



PEDESTRIAN AND BICYCLE PROGRAM Cycle 6 – Fiscal Years 2023 and 2024

CALL FOR PROJECTS GUIDELINES

Introduction

The San Mateo County Transportation Authority (TA) is pleased to announce a Call for Projects (CFP) for the Pedestrian and Bicycle Program. The goal of the Pedestrian and Bicycle Program is to fund projects that improve bicycling and walking accessibility and safety in San Mateo County, helping to encourage more residents to participate in active transportation. Bicycling and walking are sustainable forms of transportation that help meet local mobility needs.

Application Materials

The CFP packet consists of these guidelines, application instructions and the application templates. These documents and other related reference materials can be found at the following link:
<https://www.smcta.com/2022-cycle-6-pedestrian-and-bicycle-program-call-projects>

Schedule

Call for Projects Issued	August 4, 2022
Call for Projects Workshop – Register here to receive Zoom Access Link	August 9, 2022
Notice of Intent to Submit Survey Deadline	August 19, 2022
Option Pre-submittal Meetings with TA Staff	August 22 - September 2, 2022
Project Applications Due	September 23, 2022
Evaluation Period	October 2022
Draft Recommendations/TA Board Approval	November/December 2022

Application Submittal Instructions

Step 1: Notice of Intent to Submit Survey: Potential applicants must fill out the notice of intent to submit survey using the link below with the project name and sponsor agency information no later than September 16, 2022 for each individual potential project application. This will be used to set up a Dropbox account for submission of all materials which will be emailed to primary contact indicated in the survey.

[Notice of Intent to Submit Survey Link](#)

Step 2: Optional Pre-Submittal Meetings with TA Staff: Applicants may indicate in the notice of intent to submit survey if they would like to discuss their potential project and/or application with TA staff. Applicants should be prepared to discuss the project overview to determine eligibility, required matching funds, project schedule, etc. Pre-submittal meetings may be requested by the TA for applicants who did not apply to the Cycle 5 CFP, have previous project delivery/invoicing/reporting issues, or who request potential TA Technical Assistance. ***Please submit the survey prior to August 19, 2022 for pre-submittal meeting requests.***



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Step 3 – Upload and Confirm: Applicants must submit one electronic copy of the completed application with all required attachments by uploading all materials to a specific Dropbox link that will be provided. Completed applications must be received no later than **September 23, 2022 by 4:00 PM**. Late or incomplete applications will not be accepted. It is the applicant's responsibility to check with TA staff to confirm the receipt of applications prior to the submission deadline.

Primary application contacts for any questions/concerns

Patrick Gilster

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Phone: 650-622-7853

or

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Background

In 2004, the voters of San Mateo County reauthorized the Measure A Program and approved an extension of the half-cent sales tax for transportation improvements for another 25 years (2009-2033). Three percent of the sales tax revenues from Measure A are available for the construction of facilities for pedestrians and bicyclists.

In 2018, the voters of San Mateo County authorized the Measure W Program and approved a new half-cent sales tax to implement transportation improvements as identified in the San Mateo County Congestion Relief Plan for 30 years (2019-2049). The TA administers 50 percent of the Measure W sales tax proceeds, while the remaining 50 percent are administered by SamTrans. Five percent of the sales tax revenues from Measure W are available for the construction of facilities for pedestrians and bicyclists.

The TA Strategic Plan 2020-2024 created a combined Measure A and W Pedestrian and Bicycle Program in accordance with the Measure A Goals and Measure W Core Principles. The combined program established three sub-categories to divide available funding between each CFP cycle: (1) 95% for capital projects; (2) 2.5% for planning and promotional activities; and (3) 2.5% for Safe Routes to School. The Safe Routes to School funding is administered separately from this CFP by the San Mateo County Office of Education in collaboration with the TA. This CFP combines funding dedicated to pedestrian and bicycle projects from Measures A & W to streamline the application, evaluation, and grant administration process.

Goals

Projects funded through this CFP must meet the following goals:

- ✓ Help reduce traffic congestion by safely connecting communities and neighborhoods with schools, transit, and employment destinations
- ✓ Fill gaps and cross barriers in the existing bicycle/pedestrian network, and safely cross barriers such as major roads, rail corridors, and highways
- ✓ Improve existing facilities to make them safer and more accessible for cyclists and pedestrians
- ✓ Make walking and bicycling safer and more convenient for a wide range of ages and abilities

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Funding

Available Funding

A total of up to approximately \$18 million in Measure A & W Pedestrian and Bicycle Program Category funds may be made available for projects that best meet the program evaluation criteria. The table below shows the anticipated breakdown of project funding.

Available Funding

Measure A	3%	\$7,139,271
Measure W	5%	\$10,636,500
	Total	\$17,775,771

Program Categories

Capital	95%	\$16,713,350
SRTS	2.5%	\$439,825
Planning/Promotion*	2.5%	\$592,325
	Total	\$17,775,771

*Includes \$152,500 carryover from available Cycle 5 funds

Capital Projects

Small Projects (Total project costs ≤ \$1 mil)*	33%	\$5,545,675
Large Projects (Total project costs > \$1 mil)*	67%	\$11,197,945
	Total	\$7,695,000

*For this purposes of this CFP, the “total project cost” refers to the total cost of all phases of work being requested for funding. Future phases of work not being requested do not count toward this total.

