

CAPITAL GRANTS APPLICATION

APPLICATION FORM

Project Title:
Applicant (Jurisdiction):
Requested ATGP Funds (Dollars):

APPLICATION CHECKLIST

Required forms and templates are provided at sandag.org/cycle3grants.

All materials should be submitted electronically. No hard copies will be accepted. If any of the required elements are not included with the application by the deadline (with the exception of non-applicable and recommended items), the application will be deemed ineligible.

Please indicate application completeness by checking the following boxes.

Application Requirements:

- ATGP Capital Grant Application** (using this fillable PDF application form).

Required Attachments:

- Attachment 1:** Signed copy of the [Applicant Statement Form](#) (signature required).
- Attachment 2:** Resolution including all statements provided in the [Sample Resolution](#) and documenting the source(s) of all matching funds.
- Attachment 2A:** *(If applicable)* If the proposed project abuts other jurisdiction(s), include documentation showing the project is in the adopted plans of the adjacent jurisdiction(s), OR a letter from the abutting jurisdiction(s) showing that cooperative efforts are underway.
- Attachment 3:** *(If applicable)* A site plan and typical cross sections or renderings depicting project-level detail and demonstrating that minimum design standards are being met.
- Attachment 4:** Vicinity maps showing project location and local/regional street, bicycle, transit, and highway facilities within and near the project area. With regard to transit facilities, show route alignments and transit stops/stations.
- Attachment 4A:** *(If available)* Provide GIS project footprint shapefile (zipped file).
- Attachment 5:** *(If available)* Documentation of safety and collision history annotating collisions relevant to the project site and/or maps/photos indicating the location of existing project hazards and barriers.
- Attachment 6:** *(If applicable)* Documentation of FHWA or State experimentation effort.
- Attachment 7:** Feasibility study or an equivalent evaluation of project feasibility. (See Eligibility Requirements)
- Attachment 7A:** Include verification documents for any “Yes” response(s) in Criterion 5, Project Readiness.
- Attachment 8:** [Project Scope of Work, Schedule, and Budget Worksheet](#) including allotment for baseline data collection. For projects over \$1 million, include a phasing plan that prioritizes project elements.

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Recommended Attachments: (Please check boxes if applicable)

- Aerial photos and other photographs depicting existing conditions.
- Documentation of support for the project from community groups or individuals.

Other Attachments – Please list

- _____
- _____
- _____

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PROJECT SUMMARY

Applicant (Jurisdiction):
Project Title:

Project Area Limits:

(Ex. 4th Street and 5th Street between Laurel Street and Ash Street)

Project Summary:

Name, Title, and Phone Number of Primary Contact for Application:	
Name and Title of Project Manager (if different from above):	
Street Address:	City and ZIP Code:
Phone Number of Project Manager:	Email Address of Project Manager:
Other Project Partners:	

ATGP Grant Funds Request	\$	%
Matching Funds	\$	%
Total Project Cost = ATGP Grant Funds + Matching Funds	\$	100%

MINIMUM DESIGN STANDARDS & GUIDELINES

Include as **Attachment 3** a site plan and typical cross sections or renderings depicting project-level detail clearly illustrating that the minimum design standard is being met. Plans provided must be actual cross-section drawings. Provide photographs, if applicable. This criterion is unscored, but is required for eligibility. See Eligibility Criteria for more information on design standards and guidelines.

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GRANT APPLICATION QUESTIONS

Points calculated by SANDAG staff are marked with an asterisk (*).

1. PROJECT CONNECTIONS AND SAFETY (24% of total points)

Provide vicinity maps as Attachment 4 showing the project location and local/regional street, bicycle, transit, and highway facilities within and near the project area. If available, provide GIS project footprint shapefile (zipped file) as **Attachment 4A**.

