**INSTRUCTIONS FOR APPLICATION FORM**

All materials are available online at:

<http://www.smcta.com/2015PedBikeCFP>

General questions regarding the application? Contact **Pete Rasmussen at** **rasmussenp@samtrans.com** **or (650) 508-6343.**

Applications are due on **December 18, 2015 at 4 p.m.**

* + Email to **callforprojects@samtrans.com**, and
	+ Submit **one** **unbound original** and **six** **bound** **hard copies** to:

	Attn: Pete Rasmussen

San Mateo County Transportation Authority

1250 San Carlos Avenue

San Carlos, CA 94070

1. Definitions: The following terms are used throughout the application form. Please note when questions are specific to the overall project or the project scope, and respond accordingly.
	1. Overall project: The entire project ultimately to be constructed.
	2. Project scope: The specific project phase or elements for which Measure A funds are being requested in this application/cycle. The project scope may be a subset of the overall project.
	3. Sponsor: The applicant for Measure A funds for the project scope.
2. Please contact the TA if you have questions while completing the application form. This will save time and follow-up efforts with applicants for the TA during the evaluation process.
3. Each question is designed to help the sponsor address how well the project may meet the program evaluation criteria. Please keep responses as clear and concise as possible.

**PROJECT APPLICATION FORM**

**Project Information**

|  |  |
| --- | --- |
| Overall Project Title: |  |
| In jurisdiction(s):  |  |
| Measure A Request for Project Scope: | $ |
| Total Cost for Project Scope: | $ |
| Phases for Project Scope:*Check all applicable phases requesting Measure A funds*  | [ ]  Pre-project planning\* [ ]  ROW [ ]  PE/Environmental [ ]  Construction[ ]  PS&E [ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*feasibility studies, alternatives analysis, etc.

**Applicant Information** (Repeat tables if more than one sponsor)

|  |  |
| --- | --- |
| Sponsor (Applicant): |  |
| Primary Contact person: |  |
| Title: |  |
| Email: |  |
| Phone number: |  |
| Secondary Contact person: |  |
| Title: |  |
| Email: |  |
| Phone number: |  |

**Applications due by December 18, 2015 4:00 PM**

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1. **Project Readiness and Need**
2. **Effectiveness**
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4. **Funding**
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**APPLICATION CHECKLIST:**

[ ]  Required Sponsor Governing Board Resolution\*

*\*An endorsement letter from the sponsor’s City Manager/Executive Director must be provided if the resolution is not obtained by the December 18, 2015 application deadline.*

[ ]  Required Non-Supplantation of Funds Certification

[ ]  Project Location Map, Plans, Photographs (Section I.1.a.iii)

[ ]  Policy & Plan Consistency Documentation (Section III.a, III.b, III.c)

[ ]  Letters of Support (Section I.1.e)

[ ]  If request is for Right of Way (ROW) acquisition, attach environmental clearance and documentation for estimate of value (Section I.1.b)

# Project Readiness and Need - up to 35 points

1. *Project Readiness – up to 20 points*
2. Clear and Complete Proposal
3. Overall Project Description: Describe the overall project that is ultimately to be constructed. If the overall project is larger than the project scope for which the Measure A funds are requested, state the work that may have already been completed and the work that may remain.
4. Project Scope: Describe the work and phases (see list of phases in the table for project schedule, iv., below) that will be completed with the requested Measure A funds if it is a subset of the overall project description. Identify and provide justification for any supplementary improvements that enhance/improve the pedestrian and/or bicycle experience, that may include, but are not limited to, landscaping, lighting and street furniture, that are proposed for inclusion as part of the scope of work.

1. Attach a Map(s), any plans, drawings and relevant photos of the overall project and scope for the requested Measure A funds.
2. Project Schedule - Indicate the anticipated beginning and end date for each phase of the project. If a phase is not applicable for this application, write “N/A”.

If the PS&E phase is underway, indicate the percent complete to date:

|  |  |
| --- | --- |
| **Phase** | **Month and Year** |
| **Phase Start** | **Phase End** |
| Pre-Project Planning |       |       |
| Preliminary Engineering(PE)/Environmental (ENV) |       |       |
| Plans, Specifications & Estimates (PS&E)  |       |       |
| ROW Acquisition and Utilities |       |       |
| Construction and Procurement |       |       |

1. Provide a detailed budget for the applicable phase(s) of the project scope. [Optional: provide any known cost/budget information for prior and/or subsequent phases of the overall project and the basis for the estimate]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Scope Phases** | **Total Cost Estimate****(A+B+C)** |  **Measure A Pedestrian and Bicycle Program request (A)** | **Prior Measure A Pedestrian and Bicycle approved funding (B)** | **Other Matching Funding (C)** | **Source(s) of Other Matching Funding\***  | **Notes** |
| **Pre-Project Planning** | $  | $ | $ | $ |  |  |
| **PE/Environmental**  | $ | $ | $ | $ |  |  |
| **Design (PS&E)\*\*** | $ | $ | $ | $ |  |  |
| **Right of Way** | $ | $ | $ | $ |  |  |
| **Construction** | $ | $ | $ | $ |  |  |
| **Totals:** | **$** | **$** | **$** | **$** |  |  |

\* If there are multiple sources of matching funding, please identify and itemize each one separately.
\*\*Indicate status of Design (PS&E), if applicable, by percent complete (e.g. 15%, 35%, etc.)

