

CAPITAL GRANTS APPLICATION

APPLICATION FORM

Project Title:
Applicant (Jurisdiction):
Requested SGIP 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:

- SGIP 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:** 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, land developments related to the project area, 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 4B:** *(If applicable)* Provide documentation of existing or planned bike facilities that are not currently shown on the San Diego Regional Bike Map or in local bicycle master plans.
- Attachment 5:** Provide Entitled Development and Affordable Housing Information (using [Criteria B2, C1, and C2 Spreadsheet](#)) for the following criteria:
- B2. Entitled Development Density
 - C1. New Affordable Housing Developments
 - C2. Low to Very Low-Income Affordable Units
- Attachment 6:** Feasibility study or an equivalent evaluation of project feasibility (see eligibility requirements).
- Attachment 6A:** *(If applicable)* Include verification documents for any "Yes" response(s) in Criterion 3, Project Readiness.
- Attachment 7:** [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:

Primary (and if applicable, secondary) Smart Growth Opportunity Area Identifier(s) and Location(s):
(Ex. CV 5 Palomar Gateway at Palomar Street and Industrial Boulevard; see [Smart Growth Concept Map](#) to confirm location)

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:
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Phone Number of Project Manager:	Email Address of Project Manager:
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Other Project Partners:

SGIP Grant Funds Request	\$	%
Matching Funds	\$	%
Total Project Cost = SGIP 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. LAND USE AND TRANSPORTATION CHARACTERISTICS OF THE AREA AROUND THE PROPOSED CAPITAL PROJECT IMPROVEMENT (26% 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 a GIS project footprint shapefile (zipped file) as **Attachment 4A**.

A. INTENSITY OF PLANNED DEVELOPMENT IN THE PROJECT’S SMART GROWTH OPPORTUNITY AREA (SGOA)

A1. Planned Densities Relative to SGOA Place Type Thresholds* (2% of points)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on the land use designations in the currently adopted regional growth forecast.

The calculation will compare planned land use densities for the project area to the minimum density thresholds for the project’s SGOA place type. Projects in areas with planned residential and/or employment densities that exceed the minimum density threshold for its designated SGOA place type will score highest in this category. No information is needed from the Applicant for this section. *(Up to 6 points possible with weight multiplier of 1)*

A2. Expedited Approval Process (1% of points)

Can the Applicant demonstrate that a specific plan, community plan, master EIR, or other mechanism is in place to allow for administrative or expedited approval of development projects? **YES** or **NO**

If so, please explain the mechanism for expedited approval. *(Up to 4 points possible with weight multiplier of 1)*

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B. EXISTING AND ENTITLED LAND DEVELOPMENT AROUND THE PROPOSED CAPITAL PROJECT

B1. EXISTING Development Density within a 1/4 mile radius of the Proposed Capital Project Site relative to SGOA Place Type Thresholds* (2% of points)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on the land use designations in the currently adopted regional growth forecast.

Existing development density around the proposed Capital Project will be calculated by SANDAG, comparing existing densities within 1/4-mile of the project to the density thresholds for the project's designated SGOA place type. The 1/4-mile area around a project will extend for the full length of linear projects. Project areas where residential and/or employment development exceeds the minimum density threshold for its designated SGOA place type will score the highest in this category. No information is needed from the Applicant for this section. (Up to 6 points possible with weight multiplier of 1)

B2. ENTITLED Development Density within a 1/4 mile radius of the Proposed Capital Project Site relative to SGOA Place Type Thresholds* (2% of points)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on information provided by the Applicant.

Include the completed "Criteria B2, C1, and C2" Spreadsheet as **Attachment 5**, providing information for each entitled development project or project under construction located within a 1/4 mile of the proposed Capital Project.

ENTITLED development projects within a 1/4-mile radius of the proposed Capital Project will qualify if any portion of the development project boundary is within the 1/4-mile area surrounding the proposed Capital Project. Entitled development projects include projects that have been approved by a city council or the Board of Supervisors, but are not yet under construction or are in initial phases of construction and have not been completed by March 20, 2015. Densities will be scored relative to the minimum threshold for the area's smart growth place type. To receive points, Applicant must describe entitled development projects and projects under construction. (Up to 6 points possible with weight multiplier of 1)

NOTE: Information for Criterion B-2 (ENTITLED Development Density within a 1/4 mile Radius of Proposed Capital Project Site); Criterion C-1 (New Affordable Housing Development); and Criterion C-2 (Low to Very Low-Income Affordable Units) will be collected in the same spreadsheet.