A. Connection to Regional Bicycle Network* (4% of points)

NOTE: SANDAG will calculate the points awarded for this criterion using the Regional Bicycle Network laid out in SANDAG Riding to 2050: The San Diego Region Bicycle Plan. Higher points will be awarded to projects proposing to construct part of the planned regional bikeway network. (Up to 8 points possible)

Will the proposed project directly connect to the Regional Bikeway Network? (6 points) YES NO

Will the proposed project construct part of the Regional Bikeway Network? (8 points) YES NO

If yes to either, describe:

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B. Completes Connection in Local Bicycle Network (4% of points)

Points will be awarded by the evaluation panel if the project proposes to close a gap between existing local bicycle facilities. A gap is defined as a lack of facilities between two existing facilities, or a situation where there is an undesirable change in facility type. For example, a project upgrading a connection between two Class II segments from a Class III to a Class II segment could be closing a gap. *(Up to 8 points possible)*

Will the proposed project complete a connection or close a gap in the local bicycle network? *(8 points)*

YES **NO**

If yes, describe:

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C. Completes Connection in Existing Pedestrian Network (4% of points)

Points will be awarded by the evaluation panel if the project proposes to close a gap in the existing pedestrian network. Applicant must demonstrate evidence of an existing gap period. Examples include missing sidewalk segments, or enhancement of one or more blocks in between blocks that have previously been upgraded. (Up to 8 points possible)

Will the proposed project complete a connection or close a gap in the local pedestrian network? (8 points)

YES NO

If yes, describe:

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D. Connection to Transit* (6% of points)

NOTE: SANDAG staff will calculate the points awarded for these criteria based on the transit facilities within particular distances of the project boundary.

A regional transit station is defined as any station served by COASTER, SPRINTER, San Diego Trolley, Bus Rapid Transit, or Rapid Bus. Distance refers to walking distance based on actual available pathways. Projects that propose both bicycle and pedestrian improvements will be eligible to receive points for both modes in this category. *(Up to 12 points possible)*

No information is needed from the Applicant for this section.

- Pedestrian improvement within 1/4 mile of a local transit stop *(2 points)*
- Pedestrian improvement directly connects to a local transit stop *(4 points)*
- Pedestrian improvement within 1/2 mile of a regional transit station *(4 points)*
- Pedestrian improvement directly connects to a regional transit station *(6 points)*

and/or

- Bicycle improvement within 1.5 miles of a regional transit station *(6 points)*

E. Safety and Access Improvements (6% of points)

Provide as **Attachment 5** documentation of safety and collision history annotating collisions relevant to the project site *(if available)* and/or maps/photos indicating the location of hazards and barriers.

Points for this section will be awarded by the evaluation panel based on the Applicant's description of safety hazards and/or collision history, degree of hazard(s), and potential for increasing bicycle or pedestrian trips. Some hazards may be so unsafe as to prohibit access and therefore lack collision data. Projects lacking collision data may still receive points only for creating safe access or overcoming hazardous conditions; however, the highest scoring projects will present both.

To earn points without collision data, Applicant must describe detractors in the project area that prohibit safe access (ex. lack of facilities, high traffic volumes/speeds where bicycle/pedestrian trips would increase with safer access, freeway on/off ramps, blind curves, steep slopes, etc.) The evaluation panel will also consider vehicle speed limit and average daily traffic information in identifying the degree of hazard. *(Up to 12 points possible)*

- One to two correctable collisions *(2 points)*
- Three to four correctable collisions *(4 points)*
- Five or more correctable collisions *(6 points)*

and/or

- Creates safe access/overcomes hazardous conditions for bicyclists and pedestrians *(6 points)*

This question continues onto the next page.

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1E. Safety and Access Improvements (6% of points) - Continued

Describe the specific safety issues addressed by the proposed project and any locations within the project limits where conditions exist that prohibit safe access for bicyclists and pedestrians.

This question continues onto the next page.

