

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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 Woodside

To: City/County Managers
Public Works Directors
Interested Parties

From: Kaki Cheung, Program Director

Date: September 13, 2021

Subject: Call for Projects - Fiscal Year 2022/23 Cycle Transportation Development Act (TDA) Article 3 Bicycle and Pedestrian Program Call for Projects

The City/County Association of Governments of San Mateo County (C/CAG) invites eligible public agencies to submit project proposals to participate in the Transportation Development Act (TDA) Article 3 Program. The program is intended to fund eligible pedestrian and bicycle projects using TDA Article 3 funds, which are derived from Local Transportation funds and the State Transit Assistance fund.

It is estimated that a total of **\$2,250,000** will be available for this FY 2022/23 Cycle. Grant applications will be divided into two categories: Capital Projects and Planning projects (Comprehensive bicycle and/or pedestrian plans).

Project Type	Available Grant Amount	Maximum Grant Amount per Project*
Capital	\$1,950,000	\$400,000
Planning (Bicycle and/or Pedestrian Plan)	\$300,000	\$100,000
Total Grant Amount	\$2,250,000	

*10% match required

Program Overview:

Goals and Objectives:

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 contributing to commute corridor congestion reduction, making regional connections, enhancing safety, and addressing local mobility needs.

Eligible projects include:

- Construction of a bicycle or pedestrian capital project (Plans, Specifications & Engineering (PS&E) and construction phases only)
 - Quick Build bicycle and pedestrian projects are also eligible
- Restriping bicycle lanes

- Development of a comprehensive bicycle or pedestrian plan
- Maintenance of a multi-purpose path, which is closed to motorized traffic

Only the 20 cities and the County of San Mateo, as well as Joint powers agencies composed of cities and/or the county operating in San Mateo County are eligible to receive this grant. Applications are limited to one planning project and one capital project per jurisdiction. The maximum grant amount for a planning project is \$100,000 and \$400,000 for capital projects. Both project types require a 10% local cash match.

Project Requirements

TDA Article 3 projects must meet the following requirements:

- For planning and capital projects, a 10% local match is required.
- Capital and Quick Build projects may include funding requests for PS&E and construction phases. Project level environmental, planning and right-of-way phases are ineligible for funding.
- Planning must be 100% complete and meet Caltrans standards to be eligible for funding.
- California Environmental Quality Act (CEQA) permits must be completed prior to receiving funding (as applicable).
- The project must be included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets or relevant plan.
- Jurisdictions receiving TDA Article 3 funding for bicycle and pedestrian projects must have a Bicycle and Pedestrian Advisory Committee (BPAC).
- TDA Article 3 funds for FY 2022/23 must be expended by no later than **June 30, 2025** after allocations are made by MTC.

The TDA Article 3 FY 2022/23 Call for Projects Application Instructions, Application Forms and Score Sheet are available at <http://ccag.ca.gov/call-for-projects/>. Please submit one (1) original signed application and one (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 Adobe Acrobat or Microsoft Word project application forms posted at <http://ccag.ca.gov/call-for-projects/>.

The proposed timeline for the TDA Pedestrian and Bicycle Program Call for Projects for FY 22/23 Cycle is as follows:

Activity	Date
Release Call for Projects	September 13, 2021
Application Workshop	September 21, 2021
Application Due	November 15, 2021
C/CAG share screened applications with BPAC	December 8, 2021
Project Sponsor Presentation to BPAC	January 27, 2022
Project Scoring BPAC Meeting	February 24, 2022
C/CAG Board Approval	March 10, 2022

Applicant Workshop

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

September 21, 2021

10:00 am – 12:00 noon

Zoom online link available at <http://ccag.ca.gov/call-for-projects/>

Submittal

Applications are due by **4:00 PM on November 15th, 2021**. Please send the hard copies & electronic copy to:

C/CAG

Attn: Kaki Cheung

555 County Center, 5th Floor

Redwood City, CA 94063

E-mail: kcheung1@smcgov.org

Field Video

Capital Project sponsors have the option to submit a field video (5 min. max). This field video is not required but is highly encouraged. The field video should show the project location, highlight the issues and show how the project will address the issue/s. This video will **not** take the place of the project presentation at the January 27, 2022 BPAC meeting.

If you have any questions regarding TDA Article 3 or the TDA FY 22-23 Call for Projects Application process, please contact Kaki Cheung at kcheung1@smcgov.org.

TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PROGRAM GUIDANCE

PROGRAM OVERVIEW

The Metropolitan Transportation Commission (MTC) directly administers the TDA Article 3 funds and has adopted [MTC Resolution No. 4108](#) that delineates the procedures and criteria for submission of claims for TDA Article 3 funding for eligible bicycle and pedestrian facilities. Per Resolution 4108, C/CAG, as the County Congestion Transportation Agency (CTA), 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 FY22/23 Call for Projects, eligible projects include:

- Construction of a bicycle or pedestrian capital or quick build project (PS&E and construction phases only)
 - A “capital” project may be defined as a project intended to be permanent, while a “quick build” project is defined as an interim capital improvements that are built with durable, low to moderate cost material, and are meant to immediately address pedestrian and bicycle needs until capital upgrades are possible. Quick build projects are meant to last 1 to 5 years. Please see examples of quick build projects [here](#).
- Restriping bicycle lanes
- Development of a comprehensive bicycle or pedestrian plan
- Maintenance of a multi-purpose path which is closed to motorized traffic

TDA Article 3 funds are derived from:

- Local Transportation Funds (LTF), derived from a ¼ cent of the statewide general sales tax
- State Transit Assistance fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

C/CAG receives approximately \$700,000 to \$800,000 annually in TDA Article 3 funds from MTC for bicycle and pedestrian projects. A total of approximately \$2.25 million is available in TDA Article 3 funds for the Fiscal Year 2022-2023 Cycle Call for Projects. Of this amount, C/CAG has set aside \$300,000 for Planning Projects (Comprehensive Bicycle and/or Pedestrian Plans) and \$1,950,000 for Capital Projects. The maximum grant amount is set at \$100,000 for a planning project, and \$400,000 for a capital project. Both planning and capital projects require a 10% local cash match, and the amount of match may affect project scoring. In the event that the planning project category is undersubscribed, C/CAG reserves the right to utilize the remaining funds for capital projects.

Project Type	Maximum Project Amount**	Available Grant Amount
Capital	\$400,000	\$1,950,000
Planning (Comprehensive Bicycle and/or Pedestrian Plan)	\$100,000	\$300,000*
Total Grant Amount		\$2,250,000

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

***10% local cash match required*

TDA Article 3 funds for FY 22-23 must be expended no later than **June 30, 2025**, after allocations are made by MTC. Unused funds are returned to the County fund and made available for future funding allocations. In the event that an applicant fails to expend awarded funds before the expiration deadline, TDA funds may be reallocated or extended at the discretion of MTC.

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 should consider these screening criteria and weights when submitting project applications. 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.

Additional information and explanation for the questions within each of the eight sections of the applications can be found in the specific section, below.

I. PROJECT NAME AND FUNDING REQUEST

a. Agency / Sponsor

The project sponsor must be the County of San Mateo County, a city within San Mateo County or Joint powers agencies composed of cities and/or county operating in San Mateo County.

b. Total Funds Requested

Indicate the total project funding request.

c. Project Title

Indicate the title of the project. It should be the same title used in official documents or other publicly available information.

d. Project Summary

Brief two or three sentence description of project elements (100 words max.)

e. Partnering Agency

Indicate whether you are partnering with another agency for the project.

f. Partnering Agency Name

Indicate the name of the agency you are partnering with and describe respective roles and responsibilities.

g. Project Type

Indicate whether it is a planning, maintenance, or capital/Quick Build project. For capital/Quick Build projects, indicate whether the project serves pedestrians, bicycles, or both.

II. PROJECT SCREENING / BASIC ELIGIBILITY

For all project types:

a. *Project Sponsor or Applicant*

The project sponsor must be San Mateo County, cities in San Mateo County or Joint powers agencies composed of cities and/or county operating in San Mateo County (the answer must be “Yes” to continue). The project must be located within and primarily benefit San Mateo County. Funding received may not be used to supplant existing funds.

For Capital Projects only:

b. *Caltrans Standards*

Capital projects may include PS&E and construction phases only. Planning, Right of Way, and necessary permits must be completed or be near completion 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.

d. *Establishment of City/Town BPAC*

Indicate whether the application and project and been reviewed and is supported by the BPAC or like committee.

III. PROJECT DESCRIPTION

a. *Clear and complete description*

All project types will receive an initial (0 – 5 point) score based on the clarity and completeness of the proposal including, answers to required questions, compliance with instructions, and inclusion of required documentation.

IV. STATE OF READINESS

For Capital/Quick Build Projects only:

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 will receive full points in this category.

b. *Permits, Agreements*

List all permits and agreements required for the project. For each permit or agreement, please list its status (i.e. needed, pending, approved). If no permits are needed for the project, explain in the “comments” section. Projects exempt from permits receive full points in this category.

c. *Design status*

Describe the degree of completion of project design.

d. *Schedule*

List all major project milestones and construction dates. A project schedule in either excel spreadsheet or Gantt chart format is encouraged. Describe the degree to which the project can be completed before the grant funds expire.