Evaluation and Scoring Rubric

All candidate projects submitted for funding consideration will be evaluated based on the Strategic Plan 2020-2024 core principles and evaluation criteria. The “Evaluation Criteria and Scoring Rubric” full document can be found on the [Call for Projects webpage](#).

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Key Program Guidelines

<p>Matching Funds – All Subcategories</p>	<p>Standard Match: A minimum 10% match is required for all applications regardless of sub-category. TA Local Streets and Transportation funds are an eligible source of matching funds. Funding from other TA funding categories, however, is not considered as eligible match. The TA will not consider previously incurred costs or previously expended or encumbered funds towards the matching requirement. Staff time in-lieu match is also not accepted.</p> <p>Equity-based Reduced Match: A reduced 5% match may be requested in advance of submitting for project/program applications located in MTC Equity Priority Communities, Re-Imagine SamTrans Equity Priority Areas, or C/CAG Comprehensive Bicycle and Pedestrian Equity Focus Areas (Scores between 8 to 10 only). Use of the reduced match must be approved by TA staff prior to submitting an application.</p>
<p>Maximum Project Award</p>	<p>Capital – Large Projects: \$2 million maximum Capital – Small Projects: \$909,090 with standard match / \$952,380 with equity-based reduced match Planning and Promotions - \$100,000 maximum</p>
<p>Number of Applications</p>	<p>Eligible sponsors are limited to submitting up to three applications per Call for Projects cycle total across all sub-categories with a maximum total award capped at \$5 million for all projects.</p>
<p>Timely Use of Funds</p>	<p>Projects or programs must complete a funding agreement, begin work within one-year of an award, and expend funds within two years of the executed funding agreement.</p>
<p>Reduced Awards</p>	<p>Due to funding limitations, proposals that are selected for funding may receive less than the amount original requested. In those cases, TA staff will work with the sponsor to determine if the proposed projects or programs are still viable with a reduced award.</p>
<p>Applications to Cover Cost Increases</p>	<p>Sponsors who have applied for and received an award from a prior cycle of the TA's Pedestrian and Bicycle program may request funding for the same project to cover cost increases. In these instances, sponsors are limited to requesting half of the funding caps.</p>
<p>Eligible Capital Project Components</p>	<p>Pedestrian and bicycle components of capital projects may be requested from this program. However, matching funds and the project funding request must be directly related to the pedestrian and bicycle component of the project only.</p>

Eligibility

Eligible Sponsors (Applicants)

Eligible project sponsors for Pedestrian and Bicycle funds are limited to:

- Town of Atherton
- City of Belmont
- City of Brisbane
- City of Burlingame
- Town of Colma
- City of Daly City
- City of East Palo Alto
- City of Foster City
- City of Half Moon Bay
- City of Hillsborough
- City of Menlo Park
- City of Millbrae
- City of Pacifica
- Town of Portola Valley
- City of Redwood City
- City of San Bruno
- City of San Carlos
- City of San Mateo
- City of South San Francisco
- Town of Woodside
- County of San Mateo
- C/CAG
- Public Transit Agencies
- Public Schools and Public School Districts (County SRTS program)
- Commute.org

Other interested agencies may partner with an eligible sponsor; however, only eligible project sponsors may submit applications.

Eligible Projects

The Pedestrian and Bicycle program provides funding for the following four (4) categories:

- Large Capital Projects (equal to or greater than \$1.0 million)
- Small Capital Projects (less than \$1.0 million)
- Planning and Promotions
- Safe Routes to Schools (SRTS) Projects (through the County Office of Education's SRTS program)

Infrastructure (Capital) Projects

Funding for capital projects includes environmental, design, and construction phases of a capital project. Right of way acquisition is also an eligible expense provided that the proposal has a completed environmental clearance and an estimate of value prepared by a right of way professional that is conducted pursuant to industry standards (for example of industry standards, see the Caltrans Right of Way Manual, Chapter 4 "Estimating" at: <http://www.dot.ca.gov/hq/row/rowman/manual/ch4.pdf>).

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The list below includes capital projects considered generally eligible for Measure A & W Pedestrian and Bicycle funding. This is not an exhaustive list and additional candidate projects, provided they are located in San Mateo County and meet the goals of the program, may be submitted. General citywide maintenance/rehabilitation projects are ineligible.

Sample Capital Projects include, but are not limited to:

- Development of new or upgraded bikeways, shared use paths, overcrossings, and walkways that improve mobility, access, or safety for non-motorized users.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to public transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.

Planning and Promotions (Non-infrastructure)

Funding for this category includes non-infrastructure projects that help build community consensus and direction for future capital projects (planning) or encourage behavior change (education and encouragement programs) to increase bicycling and walking.

