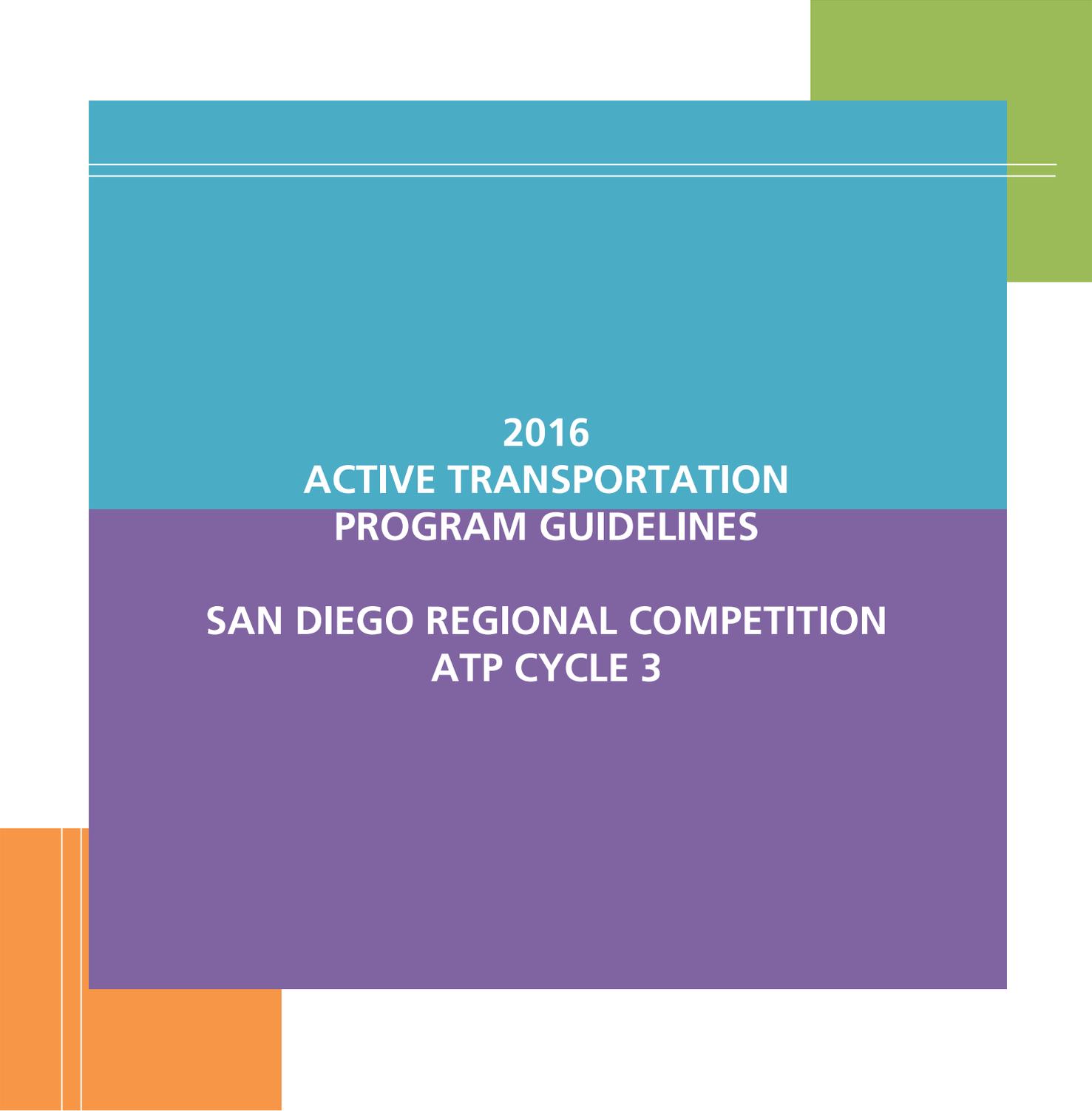




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The background of the page is composed of several overlapping colored rectangles. A large teal rectangle is positioned in the upper left, partially overlapping a larger purple rectangle below it. To the right of the teal rectangle is a green rectangle. At the bottom left, there is an orange rectangle. Two thin white horizontal lines are located near the top of the teal rectangle.

**2016
ACTIVE TRANSPORTATION
PROGRAM GUIDELINES**

**SAN DIEGO REGIONAL COMPETITION
ATP CYCLE 3**

BACKGROUND OF THE ATP PROGRAM

The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. The ATP is administered jointly by the California Transportation Commission (CTC) and Caltrans.

State and federal law segregate the ATP into multiple, overlapping components. ATP funds are distributed through three separate competitive programs:

1. **Small Urban/Rural Competition** - 10 percent of ATP funds are distributed to small urban and rural areas with populations of 200,000 or less via a competitive process administered jointly by the CTC and Caltrans.
2. **Statewide Competition** - 50 percent of ATP funds are distributed to projects competitively awarded by the CTC on a statewide basis.
3. **Regional Competition** - 40 percent of ATP funds are distributed to Metropolitan Planning Organizations (MPOs) in urban areas with populations greater than 200,000. These funds are distributed based on total MPO population. The funds allocated under this portion of the ATP must be selected through a competitive process facilitated by the MPOs. As an MPO, SANDAG is the administrator for the San Diego regional competition. Projects not selected for programming in the statewide competition must be considered in the Regional Competition.

A minimum of 25 percent of the funds distributed by each of the three competitions must benefit disadvantaged communities.

PURPOSE OF THE ATP

The purpose of the ATP is to implement strategies that increase and attract active transportation users; provide facilities for walking and biking in urban, suburban, and rural portions of the region; and to provide connections between them. Projects and programs funded through this program are consistent with the vision of the Regional Comprehensive Plan and Regional Transportation Plan/Sustainable Communities Strategy for the San Diego Region.

PROGRAM GOALS

California Senate Bill (SB) 99 establishes California's ATP with six program goals that provide a foundation for the state and regional ATP programs:

- Increase the proportion of trips accomplished by biking and walking
- Increase the safety and mobility of non-motorized users
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to SB 375 (Chapter 728, Statutes of 2008) and SB 391 (Chapter 585, Statutes of 2009)
- Enhance public health, including reduction of childhood obesity through the use of programs including but not limited to projects eligible for Safe Routes to School Program funding
- Ensure that disadvantaged communities fully share in the benefits of the program
- Provide a broad spectrum of projects to benefit many types of active transportation users

CYCLE 3 SCHEDULE

The following schedule lists the major milestones for the development and adoption of the Cycle 3 ATP.

