



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
Deadline for "Notice of Intent to Submit" Survey for Pre-Submittal Meeting Requests	August 19, 2022
Optional Pre-submittal Meetings with TA Staff	August 22 - September 2, 2022
Deadline for "Notice of Intent to Submit" Survey for Upload Link Only	September 16, 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 to provide the project name and sponsor agency information no later than September 16, 2022 for each individual potential project application. This information will be used to email materials to the sponsor's primary contact and set up a Dropbox account for each potential submission.

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

Step 2: Optional Pre-Submittal Meetings with TA Staff: Applicants may indicate in their survey responses 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



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

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 "Notice of Intent to Submit" survey prior to August 19, 2022 for pre-submittal meeting requests.***

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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or

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TABLE OF CONTENTS

1. [Background](#)
2. [Goals](#)
3. [Funding](#)
4. [Evaluation and Scoring Rubric](#)
5. [Key Program Guidelines](#)
6. [Eligibility](#)
7. [Other Policies/Guidelines for this Call for Projects](#)

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 the San Mateo County Transit District (operator of 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 Measures 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 and 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

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

Funding

Available Funding

A total of up to approximately \$18 million in Measure A and 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	\$17,745,500

*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	\$16,743,620

*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.

Available C/CAG Funding

A total of \$200,000 in C/CAG-administered Measure M will also be made available for the Cycle 6 CFP. This funding is available for Safe Routes to School capital (infrastructure) projects only.

Available Funding

Measure M - SRTS	\$200,000
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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](#).

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

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 an eligible match. The TA will not consider previously incurred costs or previously expended or encumbered funds towards the matching requirement. Staff time in-lieu of matching funds also is not accepted.</p> <p>Equity-based Reduced Match: A reduced 5% match may be requested in advance of proposal submittal for projects/programs 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). Applicants may not submit proposals assuming use of the reduced match without prior approval of TA staff.</p>
<p>Maximum Project Award</p>	<p>Capital – Large Projects: \$2 million Capital – Small Projects: \$909,090 with standard match / \$952,380 with equity-based reduced match Planning and Promotions: \$100,000 Total awards per sponsor for this CFP: \$5 million</p>
<p>Number of Applications</p>	<p>Eligible sponsors are limited to submitting up to three applications per Call for Projects cycle across all sub-categories.</p>
<p>Timely Use of Funds</p>	<p>Projects or programs must complete a funding agreement (or memorandum of understanding), begin work within one-year of an award, and expend funds within two years of executing the agreement.</p>
<p>Reduced Awards</p>	<p>Due to funding limitations, proposals that are selected for funding may receive less than the amount originally requested. In those cases, TA staff will work with the sponsors to determine if the proposed projects or programs are still viable with reduced awards.</p>
<p>Applications to Cover Cost Increases</p>	<p>Sponsors who have applied for and received awards from prior cycles of the TA’s Pedestrian and Bicycle program may request funding for the same projects to cover cost increases. In these instances, funding award to cover cost increases will be limited to 50% of the maximum project award amounts identified above.</p>
<p>Eligible Capital Project Components</p>	<p>Funding for pedestrian and bicycle components of broader capital projects may be requested from CFP. However, matching funds and project funding requests must be directly related to the pedestrian and bicycle components of the broader projects.</p>

Eligibility for this CFP

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 operating in San Mateo County
- Commute.org

Other interested agencies such as non-profits or public entities 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 sub-categories:

- Large Capital Projects (with total project budgets equal to or greater than \$1.0 million)
- Small Capital Projects (with total project budgets less than \$1.0 million)
- Planning and Promotions
- Safe Routes to School (SRTS) Projects (through the San Mateo 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 (a) the project has obtained environmental clearance and (b) a right of way professional has developed an estimate of the value of the needed property pursuant to industry standards (for example, see

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

the Caltrans Right of Way Manual, Chapter 4 "Estimating" at: <http://www.dot.ca.gov/hq/row/rowman/manual/ch4.pdf>.

