TransNet SMART GROWTH INCENTIVE PROGRAM – CLIMATE ACTION PLAN AND COMPLETE STREETS POLICY GRANTS

Call for Projects for the Fourth Cycle of Funding

RELEASE DATE  DECEMBER 15, 2017
APPLICATIONS DUE   MARCH 15, 2018
ELECTRONIC SUBMITTAL PERIOD  MARCH 1 TO MARCH 15, 2018
Call for Projects At-A-Glance

Why is SANDAG Providing Funding for Climate Action Plans and Complete Streets Policies?

In 2015, SANDAG adopted San Diego Forward: The Regional Plan (Regional Plan). The Environmental Impact Report for the Regional Plan included a mitigation measure, known as Greenhouse Gas (GHG) Mitigation Measure 4A, which specified that jurisdictions must have a locally-adopted Climate Action Plan (CAP) and a Complete Streets (CS) Policy to be eligible to receive funding from the TransNet Smart Growth Incentive Program (SGIP) and Active Transportation Grant Program (ATGP). Additionally, GHG Mitigation Measure 4A requires that SANDAG make available competitive grant funding to jurisdictions to develop one or both of these documents.

As a result, SANDAG has set aside up to $1 million from the fourth cycle of the SGIP to award funding for the preparation and adoption of CAPs and CS Policies. If a jurisdiction does not have an adopted CAP or CS Policy, the jurisdiction may apply for grant funds from the SGIP to prepare a CAP and/or CS Policy as part of this grant cycle. Any unused funds would be redirected back to the SGIP.

Who Can Apply?

Grant funding will be awarded on a competitive basis for the preparation of CAPs and CS Policies for jurisdictions that do not currently have them adopted. Only local jurisdictions in the San Diego region (the 18 cities and the County of San Diego) are eligible recipients of the grant funds. Nonprofit and community-based organizations may collaborate with the local jurisdictions, but cannot apply directly for the funds.

How Much Funding is Available and What Are the Funding Limits?

Up to $1 million is available from the TransNet SGIP for the preparation of CAPs and CS Policies. Any portion of the unused $1 million will be directed back to the SGIP for potential allocation to the next eligible project(s) in ranked order. A 20 percent minimum match is required for CAP and CS Policy grant applications. The funds will be allocated as follows:

- **Climate Action Plans.** There are two categories of CAP grants, as shown below.
  - CAPs that do not include environmental analysis. Jurisdictions may request up to $75,000 for CAPs that do not include California Environmental Quality Act (CEQA) analysis.
  - CAPs that include environmental analysis. Jurisdictions may request up to $150,000 for CAPs that include CEQA analysis.

- **Complete Streets Policies.** Jurisdictions may request up to $75,000 for CS Policies. Jurisdictions can submit applications under both grant subprograms, if applicable.

*Note: SANDAG reserves the right to partially fund grants, and to fund less than the amount available for each funding category in a given grant cycle.*

How and When Will the Projects Be Selected for Funding?

Projects will be evaluated and ranked by members of an evaluation panel based on the point structure included in the appropriate Scoring Criteria Matrix (CAP / CS Policy), using the “Sum of Ranks” approach. The SANDAG Regional Planning and Transportation Committees will make recommendations to the Board of Directors on project awards based on the project rankings and available funding. The Board of Directors will approve the final list of projects that are awarded funding. Funding recommendations are anticipated in spring 2018 to ensure contract executions and Notices to Proceed (NTPs) by summer/fall 2018. This schedule will help facilitate completion of CAPs and CS Policies within the one-year phased funding approach described further below. The selection process and the “Sum of Ranks” approach is described in more detail below.
Application Submittal Instructions

Jurisdictions can apply for SGIP grant funding for CAPS and/or CS Policies. This call for projects package includes information common to both grant types, as well as information relevant to the individual grant types. Applications consist of an application form and various attachments. The application form and all related application materials can be downloaded from the SANDAG website at sandag.org/cycle4grants. Jurisdictions will have 90 days to complete their application(s). Individual applications are required for each project submitted by a jurisdiction. The Resolution and Applicant Statement Form only need to be filled out and submitted once.

Applications must be received electronically by SANDAG no later than 4 p.m. on Thursday, March 15, 2018. The electronic submittal period will be from March 1 to March 15, 2018. Specific submittal instructions regarding the electronic submittal process will be posted on the SANDAG website two weeks before the electronic submittal process opens – in mid-February 2018. Late submittals will not be accepted.

Resolution and Grant Agreement Template

Applications must include a signed copy of a Resolution by the city council for incorporated cities or by the Board of Supervisors for unincorporated areas in the County of San Diego. The Resolution must include the status of the jurisdiction’s locally-adopted CAP and CS Policy, as applicable; authorize submission of the application(s); commit to provide the amount of matching funds set forth in the grant application(s); and authorize staff to accept grant funds and execute the grant agreement(s), if awarded. A Sample Resolution is included in the materials and includes the requirements cited above.

Each jurisdiction will need to tailor the Sample Resolution to include reference to their project submittal(s). The Resolution may include reference to multiple project submittals, including projects submitted under the various TransNet Cycle 4 grant programs, but all statements included in the Sample Resolution are required. SANDAG prefers to receive the Resolutions with the applications during the electronic submittal process. However, per SANDAG Board Policy No. 035: Competitive Grant Program Procedures, resolutions are due at least two weeks prior to the review of the funding recommendations by the policy advisory committees (PACs). Funding recommendations for the CAP and CS Policy applications are anticipated as early as May 2018. If not received two weeks prior to the review by the PACs (as early as mid-April 2018), applications will be dropped from consideration. The formal due date for the receipt of the Resolutions will be emailed to the applicants once confirmed.