Statewide Competition	
CTC adoption of ATP Guidelines	3/17/2016
Estimated available funding released	5/18/2016
Statewide Call for Projects released	4/15/2016
Application submittal deadline for Statewide Competition	6/15/2016
CTC staff recommendation of projects for Statewide Competition	10/28/2016
CTC approval of recommended projects for Statewide Competition	12/7-12/8/16
Regional Competition	
Estimated available funding released by CTC	5/18/2016
Staff recommendation of Regional ATP guidelines presented to SANDAG Transportation Committee	5/20/2016
Regional ATP guidelines considered by SANDAG Board of Directors	5/27/2016
CTC considers SANDAG Regional Guidelines for approval	6/29-6/30/16
Regional Call for Projects released	7/1/2016
Pre-Application Workshop for Regional Competition	7/14/2016
Application submittal deadline for Regional Competition	8/19/2016
Scoring and ranking of Regional Competition applications	9/1-11/4/16
SANDAG Independent Taxpayer Oversight Committee (ITOC) reviews <i>TransNet</i> /ATP Swap concept (if applicable)	11/9/2016
TransNet Swap coordination with applicants (if applicable) for Regional Competition	11/14-11/23/16
Deadline for Applicants to submit Resolution	11/25/2016
Publication of ranked project list (through posting of Transportation Committee Agenda) for Regional Competition	12/2/2016
Staff recommendation of Regional Competition ranked projects presented to SANDAG Transportation Committee	12/9/2016
Regional ATP project rankings considered by SANDAG Board of Directors	12/16/2016
CTC considers adoption of ranked project list for SANDAG Regional Competition	March 2017

FUNDING

SOURCES

The ATP is funded from various federal and state funds appropriated in the annual State Budget Act. There are

- Federal Transportation Alternative Program funds, except for federal Recreation Trail Program funds appropriated to the Department of Parks and Recreation
- Federal Highway Safety Improvement Program funds or other federal funds
- State Highway Account funds

AMOUNT OF FUNDING AVAILABLE

Cycle 3 of the ATP includes funding for two years; 2019-2020, and 2020-2021. The amount of funding available for Cycle 3 will be determined by the CTC in May, 2016.

MINIMUM REQUEST FOR FUNDS

In order to maximize the effectiveness of program funds and to encourage the aggregation of small projects into one larger comprehensive project, the minimum request for ATP funds that will be considered is \$250,000. This minimum does not apply to non-infrastructure projects, Safe Routes to Schools projects, and Recreational Trails projects, and plans.

MAXIMUM REQUEST FOR FUNDS

The total aggregate amount of funding requested by each applicant cannot exceed the total amount available.

MATCHING FUNDS

Matching funds are not required. If an applicant chooses to provide matching funds, those funds cannot be expended prior to the CTC allocation of ATP funds in the same project phase (permits and environmental studies; plans specifications and estimates; right-of-way; and construction). Matching funds must be expended concurrently and proportionately to the ATP funds. The matching funds may be adjusted before or shortly after contract award to reflect any substantive change in the bid compared to the estimated cost of the project.

FUNDING FOR ACTIVE TRANSPORTATION PLANS

Funding from the ATP may be used to fund the development of community wide active transportation plans within or, for area-wide plans, encompassing disadvantaged communities, including bike, pedestrian, safe routes to schools, or comprehensive active transportation plans. A list of the components that must be included in an active transportation plan can be found in the section of these guidelines entitled "Active Transportation Plan for Disadvantaged Communities" (page 9).

A maximum amount of two percent (2%) of the funds distributed by the regional competition will be available for funding active transportation plans.

The first priority for the funding of active transportation plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, MPOs, school districts, or transit districts that have neither a bicycle plan, a pedestrian plan, a safe routes to schools plan, nor a comprehensive active transportation plan. The second priority for the funding of plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, or MPOs that have a bicycle plan or a pedestrian plan but not both. The lowest priority for funding of plans will be for updates of active transportation plans older than 5 years.

Applications for plans may not be combined with applications for infrastructure or other non-infrastructure projects.

REIMBURSEMENT

The ATP is a reimbursement program for eligible costs incurred. Reimbursement is requested through the invoice process detailed in Chapter 5, Accounting/Invoices, of the Caltrans Local Assistance Procedures Manual. Costs incurred prior to CTC allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

ELIGIBLE APPLICANTS

The applicant and/or implementing agency for ATP funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants and/or implementing agencies must be able to comply with all federal and state laws, regulations, and policies and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). Refer to Chapter 4, Agreements, of the Caltrans Local Assistance Procedures Manual (LAPM) for guidance and procedures on Master Agreements. The LAPM is available here: dot.ca.gov/hq/LocalPrograms/lam/lapm.htm.

The following entities, within the State of California, are eligible to apply for ATP funds:

- **Local, Regional, or State Agencies** – examples include city, county, MPO, and Regional Transportation Planning Agency (RTPA)
- **Caltrans**
- **Transit Agencies** – Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration (FTA)
- **Natural Resources or Public Land Agencies** – Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - State or local park or forest agencies
 - State or local fish and game, or wildlife agencies
 - Department of the Interior Land Management Agencies
 - U.S. Forest Service
- **Public schools or school districts**
- **Tribal Governments** – Federally-recognized Native American Tribes. For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs may be necessary. A tribal government may also partner with another eligible entity to apply, if desired.
- **Private nonprofit tax-exempt organizations** – May apply for projects eligible for Recreational Trail Program funds, recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity.
- **Other** - Any other entity with responsibility for oversight of transportation or recreational trails that the CTC determines to be eligible.

PARTNERING WITH IMPLEMENTING AGENCIES

Eligible applicants that are unable to apply for ATP funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. In addition, eligible applicants that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project are encouraged to partner with an eligible applicant that can implement the project. **If another entity agrees to be the implementing agency and assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (e.g. letter of intent) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.** The implementing agency will be responsible and accountable for the use and expenditure of program funds.

ELIGIBLE PROJECTS

All projects will be selected through this competitive process and must meet one or more of the ATP program goals. Because the majority of funds in the ATP are federal funds, projects must be federal-aid eligible.

All projects submitted must be consistent with the 2050 Regional Transportation Plan/Sustainable Communities Strategy.

There are four different eligible project types:

1. INFRASTRUCTURE PROJECTS

Capital projects that will further the goals of the ATP. This typically includes the environmental, design, right-of-way, and construction phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete Project Study Report (PSR) or PSR equivalent. The application will be considered a PSR equivalent if it defines and justifies the project scope, cost, and schedule. Though the PSR or equivalent may focus on the project components proposed for programming, it must provide at least a preliminary estimate of costs for all components. PSR guidelines are posted on the CTC's website at <http://www.catc.ca.gov/programs/stip.htm>.

A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the ATP.

2. NON-INFRASTRUCTURE PROJECTS

Education, encouragement, and enforcement activities that further the goals of the ATP. The CTC intends to focus funding for non-infrastructure on start-up projects. A project is considered to be a start-up when no program currently exists. Start-up projects must demonstrate how the program is sustainable after ATP funding is exhausted. ATP funds cannot fund ongoing program operations. Non-infrastructure projects are not limited to those that benefit school students. Program expansions or new components of existing programs are eligible for ATP funds as long as the applicant can demonstrate that the existing program will be continued with non-ATP funds.