The list below includes capital projects considered generally eligible for Measure A and 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, and/or safety for non-motorized users.
- Installation of traffic control devices to improve the safety of pedestrians and/or bicyclists.
- Safe routes to public transit projects or facilities.
- 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 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 analyses.
- Conducting pedestrian and/or bicycle safety education programs.
- Development and publication 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/City Manager (or equivalent) of the sponsor agency approving the submittal of the application, certifying the project cost estimate and the non-supplantation of funding.

Governing Board Resolutions

A resolution from the sponsor agency's governing board supporting the project application, certifying the non-supplantation of funds, and committing the required matching funds. 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 resolutions must be submitted to the TA no later than November 30, 2022.

Funding Agreements / Memoranda of Understanding

All sponsors awarded funding will be required to enter into a funding agreement or memorandum of understanding (MOU) with the TA. Funding agreements are typically used when the TA's only role in the Project is as a funder. The TA enters into MOUs with sponsors when the TA will be more involved in the Project. All agreements must be executed within one year of the TA Board allocation (expected in December 2022), and sponsors 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 to the Pedestrian and Bicycle Program for future allocation.

A draft funding agreement and MOU 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 of TA Board allocation for pre-construction activities and within three years of allocation for construction activities. A total of five years will be allowed if both pre-construction and construction are part of the allocated work scope. Planning and promotion 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 or MOU will be executed.

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

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 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/MOUs 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 project sponsors to ensure compliance with the terms and conditions of the CFP and resulting funding agreements/MOUs.

Quarterly and Final Progress Reporting

Sponsors will be required to monitor and report project status during the implementation of the funded scope of work. Progress reports will be due after the execution of a funding agreement/MOU on a quarterly basis, within 30 days of the end of each quarter. 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 to receive reimbursement for eligible scope-of-work expenses.

Under-subscription

The TA reserves the right not to fund project applications which do not satisfy the project merit evaluation criteria, regardless of whether funds are undersubscribed in this CFP cycle.

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 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 a capital project, the project sponsor must post and maintain a 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 allow them to incur costs on a project prior to when funds are awarded with the understanding that such costs may be reimbursable as eligible expenses, or may be eligible for credit toward a local matching requirement if the project is approved for funding at a later date. Any funds expended prior to the issuance of a letter of no prejudice will not be considered as matching funds.

Scope Changes

Sponsors seeking a change in project scope after the TA Board awards funds for a project 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 (e.g., if the project materially changes from that originally awarded funds). Costs incurred that are outside the project scope are ineligible for reimbursement.

Incomplete Projects

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

C/CAG Measure M Safe Routes to School Funding Guidelines

Eligible Sponsors

Eligible sponsors for C/CAG's Measure M SRTS funding is limited to local jurisdictions (cities/towns/County). Schools and school districts are encouraged to partner with the appropriate jurisdiction.

Eligible Projects

C/CAG Measure M SRTS funding is limited to capital (infrastructure) projects only and should be able to be wholly funded by a Measure M award (less than \$200,000) to be constructed. C/CAG encourages the submission of smaller off-site projects near school campuses such as Rapid Rectangular Flashing Beacons, Quick Build safety projects, sidewalk gap closures, high visibility crosswalks, traffic calming, etc. For additional examples of SRTS projects, check out the Seattle Department of Transportation's [Safe Routes to School Engineering Toolkit](#).

Additional eligibility criteria is provided below.

- Projects should be identified in a walk audit or bike/pedestrian plan to be qualified. If not mentioned, a reasonable justification should be provided.
- Projects should be located within ½-mile of school.
- Priority will be given to projects identified on the [C/CAG Youth High Injury Network](#).

Match Funds Requirement

C/CAG will require the same matching funds as the overall Cycle 6 program. Therefore, a minimum funding match of 10% is required or a reduced equity-based match can be requested (see "Key Program Guidelines" section).