

NON-CAPITAL GRANTS APPLICATION

APPLICATION FORM

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

PROJECT TYPE (Select One):

- Planning
- Education, Encouragement, Awareness Program (EEA)
- Bicycle Parking

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 Non-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) Vicinity maps showing project location and local/regional street bicycle, transit, and highway facilities within and near the project area.
 - Attachment 3A:** (If available) Provide GIS project footprint shapefile (zipped file).
- Attachment 4:** [Project Scope of Work, Schedule, and Budget Worksheet](#).

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

- _____
- _____
- _____

NON-CAPITAL GRANTS APPLICATION

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%

NON-CAPITAL GRANTS APPLICATION
GRANT APPLICATION QUESTIONS

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

As applicable, provide vicinity maps as **Attachment 3** showing the project location as 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 3A**.

1. PROGRAM OBJECTIVES (Planning 15% of total points, EEA and Bike Parking 10% total points)

The evaluation panel will award points based on how well the proposed project meets the Active Transportation Grant Program (ATGP) objectives (See [ATGP Overview](#)). The highest scoring projects will demonstrate the potential for measurable impact across multiple objectives. *Planning: Up to 30 points; EEA: Up to 20 points; Bike Parking: Up to 20 points)*

List the goals of the project, in bullets.

NON-CAPITAL GRANTS APPLICATION

2. COMPREHENSIVENESS (*Planning and EEA Programs: 7.5% of total points; Bike Parking: 5% of total points*)

The evaluation panel will award points across categories according to the comprehensiveness of the proposed project, plan, or program, in terms of both scope and scale. The evaluation panel will take into consideration the quality of the proposed project and its potential to address community needs identified by the Applicant.

- **Planning:** The highest scoring projects will: aim to address Complete Streets principles; incorporate traffic calming measures; prioritize bike/pedestrian access; and/or be considered a Community Active Transportation Strategy (CATS). (*Up to 15 points*)
- **EEA Programs:** The highest scoring projects will: reach more of the region's residents, including specific underserved or vulnerable populations that lack vehicular access; take place over a longer period of time; complement a capital improvement project; and/or be part of a larger transportation demand management (TDM) effort. Lower-scoring projects will be smaller in scope, scale, or duration, and will be independent of any capital improvement projects. (*Up to 15 points*)
- **Bike Parking:** The highest scoring projects will: cover a larger geographic area; complement a capital improvement project; and/or be part of a larger TDM effort. Lower-scoring projects will be smaller in scope and scale, and will be independent of any capital improvement projects. (*Up to 10 points*)

Describe the need for the proposed project (Plan, EEA program, or Bike Parking), AND why the proposed project is particularly suited to address the stated needs, in bullets.

NON-CAPITAL GRANTS APPLICATION

3. METHODOLOGY (*Planning and EEA Programs: 15% of total points; Bike Parking: 5% of total points*)

The evaluation panel will award points across all categories according to how well the proposed effort will meet the demonstrated need and project goals.

- **Planning:** Highest scoring projects will include a comprehensive planning process in their scopes of work that addresses the goals of Complete Streets, prioritizes bicyclist and pedestrian access, plans for traffic calming, and ties into Safe Routes to School efforts in the project area. *(Up to 30 points)*
- **EEA Programs:** Highest scoring projects will clearly and succinctly demonstrate how the project scope of work will directly address the proposed program goals and objectives, and will also list measurable objectives and/or deliverables. Lower scoring projects will state a generic need, broad goals, and/or will fail to clearly articulate how the scope of work will address project goals. *(Up to 30 points)*
- **Bicycle parking:** Projects must demonstrate that they meet guidelines outlined in [Riding to 2050: The San Diego Regional Bicycle Plan](#). Innovations that deviate from the guidelines may still be considered. The highest scoring bicycle parking projects will be appropriately located with attractive and functional designs and demonstrate how the project will directly address the proposed program goals and objectives. *(Up to 10 points)*

How will the proposed plan, program, or project specifically address demonstrated community needs? List the measurable objectives and deliverables for the proposed project, in bullets.