3. INFRASTRUCTURE PROJECTS WITH NON-INFRASTRUCTURE COMPONENTS

Projects that have both infrastructure and non-infrastructure components will be scored using the scoring criteria that represents the higher proportion of the project. For example, a project that is more than 50 percent infrastructure will be scored using the infrastructure scoring criteria. Combination projects need to specify the percentage of each component (e.g. 75% infrastructure and 25% non-infrastructure).

4. PLANS

The development of a community-wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.

PROJECT TYPE REQUIREMENTS

State and federal law segregate the ATP into multiple, overlapping components. Below is an explanation of the requirements specific to these components.

DISADVANTAGED COMMUNITIES

For a project to contribute toward the Disadvantaged Communities funding requirement, the project must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to a disadvantaged community. To count as providing a benefit, a project must fulfill an important need of low-income people in a way that provides a significant benefit and targets its benefits primarily to low-income people while avoiding substantial burdens on a disadvantaged community.

For a project to qualify as having a direct benefit to a disadvantaged community, the project must be located within or in reasonable proximity and have a direct connection to the disadvantaged community served by the project; or the project must be an extension or a segment of a larger project that connects to or is directly adjacent to that disadvantaged community. **The application must include a map that delineates the specific disadvantaged census tract(s) or school(s) that will benefit from the project in relationship to the project site.** It is incumbent upon the applicant to clearly articulate how the project benefits the disadvantaged community. There is no presumption of benefit, even for projects located within a disadvantaged community. To qualify as a disadvantaged community, the community served by the project must meet at least one of the following criteria:

- **Median Household Income:** The Median Household Income (Table ID B19013) is less than 80 percent of the statewide median based on the most current Census Tract (ID 140) level data from the 2010-2014 American Community Survey (<\$49,191). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.
- **CalEnviroScreen:** An area identified as among the most disadvantaged 25 percent in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 2.0 (CalEnviroScreen 2.0) scores. The score must be greater than or equal to 36.62. The list can be found at the following link under SB 535 List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>.
- **National School Lunch Program:** At least 75 percent of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/files/sp.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area. The project must be located within 2 miles of the school(s) represented by this criteria.
- **Other**
 - If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria due to a lack of accurate Census data or CalEnviroScreen data that represents a small neighborhood or unincorporated area, the applicant must submit for consideration a quantitative assessment to demonstrate that the community's median household income is at or below 80% of that state median household income.
 - The definition of a disadvantaged community as adopted in the SANDAG Regional Transportation Plan (San Diego Forward: The Regional Plan, available at <http://www.sdfoward.com/regionalplan>) may be used in lieu of the options identified above. For San Diego Forward: The Regional Plan, disadvantaged communities are identified as minority, low-income, and senior populations.

- The term “minority” is described by the Federal Highway Administration as: Black (having origins in any of the black racial groups of Africa); Hispanic (of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race); Asian American (having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or American Indian and Alaskan Native (having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition).
- Low-income populations are those with income levels below 200 percent of the Federal Poverty Rate.
- Senior populations include anyone 75 years old and older.
- Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria).

SAFE ROUTES TO SCHOOL PROJECTS

For a project to qualify for Safe Routes to School designation, the project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop and the student must be the intended beneficiaries of the project. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

RECREATIONAL TRAILS PROJECTS

Trail projects that are primarily recreational should meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources (fhwa.dot.gov/environment/recreational_trails/).

ACTIVE TRANSPORTATION PLAN FOR DISADVANTAGED COMMUNITIES

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan (bicycle, pedestrian, safe-routes-to-school, or comprehensive). An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan which is compliant or will be brought into compliance with the Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008). An active transportation plan must include, but not be limited to, the following components or explain why the component is not applicable:

- The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from implementation of the plan.
- The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.
- A map and description of existing and proposed land use and settlement patterns which must include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, and other destinations.
- A map and description of existing and proposed bicycle transportation facilities, including a description of bicycle facilities that serve public and private schools, and, if appropriate, a description of how the five Es (Education, Encouragement, Enforcement, Engineering, and Evaluation) will be used to increase rates of bicycling to school.
- A map and description of existing and proposed end-of-trip bicycle parking facilities.

- A description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots and in new commercial and residential developments.
- A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These must include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.
- A map and description of existing and proposed pedestrian facilities, including those at major transit hubs and those that serve public and private schools, and , if appropriate, a description of how the five Es (Education, Encouragement, Enforcement, Engineering, and Evaluation) will be used to increase rates of walking to school . Major transit hubs must include, but are not limited to, rail and transit terminals, and ferry docks and landings.
- A description of proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.
- A description of the policies and procedures for maintaining existing and proposed bicycle and pedestrian facilities, including, but not limited to, the maintenance of smooth pavement, ADA level surfaces, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting.
- A description of bicycle and pedestrian safety, education, and encouragement programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the law impacting bicycle and pedestrian safety, and the resulting effect on collisions involving bicyclists and pedestrians.
- A description of the extent of community involvement in development of the plan, including disadvantaged and underserved communities.
- A description of how the active transportation plan has been coordinated with neighboring jurisdictions, including school districts within the plan area, and is consistent with the 2050 Regional Transportation Plan/Sustainable Community Strategy.
- A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.
- A description of past expenditures for bicycle and pedestrian facilities and programs, and future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated revenue sources and potential grant funding for bicycle and pedestrian uses.
- A description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan.
- A resolution showing adoption of the plan by the city, county or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, MPO, school district or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located.

A city, county, school district, or transit district that has prepared an active transportation plan may submit the plan to the county transportation commission or transportation planning agency for approval. The city, county, school district, or transit district may submit an approved plan to Caltrans in connection with an application for funds for active transportation facilities which will implement the plan.

EXAMPLE PROJECTS

Below is a list of projects considered generally eligible for ATP funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program.

Components of an otherwise eligible project may not be eligible. For information on ineligible components, see the Caltrans Department of Local Assistance ATP website available at

http://www.dot.ca.gov/hq/LocalPrograms/atp/atp_info.html.

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.
 - Elimination of hazardous conditions on existing bikeways and walkways.
 - Preventative maintenance of bikeways and walkways with the primary goal of improving the active transportation operations/usability extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Establishment or expansion of a bike share program.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Development of a community wide bike, pedestrian, safe routes to schools, or active transportation plan in a disadvantaged community.
- Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation. Components may include but not limited to:
 - Development and implementation of bike-to-work or walk-to-work school day/month programs.
 - Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analyses.
 - Conducting pedestrian and bicycle safety education programs.
 - Development and publishing of community walking and biking maps, including school route/travel plans.
 - Development and implementation of walking school bus or bike train programs.
 - Components of open streets events directly linked to the promotion of a new infrastructure project or designed to promote walking and biking on a daily basis.
 - Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.

OVERVIEW

- School crossing guard training.
- School bicycle clinics.
- Development and implementation of programs and tools that maximize use of available and emerging technologies to implement the goals of the ATP.

PROJECT APPLICATION REQUIREMENTS

To apply for the regional competition, all applicants must complete:

1. The application utilized for the statewide competition

The statewide application is available on the Caltrans ATP website at:

<http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-3.html>

2. The Regional ATP Supplemental Questionnaire

The Regional ATP Supplemental Questionnaire is included on the following page.