B3. Mix of Uses* (2% of points)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on the land use designations in the currently adopted regional growth forecast.

Mix of uses will be calculated by SANDAG by counting the number of current uses in the project area. In order to receive points, the project area must contain multi-family residential uses in addition to one or more of the following categories of land uses: single-family residential, retail, office, civic, parks, and visitor-serving. Projects without multi-family residential within 1/4 mile of the project area will not be eligible to receive any points. No information is needed from the Applicant for this section. (Up to 3 points possible with weight multiplier of 2)

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B4. New Uses* (1% of points)

Note: SANDAG staff will calculate the points awarded for this criterion based on information provided by the Applicant.

The Applicant must provide evidence of any new uses that would be added to the project area as a result of land development that the proposed Capital Project would support. Will the proposed Capital Project result in development that will support new land uses? **YES** or **NO**

If yes please provide evidence for any new land uses that would result from the Capital Project. (Up to 2 points possible with weight multiplier of 1)

C. NEW AFFORDABLE HOUSING DEVELOPMENT

C1. New Affordable Housing Development* (2% of points)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on information provided by the Applicant.

Include the completed “Criteria B2, C1, and C2” Spreadsheet as **Attachment 5**, identifying any new affordable housing that will be produced in conjunction with the entitled land development within 1/4-mile of the project. “Affordable Housing” means housing that serves extremely low, very low, or low-income households (between 0 to 80 percent of area median income adjusted for household size). Affordable housing costs are defined in Section 6918 for renters and Section 6920 for purchasers of Title 25 of the California Code of Regulations, and in Sections 50052.5 and 50053 of the Health and Safety Code, or by the applicable funding source or program. Acquired and rehabilitated affordable housing qualifies under this. (Up to 3 points possible with weight multiplier of 2)

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C2. Low to Very Low-Income Affordable Units* (1% of points)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on information provided by the Applicant.

Include the completed "Criteria B2, C1, and C2" Spreadsheet as **Attachment 5**, identifying whether 50-100 percent of units in each of the developments identified in Section C1, above, are restricted to low and very low-income residents. (Up to 2 points possible with weight multiplier of 1)

D. TRANSPORTATION CHARACTERISTICS (Within walking and biking distance of proposed Capital Project)

NOTE: SANDAG staff will calculate the points awarded for these criteria based on the transportation facilities within particular distances of the project boundary. Walking distance will be determined through geographic system information transit and bicycle networks, and network of actual available walking paths.

D1. Relation to Transit* (4% of points)

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

Proposed Capital Projects that are closer to regional or corridor transit stations will receive higher points. Proposed Capital Projects within a 1/4 mile of a local high-frequency transit stop will also receive points. This will be calculated by SANDAG based on the existing or programmed transit facilities included in the currently adopted Regional Transportation Plan Network. No information is needed from the Applicant for this section. (Up to 12 points possible with weight multiplier of 1)

D2. Bicycle Facilities* (1% of points)

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

Bicycle facilities will be identified by the current San Diego Regional Bike Map. If existing or planned bike facilities are not currently shown on the San Diego Regional Bike Map or in local bicycle master plans, the Applicant should provide additional information as **Attachment 4B** as applicable.

Only bicycle facilities consistent with California Highway Design, Chapter 1000 standards will qualify. One point will be awarded where bicycle facilities exist or are planned within a 1/4 mile radius of the proposed Capital Project, and two points when those facilities connect directly to the project. (Up to 2 points possible with weight multiplier of 2)

D3. Walkability* (3% of points)

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

Walkability will be determined based on the intersection density of the street network in the project area using the following scale. No information is needed from the Applicant for this section. (Up to 4 points possible with weight multiplier of 2)

Intersection Density (per Square Mile)	Points
290 or greater	4
225-289	3
100-224	2
Less than 100	1

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D4. Transportation Demand Management (TDM) Strategies* (1% of points)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on information provided by the Applicant.

TDM strategies may include, but are not limited to: requiring TDM plans as part of the development review process; parking management strategies such as shared parking or allowing reductions in parking requirements; incentives such as transit pass programs for employees or residents in the area; vanpool/carpool programs; parking cash-out programs for employees; car or bike sharing programs; shuttle services to rail stations or major destinations; and other strategies within the project area. Existing programs will receive two points and proposed programs (including implementation strategies) will receive one point.

