

COMPETITIVE GRANT PROGRAM PROCEDURES

Applicability and Purpose of Policy

This Policy applies to all competitive grant programs administered through SANDAG, whether from *TransNet* or another source, including but not limited to the Smart Growth Incentive Program, Environmental Mitigation Program, Active Transportation Grant Program, Senior Mini-Grant Program, Federal Transit Administration grant programs, and California Active Transportation Program.

Nothing in this Policy is intended to supersede federal or state grant rules, regulations, statutes, or contract documents that conflict with the requirements in this Policy.

There are never enough government grant funds to pay for all of the projects worthy of funding in the San Diego region. For this reason, SANDAG awards grant funds on a competitive basis that takes the applicant's ability to perform their proposed project on a timely basis into account. SANDAG intends to hold grantees accountable to the project schedules they have proposed in their application in order to ensure fairness in the competitive process and encourage grantees to implement projects quickly so the public can benefit from project deliverables as soon as possible.

Procedures

1. Call for Projects Schedule and Applicant Resolution
 - 1.1. When SANDAG issues a call for projects for a competitive grant program, it will allow at least 90 days between the call for projects release date and the grant application submission deadline.
 - 1.2. Within 30 days following the grant application deadline, applicants must submit a resolution from their authorized governing body that includes the provisions in this Subsection 1.2. If an applicant fails to provide a resolution that meets the requirements of this Subsection 1.2, that application will be considered nonresponsive and will no longer be considered in the competitive process.
 - 1.2.1 Applicant's governing body commits to providing minimum match percentage set forth in the call for projects.
 - 1.2.2 Applicant's governing body authorizes staff to accept grant funding and execute a grant agreement if an award is made by SANDAG.
2. Grant Award and Grant Agreement
 - 2.1 After the funding recommendations resulting from a call for projects are approved, SANDAG shall present a grant agreement to the awarded applicant.
 - 2.2 An authorized representative of the awarded applicant must sign the grant agreement within 45 days from the date SANDAG presents the grant agreement to

the awarded applicant. Failure to meet this requirement may result in revocation of the grant award.

3. Project Milestone and Completion Deadlines

3.1. When signing a grant agreement grantees must agree to the project deliverables and schedule in the agreement. In addition, a grantee's project schedule in its application and grant agreement must adhere to the following deadlines. Failure to meet the deadlines below following SANDAG's issuance of the Notice to Proceed on the project may result in revocation of all grant funds not already expended. Project schedules may include interim milestones in addition to those described below.

3.1.1. Capital Projects. If the grant will fund the construction of a public facility, the project must be completed:

3.1.1.1. Any capital project requiring a construction contract must be open to the public within three and a half years following SANDAG's issuance of the Notice to Proceed on the project. Completion of construction for purposes of this policy shall be when the prime construction contractor is relieved from its maintenance responsibilities.

3.1.1.2. If no construction contract is necessary, the project must be open to the public within eighteen months following SANDAG's issuance of the Notice to Proceed on the project.

3.1.2. Planning Projects. If the grant will fund planning activities, the project must be completed:

3.1.2.1. Any planning project requiring a consultant contract must be completed within three years following SANDAG's issuance of the Notice to Proceed on the project. Completion of planning for purposes of this policy shall be when grantee approves the final planning project deliverable specified in the grant agreement.

3.1.2.2. If no consultant contract is necessary, the project must be completed within two years of SANDAG's issuance of the Notice to Proceed on the project.

3.1.3 Operations Projects. If the grant will fund operations, the project must be completed:

3.1.3.1. Any operations project requiring a services contract must commence within eighteen months following SANDAG's issuance of the Notice to Proceed on the project.

3.1.3.2. If no services contract is necessary, the project must commence within one year of SANDAG's issuance of the Notice to Proceed on the project.

3.1.4 Equipment or Vehicle Projects. If the grant will fund the purchase of equipment or vehicles, any necessary purchase contract for equipment or vehicles must be awarded within six months following SANDAG's issuance of the Notice to Proceed on the project, and use of the equipment or vehicles

for the benefit of the public must commence within three months following acceptance of the equipment or vehicles.

4. Project Milestone and Completion Deadline Extensions
 - 4.1. For an extension to be granted under this Section 4, the grantee must sufficiently document previous efforts undertaken to maintain the project schedule, explain the reasons for the delay, explain why the delay is unavoidable, and demonstrate an ability to succeed in the extended time frame the grantee is requesting.
 - 4.2. Extension requests that are rejected by the Policy Advisory Committee will result in termination of the grant agreement and revocation of any unexpended funds from the date of the rejection. Unexpended funds are funds for project costs not incurred prior to rejection of the extension request by the Policy Advisory Committee.
 - 4.3. Extensions Requests of up to Twelve Months Aggregate
 - 4.3.1. Grantees may receive time extensions on their project schedule of up to twelve months aggregate for good cause if the extension would not cause the project to miss a completion deadline in Section 3. These extensions may be approved by the SANDAG Chief Executive Officer.
 - 4.3.2. For extension requests of up to twelve months aggregate, the grantee must request the extension in writing to the SANDAG Program Manager no later than three months prior to the earliest project milestone or completion deadline for which an extension is being requested.
 - 4.3.3. The Chief Executive Officer or designee will determine whether the extension should be granted. The Chief Executive Officer's action will be reported out to the Board in following month's report of delegated actions.
 - 4.3.4. If the Chief Executive Officer denies an extension request under this Section 4, the grantee may appeal within ten business days of receiving the Chief Executive Officer's response to the responsible Policy Advisory Committee by sending the appeal to the SANDAG Program Manager.
 - 4.4. Extension Requests Beyond Twelve Months Aggregate
 - 4.4.1. For extension requests beyond twelve months aggregate or that would cause the project to miss a completion deadline in Section 3, including those projects that were already granted extensions by the Chief Executive Officer and are again falling behind schedule, these extension requests must be approved by the Policy Advisory Committee that has been delegated the necessary authority by the Board. The Policy Advisory Committee will only grant an extension under this Section 4.4 for extenuating circumstances that the grantee could not have reasonably foreseen.
 - 4.4.2. The grantee must provide the necessary information to SANDAG staff to place in a report to the Policy Advisory Committee. If sufficient time is available, and the grant utilized TransNet funds, the request will first be taken to the Independent Taxpayer Advisory Committee (ITOC) for a recommendation. The grantee should make a representative available at the meeting to present the information to, and/or answer questions from, the ITOC and Policy Advisory Committee.

5. Increased Availability of Funding

- 5.1. Additional grant funds made available as a result of the procedures in this Policy or other circumstances may be awarded to the next highest-ranked project on the recommended project list from the most recent call for projects, or may be added to the funds available for the next call for projects, at the responsible Policy Advisory Committee's discretion or as noted in the call for projects. Any project that loses funding due to failure to meet the deadlines specified in this Policy may be resubmitted to compete for funding in a future call for projects.

Adopted: January 2010

Amended: November 2014

Amended: November 2022