3. A resolution from the applicant's authorized governing body that includes the following provisions, consistent with SANDAG Board Policy No. 035:¹

- Applicant's governing body commits to providing the amount of matching funds set forth in the grant application.
- Applicant's governing body authorizes staff to accept the grant funding and execute a grant agreement, if an award is made by the CTC or SANDAG.

Applicants that submit applications for the statewide competition will automatically be considered for the regional competition. **Applicants that applied for the statewide competition do not need to submit another copy of their application to SANDAG if they have already provided one as part of the statewide competition; however all applicants for the regional competition must submit the Regional ATP Supplemental Questionnaire and a resolution from their authorized governing body to provide additional information needed for the regional competition.**

A project application must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Where the project is to be implemented by an agency other than the applicant, documentation of the agreement between the project applicant and implementing agency must be submitted with the project application. A project application must also include documentation of all other funds committed to the project.

One electronic (PDF) copy of the application must be received by SANDAG no later than **4 p.m. on Friday, August 19, 2016**. Applications should be addressed to:

Jenny R. Russo
Regional ATP Administrator
SANDAG
401 B Street, Suite 800
San Diego, CA 92101
Jenny.Russo@sandag.org

QUESTIONS

If you have any questions regarding the regional ATP program, please contact:

Jenny Russo
Jenny.Russo@sandag.org
(619) 699-7314

PRE-APPLICATION WORKSHOP

SANDAG will conduct a pre-application workshop for prospective applicants to provide an overview of the ATP program and the application process, and answer any questions. Applicants are strongly encouraged to attend this workshop. The workshop will take place on **Thursday, July 14, 2016, from 10 a.m. to 12 p.m.** in the Seventh Floor Board Room at SANDAG.

REFERENCE DOCUMENTS

¹ The Resolution should be submitted with the Application, but at the very latest, must be received by SANDAG prior to November 25, 2016. The Resolution will be utilized in the event a *TransNet*-ATP funding exchange is implemented.

OVERVIEW

This “Call for Projects” package refers to a number of documents that will help applicants prepare an application. Those documents can be found on the SANDAG website at: <http://www.sandag.org/atpfunding> unless otherwise noted.

REGIONAL ATP SUPPLEMENTAL QUESTIONNAIRE

NON-INFRASTRUCTURE APPLICATIONS

Applicants that would like to be considered for non-infrastructure funding for the regional ATP competition must answer the following question, as a supplement to the statewide application:

- **INNOVATION:** Does this project propose any solutions that are new to the San Diego Region?

INFRASTRUCTURE APPLICATIONS

Applicants that would like to be considered for infrastructure funding for the regional ATP competition must answer the following questions, as a supplement to the statewide application:

- **PROJECT READINESS – COMPLETION OF MAJOR MILESTONES:** Which of the following steps for the project have been completed?
 - Community Active Transportation Strategy/Neighborhood-Level Plan/Corridor Study
 - Environmental Documentation/Certification
 - Right-of-Way Acquisition
 - Final Design
- **LINKAGES TO BICYCLE, PEDESTRIAN, AND TRANSIT NETWORKS:** Provide a map that clearly illustrates the project's relationship to existing local and regional bicycle, pedestrian, and transit facilities. Specifically, note if the project closes any gaps in bicycle and pedestrian facilities.
- **EFFECTIVENESS AND COMPREHENSIVENESS OF PROPOSED PROJECT:** Describe the specific traffic calming, pedestrian, and bicycle treatments being proposed and why they are particularly suited to address the needs of the project area. Address how the traffic calming measures will benefit pedestrians and bicycles.
- **COMPLEMENTARY PROGRAMS:** Describe any programs that complement the proposed infrastructure improvements, including awareness, education efforts, increased enforcement, bicycle parking, etc. and who will be implementing them. In order to achieve points, programs must be included in the scope of the project.
- **INNOVATION:** Is this project an FHWA or State Experimentation Effort? Does this project propose any solutions that are new to the San Diego region?

PROJECT SELECTION PROCESS

STEP 1: ELIGIBILITY SCREEN

Applications will be screened for eligibility, which will consist of the following:

- Consistency with the 2050 Regional Transportation Plan/Sustainable Community Strategy
- Supplanting funds: a project that is already fully funded will not be considered for funding in the ATP. ATP funds cannot be used to supplant other committed funds.
- The project must be one of the four types of projects listed in these Guidelines (a disadvantaged community, safe routes to school, recreational trails, or an active transportation plan for disadvantaged community).

Applications will be removed from the competitive process if found ineligible.

STEP 2: QUANTITATIVE EVALUATION

SANDAG will conduct the quantitative evaluation for all Geographic Information Systems (GIS) and formula-based scores.

STEP 3: QUALITATIVE EVALUATION

A multidisciplinary review panel representing a broad array of active transportation-related interests, such as expertise in bicycling and pedestrian transportation, Safe Routes to School projects, and projects that benefit disadvantaged communities will be convened to score the qualitative portion of the application. Panel members will not review or comment on applications from their own organization; or in the case of the County of San Diego, from their own department. Eligible applicants that do not apply for ATP funding will be encouraged to participate in the multidisciplinary review panel.

STEP 4: INITIAL RANKING

An initial list of project rankings will be produced.

STEP 5: DISADVANTAGED COMMUNITIES ADJUSTMENT

Rankings will be adjusted to ensure that 25 percent of the available funds are dedicated to projects and programs that benefit Disadvantaged Communities as identified in the CTC Guidelines.

STEP 6: FINAL RANKING & CONTINGENCY PROJECT LIST

The final list of project rankings will be produced.

SANDAG will adopt a list of projects for programming the Regional ATP that is financially constrained against the amount of ATP funding available (as identified in the approved ATP Fund Estimate). In addition, SANDAG will include a list of contingency projects, listed in order based on the project's final ranking. SANDAG intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 3 Regional ATP. This will ensure that the Regional ATP will fully use all ATP funds, and that no ATP funds are lost to the region. The contingency list is valid until the adoption of the next Statewide ATP cycle.

The final ranking and contingency project list will be provided to the CTC in December 2016 for adoption in March 2017.

STEP 7: TRANSNET-ATP FUNDING EXCHANGE (OPTIONAL STEP)

If a SANDAG project is selected to receive ATP funding as a result of the regional ATP competitive process, and the funding for that project contains *TransNet* funds, there may be an opportunity to implement a funding exchange with projects recommended through the regional ATP. This exchange would reduce the administrative burden to local jurisdictions associated with federal funding requirements, and would consolidate the allocation of federal funds to as

few projects as practicable. Should a funding exchange be proposed, projects that elect to participate in the exchange would be removed from the regional ATP ranking and be funded through *TransNet*. The *TransNet*-funded projects would be administered as other *TransNet* Active Transportation Grant Program projects and be subject to the terms and conditions of SANDAG Board Policy No. 035.

