

Attachment 1

**TRANSPORTATION DEVELOPMENT ACT
ARTICLE 3 BIENNIAL CALL FOR PROJECTS
FOR
BICYCLE AND PEDESTRIAN FACILITIES**



Issued: May 3, 2017
Submittal Deadline: July 7, 2017

Background:

In August 1999, the SBCTA Board approved a policy that 80% of the Transportation Development Act (TDA) Article 3 funds would be made available for projects that implement or improve bicycle and pedestrian facilities. The remaining 20% of TDA Article 3 funds will be made available through a separate Call for Projects specifically for projects that improve access to transit stops for pedestrians and persons with disabilities. The total amount available in this call for projects is \$4,355,706 and is comprised of funds from unused allocation of prior TDA awards and two fiscal years of revenue (FY 2016/2017 & FY 2017/2018), but subtracting the Statewide ATP Local Match Assistance Program. Total amount available for Bicycle and Pedestrian Facilities Program for this CFP is \$2,816,618 (\$2,468,161 for new projects, and \$348,456 for a 10% set-aside for maintenance of the facilities based on 10% of 80% for Article 3 bicycle and pedestrian facilities available).

Upon approval of a project list by the SBCTA Board, Article 3 funds will be allocated to the project sponsor agency. Allocated funds will remain available for three full years after Board approval. Unspent allocated funds may revert back to the subsequent Bicycle and Pedestrian Facilities Call for Projects after the three year term has expired. Two one-year extensions may be granted at the discretion of SBCTA for projects that are moving forward but cannot be completed by the award sunset date. Subsequent extensions are at the discretion of the SBCTA Board. Extension requests must include appropriate justification for an extension and provide a revised project schedule with an expected completion date. Requests must be received in writing by SBCTA prior to sunset of the allocation.

Proposed bicycle and pedestrian facility projects must meet the following guideline requirements:

- Bicycle projects submitted for consideration must be included in the latest SBCTA Non-Motorized Transportation Plan (NMTP). Project costs do not necessarily need to match.
- Sidewalk or other pedestrian projects do not need to be included in the latest Non-Motorized Transportation Plan.
- The minimum match for this grant program is 10%. No award of Article 3 Bicycle and Pedestrian funds will be for more than 90% of the total project cost. However, overmatching is encouraged and provides additional application points as outlined in the scoring criteria below. There is no maximum amount that is available per project request, however, in the event that a project cannot be fully funded, SBCTA may recommend partial funding for award.
- Agencies awarded funds will not be reimbursed for any project cost overruns. The allocated amount represents the maximum amount eligible for reimbursement. For projects completed under the allocated amount, the agency will be reimbursed at the matching ratio in effect at the time of project selection and approval. Example: If an agency commits to a 25% match for a \$10,000 project, the amount of Article

3 awarded would be \$7,500. If the completed project cost was \$8,000, the amount of Article 3 funds disbursed to the agency would be \$6,000.

- Minimum of 50 percent of the total funds available for the Bicycle and Pedestrian Facilities Program is reserved for smaller (\$250,000 or less in requested funding) projects. Any funds not expended for the smaller projects will be included in the funding for projects over \$250,000.
- Design and construction of facilities must conform to the general design criteria for non-motorized facilities as outlined in the Caltrans Highway Design Manual.

Eligible Expenditures:

1. Preliminary engineering leading to construction of pedestrian or bicycle facilities
2. Right-of-way acquisition necessary for pedestrian or bicycle facilities
3. Construction or reconstruction of Class I, II, III, and IV bicycle facilities and/or cycle tracks and sidewalks
4. Provision of curbs, gutters, and driveway ramp paving on a sidewalk project
5. Purchase and installation of bicycle lockers and/or racks at major employment centers, park-and-ride lots and transit terminals
6. All eligibility requirements under Active Transportation Program (ATP), including eligible project categories, minimum request for funds, project type requirements, safe routes to school project requirements, and recreational trails requirements except for the planning project requirements.
7. Maintenance of existing Class I facilities (no more than 10% of the available funds for the Bicycle and Pedestrian Facilities Call for Projects can be allocated to maintenance of existing facilities)

The construction of sidewalks fronting undeveloped land on a project may not exceed 15% of the total project length. Match paving for sidewalk projects is not an eligible project cost. Roadway improvements performed in conjunction with bicycle or pedestrian facility improvements are not an eligible expense. Detailed project cost estimates must be provided that clearly demonstrate the portion of a comprehensive project that is directly attributable to bicycle or pedestrian facilities. If the funds requested for bicycle or pedestrian facilities cannot be clearly determined from project cost estimates or funding is not deemed appropriate for bicycle or pedestrian facilities the evaluation panel reserves the right to eliminate the submittal from consideration or adjust the cost according to what it deems appropriate for the bicycle or pedestrian facility. Railroad grade crossing pedestrian projects are no longer considered eligible expenses under this program.

