

**APPLICATION  
FOR  
SANDAG ACTIVE TRANSPORTATION  
GRANT PROGRAM**

**March 2015**

**Fern Avenue Pedestrian and  
Mobility Improvement Project  
City of Imperial Beach**



***City of Imperial Beach, California***

***PUBLIC WORKS DEPARTMENT***

***825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 423-8311 Fax: (619) 429-4861***

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## CAPITAL GRANTS APPLICATION

### APPLICATION FORM

<b>Project Title:</b> Fern Avenue Pedestrian and Mobility Improvement Project
<b>Applicant (Jurisdiction):</b> City of Imperial Beach
<b>Requested ATGP Funds (Dollars):</b> \$400,000.00

#### APPLICATION CHECKLIST

Required forms and templates are provided at [sandag.org/cycle3grants](http://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. (See Attachment 3)
- Documentation of support for the project from community groups or individuals. (Attachment 9)

**Other Attachments – Please list**

- City of Imperial Beach Bicycle Transportation Plan (Attachment 10)
- Community Forum Summary - WalkSanDiego (Attachment 11)
- \_\_\_\_\_

**CAPITAL GRANTS APPLICATION**

**PROJECT SUMMARY**

**Applicant (Jurisdiction):** City of Imperial Beach

**Project Title:** Fern Avenue Pedestrian and Mobility Improvement Project

**Project Area Limits:**

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

Fern Avenue between 9th Street and 11th Street in the City of Imperial Beach.

**Project Summary:**

The Project is located on a narrow and highly used residential collector street containing a preschool and single- and multi-family homes. The sidewalks on Fern Avenue have utility poles located within the sidewalk on both sides of the street, which impede wheelchair/handicap accessibility and pedestrian flow. The City of Imperial Beach proposes to widen the sidewalks, add Class III bike lane markings, relocate fences, construct curb pop-outs and enhanced pedestrian crossings, install school zone signs/ safety lights, curb markings and pedestrian crosswalks at intersections and at a mid-block location and install safety lighting. This work will be followed by resurfacing of street with 2" min overlay.

**Name, Title, and Phone Number of Primary Contact for Application:**

Hank Levien, Public Works Director, City of Imperial Beach (619) 628-1369

**Name and Title of Project Manager (if different from above):**

Same as above

**Street Address:**

825 Imperial Beach Blvd.

**City and ZIP Code:**

Imperial Beach 91932

**Phone Number of Project Manager:**

(619) 628-1369

**Email Address of Project Manager:**

hlevien@cityofib.org

**Other Project Partners:**

<b>ATGP Grant Funds Request</b>	<b>\$ 400,000.00</b>	<b>67.00 %</b>
<b>Matching Funds</b>	<b>\$ 200,000.00</b>	<b>33.00 %</b>
<b>Total Project Cost = ATGP Grant Funds + Matching Funds</b>	<b>\$ 600,000.00</b>	<b>100%</b>

**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.

## CAPITAL GRANTS APPLICATION

### GRANT APPLICATION QUESTIONS

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**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:

Although this Fern Avenue project does not directly connect to the Regional Bikeway Network, Fern Avenue does intersect with 9th Street which provides a direct connection to other bicycle facilities in the area (Imperial Beach Blvd, Palm Ave. & Rainbow Dr.) that connect to the Network.

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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:

Fern Avenue does provide an east-west connection to local bike routes in the area.

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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:

The project's proposed improvements create a pedestrian connection to existing and planned walking and bicycling routes that connect to schools, transit locations, community centers and other key destination locations. The project will provide enhanced pedestrian connections and improved pedestrian safety.