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1E. Safety and Access Improvements (6% of points) - Continued

Vehicle Speed Limit and Average Daily Traffic (ADT)

Street Name:	
Speed Limit:	ADT:

Street Name:	
Speed Limit:	ADT:

Street Name:	
Speed Limit:	ADT:

Street Name:	
Speed Limit:	ADT:

Street Name:	
Speed Limit:	ADT:

Street Name:	
Speed Limit:	ADT:

Street Name:	
Speed Limit:	ADT:

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2. QUALITY OF PROJECT (20.5% of total points)

This section will be scored by the evaluation panel using the guidance outlined in [SANDAG Riding to 2050: The San Diego Region Bicycle Plan](#); [Planning and Designing for Pedestrians](#); and the [NACTO Urban Bikeway Design Guide](#).

Points will be awarded by the evaluation panel based on the quality of proposed measures and the potential to address community needs identified by the Applicant. The highest scoring projects will make significant infrastructure changes that result in reduced speeds and safer environments for bicyclists and pedestrians, balance the needs of all modes, and include a broad array of devices to calm traffic and/or prioritize bicyclists and pedestrians. Low-scoring projects will have fewer features and make minimal improvements.

A. Impact and Effectiveness of Proposed Bicycle, Pedestrian, and/or Traffic Calming Measures (7.5 % of points)

Up to 5 points are available within each of the three project categories: bicycle, pedestrian, and/or traffic calming measures. Therefore, projects that propose improvements in more than one category are eligible to earn more points (*up to 15 total points possible*). In scoring traffic calming measures, the following minimum thresholds for frequency/effectiveness of traffic calming devices along a roadway will be taken into consideration by the evaluation panel:

- Residential Street (20 mph) = Devices every 250 feet (on either side)
- Collector or Main Street (25 mph) = Devices every 400 feet
- Arterial street (35 mph) = Devices every 800 feet

This question continues onto the next page.

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2A. Impact and Effectiveness of Proposed Bicycle, Pedestrian, and/or Traffic Calming Measures (7.5 % of points) - Continued

Describe the need for traffic calming, pedestrian, and bicycle improvements in the project area, and why the proposed improvements are particularly suited to address the stated needs, in bullets. *(Up to 15 points possible)*

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B. Program Objectives (9% of points)

Points will be awarded by the evaluation panel based on how well the proposed project aligns with ATGP objectives (See [ATGP Overview](#)). List the goals of the project, in bullets. *(Up to 18 points possible)*

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C. Innovation (4% of points)

Points will be awarded by the evaluation panel based on the breadth of solutions proposed by the project that are new to the region. Refer to the [NACTO Urban Bikeway Design Guide](#) for examples of innovative improvements. No points will be awarded for facilities or treatments that have received FHWA approval (ex. Sharrows), unless they are new to the region. The Applicant should determine whether the proposed improvements have been FHWA approved and/or consult with SANDAG staff on any uncertain projects to make a determination prior to submitting this application. *(Up to 8 points possible)*

Is this project an FHWA or State experimentation effort? *(4 points)* YES NO

If yes, include evidence as **Attachment 6**.

Does this project propose any solutions that are new to the region? YES NO

If yes, please describe, in bullets. *(Up to 4 points)*

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3. SUPPORTIVE POLICIES AND PROGRAMS (3% of total points)

This section will be scored by the evaluation panel based upon the Applicant's demonstration of plans, policies, and programs that support the proposed project. Consideration will be given to both the breadth and depth of programs. The highest scoring projects will have an adopted Community Active Transportation Strategy that incorporates Complete Streets policies specific to the project area.

A. Complimentary Programs (1.5 % of points)

Points will be awarded for demonstrating that the proposed project will be complemented by supportive programs including, but not limited to: awareness campaigns, education efforts, increased enforcement, and/or bicycle parking. High scoring projects will demonstrate collaboration and integration with the supportive program(s).