Are there existing or proposed TDM programs or policies in place that are specific to the project area?

YES or **NO**

If Yes, describe the applicable program, and specify whether the program is EXISTING or PROPOSED.
(Up to 2 points possible with weight multiplier of 2)

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E. COMMUNITY DESIGN FEATURES

E1. Urban Design Characteristics and Community Context (4% of points)

This criterion will be scored by the evaluation panel using aerial imagery, Google Street View, and/or site visits and guidance from the following sections in [Designing for Smart Growth: Creating Great Places in the San Diego Region](#).

- Chapter 3 – Site Design, Section 3.3: Site Access
- Chapter 3 – Site Design, Section 3.4: Connectivity
- Chapter 4 – Building Design, Section 4.1: Building Frontage
- Chapter 9 – Parking
- Chapter 10 – Smart Growth Scorecard, Section 3: Consistent Street Edge (for large developments)
- Chapter 10 – Smart Growth Scorecard, Section 4: Street Frontages

The highest scoring projects will be located in project areas that exemplify the principles in all or a majority of the above sections. Lower scoring projects will be located in project areas that minimally exemplify principles in only one or a few of the above sections. Panel members will be provided with the above sections from Designing for Smart Growth.

Points are also available under this criterion if the local jurisdiction has developed design guidance that is in line with the above principles for the project area, such as:

- Design Guidelines
- Form-based codes
- Rendering of proposed development in the project area

This question continues onto the next page.

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E1. Urban Design Characteristics and Community Context (4% of points) - Continued

Which urban design characteristics of the project area support smart growth? For the project area, is there adopted guidance in place, such as urban design guidelines or form-based codes, which regulate the design of buildings and infrastructure to support smart growth? Identify the mix of public and private land uses in the project area and how the uses enhance community context and meet local needs for goods, services, entertainment, etc., within walking distance of residents or employees. *(Up to 6 points possible with weight multiplier of 2)*

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2. QUALITY OF PROPOSED CAPITAL IMPROVEMENT PROJECT (30% of total points)

A. SUPPORT FOR PUBLIC TRANSIT (8% of points)

This criterion will be scored by the evaluation panel, using guidance from the following sections in [Designing for Smart Growth: Creating Great Places in the San Diego Region](#).

- Chapter 5 – Multimodal Streets – in terms of guidance for stops and stations, as well as bicycle and pedestrian access to transit.
- Chapter 6 – Transit Stations
- Chapter 10 – Smart Growth Scorecard, Section 10: Transit Access (for streetscapes)

The highest scoring projects will propose elements that exemplify the principles in all or a majority of the above sections. Lower scoring projects will include minimal elements that exemplify principles in only one or a few of the above sections. Panel members will be provided with the above sections from Designing for Smart Growth.

This question continues onto the next page.

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2A. SUPPORT FOR PUBLIC TRANSIT (8% of points) - Continued

Describe how the completed project will support the use of regional public transit in the project area. List the specific treatments included in the Capital Project that would support public transit. Note that treatments upon which points are awarded may become requirements reflected in the Grant Agreement with SANDAG. *(Up to 5 points possible with weight multiplier of 5)*

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B. PROVIDING TRANSPORTATION CHOICES (8% of points)

This criterion will be scored by the evaluation panel, using guidance from the following sections in [Designing for Smart Growth: Creating Great Places in the San Diego Region](#).

- Chapter 5 – Multimodal Streets
- Chapter 10 – Smart Growth Scorecard, Section 8: Street Connectivity (for streetscapes)
- Chapter 10 – Smart Growth Scorecard, Section 9: Pedestrian Realm
- Chapter 10 – Smart Growth Scorecard, Section 13: Vehicle and Bicycle Parking (for streetscapes)
- Chapter 10 – Smart Growth Scorecard, Section 14: Parking Demand Management (for streetscapes)

The highest scoring projects will propose elements that exemplify the principles in all or a majority of the above sections. Lower scoring projects will include minimal elements that exemplify principles in only one or a few of the above sections. Panel members will be provided with the above sections from *Designing for Smart Growth*.

