica	RWB to PSB Trail	\$300,000	Capital
17	Pacifica	Comprehensive Bike and Ped Plan	\$55,000	Planning
18	Portola Valley	Ped Circulation and Safety Study	\$15,000	Planning
19	Redwood City	Jefferson/Cleveland Ped and Bike	\$400,000	Capital
20	San Bruno	Huntington/San Antonio and Lomita Project	\$385,200	Capital
21	San Carlos	Comprehensive Ped and Bike Plan	\$100,000	Planning
22	San Mateo(City)	Bicycle Master Plan Update	\$100,000	Planning
23	County	Gray Whale Cove Ped Crossing	\$400,000	Capital
24	County	Midcoast Multimodal Trail Project	\$400,000	Capital
25	South SF	Regional Bike Network: North	\$350,000	Capital
26	South SF	Regional Bike Network: South	\$210,000	Capital
27	South SF	Bicycle Master Plan Project	\$100,000	Planning

**Notes:**

\$1,910,000 available for Capital Projects

\$350,000 available for Planning Projects

\$2,260,000 total available

**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

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

Revised July 25, 2017

Applicant Agency:	Rater Name:
<b>I. Project Title:</b>	Project type: (check one)
<b>Application Number:</b>	<input type="checkbox"/> Capital
	<input type="checkbox"/> Planning

<b>II. Project Screening:</b>		
a. Eligible jurisdiction: City, County of San Mateo, or joint powers agency in San Mateo County	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Meets applicable Caltrans standards	<input type="checkbox"/> Yes or NA	<input type="checkbox"/> No
c. CEQA approval, if applicable	<input type="checkbox"/> Yes or NA	<input type="checkbox"/> No
d. BAC established or in progress	<input type="checkbox"/> Yes	<input type="checkbox"/> No

	Scale	Maximum Points	Points Assigned
<b>III. Clear and Complete Proposal</b>			
a. Degree to which proposal is clear and complete	0 = Incomplete description, missing documentation 1-5 = Clear project description 5-10 = Clear and complete scope and documentation	10	
<i>Subtotal:</i>		<i>Max. 10</i>	

<b>IV. State of Readiness</b> <i>For Capital Projects only: (Note: if Exempt or Not Applicable, eligible for full points)</i>			
a. Right-of-Way degree to which R.O.W. is secured	0 = R.O.W. not certified, not started 1-2 = R.O.W. partially secured 3 = R.O.W. certification complete	3	
b. Permits obtained degree to which permits are in place	0 = No agreements or permits in place 1-2 = Some permits in place 3 = All permits and agreements complete	3	
c. Design status: degree to which design is complete	0 = Design not started 1-3 = Design in progress 4 = Design complete	4	
<i>Subtotal:</i>		<i>Max. 10</i>	

<b>V. Community Support and Local Match</b> <i>For all projects types:</i>			
a. Project supported by BAC or other group(s)	0 = No support 1 - 5 = Support from other groups 6 - 10 = Support from BAC <u>and</u> group(s)	10	
b. Local Cash Match	0 = 0% match      6 = 30% match 2 = 10% match    8 = 40% match 4 = 20% match    10 = 50% match	10	
<i>Subtotal:</i>		<i>Max. 20</i>	

	Scale	Max Points Capital	Max Points Planning	Points Assigned
<b>VI. Meets Program Objectives</b>				
<i>For All Projects:</i> a. Project Need: Degree to which problems, need, and issues are described, urgent and documented	0 = No need demonstrated 1-5 = Moderate description of need or problem 6-10 = Documented need, data cited 11-20 = Effective strategy	20		
<i>For Planning Projects Only:</i> b. Score reflects how many and how well the following items are addressed: ___ Vision/Mission Statement ___ Budget and tasks ___ Schedule ___ Attainable goals/metrics ___ Outreach methods ___ Data collection/evaluation ___ Specific improvements ___ Programs/Initiatives ___ Format and Readability ___ Multi-Modal/Complete Streets Concepts	Add up to 5 points for each item addressed in list at left using the following scale:  1-2 point = briefly addressed 3-4 points = adequately addressed 5 points = addressed well, in detail		50	
c. <i>For Capital Projects Only (c – h):</i> Safety: degree of reduction in injury risk	0 = no documentation of risk reduction 1 – 3 = Moderate collision risk reduction 4 – 7 = Documented crash risk reduction 8 – 10 = Severe injury crash history, effective strategy	10		
d. High use activity centers	0 = no activity centers in proximity 2 - 3 = moderate number of activity centers accessed, or trips served 4 -5 = high number of activity centers and trips served	5		
e. Pedestrian facility	0 = does not provide pedestrian facility 5 = provides a pedestrian facility	5		
f. Transportation purpose	0 = facility serves recreational uses exclusively 1 – 2 = serves mainly recreational uses 3 - 4 = serves both transportation and recreation purposes 5 = serves mainly transportation trips	5		
g. Connection to network	0 = does not connect to network 1-4 = connects to local network 5 = connects to regional network	5		
h. Consistent with plans	0 = not included in local or regional plans 1-4 = included in some local plans 5-8 = priority in some local plans 9-10 = included in CBPP regional plan	10		
	<i>Subtotal:</i>	<i>Max. 60</i>	<i>Max. 70</i>	
<b>Total Score:</b> <i>(Maximum total points: 100)</i>				

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

## **C/CAG AGENDA REPORT**

Date: October 26, 2017

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

From: Sara Muse

Subject: Nomination and appointment of a BPAC member to the San Mateo County Transportation Authority Measure A Bicycle and Pedestrian Program evaluation panel

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

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### **RECOMMENDATION**

That the C/CAG BPAC nominate and appoint a BPAC member to serve on the evaluation panel for the San Mateo County Transportation Authority Measure A Bicycle and Pedestrian Program.

### **FISCAL IMPACT**

None.

### **SOURCE OF FUNDS**

Not applicable.

### **BACKGROUND**

The San Mateo County Transportation Authority (SMCTA) has requested a member of the BPAC be selected to serve on the evaluation panel for the upcoming Measure A Bicycle and Pedestrian Program. Panelists will participate in a half day meeting between 9:00 a.m. and 2:00 p.m. (lunch will be provided). It is anticipated that the panel will meet to score the projects the second week of January 2018 (date will be determined based on panel member availability). Field tours will not be conducted. The final schedule will be distributed after SMCTA Board meeting in November. The tentative schedule is summarized below.

Call for Projects Issued	November 2017
Applications Due	Mid-December 2017
Panel Meeting	Mid-January 2018
Recommendations to SMCTA Board	February 1, 2018

### **ATTACHMENTS**

None.