

## APPLICATION INSTRUCTIONS

1. Select the appropriate application form based on the type of project (**Infrastructure** or **Non-Infrastructure**).
2. Complete the appropriate application form along with the required Attachments.

Attachments		Infrastructure	Non-Infrastructure
A	Cover Letter Signed by Chief Executive	A✓	A✓
B	Letters of Support/Community Engagement Documentation	B✓	B✓
C	Site Photos	C✓	
D	SMCTA Call for Projects Portal Export	D✓	
E	GHG Emission Reduction and VMT Impact	E✓	
F	Cost Estimates	F✓	F✓
G	TIMS ATP Maps and Summary Data Printout	G✓	G✓

### 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 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.

## Application Attachments

### Attachment A: Cover Letter

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The one-page cover letter should include:

- ✓ Sponsor Agency letterhead
- ✓ Project title
- ✓ Brief description of the project and benefits to the applicable community
- ✓ Funding request
- ✓ Local match amount
- ✓ Certification of project cost estimate
- ✓ Non-supplantation of Measure A & W funds
  - Sponsors must certify that Measures A & W funds awarded in this cycle will not replace existing funds per the non-supplantation of funds requirement in this grant program.
- ✓ Signature by an authorized representative of the agency with name, title, and date.
  - Wet signatures are not required.
- ✓ Label file as "Attachment A".

### Attachment B: Letters of Support/Community Engagement Documentation

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- ✓ Applicants should include letters of support and/or documentation of community engagement, which may include public notices, sign-in sheets, photos, meeting notes/minutes.
- ✓ Consolidate all documents into one PDF file and label as "Attachment B".

### Attachment C: Site Photos

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- ✓ Include photos with captions to document existing conditions or concerns relevant to your application. A consolidated Word document or PDF with descriptions is preferred and label as "Attachment C".
- ✓ Please also provide raw images of photos in the DropBox or upload folder for use by the TA.

### Attachment D: SMCTA Call for Projects Portal Export

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- ✓ Applicants must click on the link to visit [SMCTA Call for Projects Portal](#) website.
- ✓ Follow the on-screen instructions to insert the project's data and note the auto-generated Application ID which you will need later on.
- ✓ Please note that projects should be drawn as one point, line, or boundary. For example, if a project consists of multiple intersection improvements in the same corridor, use the line feature to draw the extents between all the applicable intersections. If projects are not on the same corridor, use the boundary feature to best identify the applicable area.
- ✓ Export the Zip file and labeled as "Attachment D\_Application ID".

**Attachment E: GHG Emission Reduction and VMT Impact**

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- ✓ Download the Benefits Calculator Tool produced by the California Air Resources Board for the Strategic Growth Council's Affordable Housing and Sustainable Communities (AHSC) Program:  
[https://ww2.arb.ca.gov/sites/default/files/classic/cc/capandtrade/auctionproceeds/sgc\\_ahsc\\_to\\_ol\\_030221.xlsx](https://ww2.arb.ca.gov/sites/default/files/classic/cc/capandtrade/auctionproceeds/sgc_ahsc_to_ol_030221.xlsx)

*Note: This grant program will only use select components of this tool*

- ✓ Follow the steps below:

- Step 1** After downloading and opening the **Benefits Calculator Tool**, click on the worksheet tab labeled **Project Info**.
- Step 2** Enter the project title in cell E23 and select **San Mateo** from a drop down menu of California counties in cell E25.
- Step 3** Click the worksheet tab labeled **Active Transportation Inputs**.
- Step 4** Enter the project type using the drop-down menu in Column B.<sup>1</sup>
- Step 5** Provide a name for the project or location in Column C.
- Step 6** Enter the first year the project will be open to the public in Column D.
- Step 7** Chose the length of the facility from a drop-down menu in Column G.
- Step 8** Enter **Average Daily Traffic** for road on or adjacent to active transportation facility in Column I.
- Step 9** Enter **Yes** or **No** if the project is located in a university town with a population less than 250,000 in Column J.
- Step 10** Enter the approximate number of key destinations within ¼ mile of the proposed facility in Column L and within ½ mile of the proposed facility in Column M.
- Step 11** Add more rows if there are additional new facility types to add.
- Step 12** Save the excel file and attach labeled as "Attachment E".