Additionally:

- Pedestrian facility design must be consistent with the recommendations in the SANDAG [Planning and Designing for Pedestrians](#) and should improve street crossings where necessary.
- Bicycle facilities should be designed consistent with the requirements of Chapter 1000 of the California Highway Design Manual, or the California Manual on Uniform Traffic Control Devices. Projects may also use the American Association of State Highway and Transportation Officials standards. Bicycle parking should be designed consistent with the bicycle parking guidelines in the [Riding to 2050: San Diego Regional Bicycle Plan](#). Highest scoring projects will provide continuity with bike routes beyond the immediate project area and connect to important community destinations, especially public transit.
- Projects that do not directly facilitate travel, such as public gathering areas, should contribute to reducing vehicle miles traveled by bringing needed public places into walking or bicycling range of community members.

This question continues onto the next page.

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2B. PROVIDING TRANSPORTATION CHOICES (8% of points) - Continued

Applicant should list the treatments included in the Capital Project that support walking and biking and decrease vehicle miles traveled. Note that treatments upon which points are awarded may become requirements reflected in the Grant Agreement. Projects that do not directly facilitate travel, such as public gathering areas, should contribute to reducing vehicle miles traveled by bringing needed public spaces into walking or biking range of community members. Changes to parking should reduce the role of the car for travel in the area. *(Up to 5 points possible with weight multiplier of 5)*

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C. COMMUNITY ENHANCEMENT (7% of points)

This criterion will be scored by the evaluation panel, using guidance from the following sections in [Designing for Smart Growth: Creating Great Places in the San Diego Region](#).

- Chapter 3 – Site Design, Section 3.2: Neighborhood Context
- Chapter 8 – Parks and Civic Space
- Chapter 10 – Smart Growth Scorecard, Section 12: Plazas and Seating

The highest scoring projects will propose elements that exemplify the principles in all or a majority of the above sections, and contribute toward a setting that is more likely to attract private investment. Lower scoring projects will include minimal elements that exemplify principles in only one or a few of the above sections, and lack features that would help to accomplish the goal of place-making. Panel members will be provided with the above sections from Designing for Smart Growth.

This question continues onto the next page.

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2C. COMMUNITY ENHANCEMENT (7% of points) - Continued

Applicants should describe how the proposed capital improvements enhance the public realm in the project area, to engender support for smart growth, through place-making and creating regional destinations. How will the design features of the proposed improvements activate public places within the area and attract private investment? *(Up to 5 points possible with weight multiplier of 4)*

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D. ADDRESSING PROJECT AREA ISSUES (5% of points)

This criterion will be scored by the evaluation panel and will assess how well the project addresses issues specific to the community, and how well the project preserves and integrates existing cultural and natural resources in the project area that help shape the identity of that community. Natural resources could include (but are not limited to) creeks and open space. Cultural resources could range from (but are not limited to) locally owned small businesses, murals, memorials and monuments, historical buildings, bridges, or other infrastructure that represent landmarks in the community.

Specific issues to be addressed may pertain to specific populations such as the elderly or disabled or other low-mobility populations, or may address area issues such as crime, or work toward a goal of economic revitalization for existing businesses.

In the example of specific populations, the proposed project could reduce roadway speeds and employ other traffic calming improvements that will ensure safer access for elderly residents from a residential street to a senior center or retail district around the corner. In the example of crime, the proposed project could seek to improve public safety by employing crime prevention through environmental design strategies, cleaning up an eyesore, or removing a nuisance that attracts crime.

Highest scoring projects will address area issues comprehensively and effectively, and with design features that artfully integrate community resources into the project. Capital Projects should preserve and protect important cultural and natural resources in the project area, and when appropriate, integrate such resources into the project design.

Chapter 10 – Smart Growth Scorecard, Section 5 – Historic and Natural Features, from Designing for Smart Growth will be used to score this criterion.

This question continues onto the next page.

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2D. ADDRESSING PROJECT AREA ISSUES (5% of points) - Continued

The Applicant should list any distinct needs identified by the local community that will be addressed by the project (such as improving access for special populations including the elderly, disabled, low-mobility populations, or enhancing public safety). How well does the project preserve and integrate cultural and natural resources in the project area? *(Up to 5 points possible with weight multiplier of 3)*

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E. SUSTAINABILITY (1% of points)

This criterion will be scored by the evaluation panel, using guidance from the following sections in [Designing for Smart Growth: Creating Great Places in the San Diego Region](#).