The proposed project improvements connect to the following:

1. Local bus transit
2. Imperial Beach Boys and Girls Club (located six blocks east of the proposed project)
3. Schools and School District Offices on Elm Ave. - VIP Village Preschool, Imperial Beach Charter School (grades K-8), Mar Vista High School (grades 9-12), Friendship School (special needs school ages 3-22, most requiring paratransit ADA access and have respiratory problems), Sweetwater Community Day School (for students with disciplinary problems grades 7-9) and South Bay Union School District office
4. Imperial Beach Bicycle Network (route diagram & City's Bicycle Transportation Plan is attached (See Attachment 10)
5. Tijuana Estuary
6. SANDAG's Bay Shore Bikeway (North-South Connections to Bay Short Bikeway). The 24-mile bicycle route around San Diego Bay through the Cities of San Diego, National City, Chula Vista, Imperial Beach and Coronado and Eco Route.
7. Naval Outlying Field, Imperial Beach
8. Imperial Beach



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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.*

## CAPITAL GRANTS APPLICATION

### 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.

The Fern Avenue Pedestrian and Mobility Improvement Project addresses multiple safety issues identified during community forums (see Attachment 11 ), including:

#### Vehicular Speeding -

New curb pop-outs and pedestrian crossings will be installed at roughly 400-foot intervals, including the 9th, Emory and 11th intersections which will reduce the speed of motor vehicles by narrowing the roadways. Enhanced pedestrian crossings will be installed at each of these intersections.

#### Inadequate/Non ADA-Compliant Sidewalks -

Sidewalks will be widened and utility poles removed from existing sidewalks on the south side of Fern Ave. between 9th and 11th streets. New sidewalks will have standard vertical curbs along both sides of the street to prevent parking on sidewalks. ADA compliant pedestrian ramps will be installed at pedestrian crossings.

#### Sight Distance and Visibility Problems -

New pop-outs and signs will be installed at the intersections at 9th st, Emory St., Essex St., 10th St. (Private Alley), 11th St. and at the VIP village school driveway which will eliminate parking near these intersections, improving site distance and visibility for oncoming pedestrians, cyclists and oncoming vehicles. Safety lighting will be added to the intersections at 9th St, Emory St, Essex St, 10th St and 11th St and in front of the school parking lot.

#### Inadequate Safety Signs -

New warning signs will be installed at the intersections at Emory St. of new school zone signs/safety lights will be installed. Enhanced pedestrian crossings will be installed at roughly 400-foot intervals, including the 9th St., Emory St., 10th St. (Private Alley) and 11th St. intersections.

#### Traffic Law Non Compliance -

Regulatory speed signs and 'choke' points will reduce motor vehicles speeding infractions. Curb markings at the school zone will help communicate no parking law in front of school and help ensure compliance.

#### Volume of Motor Vehicles -

Improving pedestrian safety and access, combined with the outreach program, will encourage residents to reduce vehicle use and increase walking to and from the school.

*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)

<b>Street Name:</b> Fern Ave.	
Speed Limit: 25 mph	ADT: 1000

<b>Street Name:</b> 9th St	
Speed Limit: 30mph	ADT: 3000

<b>Street Name:</b> 11th St	
Speed Limit: 25mph	ADT: 1500

<b>Street Name:</b>	
Speed Limit:	ADT:

<b>Street Name:</b>	
Speed Limit:	ADT:

<b>Street Name:</b>	
Speed Limit:	ADT:

<b>Street Name:</b>	
Speed Limit:	ADT:

## **CAPITAL GRANTS APPLICATION**

### **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.*

## CAPITAL GRANTS APPLICATION

### 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)

The City of Imperial Beach, in partnership with Walk San Diego (now Circulate San Diego) and the South Bay Union School District, held two workshops in 2011 with community members and parents to identify pedestrian and bicyclist safety and access issues in the project area (summary included in Attachment 11). The following issues were identified by participants followed by the City's proposed improvements to address the problems.

Need = Create ADA accessible sidewalks; improve pedestrian mobility

Widening sidewalks (to 8'-10' in school zone) and removing utility poles (the cost of utility pole removal would be separately funded) currently located in sidewalk will eliminate pedestrian impediments and reduce the need for pedestrians to walk on street to avoid other pedestrians. Utilities will be undergrounded but this work is not funded by the grant application.

Need = Reduction of vehicle speeding; add traffic signs

New signs and curb pop-outs will reduce speed of motor vehicles by narrowing roadway widths at intersections near school district preschool, thereby reducing potential collisions. The installation of "school zone" and speed limit signs will also be included.

Need = Reduce volume of of motor vehicles

Volume of motor vehicles may be reduced by providing a safer and more accessible means walking, therefore promoting the switch from driving to walking and public transit.