V. COMMUNITY SUPPORT

For all project types:

a. *Bicycle/Pedestrian Advisory Committee*

Jurisdictions receiving TDA Article 3 funding for bicycle and pedestrian projects must have a Bicycle and Pedestrian Advisory Committee (BPAC) that meets certain requirements. A revised description of a BPAC can be found here:

<https://mtc.ca.gov/sites/default/files/RES-4108.pdf>.

Jurisdictions may use their equivalent of a BPAC to confirm this section, but must provide validation for using said Committee to review and recommend the TDA Article 3 project.

b. *Support from other organized groups*

Support from the local BPAC or C/CAG BPAC and other stakeholders should be demonstrated, either through letters of support or resolutions supporting the project. Support may be from such groups as schools, advocacy groups, citizens' advisory committees, merchant groups, neighborhood associations, commissions, city councils, the County Board of Supervisors, transit agency boards, or any other relevant groups.

If the applicant is partnering with another agency, please attach a letter of support from that partnering agency, including details on roles and responsibilities of each party.

c. *Public Outreach*

Planning

Describe the public outreach that will be performed as a part of this project's efforts, including a schedule for public outreach and which groups will be engaged.

Capital/Quick Build

Describe the public outreach that was conducted as a part of this project's efforts, including a list of the communities that were contacted, the comments received, and the plan for outreach during the remainder of the project implementation.

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.

- 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. Support narrative with photos and photo captions, a video, a vicinity map, and/or a site map.

For Planning Projects Only:

- 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, multi-modal/complete streets concepts, and how it advances equity.
 - Vision/Mission statement
 - The proposal should outline a clear vision or mission statement, and include reasons to support preparing the planning document at this time.
 - The proposal should describe attainable goals and performance metrics. Elaborate on how the transportation programs and policies align with regional, state, and federal programs and initiatives.
 - Budget/tasks
 - The proposal includes a clear and reasonable budget with appropriate tasks outlined.
 - Schedule
 - The application has a reasonable and timely schedule.
 - Outreach methods
 - The application demonstrates how it will conduct outreach throughout the planning process.
 - Data collection/evaluation
 - The data collection and evaluation process for the plan is clearly outlined in the proposal, including information on how GIS information, collision data, bicycle and pedestrian counts, and other key data may be used for Plan development.
 - Specific improvements
 - Any areas of specific interest for improvements to the jurisdiction are detailed in the application.
 - Programs/initiatives
 - The proposal clearly identifies programs and initiatives that the jurisdiction would like to pursue as a part of the comprehensive plan. Elaborate on how the Plan would align with regional, state, and federal programs and initiatives.
 - Multi-modal/complete streets concepts
 - The proposal includes considerations for multiple modes, including, but are not limited, to the incorporation of complete streets concepts and green infrastructure projects.
 - Equity
 - The application demonstrates how it will support advancement of affordable and accessible transportation in their communities. Please note in the application if the planning project includes equitable transportation policies that address the needs of low-income groups, communities of color, people with disabilities, elderly population (ages

- 75 and older), zero vehicle household, single parent families, limited English proficiency, and those who are rent-burdened.
- Consistency with local, regional, state, and/or federal policies/plans
 - The proposal describes how the Plan will align with local, regional, state, and/or federal policies and is consistent with goals outlined in those policy documents.

For Capital/Quick Build Projects Only:

Capital Projects will be scored based on 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, number of trips generated, or its actual physical size.

b. Safety, Reduced risk of collision injury:

Describe how the risk of injury to people walking or bicycling was identified, the scale of the risk, 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
- Locations with high traffic/ADT and/or high traffic speeds
- Projects using proven design countermeasures as cited in the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan Design Toolkit
- Projects along corridors which have Level of Traffic Stress 3 or 4 as cited in the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan

c. Network Connectivity

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, including the number of schools, transit centers, activity centers, or parks with .5 miles of the proposed project. Facilities provided may include access routes such as trails and sidewalks, and may also include bicycle parking, accessibility features such as curb ramps and tactile warning strips for people with impaired vision, and other facilities that meet the needs of people walking and bicycling. Describe the level of access available currently and how the project creates options or connectivity that are not currently available.

d. Equity

Use the following links to review your project's Equity criteria eligibility:

- [MTC Equity Priority Communities](#)
- [CalEnviroScreen](#) 3.0 census tract with a score above 25%
 - Hover over the census tract where your project lands and use the legend to the right to determine what the percentage score is
- [Equity Focus Area](#) score of 6 or higher
 - Use the sliding scale on the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan webmap to show the range of Equity Focus Areas. If your project area is highlighted when the scale is at 6 or higher, you may check this box.