SANDAG staff will make the determination of whether a funding exchange is an option under the Cycle 3 Regional ATP. The ability to make the exchange and the terms and conditions of such exchange shall be in SANDAG's sole discretion and this determination will be made for Cycle 3 only.

Note: Projects that are a component of major roadway reconstruction projects funded by *TransNet* are subject to the Routine Accommodations Provisions outlined in SANDAG Board Policy No. 031: *TransNet* Ordinance and Expenditure Plan Rules, Rule 21 and will not not eligible for the funding exchange.

SCORING AND SELECTION PROCESS

After applications have been received and reviewed for eligibility, proposed projects will be scored and selected according to the process outlined below.

EVALUATION PANEL

The proposed projects will be scored by an evaluation panel consisting of Active Transportation Working Group (ATWG) members, Cities/County Transportation Advisory Committee (CTAC) members, Regional Planning Technical Working Group (TWG) members, and/or an academic or other individual with expertise in bicycling and pedestrian transportation, Safe Routes to School projects, and projects that benefit disadvantaged communities or a related field. Panel members will not represent local jurisdictions that have submitted applications for funding under Cycle 3 from their own agency/department, will not have had prior involvement in any of the submitted projects, nor may they (nor the organizations they represent) receive compensation for work on any of the funded projects in the future. The Scoring Criteria are specified in the Scoring Criteria Matrix for each grant program.

SCORING APPROACH FOR CATEGORIES OF QUESTIONS

The criteria upon which projects will be scored fall into two general categories:

1. **Objective criteria** that are data-oriented and relate to existing or planned bicycle and pedestrian network connections, access to transit services, other transportation safety measures, cost effectiveness, and matching funds.
2. **Subjective criteria** that relate to the quality of the proposed plan or project.

Objective data-oriented criteria will be based on Geographic Information System (GIS), the 2050 Regional Transportation Plan and its Sustainable Communities Strategy, Riding to 2050: The San Diego Regional Bicycle Plan, and the 2050 Regional Growth Forecast. For information that is not readily available to SANDAG, Applicants will be asked to provide supplementary data. Points for objective criteria will be calculated by either the SANDAG Technical Services Department staff or Contracts and Procurement staff in accordance with the point structures delineated in the scoring criteria, and are marked with an asterisk (*) in the Scoring Criteria Matrix of each program.

For subjective criteria related to the quality of the proposed project, applicants will need to provide responses. Points for subjective criteria will be awarded by the members of the evaluation panel.

PROJECT RANKINGS

Project rankings will be produced using a “Sum of Ranks” approach. Using this approach, projects will receive two scores: **objective** formula-based points that are calculated by either SANDAG Technical Services Department staff or Contracts and Procurement staff and **subjective** quality-based points that are awarded by members of the Evaluation Panel. The **objective** points earned will be added to the **subjective** points awarded by each evaluator on the panel, and will then be translated into project rankings for each evaluator. For example, the project awarded the most points from a single evaluator will rank number one; the project awarded the second most points will rank number two; and so on (one being the best rank a project can receive). The rankings from each individual evaluator will then be summed for each project to produce an overall project ranking (sum of ranks). Therefore, projects with the lowest overall numerical rank will have performed the best.

The list of overall project rankings will be used to recommend funding allocations in order of rank. The top ranking projects (or the projects with the lowest overall numerical rank) will be recommended for funding in descending rank until funding is exhausted.

SELECTION PROCESS

SANDAG Contracts and Procurement staff will present the list of overall project rankings and corresponding funding recommendations to the Transportation Committee for recommendation to the SANDAG Board of Directors. The SANDAG Board will review and recommend the final list of projects to the CTC for consideration. The CTC will consider the Regional ATP project rankings in March 2017.

FEDERAL REQUIREMENTS

Unless programmed for state-only funding, project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedures Manual (available at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>) and the Master Agreement with Caltrans. Below are examples of federal requirements that must be met when administering ATP projects.

- National Environmental Policy Act (NEPA) compliance and documentation is required on all projects. Refer to Chapter 6, Environmental Procedures, of the Caltrans Local Assistance Procedures Manual for guidance and procedures on complying with NEPA and other federal environmentally related laws.
- Project applicants may not proceed with the final design of a project or request "Authorization to proceed with Right-of-Way" or "Authorization to proceed with Construction" until Caltrans has signed a Categorical Exclusion, a Finding of No Significant Impact, or a Record of Decision. Failure to follow this requirement will make the project ineligible for federal reimbursement. .
- If the project requires the purchase of right of way (the acquisition of real property), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. For more information, refer to Chapter 13, Right of Way, of the Caltrans Local Assistance Procedures Manual.
- If the project applicant requires the consultation services of including but not limited to architects, landscape architects, land surveyors, or engineers, the procedures in Chapter 10, Consultant Selection, of the Caltrans Local Assistance Procedures Manual must be followed. The naming of a Partner in the application does not negate this requirement.
- Contract documents are required to incorporate applicable federal requirements such as Davis Bacon wage rates, competitive bidding, Disadvantaged Business Enterprises/Equal Employment Opportunity provisions, etc. For more information, refer to Chapter 9, Civil Rights and Disadvantaged Business Enterprises, and Chapter 12, Plans, Specifications & Estimate, of the Caltrans Local Assistance Procedures Manual

Failure to comply with federal requirements may result in the repayment to the State of ATP funds.

DESIGN STANDARDS

Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans, except that an agency may utilize other minimum safety design criteria if specific conditions are met, as described in Streets and Highways Code Section 891(b). Chapter 11, Design Standards, of the Caltrans Local Assistance Procedures Manual describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of Local Assistance projects.

For capital projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. **If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application**, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

All facilities constructed using ATP funds cannot revert to a non-ATP use for a minimum of 20 years or its actual useful life as documented in the project application, whichever is less, without approval of the CTC.

MINIMUM DESIGN STANDARDS AND GUIDELINES (INFRASTRUCTURE PROJECTS ONLY)

Proposed bicycle and pedestrian elements must meet the minimum geometric standards set forth in the Caltrans Highway Design Manual (Chapter 10), the California MUTCD, and the Americans with Disabilities Act (ADA). Projects

may also use AASHTO standards and must also be consistent with the guidelines outlined in Riding to 2050: The San Diego Regional Bike Plan and Planning and Designing for Pedestrians.

PROJECT READINESS (INFRASTRUCTURE PROJECTS ONLY)

Applicant must have completed a feasibility study or an equivalent evaluation of project feasibility. For smaller-scale projects, an equivalent evaluation of project feasibility must have included the following:

- Agency staff field evaluation
- Concept drawings
- Horizontal alignment
- Identification of potential challenges
- Identification of right-of-way
- Identification of environmental requirements
- Cost estimate
- Preliminary community input

BASELINE DATA COLLECTION

Applicants must include baseline data collection within the project application. Prior to project construction, a selected applicant must collect data on (at minimum) observed bicycle and pedestrian demand and safety in the project area, and submit results to SANDAG. A subset of selected applicants may be selected for in-depth evaluation by SANDAG, in which case, SANDAG will conduct the data collection effort with required participation from the selected applicants' staff. Such in-depth evaluation conducted by SANDAG will take place solely for the purpose of SANDAG Active Transportation data collection and monitoring efforts, and will not impact the selected applicants' budgets.