Need = Improve line of sight at intersections; eliminate parking near intersections

Sight distance and visibility will be improved at intersections through pop-outs, painting curbs red and eliminating parking opportunities near intersections.

Need = Create enhanced pedestrian crosswalks near school

The addition of stop signs and enhanced crosswalks at intersections and mid-block crosswalks will increase pedestrian mobility and will call attention to vehicle drivers to reduce speed and pay attention to the crosswalks and pedestrians.

Need = Limit time allowed for parking in front of school

The curbs will be painted red or signs will be posted to inform parents that the front of the school is a no parking zone.

Need = Discourage drivers from parking on sidewalk

Rolled curbs will be removed and replaced with vertical curbs to discourage parking on the sidewalk to preserve the sidewalk for pedestrian use.

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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)

The goals of the Fern Avenue Pedestrian and Mobility Improvement Project are to create a comprehensive, neighborhood-based approach to planning and implementing active transportation improvements and traffic calming measures achieving the following objectives:

- Create a pedestrian connection to existing and planned walking and bicycling routes that connect to various points of interest, transit locations, and community centers.
- Provide a safe environment for pedestrians in a school zone through wider and barrier free sidewalks, traffic calming and sight distance improvements following Complete Streets design principles.
- Promote active transportation and improving health by making the sidewalks easier and safer to walk on.
- Install traffic calming features (school zone signs/lights, pop-outs and enhanced crosswalks) to reduce vehicle speeds.
- Increase levels of walking and active transportation modes to support a reduction in greenhouse gas emissions.
- Provide equitable access and transportation opportunities for all users, regardless of age, ability, race, ethnicity, or income.
- Provide for shared bicycle use of traffic lanes.

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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)*

A public outreach campaign will be implemented targeting nearby residents, parents of students and school employees to:

- Communicate the benefits of the improvements.
- Encourage active mobility over driving.
- Provide list of nearby destinations that can be easily accessed by using the new facilities.
- Provide information about where to safely park for student drop-off and pick-up.
- Encourage compliance with traffic laws.

The City will also work with the County Sheriff and Public Safety to enforce traffic laws, specifically speeding, compliance with stop signs, crosswalks and parking restrictions.



## CAPITAL GRANTS APPLICATION

### 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)*

City of Imperial Beach adopted the 2050 Regional Transportation Plan (RTP) on Oct. 28, 2011 and SANDAG adopted its Bicycle Transportation Plan in March 2009. Fern Avenue will be updated to have a Class 3, shared bike lane and the project is within 0.2 miles of the programmed Class 3 bike route on Imperial Beach Blvd. The City of Imperial Beach's Fern Avenue project is consistent with and achieves the RTP's Safe Routes to School strategy by:

- Providing adequate walkways to school.
- Increasing the number of students using active transportation modes to school through capital improvements and awareness campaigns.
- Improving health.
- Decreasing school and work related vehicle trips.
- Improving personal and traffic safety.
- Heightening awareness about the benefits of active transportation through awareness campaigns.
- Improving air quality and reduce traffic congestion at the schools by increasing the use of active transportation modes.

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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? <b>City of IB Bicycle Transportation Plan</b>	Completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Environmental Clearance - Necessary? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Exemption is anticipated	Completed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Right-of-Way Acquisition - Necessary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Final Design	Completed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

*This question continues onto the next page.*

**CAPITAL GRANTS APPLICATION**

**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:

The Fern Avenue Pedestrian and Mobility Improvement Project is expected to be exempt as all work proposed is within previously developed areas and City's existing right of way.

*This question continues onto the next page.*

**CAPITAL GRANTS APPLICATION**

**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?

There are no potential environmental issues that may delay this project. It is anticipated that the project would be determined to be exempt from environmental review.

*This question continues onto the next page.*

**CAPITAL GRANTS APPLICATION**

**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.

No additional right of way acquisitions are required to implement this project. All improvements will be constructed within the existing City rights of way.

**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)

## **CAPITAL GRANTS APPLICATION**

### **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)*

## CAPITAL GRANTS APPLICATION

### SCOPE OF WORK, SCHEDULE, BUDGET, AND PROJECT DELIVERABLES

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#### **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](mailto: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.*