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<sup>1</sup>Pedestrian facilities eligible for quantification include new walkways, such as sidewalks and pedestrian bridges. Eligible bicycle facilities include new Class I bike paths, Class II bike lanes (including buffered bicycle lanes), and Class IV bikeways. Class III bike routes, which provide a right-of-way designated by signs or permanent markings and shared with pedestrians and motorists, are ineligible for quantification. Class III Bike Boulevards with traffic calming are eligible under the grant program and can be quantified in this tool.

### Attachment F: Cost Estimates

- ✓ For **Infrastructure applications** that include request for construction funding, attach detailed cost estimates that includes a table of construction items, quantities, unit costs, total item cost, contingency, and total cost.
- ✓ Applicant may upload their own format or use the Caltrans form available at:  
<https://dot.ca.gov/-/media/dot-media/programs/design/documents/f0002294-11-page-preliminary-cost-estimate-template-example-a11y.xlsx>
- ✓ For **non-infrastructure applications**, include labor costs (staff time) for agency and consultant (if applicable) per task and total. Detailed task descriptions should also be provided if not provided separately.
- ✓ Include and itemize direct costs such as travel, equipment, and supplies per task and total.
- ✓ Applicant may upload their own cost estimates in a format of their choosing or use the Caltrans ATP form available at: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/cy5/attachment-g-ex-22-r.xlsx>
- ✓ An additional example for non-infrastructure planning project cost estimate is:  
<https://www.smcta.com/media/18289/download?inline>

### Attachment G: TIMS ATP Maps and Summary Data Printout

- ✓ Complete the Transportation Injury Mapping System ATP Maps and Summary Data for the project by clicking here: <https://tims.berkeley.edu/tools/atp/>
- ✓ If you do not already have a free account, register by clicking here:  
<https://tims.berkeley.edu/register.php>
- ✓ For projects that have had other safety assessments, please feel free to provide additional supporting back up from other sources. Please also review the [C/CAG Youth High Injury Network](#) and provide documentation if the project location is identified.

### Step 1 Select the County/City, Bike/Ped, Severity, and Years

- Select **San Mateo County**
- Select your jurisdiction
- Do not include 1 mile buffer outside of selected County/City
- Set the search criteria as follows:
  - Include State Highway Related Collisions: **Yes**
  - Involved With: **Pedestrian and Bicycle**
  - Collision Severity: **Fatal, Severe Injury, Other Visible Injury, and Complaint of Pain**
  - Choose start/end year for the most recent five year period: Start **2017** and End **2021**

**Step 2 Identify your project area to develop a more localized Community Heat Map.**

- Select the size of your proposed project limits from drop down menu.
- Follow instructions on the screen to select the approximate center of your project limits.
- If the application is a citywide plan or program, you may draw a square around the entire jurisdiction and all collisions will be included in the report.
- Click **Show Community Heat Map** on bottom right of the screen.

**Step 3 Draw the project boundaries to get detailed collision map and data summaries**

- Follow the instructions on the screen to draw the project boundaries. The “Draw Polygon” feature is easier to use than the “Draw Polyline” feature.
- For more information on how to use this tool, click here:  
[https://tims.berkeley.edu/help/ATP\\_Colsn\\_Map\\_Viewer.php](https://tims.berkeley.edu/help/ATP_Colsn_Map_Viewer.php)
- Click **Show Project Area Collision Map** on bottom right of the screen.

**Step 4 Review the project-specific collision map**

- Follow instructions on the screen to review the results.

**Step 5 Review the collision summary data, graphs and tables provided.**

- Review the results of the tool and include in your application narrative where relevant

**Step 6 Print the heat maps and summaries in the ATP Tool**

- Click on the **Print** button on the bottom of the screen.
- Save the PDF file to your computer and upload with the file name: *Attachment F: TIMS ATP Maps and Summary Data Printout*

**Attachment H: Letter of Partnership Intent**

- ✓ If the primary applicant is partnering with one or more agencies, each of the partnering agencies should submit a letter outlining their role, responsibilities if funding were granted, and their respective financial contribution to the project (if any).

**Attachment I: Other Documentation**

- ✓ Applicants may wish to include supporting designs, excerpted studies, or other relevant documentation to support claims in the application. If the project is located in a disadvantaged community or other equity priority area as defined in the application form, Attachment I is where the documentation and census tract information can be attached.