If the project is only partially within one of these areas, you may still check the relative box. If the project promotes equity in other ways, such as connecting an equity focus area to a business center, high use activity center, etc., please elaborate and describe in more details using the box provided.

e. Pedestrian Project Elements

C/CAG intends to provide balanced funding for both bike and ped projects. In order to encourage pedestrian projects, projects that provide facilities for walking (either as a stand-alone pedestrian project or as a dual-purpose bike and pedestrian project) will receive additional points compared to projects that serve only bicycling.

f. 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.

g. Project Connection to Countywide Backbone Network or Pedestrian Focus Areas

Using the recently adopted 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan, cite whether your project falls along the Countywide Backbone Network or is within a Pedestrian Focus Area. Please reference the Project ID or corridor name.

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.

h. Consistency 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 with. 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 Plan, City Bike or Pedestrian Plan, Active Transportation Plan, or Complete Streets Plan
- Countywide Transportation Plan (2017), C/CAG's San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) (2021), and the San Mateo County Sustainable Streets Master Plan
 - CBPP Backbone Network Projects are found in Appendix D and Local Projects can be found in Appendix E
- Plan Bay Area 2050
- Americans with Disabilities Act

VII. FUNDING AND LOCAL MATCH

a. For all project types:

Local Cash Match: Indicate the amount of funding requested in this application and the total project costs. Calculate the percentage of local match according to the equation below.

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

Planning and capital projects are required to provide at least a 10% local match in order to be considered for TDA Article 3 grant funds.

b. For Capital/Quick Build 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.

c. TDA 3 Project Funding History

If your local jurisdiction has received funding through the TDA Article 3 program in the last 10 years, please check the box “yes”. If not, check the box “no”. If your jurisdiction has received funding, please indicate how much funding you have received in the past 10 years. Some points may be added for those jurisdictions that have received little to no funding from the TDA Article 3 funding source.

d. Active TDA 3 Grants

If you currently have an active TDA Article 3 funded project that has not been fully invoiced, please indicate the expected completion time frame for the project. To measure project readiness and likelihood for timely implementation, please also indicate how staff time would be allocated between the outstanding TDA Article 3 project and the FY 22-23 TDA Article 3 project application.

VIII. ADDITIONAL INFORMATION AND OPTIONAL FIELD VIDEO SUBMISSION

For all project types:

Include any additional information that may be helpful to the application reviewers.

For Capital/Quick Build Projects Only:

As an option, project sponsors can submit one (1) 5-minute video of your project location (either on a thumb drive or electronic database such as Dropbox) as supplemental information for each application. The C/CAG 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 challenges. This video does not take the place of the project presentation at a future BPAC meeting.

IX. PROJECT CONTACT INFORMATION

Provide the information for a single point of contact, who can answer clarifying questions about the application, if needed.

X. CONFIRMATION

For Capital/Quick Build Projects Only:

Project Engineer Confirmation

Agree and attest that a licensed city or consultant project engineer has reviewed and approved the cost estimate provided in the application.

Data Collection Confirmation

Agree and attest that the project sponsor will provide before and after data, including but not limited to bike and pedestrian counts, collision data, speed data, and photos.

For all project types:

MTC Guideline Confirmation

Agree and attest that the project sponsor has reviewed the MTC Guidelines and that the project adheres to the TDA Article 3 program guidelines.

Project Attachments

Attachments		Application Question	Content Description
<input type="checkbox"/>	California Environmental Quality Act (CEQA) Documentation	II(c)	Provide CEQA documents as necessary
<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 (h)	Documentation of the Plans and Policies with which the project is consistent.
<input type="checkbox"/>	Local Cash Match	VII	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.

SELECTION PROCESS

All scores of the applications submitted as part of this call for projects will approved by the C/CAG Bicycle and Pedestrian Advisory Committee at its March 24, 2022 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 April 14, 2022.

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.

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. Additionally, project sponsors commit to providing project information and data upon completion.

IMPLEMENTATION

Successful applicants that receive TDA Article 3 funds will need to submit the required MTC TDA Article 3 information. This information will be embodied in a resolution from your governing body that includes certain findings by the local jurisdiction. Instructions and the resolution template are available from the MTC website at:

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

ATTACHMENTS

- TDA Article 3 FY 22/23 Capital Project Application
- TDA Article 3 FY 22/23 Planning Project Application
- TDA Article 3 FY 22/23 Scoring Sheet