BICYCLE AND PEDESTRIAN CLAIM GUIDELINES

Introduction

The following describes the claim process for Transportation Development Act (TDA) Bicycle and Pedestrian Projects and TransNet Bicycle, Pedestrian, and Neighborhood Safety Projects.

TDA Project Eligibility

The law specifies that funds should be allocated according to the regulations adopted by SANDAG as the regional transportation planning agency. It also identifies certain categories of eligible projects. These specific project types represent neither an exhaustive list nor are they listed as priorities (Public Utilities Code [PUC] Sections 99233.3 and 99234). They are summarized below for reference. Project evaluation criteria, established by SANDAG Board policy, are discussed later.

- Construction, including related engineering expenses, of bicycle and pedestrian facilities.
- Maintenance of bicycle trails provided they are closed to motorized traffic.
- Projects serving the needs of commuting bicyclists, including but not limited to, new paths serving major transportation corridors, secure bicycle parking at employment centers, park-and-ride lots, and transit centers where other funds are not available.
- A comprehensive bicycle and pedestrian facilities plan (no more than once every five years), with an emphasis on bicycle projects intended to primarily accommodate non-recreational bicycle trips.
- Up to 20 percent of the cost to restripe Class II bicycle lanes.
- Up to 5 percent of the amount available to a city or the county may be expended in conjunction with other funds to support bicycle safety education programs, so long as the funds are not used to fully fund the salary of any one person.

TransNet Project Eligibility

TransNet bicycle, pedestrian, and neighborhood safety funds may be expended for all purposes necessary and convenient to the design, right-of-way acquisition, and construction of facilities intended for use by bicyclists, pedestrians, and neighborhood safety/traffic calming projects. These funds also may be used for programs that help to encourage bicycling and walking, such as secure parking facilities, bicycle/pedestrian promotion programs, and safety programs.

Certain costs at times associated with bicycle and pedestrian projects are not eligible when the benefit provided is not the exclusive use of bicyclists or pedestrians. These instances are listed below.
• Curb and gutter are part of the roadway drainage system. As such, newly installed curb and gutter cannot be considered an improvement exclusively for the benefit of the sidewalk or bike lane and are not an eligible expense.

• Driveway ramps installed across sidewalks are not for the benefit of pedestrians, and in fact, degrade the pedestrian environment. Claimants may not include the cost of driveway ramps in applications for sidewalk projects. However, the distance across the driveway may be included when computing the per-square-foot cost of the sidewalk.

• Where roadway design standards require a roadway shoulder width at least as wide as would be required for a standard bike lane, the cost of the shoulder construction will not be eligible. Appropriate bikeway signage is eligible.

Under some circumstances, it may be necessary to remove and replace curb and gutter, driveway ramps, drainage facilities, and other existing improvements in order to construct a bikeway or sidewalk. In such cases, the cost of this work is most likely eligible, but claimants should carefully document why this is so in the claim submittal.

**SANDAG Claim Requirements**

SANDAG has the authority to establish criteria applicable to analyzing and evaluating claims for non-motorized transportation facilities (PUC Section 99401). To be considered for funding, a claim must be consistent with the SANDAG-adopted non-motorized plans and meet the requirements for community support and geometric design standards, as described in Categories 1 and 2 of the Project Evaluation Criteria. In addition, the following requirements must be met, if applicable:

• If the project abuts other jurisdictions, it must be shown on the adopted plans of the adjacent jurisdictions, or a letter must be submitted from the abutting jurisdiction showing that cooperative efforts are underway.

• Other sources of funding for cooperative projects must be identified. Please attach supporting documentation that shows matching funds have been secured. Matching funds that have not been secured will not be considered in the matching funds section of the project scoring matrix.

• Projects which are a required element of a larger capital improvement project are not eligible for funding.

• No single agency may submit an application, or applications, that are greater than the total available allocation for that fiscal year.

**Application Process**

Applications for TDA and TransNet non-motorized claims must be received by SANDAG by May 6, 2009. To be considered for funding, the Annual Grant Application must be fully completed. In addition, please consider the following, if applicable:

• All claims, including those supporting educational or promotional programs and claims for planning projects, must include a project budget, work program, and project schedule.
• No later than May 20, 2009, include a certified copy of a resolution or minute order in which the planning group, planning commission, or governing body of the claimant authorizes the claim.

• Review Panel. A review panel of six to eight working group members will conduct a full preliminary review of the project applications to identify significant issues and request clarification from the project applicants, if necessary. Participation on the review panel is open to any active working group member. Applicants must submit multiple hard copies of their applications for distribution to the review panel.

• Completed applications will be made available online. Applicants must submit their application in PDF format as well as hard copy. Electronic version of the applications will be posted to the internet to give any working group member the opportunity to review the applications.

Evaluation Process

The evaluation process for TDA bicycle and pedestrian projects and TransNet bicycle, pedestrian, and neighborhood safety projects is consistent with the way SANDAG evaluates and prioritizes other components of the transportation system, such as arterial, highway, and transit projects. Transportation project priorities are established in planning documents like the Regional Transportation Plan (RTP). Priorities also are used for funding decisions that are programmed in the Regional Transportation Improvement Program (RTIP). In addition, the evaluation criteria supports the overall goals and objectives SANDAG has for improving the regional transportation system and promoting smart growth in the region by giving priority to projects that enhance the existing transportation network as a whole. The criteria to be used in the evaluation process are specified in the Project Evaluation Criteria matrix.

Claimants for TDA bicycle and pedestrian projects and TransNet bicycle, pedestrian, and neighborhood safety projects will be responsible for accurately filling out the Annual Grant Application and the accompanying Project Evaluation Criteria Matrix. SANDAG will be responsible for performing the Geographic Information System (GIS) Analysis in Category 6 and the Cost Benefit Analysis in Category 11 of the Project Evaluation Criteria based on the process outlined below. SANDAG will compile the results from the Grant Applications and produce a prioritized list of projects that will be reviewed by the Bicycle-Pedestrian Working Group (BPWG). The committee then will recommend a final priority list of projects to the Transportation Committee, which will then be approved by the Board of Directors.

• Regional Housing Needs Incentive. To qualify for funding from this program the applicant must meet the eligibility criteria prescribed in Section 4 of “Implementation Guidelines for SANDAG Regional Housing Needs Assessment Memorandum” from Board Policy No. 033. Points will be awarded based on the “Description of How to Calculate the Board Policy No. 033 Incentive Points” detailed in Attachment 5 of the Policy.

• The GIS Analysis will be based on the following five factors: total population, total employment, population density, employment density, and number of activity centers. Using the project limits provided by the claimant, SANDAG will perform the GIS Analysis using data for population and employment forecasts for 2015. A buffer will be created around each
project area. Pedestrian projects will be given a half-mile buffer and bicycle projects will be given a one-mile buffer. The buffered areas will be used along with the population and employment data to generate population and employment densities. The number of Activity Centers, as identified by the SANDAG data warehouse, will be identified and tallied. Each factor will be scored from one to four points, for a possible total of 20 points for the GIS Analysis category. Projects will be scored in each category relative to each other by taking the raw scores and distributing them from highest to lowest. The highest 25 percent will receive four points, the second highest quartile will receive three points, the third highest quartile will receive two points, and the lowest quartile will receive one point.

The Cost Benefit Analysis will be computed by taking the subtotal score from Categories 1 through 8 on the Project Evaluation Criteria matrix and dividing that subtotal by the grant application amount. Projects will be scored relative to each other by taking the raw scores and distributing them from highest to lowest, with the project with the highest cost benefit ratio receiving 15 points and the project with the lowest cost benefit ratio receiving one point.