Bicycle and pedestrian observed demand data must be collected prior to project construction, through counts, observations of bicyclist/pedestrian/driver behavior, and intercept surveys using the National Bicycle and Pedestrian Documentation Project methodology:

- Counts must be conducted prior to project construction, during National Documentation Days in the second week of September. Supplementary counts and surveys can be conducted during January, May, and July to provide seasonal data if desired.
- Counts should be conducted for two hours, at peak times relative to the facility. For example, facilities attracting utilitarian trips should be counted on a Tuesday, Wednesday, or Thursday from 5 p.m. to 7 p.m., whereas facilities attracting recreational trips should be counted on a Saturday, from 9 a.m. to 11 a.m.
- Counts must be conducted using standard forms, to be provided by SANDAG. Completed forms must be submitted to SANDAG as a project deliverable.

INFRASTRUCTURE SCORING CRITERIA GUIDANCE

The following narrative descriptions will be used to assist the evaluation panel in scoring infrastructure project applications. The Infrastructure Scoring Criteria Matrix on pages 26-28 is a summary of this information.

References to the statewide application or Regional ATP Supplemental Questionnaire are shown in **green text** next to each section heading below.

4. PROJECT CONNECTIONS AND SAFETY

A. Connection to Regional Bicycle Network

(Part B, Narrative Question #2 and Regional ATP Supplemental Questionnaire)

*NOTE: The SANDAG Technical Services Department 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) OR
- Will the proposed project construct part of the Regional Bikeway Network? (8 points)

B. Completes Connection in Local Bicycle Network

(Part B, Narrative Question #2 and Regional ATP Supplemental Questionnaire)

Points will be awarded 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)*

C. Completes Connection in Existing Pedestrian Network

(Part B, Narrative Question #2 and Regional ATP Supplemental Questionnaire)

Points will be awarded if the project proposes to close a gap in the existing pedestrian network. Applicant must demonstrate evidence of an existing gap. 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)*

D. Connection to Transit

(Part 2, General Project Information)

*NOTE: The SANDAG Technical Services Department 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)*

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

and/or

- 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)

E. Safety and Access Improvements (Part B, Narrative Question #3)

Points for this section will be awarded 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 involving non-motorized users (2 points)
- Three to four correctable collisions involving non-motorized users (4 points)
- Five or more correctable collisions involving non-motorized users (6 points)

and/or

- Creates access or /overcomes barriers in an area where hazardous conditions prohibit safe access for bicyclists and pedestrians (6 points)

5. QUALITY OF PROJECT

This section will be scored 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 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 Measures² (Part B, Narrative Question #3)

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:

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

- How well will the proposed traffic calming address the identified need in the project area? Are the proposed solutions appropriate for the situation? (up to 5 points)
- How well will the proposed pedestrian improvements address the identified need in the project area? (up to 5 points)

² Traffic calming measures that consist of roadway improvements that benefit motorists only will receive 0 points.

- How well will the proposed bicycle improvements address the identified need in the project area? (up to 5 points)

B. Program Objectives

Points will be awarded based on how well the proposed project aligns with ATP objectives. *(Up to 18 points possible)*

C. Innovation

(Regional ATP Supplemental Questionnaire)

Points will be awarded based on the breadth of solutions proposed by the project that are new to the region. Refer to the NACTO Urban Bikeway Design Guide available at <http://nacto.org/cities-for-cycling/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 make a determination prior to submitting this application. *(Up to 8 points possible)*

- Is this project an FHWA or state experimentation effort? (4 points)
- Does this project propose innovative solutions or propose solutions that are new to the region and can potentially serve as a replicable model? (Up to 4 points)

6. SUPPORTIVE POLICIES AND PROGRAMS

This section will be scored 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

(Regional ATP Supplemental Questionnaire)

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). *(Up to 3 points possible)*.

B. Supportive Plans and Policies

(Regional ATP Supplemental Questionnaire)

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. *(Up to 3 points possible)*

**7. DEMAND ANALYSIS USING GEOGRAPHIC INFORMATION SYSTEM (GIS)
(PART 2, GENERAL PROJECT INFORMATION)**

*NOTE: SANDAG Technical Services Department 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)

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

**8. PROJECT READINESS/COMPLETION OF MAJOR MILESTONES
(PART 5, PROJECT SCHEDULE, AND REGIONAL ATP SUPPLEMENTAL QUESTIONNAIRE)**

Evidence of a completed feasibility study or equivalent evaluation of project feasibility. Points will be awarded 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. *(Up to 4 points)*
- Completion of right-of-way acquisition, all necessary entitlements, or evidence 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)*

**9. COST EFFECTIVENESS
(COVER PAGE, TOTAL ATP \$)**

Ratio of Grant Request to Project Score

*NOTE: SANDAG Contracts and Procurement 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 largest quotient will receive 10 points, and the one(s) with the smallest quotient will receive 1 point. (Up to 10 points possible)

**10. MATCHING FUNDS
(COVER PAGE, MATCHING \$; PART 6, PROJECT FUNDING ; AND PART B, NARRATIVE QUESTION #7)**

*NOTE: SANDAG Contracts and Procurement staff will calculate the points awarded for this criterion.

Supporting documentation demonstrating that matching funds have been secured and the source(s) of the matching funds should be detailed. Matching funds that have not been secured will not count toward this score.

Points for matching funds will be awarded by ranking the matching fund amounts proposed by each applicant, dividing each matching fund amount by the highest matching fund rank, then multiplying the number of points available by this quotient. The project with the largest proposed matching funds will receive ten points. Projects that do not include matching funds will receive 0 points. (Up to 10 points possible)

11. PUBLIC HEALTH

(PART B, NARRATIVE QUESTION #5)

Up to 10 points will be awarded for improving public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma, or other health issues. Points will be awarded to applicants that conduct the following:

- Coordinate with the local health department to identify data and risk factors for the community (2 points)
- Describe the targeted populations and the health issues that the project will address (2 points)
- Assess health data using the online California Health Interview Survey (CHIS) tool available at <http://healthpolicy.ucla.edu/chis/Pages/default.aspx> (3 points)
- Assess the project's health benefits using the online Health Economic Assessment Tool (HEAT) available at <http://www.heatwalkingcycling.org> (3 points)

12. USE OF CALIFORNIA CONSERVATION CORPS OR A QUALIFIED COMMUNITY CONSERVATION CORPS

(PART B, NARRATIVE QUESTION #8)

Projects should seek to use the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141. Up to 5 points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate. Applicants will not be penalized if either corps determines that they cannot participate in a project.

The California Conservation Corps can be contacted by email at atp@ccc.ca.gov or by phone at (916) 341-3154. Community Conservation Corps can be contacted by email at inquiry@atpcommunitycorps.org or by phone at (916) 426-9170.