Sample non-infrastructure projects include, but are not limited to:

- Development or updates of a community wide bike, pedestrian, Vision Zero, or active transportation plans.
- Development and implementation of community wide bike-to-work or walk-to-work programs.
- Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analysis.
- Conducting pedestrian and/or bicycle safety education programs.
- Development and publishing of community walking and biking maps.
- Components of open streets events directly linked to the promotion of a new infrastructure project or designed to promote walking and biking on a daily basis.
- Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.

Other Policies/Guidelines for This Call for Projects

Cover Letter

Each application must include a cover letter signed by the Chief Executive of the agency approving the submittal of the application, certifying the project cost estimate and to the non-supplantation of funding.

Governing Board Resolutions

A sponsor agency governing board resolution supporting the project application, certifying the non-supplantation of funds, and verifying the commitment of matching funds is required. If the sponsor agency is not able to obtain a governing board resolution prior to the application deadline, the application will be accepted on an interim basis until an adopted governing board resolution can be obtained. Approved governing board resolution must be submitted to the TA no later than November 30, 2022.

Funding Agreements

All sponsors who receive an award will be required to enter into a funding agreement with the TA. All agreements must be executed within one-year of the TA Board allocation (expected in December 2022) and are required to use the TA's electronic signature platform. Extension requests must be provided in writing or via email to the TA's Manager of Planning and Programming within one-year of the award and will only be granted for extenuating circumstances. Any funding awards without an agreement after one-year will automatically be returned the Ped/Bike Program available funding pot.

A draft funding agreement will be posted the CFP webpage and project sponsors must submit any requested changes to the draft agreement with the application.

Timely Use of Funds

Project must remain active to retain allocated funding. Pedestrian and Bicycle Program funds will be expected to be fully expended within two years for pre-construction activities and three years for construction activities from the TA Board allocation date. A total of five years will be allowed if both pre-construction and construction are part of the allocated work scope. Planning and promotions programs are expected to fully expend funds within two years. In the event that the Scope of Work cannot be completed within the defined period (two, three, or five years), the Sponsor may request a time extension by providing a letter to the TA justifying the need for additional time. If the TA agrees to the extension, then an amendment to the funding agreement will be executed.

Allocations for a Scope of Work/Minimum Operable Segment

Large capital infrastructure projects, such as a pedestrian/bicycle overcrossing of a highway, with total costs in excess of the \$1 million, may be submitted for funding consideration even though the Scope of Work or minimum operable segment is not fully funded. If a funding allocation is awarded for such a project, the sponsor must secure the remaining matching funds

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needed to complete the requested scope of work/minimum operable segment within one year of the funding award.

Eligible Costs

Funds shall be used only for direct eligible costs to complete the scope of work. Development of proposals/applications and the review of funding agreements are not eligible for Pedestrian and Bicycle Program funding. Funding may not be used for a general staff position.

Audits

The TA, or its authorized agents, reserve the right to audit the project sponsor to ensure compliance with the terms and conditions stipulated in the sponsor's funding agreement.

Quarterly and Final Progress Reporting

Sponsors will be required to monitor and report project status during the implementation of the project scope of work. Progress reports will be due on a quarterly basis after the execution of a funding agreement within 30 days of the end of each quarter and a final report will be required within 90 days of the Sponsor's final acceptance of the Scope of Work. A sponsor must be in good standing with the submittal of progress reports (within 30 days after the end of each quarter) prior to receiving reimbursement for eligible scope of work expenses.

Under-subscription

If funds are undersubscribed in this cycle, the TA reserves the right not to fund project applications which do not satisfy the project merit evaluation criteria.

Cost Increases

Projects which are allocated funds are not guaranteed to receive additional funds if the cost of the project scope increases. It will be the responsibility of the sponsor to identify and secure additional funds. Sponsors can work with the TA and other funding entities to secure additional funds, as well as apply for additional TA funds through subsequent funding cycles.

Non-supplantation of Funds

Sponsors are required to certify funds awarded in this cycle will not replace existing funds. The non-supplantation of funds must be certified in the cover letter to this application as well as in the governing board resolution as described in section 6a and 6b above.

Project Signage

All press releases, project fact sheets, documents, websites, and communication materials produced for projects receiving an award shall include the TA logo and the following statement: **This project was made possible in part by Sales Tax dollars provided by the San Mateo County Transportation Authority.** If funds are used for capital project, the project sponsor must maintain a project sign identifying the TA as a funding partner for the project.

Letter of No Prejudice

Project sponsors may request a letter of no prejudice from the TA to incur costs on a project with the understanding that the costs incurred before receiving the award may be reimbursable as eligible expenses or may be eligible for credit toward local matching share if the project is approved for funding at a later date. Any funds expended prior to the approval of a letter of no prejudice will not be considered as matching funds.

Scope Changes

Project sponsors seeking a change in project scope after TA Board approval of the allocation must obtain approval from the TA in writing/via email or risk losing the funds. Depending on the deviation from the original scope of work, the TA may consider rescinding the award or rejecting the request if the project materially changes from the originally awarded. Costs incurred that are not part of the project scope are ineligible for reimbursement.

Incomplete Projects

If the project is not completed as awarded, the project sponsor may be required to fully or partially repay TA funds commensurate with the failure to complete the project.