Describe the complementary program(s). Include information on who will be responsible for implementing the program(s); the timeline for the complementary program(s); and explain how the program(s) will directly relate to the proposed capital improvements. *(Up to 3 points possible)*

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B. Supportive Plans and Policies (1.5 % of points)

Applicant must demonstrate any supportive policies by citing language from approved local plans relevant to the proposed project. Additional points will be awarded to projects preceded by a Complete Streets policy included in a community or specific plan, or Community Active Transportation Strategy completed prior to this application. The highest scoring projects will be supported by adopted plans that emphasize active transportation and identify priority improvements in the project area.

List the citations from supportive plans and/or policies in bullets below. *(Up to 3 points possible)*

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4. DEMAND ANALYSIS (GIS)* (7.5% of total points)

Demand analysis using geographic information system (GIS)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on a GIS analysis of the project area relative to the seven factors listed below.

A half-mile buffer will be created around pedestrian improvement projects and a one-mile buffer will be created around bicycle improvement projects. Results for each factor will be ranked from highest to lowest (with the exception of vehicle ownership, which will be ranked from lowest to highest), in quintiles, for all projects. Projects will then be scored relative to each other by ranking the raw scores from highest (up to 15 points) to lowest (1 point). (Up to 15 points possible)

No information is needed from the Applicant for this section.

- Population
- Population Density
- Employment Density
- Intersection Density
- Activity Centers
- Employment
- Vehicle Ownership

5. PROJECT READINESS* (10% of total points)

Applicant must include as **Attachment 7** evidence of a completed feasibility study or equivalent evaluation of project feasibility. (See Eligibility Requirements)

Completion of Major Milestones

NOTE: SANDAG staff will calculate the points awarded for this criterion.

SANDAG staff will award points based on the project development milestones completed. (Up to 20 points possible)

- Neighborhood-level plan, corridor study, or community active transportation strategy. (Up to 2 points)
- Environmental clearance under California Environmental Quality Act and the National Environmental Policy Act, if appropriate. (Up to 4 points)
- Completion of right-of-way acquisition, all necessary entitlements, or evident provided by the applicant that no right-of-way acquisition is required. (Up to 4 points)
- Completion of final design (plans, specifications, and estimates). (Up to 10 points)

Indicate if the proposed project has already completed the following milestones at the time of the application. Provide verifying documentation for any “Yes” response as **Attachment 7A**.

Phase	If Necessary, Completed?
1. Neighborhood-level plan, corridor study, or community active transportation strategy?	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Environmental Clearance - Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Right-of-Way Acquisition - Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Final Design	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No

This question continues onto the next page.

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5. PROJECT READINESS* (10% of total points) – Completion of major milestones - Continued

NOTE: The following questions will not be scored but will help inform the Scope of Work and Project Budget.

If the project has not yet obtained environmental clearance or fully acquired right-of-way, please explain:

This question continues onto the next page.

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5. PROJECT READINESS* (10% of total points) – Completion of major milestones - Continued

Is the project located in an environmentally sensitive area? **YES** or **NO**

If Yes, are there potential environmental issues that may delay project implementation or prohibit project approval?

This question continues onto the next page.

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5. PROJECT READINESS* (10% of total points) – Completion of major milestones - Continued

Are additional right-of-way acquisitions required to complete this project? If so, please identify.

6. COST EFFECTIVENESS* (5% of total points)

Ratio of Grant Request to Project Score*

NOTE: SANDAG staff will calculate the points awarded for this criterion.

The grant-score ratio is calculated by dividing the total project grant request amount by the sum of points earned in Categories 1 through 5. The projects will be ranked against each other based on the resulting quotient and the available 10 points will be distributed accordingly. The project(s) with the smallest quotient will receive 10 points, and the one(s) with the largest quotient will receive 1 point. No information is needed from the Applicant for this section. (Up to 10 points possible)

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7. MATCHING FUNDS* (5% of total points)

NOTE: SANDAG staff will calculate the points awarded for this criterion.