1. ROW certification completed?

 Yes or N/A [ ]  No [ ]

 Comments:

 If request is for, or includes ROW acquisition, describe why the ROW acquisition is necessary to implement the project:

1. Permits, Agreements and/or Environmental Clearance approved? Yes [ ]  No [ ]  N/A [ ]

List all permits, agreements and environmental clearance (both CEQA and NEPA) approved and/or needed, to date:

|  |  |  |
| --- | --- | --- |
| **Permit/Agreements/Environmental Clearance** | **Status** | **Date Approved** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

Comments:

1. Discuss the public planning process that occurred, or will occur, for the proposed project:
2. Comment on level of public support. What is the level of interest in the project? Have any specific concerns been raised? List all non-sponsor stakeholders that have taken a formal position on the project and the action taken. As appropriate, attach documents of support and state composition of relevant committee. *(examples: letters, meeting minutes, etc.)*
3. *Project Need – Up to 15 points*
4. Describe the need for the project. In the narrative, state whether the project is primarily for commuter or recreational purposes, or if intended for both, how the project would accommodate both needs. Yes [ ]  No [ ]

Explain:

1. Describe the existing site conditions. Is there a lack of adequate pedestrian and bicycle facilities at the site or in the immediate vicinity? How much demand exists for this project?
2. Is pedestrian and/or bicycle safety improved because of the project?

 Yes [ ]  No [ ]

Explain and cite any relevant history pertaining to accidents and safety issues in the immediate project vicinity:

# EFFECTIVENESS – Up to 35 points

1. Does the project provide facilities that accommodate both pedestrians and bicycles? If so, please describe how the project improves conditions for both walking and cycling.
2. What is the relationship of the project to other bicycle or pedestrian routes/facilities (i.e. does it provide access to, or close a gap in the countywide bicycle or pedestrian network)?
3. Does the project provide access to bicycle and/or pedestrian facilities in high use activity centers (schools, transit stations and other activity nodes)? If so, please describe.
4. Describe the cost effectiveness of the project. Does the project provide a relatively high impact for the cost?
5. Does the project serve a low income/transit dependent population in the immediate vicinity? If so, please explain. Supporting documentation (e.g. census demographics, maps or tables) is recommended.

# POLICY CONSISTENCY – Up to 10 points

1. Demonstrate how the project is consistent with policy documents.

Is the project identified in the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) as part of the Countywide Bikeway Network or located in a Pedestrian Focus Area in the CBPP?

 Yes [ ]  No [ ]

Page number(s):       (include excerpt in appendix)

1. Is the project identified in a local Bicycle and/or Pedestrian Plan?

 Yes [ ]  No [ ]

Document Name and Page number(s):       (include excerpt in appendix)

1. For any other relevant planning and/or policy documents, list each document with the publication date and the page upon which the project can be found. Attach relevant pages in the appendix.

|  |  |  |
| --- | --- | --- |
| **Document or Policy** | **Publication Date** | **Page** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

# FUNDING – Up to 10 points

* 1. Using the table below, indicate the sources of funding as well as the percentage that have been secured ***for the proposed Measure A project work scope***. Add rows as needed.

	If other Measure A funds are involved, be specific about the program, e.g. Measure A Local Streets and Transportation or San Mateo County 2012 Measure A.

	If any of the match is from the private sector, specify the source (e.g. development impact fees)

	A ten percent match, at a minimum, is required.

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Total** | **Percentage** |
| Measure A Pedestrian & Bicycle Program Request  | $      |      % |
|       | $      |      % |
|       | $      |      % |
|       | $      |      % |
| Total Project Cost | $      |      % |

Total matching funds to be provided: $

Total project costs $

 Local match percentage = total matching funds provided

 total project cost

b. If applicable, list all funding sources for prior phases of completed work as well as any committed funding sources for future phases of work, beyond the project scope for the current Measure A request but part of the overall project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Source(s) for Prior Phases of Work** | **Phase** | **Funding Amount** | **Percentage** |
|  |  | $  | % |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |
| **Total:** |  | $ | % |

|  |  |  |  |
| --- | --- | --- | --- |
| **Committed Source(s) for Future Phases of Work** | **Phase** | **Funding Amount** | **Percentage** |
|  |  | $  | % |
|  |  | $ | % |
|  |  | $ | % |
|  |  | $ | % |
| **Total:** |  | $ | % |

1. Discuss any potential funding shortfalls or risks associated with any of the listed funding sources, and how they will be addressed. If the project is a large capital infrastructure project with a funding gap, as defined in section 6.c. of the Call for Projects Guidelines, what is the plan to close the funding gap within the allotted one year period?

1. Can the project be divided into phases or segments if full funding is not available?

 Yes [ ]  No [ ]

If “Yes”, describe the different phases/segments and costs associated with each.

# SUSTAINABILITY – Up to 10 points

1. What are the environmental benefits of the project (e.g. reduces emissions and improves air quality, utilizes low environmental impact/green development practices)?
2. Does the project improve links or facilities between Transit Oriented Development (TOD) and transit stations/other high-use activity centers? How does it contribute toward the creation of livable, walkable, and healthy communities?
3. Does the project support existing economic activity and/or new economic development in the immediate vicinity?