- Chapter 3 – Site Design, Section 3.5: Energy Conservation and Landscaping
- Chapter 5 – Multimodal Streets, Section 5.5: Stormwater Runoff
- Chapter 10 – Smart Growth Scorecard, Section 6: Sustainable Design (for streetscapes)

The highest scoring projects will propose elements that exemplify the principles in all or a majority of the above sections, and contribute toward a setting that promotes energy conservation, encourages landscaping and street trees that provide shade, are appropriate to the local climate, and maximize the efficiency of water use, minimize stormwater runoff, and enhance sustainable design. Lower scoring projects will include minimal elements that exemplify principles in only one or a few of the above sections. Panel members will be provided with the above sections from Designing for Smart Growth. *(Up to 2 points possible with weight multiplier of 1)*

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F. UNIVERSAL DESIGN (1% of points)

This criterion will be scored by the evaluation panel, using guidance from the following sections in [Designing for Smart Growth: Creating Great Places in the San Diego Region](#).

- Chapter 6 – Transit Stations, Section 6.2: Universal Design
- Chapter 10 – Smart Growth Scorecard, Section 7: Universal Access

Additionally, intersection improvements must include pedestrian signals and detectable warnings designed for pedestrians with visual and hearing impairments.

The highest scoring projects will propose elements that exemplify the principles of universal design. Lower scoring projects will include minimal elements that exemplify principles in only one or a few of the above sections. Projects that only meet Public Rights-of-Way Accessibility Guidelines will not receive points. Panel members will be provided with the above sections from Designing for Smart Growth. *(Up to 2 points possible with weight multiplier of 1)*

For more information and resources on universal design principles, please visit:

- <http://www.access-board.gov/prowac/>

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3. PROJECT READINESS

Applicant must include as **Attachment 6** evidence of a completed feasibility study or equivalent evaluation of project feasibility. (See Eligibility Requirements)

A. MAJOR MILESTONES COMPLETED* (7% of points)

NOTE: SANDAG staff will calculate the points awarded for this criterion based on information provided by the Applicant.

SANDAG will award points based on the project development milestones completed. (Up to 4 points possible with weight multiplier of 5)

- Environmental clearance under California Environmental Quality Act and the National Environmental Policy Act, if appropriate. (1 point)
- Completion of right-of-way acquisition, all necessary entitlements, or evidence provided by the Applicant that no right-of-way acquisition is required. (1 point)
- Completion of final design (plans, specifications, and estimates). (1 point)
- Evidence that the project is fully funded or the grant will fully fund the project. (1 point)

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 6A**.

Phase	If Necessary, Completed?
1. Environmental Clearance - Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Right-of-Way Acquisition - Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Final Design	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Would this grant request, if awarded, fully fund the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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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3A. MAJOR MILESTONES COMPLETED* (7% of points) -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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3A. MAJOR MILESTONES COMPLETED* (7% of points) -Continued

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

B. EVIDENCE OF LOCAL COMMITMENT (4% of points)

This criterion will be scored by the evaluation panel. The Applicant should demonstrate that the project is supported by the community, as a result of a comprehensive public participation process that significantly involved a diverse group of stakeholders.

- Project can provide evidence of a comprehensive, community-based planning process leading to the project and endorsement of community groups. (2 points)
- Project cannot demonstrate that the planning process involved a diverse group of community stakeholders. Project has the support of some, but not most community groups. (1 point)

This question continues onto the next page

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3B. EVIDENCE OF LOCAL COMMITMENT (4% of points) - Continued

Is the project supported by the community? Has there been a comprehensive, public participation process that significantly involved a diverse set of stakeholders? Explain community planning efforts that led to this project and stakeholder groups that have participated. Applicants are encouraged to attach letters of support from the community for the proposed project. *(Up to 2 points possible with weight multiplier of 6)*

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4. COST EFFECTIVENESS*

Ratio of Grant Request to Project Score (5% of 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 weighted points earned in Categories 1 and 2. The projects will be ranked against each other based on the resulting quotient and the available 16 points will be distributed accordingly. The project(s) with the smallest quotient will receive 16 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 16 points possible)

5. MATCHING FUNDS* (3% of 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)

6. REGIONAL HOUSING NEEDS ASSESSMENT – Policy No. 033 Points* (25%)

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 75 points are available)

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SCOPE OF WORK, SCHEDULE, BUDGET, AND PROJECT DELIVERABLES

The following sections are NOT scored.

Include as **Attachment 7** 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 two years 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.

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.*