Additional Information:

Jurisdictions shall submit one application per project and transmit the application to SBCTA electronically based on the submittal instructions. The application must include the following:

- Cover letter. Cover letter should note all of the projects submitted by a jurisdiction with a prioritized list of projects. Funding awards will not necessarily be based on prioritizations but rather based on the scores developed from the scoring criteria.
- Clear project description discussing the nature and type of project being proposed for funding. The description shall include important design considerations and identify the location of the project and the transportation purpose to be served.
- Map depicting the project location and limits along with principle streets, transit routes, nearby city and county boundaries, and prominent landmarks shall be included.
- Discussion of safety or other concerns that the project is expected to address.
- Description of the connectivity of the project to the local and regional active transportation network.
- Acknowledgement of previous TDA awards and status of those projects.
- Project cost estimate that addresses various components of project cost. If a bicycle or pedestrian facility proposed project is part of another larger project (i.e. street widening), the bicycle/pedestrian facility components must be clearly delineated from non-eligible roadway or other expenses.

Project applications will be reviewed by an evaluation panel. The evaluation panel, using the criteria contained in this call-for-projects, will score the proposed project applications. The evaluation panel is anticipated to be comprised of at least two SBCTA staff and potentially a member from a bicycle/pedestrian stakeholder group such as the Inland Empire Biking Alliance, an adjacent county transportation commission, and Caltrans. Based on the evaluation panel proposed project scores, the evaluation panel will make its recommendation to SBCTA General Policy Committee who will forward its recommendation to the full SBCTA Board of Directors.

Project Evaluation Criteria:

Evaluation Criteria	Possible Score
Overall Quality of Application – Overall quality of the application submitted for a project considering clarity of project description, project purpose and need and satisfactorily addressing evaluation criteria.	20
Project Purpose and Need – Describe the purpose and need of the project including the extent of the potential use of the facility. Provide socioeconomic data, historic or current bicycle or pedestrian count volumes, ADT/trip generation information or other data to support the forecasted use and/or need for the project. The relation of the proposed project to the regional and local active transportation network. The level of connectivity the proposed project offers to intermodal opportunities. The extent to which the proposed project will improve safety for the non-motorized public. Consideration will be given to number of accidents in a project area, severity of accidents in an area.	30
Destinations Served – The extent that the proposed project serves destinations, the nature of destinations served and the likelihood of proposed project usage by destination related activity. (e.g., employment center, school or college, retail center and/or downtown area, park and other recreational use, public building, including library, museum and civic center).	15
Local Matching Funds – Proposed projects will receive the following points based upon the extent of local match provided: 5 points for 15-24%; 10 points for 25-34%; 15 points for 35-49%; and 20 points for 50% or greater.	20
Project readiness –Existing infrastructure such as roadways, pavement conditions and intersection signalization that may accelerate project development and delivery with ten points awarded where project design and environment clearances are complete and can be verified.	10
Timeliness of Prior Project Completion – Ability to demonstrate project completion in a timely manner.	5
Total Possible Score	100

Call for Projects Schedule:

Issue Call for Projects	May 3, 2017
Project Proposals Due	July 7, 2017
Recommendation to General Policy Committee	August 9, 2017
Recommendation to Board	September 6, 2017

Submittal Instructions:

Applications must be submitted online. The online form has been attached for reference purposes. Once the form is submitted online it is directed to the appropriate SBCTA

department. A confirmation email will be forwarded to each applicant to confirm that an application has been submitted. For questions regarding the submittal process or application, please contact Josh Lee at (909) 884-8276 or jlee@gosbcta.com. The online application form can be found at the following link:

http://maps.sanbag.ca.gov/website/TDAGrant/TDA_Home.aspx

Applications must be submitted by 5:00 pm on the proposal due date specified above. This call and associated information is also available on the SBCTA website at www.gosbcta.com

Project Completion and Payment:

Sponsor agencies receiving an allocation of \$250,000 or less shall be reimbursed in arrears and upon proof of satisfactory project completion. Agencies receiving an allocation of \$250,000 or more may request progress payments, however, 20% of the awarded funds shall be held by SBCTA until proof of satisfactory project completion. Each recipient shall prepare a project completion report, including pictures of completed project(s) when requesting reimbursement. SBCTA will reimburse the recipient within 45 days. Recipient must retain all records necessary for the fiscal and compliance audit that will be conducted at the end of each fiscal year. Projects selected under this process must be completed within the three full fiscal year period. Any funds allocated and not disbursed by the end of the three full fiscal year period shall be unallocated and returned the Article 3 Bicycle and Pedestrian Facilities fund.