Include as part of **Attachment 2** supporting documentation demonstrating that matching funds have been secured and detailing the source(s) of matching funds. Matching funds that have not been secured will not count toward this score.

Points for this criterion will be calculated by SANDAG by dividing the total project cost as proposed in the application by the grant request. The projects will be awarded points proportionately on a scale of 0 to 10 based on the statistical distribution of matching fund quotients. The project(s) with the largest quotient will receive 10 points, and the project(s) with no matching funds will receive no points. No information is needed from the Applicant for this section. *(Up to 10 points possible)*

8. REGIONAL HOUSING NEEDS ASSESSMENT – POLICY NO. 033 POINTS * (25% of total points)

NOTE: Points for this criterion will be calculated by SANDAG based on the methodology outlined in SANDAG [Board Policy No. 033: Implementation Guidelines for SANDAG Regional Housing Needs Assessment Funding Incentives](#).

Calculations are based on information that jurisdictions have provided to SANDAG through their annual reports to the Department of Housing and Community Development and data provided on “at risk” units preserved and units that have been acquired/rehabilitated/rent restricted. No information is needed from the Applicant for this section. *(Up to 50 points are available)*

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SCOPE OF WORK, SCHEDULE, BUDGET, AND PROJECT DELIVERABLES

The following sections are NOT scored.

Include as **Attachment 8** the completed [Scope of Work, Schedule, and Budget Worksheet](#), including specific quantities and locations of improvements.

NOTE: *If this project is funded, this will be added to the Grant Agreement and the Applicant will be held to this Scope of Work, Budget, and Schedule, for the purpose of project oversight.*

Prior to submittal, Applicants are encouraged to seek legal counsel to determine if prevailing wage laws apply to the project and should be incorporated into the total project budget and requested grant amount from SANDAG. In the event that the project cannot be fully funded by SANDAG, or for grant request amounts exceeding \$1 million, applicants must identify phasing that prioritizes project elements in Section IV of the Scope of Work, Schedule, and Budget Worksheet.

NOTES ON THE PROJECT SCHEDULE:

- Applicants should ensure that the project schedule is realistic in an effort to avoid requests for schedule extensions.
- The schedule must be based on months from the Notice to Proceed.
- The application must identify any seasonal or other time constraints to the Project Schedule.

REMINDER: ACCORDING TO BOARD POLICY NO. 035, CAPITAL PROJECTS MUST:

- Award a construction contract (if one is necessary) within one year of Grant Agreement execution with SANDAG.
- Complete the project within 1.5 years of the award of a construction contract for the proposed capital effort.
- If no construction contract is necessary, the project must be completed within 1.5 years of the Grant Agreement execution with SANDAG.

BASELINE DATA COLLECTION

Prior to the construction of grant-funded improvements, the Grantee will be required to develop a baseline data collection plan with SANDAG to gather information on the pedestrian and bicyclist activity. Once the data collection plan is approved, the Grantee will be responsible for carrying out the plan and returning collected data to SANDAG as a deliverable. Standardized forms will be provided. Detailed information on baseline data collection is included in the [Grant Agreement](#) template. For questions or assistance with data collection, contact Christine Eary at christine.eary@sandag.org, or (619) 699-6928.

NOTE: *The project must budget \$5,000 for baseline bicycle and pedestrian data collection prior to project construction.*

INDIRECT COSTS – OPTIONAL

My agency would like to apply indirect costs to the project: **YES** **NO**

If YES, my agency can either:

- Provide an indirect costs allocation audit approved by a qualified independent auditor: **YES** **NO**

OR

- Propose a method for allocating indirect costs in accordance with the Office of Management and Budget [Circular A-87 Cost Principles for State, Local, and Indian Tribal Governments](#): **YES** **NO**

NOTE: *This documentation must be received by SANDAG within 15 days of award of the grant funds by the SANDAG Board of Directors. If the Applicant cannot provide either of the above, then indirect costs are not eligible for consideration.*