13. BENEFIT TO DISADVANTAGED COMMUNITY

(PART B, NARRATIVE QUESTION #1)

For a project to contribute toward the Disadvantaged Communities funding requirement, the project must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to a disadvantaged community. To count as providing a benefit, a project must fulfill an important need of low-income people in a way that provides a significant benefit and targets its benefits primarily to low-income people while avoiding substantial burdens on a disadvantaged community.

For a project to qualify as having a direct benefit to a disadvantaged community, the project must be located within or in reasonable proximity and have a direct connection to the disadvantaged community served by the project; or the project must be an extension or a segment of a larger project that connects to or is directly adjacent to that disadvantaged community. To qualify as a disadvantaged community, the community served by the project must meet at least one of the criteria listed in the section of these guidelines entitled "Disadvantaged Communities" (page 8).

Points will be distributed as follows:

- The project benefits a disadvantaged community. (up to 10 points)³ OR
- The project does not benefit a disadvantaged community. (0 points)

³ Scores will be scaled in relation to the severity of and the benefit provided to the disadvantaged community affected by the project.

INFRASTRUCTURE SCORING CRITERIA MATRIX

Infrastructure projects will be scored and ranked on the basis of applicant responses to the Infrastructure Scoring Criteria Guidance.

Points calculated by SANDAG’s Technical Services Department or Contracts and Procurement staff are marked with an asterisk (*).

No.	CATEGORY	PTS	CRITERIA	POINTS POSSIBLE	%
1. PROJECT CONNECTIONS (21% of total points)					
A.*	Connection to Regional Bicycle Network	6 8	Project will directly connect to the Regional Bikeway Network or Project will construct part of the Regional Bikeway Network	Up to 8	5%
B.	Completes Connection in Local Bicycle Network	8	Closes a gap between existing bicycle facilities	Up to 8	5%
C.	Completes Connection in Existing Pedestrian Network	8	Closes a gap in the existing pedestrian network	Up to 8	5%
D.*	Connection to Transit	6 2 4 4 6	Bicycle improvement within 1 ½ miles of a regional transit station and/or Pedestrian improvement within 1/4 mile of a local transit stop Pedestrian improvement directly connects to a local transit stop Pedestrian improvement within 1/2 mile of a regional transit station Pedestrian improvement directly connects to a regional transit station	Up to 12	7%
2. SAFETY AND QUALITY OF PROJECT (31% of total points)					
A.	Safety and Access Improvements	2 4 6 and/or 6	Potential for increasing bicycle or pedestrian trips at location with documented safety hazard or accident history <i>within the last seven years</i> : 1 to 2 correctable crashes involving non-motorized users 3 to 4 correctable crashes involving non-motorized users 5 or more correctable crashes involving non-motorized users and/or Creates access or overcomes barriers in area where hazardous conditions prohibit safe access for bicyclists and pedestrians.	Up to 12	7%
B.	Impact and Effectiveness of Proposed Bicycle, Pedestrian, and/or Traffic Calming Measures	Up to 5	How well will the proposed traffic calming address the identified need in the project area? Are the proposed solutions appropriate for the situation?	Up to 15	9%
		Up to 5	How well will the proposed pedestrian improvements address the identified need in the project area?		
		Up to 5	How well will the proposed bicycle improvements address the identified need in the project area?		

INFRASTRUCTURE PROJECTS

No.	CATEGORY	PTS	CRITERIA	POINTS POSSIBLE	%
C.	Program Objectives	18	How well does the project align with the ATP objectives?	Up to 18	11%
D.	Innovation	4	Is this project an FHWA or state experimentation effort?	Up to 8	5%
		4	Does the project propose innovative solutions or propose solutions that are new to the region and can potentially serve as a replicable model?		
3.	SUPPORTIVE POLICIES AND PROGRAMS (4% of total points)				
A.	Complementary Programs	3	Are capital improvements accompanied by supportive programs such as an awareness campaign, education efforts, increased enforcement, and/or bicycle parking?	Up to 3	2%
B.	Supportive Plans and Policies	3	Demonstrated supportive policies such as complete streets or Community Active Transportation Strategy (CATS)?	Up to 3	2%
4.*	DEMAND ANALYSIS USING GEOGRAPHIC INFORMATION SYSTEM (9% of total points)				
		15	Factors contributing to score: population and employment, population and employment densities, intersection density, vehicle ownership, and activity centers.	Up to 15	9%
5.	PROJECT READINESS/COMPLETION OF MAJOR MILESTONES (12% of total points)				
		2	Neighborhood-level plan, corridor study, or community active transportation strategy.	Up to 20	12%
		4	Environmental clearance (CEQA and NEPA)		
		4	Completed right-of-way acquisition		
		10	Final design		
6.*	COST EFFECTIVENESS (6% of total points)				
		10	Project grant request, divided by score in Categories 1 through 5, ranked relative to each other.	Up to 10	6%
7.*	MATCHING FUNDS (6% of total points)				
		10	Matching funds can be from any of the following sources: <ul style="list-style-type: none"> 1. Identified and approved capital funding from identified source 2. Approved match grant 3. In-kind services. 	Up to 10	6%

INFRASTRUCTURE PROJECTS

No.	CATEGORY	PTS	CRITERIA	POINTS POSSIBLE	%
8. PUBLIC HEALTH (6% of total points)					
			Does the project improve public health by targeting populations with high risk factors for obesity, physical inactivity, asthma, or other health issues?	Up to 10	6%
		2	Coordination with the local health department to identify data and risk factors for the community.		
		2	Description of the targeted populations and the health issues that the project will address.		
		3	Assessment of health data using the online California Health Interview Survey tool.		
		3	Assessment of the project's health benefits using the online Health Economic Assessment Tool		
9. USE OF CALIFORNIA CONSERVATION CORPS OR A QUALIFIED COMMUNITY CONSERVATION CORPS (-3% of total points)					
		0	The applicant sought California Conservation Corps or a qualified Community Conservation Corps participation on the project	0 to -5	-3%
			or		
		-5	The applicant did not seek California Conservation Corps or a qualified Community Conservation Corps for participation on the project, or the applicant intends not to utilize a corps in a project in which the corps can participate		
10. BENEFIT TO DISADVANTAGED COMMUNITY (6% of total points)					
		10	The project benefits a disadvantaged community.	Up to 10	6%
			or		
		0	The project does not benefit a disadvantaged community.		
TOTAL PROJECT SCORE				170	100%

NON-INFRASTRUCTURE PROJECT SUBCATEGORIES

There are three categories of Non-infrastructure ATP Grants: (1) Planning; (2) Education, Encouragement and Awareness (EEA) Programs; and (3) Bicycle Parking. Eligible projects are listed by category below.