NON-CAPITAL GRANTS APPLICATION

4. COMMUNITY SUPPORT (*Planning and EEA Programs: 7.5% of total points; Bike Parking: 5% of total points*)

The evaluation panel will award points according to the inclusiveness of the planning process and based on evidence that key stakeholders will be active participants in the process. The highest scoring projects will demonstrate: strong community support for the project; substantial community input into the planning or other process; identification of key stakeholders, including underserved and limited English proficiency populations, ensuring a meaningful role in the effort.

Lower scoring projects will: have minimal opportunities for community engagement in the scope of work; include generic letters of support that fail to demonstrate substantive stakeholder involvement; and/or fail to account for limited English proficiency populations. (*Planning: Up to 15 points; EEA Programs: Up to 15 points; Bike Parking: Up to 10 points*)

Describe which community stakeholders will participate, how community stakeholder participation will facilitate the success of the project, and how community input has shaped the project to date.

NON-CAPITAL GRANTS APPLICATION

5. EVALUATION (Planning N/A; EEA Programs: 10% of total points; Bike Parking: 5% of total points)

The evaluation panel will award points for clearly demonstrating a commitment to monitoring and evaluating the impact and effectiveness of the proposed project. The highest scoring projects will have identified performance measures in the application, or will include a task for identification of performance measures in the Scope of Work and/or include specific pre- and post-data collection efforts as part of the project scope, budget, and schedule in support of evaluating the project’s effectiveness. Lower scoring projects will lack meaningful evaluation methods or data collection as part of the project. *(Planning: Not Applicable; EEA Programs: Up to 20 points; Bike Parking: Up to 10 points)*

Describe how the project will evaluate its effectiveness.

NON-CAPITAL GRANTS APPLICATION

6. INNOVATION (Planning N/A; EEA Programs: 5% of total points; Bike Parking: 15% of total points)

The evaluation panel will award points for proposing innovative solutions that show the potential to serve as a replicable model for the region. The highest scoring projects will include innovative methods of accomplishing project goals that have not yet been tried in the San Diego region to date. For innovations that have been implemented in other regions, the Applicant must demonstrate that the measure was successful and effective in those cases. The Applicant should consult with SANDAG staff on any uncertain projects to make a determination prior to submitting this application. *(Planning: Not Applicable; EEA Programs: Up to 10 points; Bike Parking: Up to 30 points)*

Ex. Ciclovias or Sunday Streets programs; bikesharing programs; bike corrals; bike stations; or bike parking ordinances.

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

If YES, please describe.

If NO, briefly describe any other creative aspects of the project that could be considered innovative.

NON-CAPITAL GRANTS APPLICATION

7. DEMAND ANALYSIS (GIS)* (Planning and Bike Parking: 10% of total points; EEA Programs: N/A)

NOTE: SANDAG staff will calculate the points awarded 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 20 points) to lowest (1 point). No information is needed from the Applicant for this section. (Planning: Up to 20 points; EEA Program: Not Applicable; Bike Parking: Up to 20 points)

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

8. COST EFFECTIVENESS* (Planning, EEA, and Bike Parking: 10% of total points)

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 7. 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)

9. MATCHING FUNDS* (Planning, EEA, and Bike Parking: 10% 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 20 based on the statistical distribution of matching fund quotients. The project(s) with the largest quotient will receive 20 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 20 points)

10. REGIONAL HOUSING NEEDS ASSESSMENT - POLICY NO. 033 POINTS* (Planning, EEA, and Bike Parking: 20% of total points)

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

NON-CAPITAL GRANTS APPLICATION

SCOPE OF WORK, SCHEDULE, BUDGET, AND PROJECT DELIVERABLES

The following sections are NOT scored.

Include as **Attachment 4** the completed [Scope of Work, Schedule, and Budget Worksheet](#).

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.

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, NON-CAPITAL PROJECTS MUST:

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

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.*