PLANNING

Eligible planning projects should address bicycle and/or pedestrian access, primarily to accommodate non-recreational bicycle and walking trips through neighborhood or citywide plans. Eligible planning projects may include, but are not limited to:

- Comprehensive Active Transportation Strategies
- Bicycle Master Plans

EDUCATION, ENCOURAGEMENT, AND AWARENESS PROGRAMS

Eligible EEA programs may include, but are not limited to:

- **Education Programs** that teach walking and bicycling safety skills to children and adults through schools, places of employment, community centers, or other venues.
- **Encouragement Programs** that propose targeted outreach and events designed to encourage walking and bicycling as a viable mode of transportation for everyday/utilitarian trips.
- **Awareness Programs** that intend to improve overall roadway safety, especially for bicyclists and pedestrians, by impacting the attitudes and behaviors of the general public through multimedia campaigns.

BICYCLE PARKING

Eligible projects intend to plan and implement bicycle parking facilities and must be designed for general public access (may NOT exclusively serve any single entity). Eligible bicycle parking/storage projects may include, but are not limited to:

- Bike Racks
- Bike Lockers
- Bike Corrals
- Bike Stations

NON-INFRASTRUCTURE SCORING CRITERIA GUIDANCE

The following narrative descriptions will be used to assist the evaluation panel in scoring non-infrastructure applications. The Non-Infrastructure Scoring Criteria Matrix on pages 33-34 is a summary of this information. References to the statewide application or Regional ATP Supplemental Questionnaire are shown in **green text** next to each section heading below.

1. ALIGNMENT WITH ATP OBJECTIVES (PART B, NARRATIVE QUESTION #2)

Points will be awarded based on how well the proposed project aligns with the ATP objectives. The highest scoring projects will demonstrate the potential for measurable impact across multiple objectives. (*Planning: Up to 30 points; EEA Programs: Up to 20 points; Bike Parking: Up to 20 points*)

2. COMPREHENSIVENESS (ATTACHMENT G: NON-INFRASTRUCTURE WORK PLAN)

Points will be awarded according to the comprehensiveness of the proposed project, plan, or program, in terms of both scope and scale. The quality of the proposed project and its potential to address community needs identified by the Applicant will be considered.

- **Planning:** The highest scoring projects will: aim to address Complete Streets principles; incorporate traffic calming measures for the benefit of pedestrians and bicycles; 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*)

3. METHODOLOGY (ATTACHMENT G: NON-INFRASTRUCTURE WORK PLAN)

Points will be awarded 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 35 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 35 points*)
- **Bicycle Parking:** Projects must demonstrate that they meet guidelines outlined in Riding to 2050: The San Diego Regional Bicycle Plan, available at http://www.sandag.org/uploads/publicationid/publicationid_1674_14591.pdf. 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 15 points*)

4. COMMUNITY SUPPORT (PART B, NARRATIVE QUESTION #4)

Points will be awarded 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)*

5. EVALUATION (PART B, NARRATIVE QUESTION #3)

Points will be awarded for applications that clearly demonstrate 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)*

6. INNOVATION (REGIONAL ATP SUPPLEMENTAL QUESTIONNAIRE)

Points will be awarded for applications that propose 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. *(Planning: Not Applicable; EEA Programs: Up to 10 points; Bike Parking: Up to 30 points)*

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

7. DEMAND ANALYSIS (GIS) (PART 2, GENERAL PROJECT INFORMATION)

NOTE: SANDAG Technical Services Department 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 (COVER PAGE, TOTAL ATP \$)

NOTE: SANDAG Contracts and Procurement 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 20 points will be distributed accordingly. The project(s) with the largest quotient will receive 20 points, and the one(s) with the smallest quotient will receive 1 point. *(Up to 20 points)*

9. MATCHING FUNDS (COVER PAGE, MATCHING \$; PART 6, PROJECT FUNDING ; AND PART B, NARRATIVE QUESTION #7)

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

Supporting documentation that demonstrates that matching funds have been secured AND the source(s) of matching funds are detailed. Matching funds that have not been secured will not count toward this score.

Points for this criterion will be calculated by SANDAG Contracts and Procurement staff 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. *(Up to 20 points)*

10. PUBLIC HEALTH (PART B, NARRATIVE QUESTION #5)

Up to 15 points will be awarded for improving public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma, or other health issues. Points will be awarded to applicants that conduct the following:

- Coordinate with the local health department to identify data and risk factors for the community (4 points)
- Describe the targeted populations and the health issues that the project will address (3 points)
- Assess health data using the online California Health Interview Survey (CHIS) tool available at <http://healthpolicy.ucla.edu/chis/Pages/default.aspx> (4 points)
- Assess the project's health benefits using the online Health Economic Assessment Tool (HEAT) available at <http://www.heatwalkingcycling.org> (4 points)

NON-INFRASTRUCTURE SCORING CRITERIA MATRIX

Non-Infrastructure projects will be scored and ranked on the basis of applicant responses to the Non-Infrastructure Scoring Criteria Guidance.

Points calculated by the SANDAG Technical Services Department or Contracts and Procurement staff are marked with an asterisk (*).

No.	CATEGORY	CRITERIA	POINTS POSSIBLE		
			PLANNING	EEA	PARKING
1	Alignment with ATP Objectives				
	ALL	How well does the proposed project align with the ATP objectives?	30	20	20
2	Comprehensiveness				
	PLANNING	How comprehensive is the proposed plan?	15	n/a	n/a
	EEA PROGRAMS BIKE PARKING	Does this effort accompany an existing or proposed capital improvement project?	n/a	15	10
3	Methodology				
	PLANNING	How well will the planning process or proposed effort meet the demonstrated need and project goals?	35	n/a	n/a
	EEA PROGRAMS BIKE PARKING	How effective will the proposed effort be in meeting the demonstrated need and project goals?	n/a	35	15
4	Community Support				
	PLANNING	Does the planning project include an inclusive process?	15	n/a	n/a
	EEA PROGRAMS BIKE PARKING	Does the project involve broad segments of the community and does it have broad and meaningful community support?	n/a	15	10
5	Evaluation				
	EEA PROGRAMS BIKE PARKING	How will the project evaluate its effectiveness?	n/a	20	10
6	Innovation				
	EEA PROGRAMS BIKE PARKING	Is this project new to the region and have the potential to serve as a replicable model for other cities in the region?	n/a	10	30
7*	Demand Analysis (GIS)				
	PLANNING BIKE PARKING	Factors contributing to score: population and employment, population and employment densities, intersection density, vehicle ownership, and activity centers.	20	n/a	20
8*	Cost Effectiveness				
	ALL	Project grant request, divided by score in Categories 1 through 7, ranked relative to each other.	20	20	20

NON-INFRASTRUCTURE PROJECTS

9*	Matching Funds				
	ALL	<p>Matching funds can be from any of the following sources:</p> <ol style="list-style-type: none"> 1. Identified and approved capital funding from identified source 2. Approved match grant 3 In-kind services <p>Points for matching funds are awarded by dividing the total project cost as proposed in the application by the grant request. The project(s) with the largest quotient will receive twenty points, and the project(s) with no matching funds will receive no points.</p>	20	20	20
10	Public Health				
	ALL	<p>Does the project improve public health by targeting populations with high risk factors for obesity, physical inactivity, asthma, or other health issues?</p>	15	15	15
TOTAL POINTS			170	170	170