Applicants must include the Grant Agreement template in their staff report to the city council or Board of Supervisors when seeking approval of the required Resolution. Aside from any potential errors or omissions, the terms of the Grant Agreement are non-negotiable. If submitting multiple projects under one or more grant programs, the Grant Agreement only needs to be attached to the staff report once.

Pre-Application Workshop

SANDAG will conduct a pre-application workshop for prospective applicants to provide an overview of the application process and answer any questions. Applicants are strongly encouraged to attend this workshop. The workshop will take place on Thursday, January 11, 2018, from 10 a.m. to 1 p.m. in the 7th Floor Board Room at the SANDAG offices. The last portion of the workshop will be dedicated to CAP and CS Policy grant applications.

Reference Documents

This calls for projects package refers to several documents that will assist applicants in preparing an application. Those documents can be found on the SANDAG website at sandag.org/cycle4grants.
Eligibility

Eligible Applicants and Explanation of the “Phased Funding Approach”

Only local jurisdictions in the San Diego region (the 18 cities and the County of San Diego) are eligible applicants for the grant funds. Nonprofit and community-based organizations may collaborate with the local jurisdictions, but cannot apply directly for the funds. Local jurisdictions that are awarded funds may not assign the Grant Agreement to a third party.

If a jurisdiction does not have an adopted CAP or CS Policy, the jurisdiction may apply for funds to prepare a CAP and/or CS Policy as part of this grant cycle (see additional details further below). A one-year “phased funding approach” will be provided for jurisdictions to meet the SGIP and ATGP eligibility requirements to adopt a CAP and/or CS Policy. Under the phased funding approach, a jurisdiction can submit an application(s) for a CAP and/or CS Policy as well as submit an application(s) for eligible projects under the SGIP and/or ATGP programs. Grant funding for successful SGIP and ATGP applications from jurisdictions without an adopted CAP or CS Policy would be withheld until a jurisdiction adopts these documents. If the CAP and/or CS Policy is not adopted by the jurisdiction within one year of the Board of Directors approval of SGIP and ATGP grant awards (by summer 2019), then funding would be awarded to the next eligible project(s) in ranked order.

Eligibility Criteria

Applicants must meet the following criteria. Applications that do not meet these criteria will be deemed ineligible for funding and will not be scored:

Climate Action Plan Grant Applications

Based on the provisions of GHG Mitigation Measure 4A, jurisdictions must meet one of the following requirements to apply for CAP grant funds:

- The jurisdiction does not have an adopted CAP.
- The jurisdiction has an adopted CAP, but it does not meet the following requirement within GHG Mitigation Measure 4A:
  - The CAP shall include measures to reduce GHG emissions to 1990 levels by 2020, and achieve further reductions beyond 2020 consistent with adopted regional or local GHG reduction targets.

Jurisdictions requesting the higher-funding amount for a CAP that includes a CEQA analysis need to demonstrate that they will meet the requirements of CEQA Guidelines Section 15183.5.

Complete Streets Policy Grant Applications

Jurisdictions that do not have an adopted CS Policy are eligible to apply for CS grant funding.

Note: Jurisdictions with an adopted CAP (that meets the mitigation measure requirement) and/or an adopted CS Policy that wish to update either of these documents are not eligible to receive funding from this program; however, they can apply for grant funds under the SGIP Planning grant category to update these policy documents.
Eligible Expenses, Ineligible Expenses, and Matching Funds

Eligible Expenses

The following expenses are eligible for CAP and CS Policy grant funding. Projects that are already underway are eligible to apply ONLY if the application requests funds for additional work beyond the scope of the current project.

- **Direct Costs.** Grant funds may be used toward local agency salaries, professional services, project management costs as required by the proposed planning activities, and other direct expenses incurred on behalf of the project.

- **Indirect Costs.** Grant funds may be used toward indirect costs (including overhead) if they are related to the project. If the budget includes indirect costs, Grantees will be required to submit an “Indirect Cost Allocation Plan” prior to the Grant Agreement execution (indirect costs typically include rent, insurance, copying expenses, fringe benefits, and other costs not directly charged to the grant project, and are typically supported by the local jurisdiction’s general fund).

SANDAG will reimburse costs which were actually expended for the project, only up to the amount awarded in the Grant Agreement and actually expended for the project after the official NTP has been issued. In the event of project cost overruns, SANDAG will not pay more than the original amount specified in the Grant Agreement.

Ineligible Expenses

As described above, funds cannot be used to update existing CAPs and/or CS Policies that have been adopted by the governing body in a public setting and meet the mitigation measure requirements. In addition, funds cannot be used for climate adaptation strategies. Applicants should consult with SANDAG staff before they submit a grant application to confirm eligible and ineligible expenses.

Matching Funds

Matching funds can consist of in-kind funds or cash match from local agencies and/or matching funds from outside sources, such as developer contributions, non-profit contributions, Local Street and Road Program TransNet funds¹, other state or federal funds (e.g. Caltrans planning grants), or other quantifiable sources. With respect to in-kind contributions, direct costs including local agency salaries and other expenses directly related to the project are eligible for use as matching funds. Applicants awarded funding will need to document and track in-kind contributions designated as matching funds as part of project management. Indirect costs (including overhead) are not an eligible source of matching funds; however, they may be an eligible reimbursable expense, as described above.

All matching fund amounts and their sources must be included in the application. A 20 percent minimum match is required for both CAP and CS Policy grant applications.

¹ All TransNet funds are subject to SANDAG Board Policy No. 031: TransNet Ordinance and Expenditure Plan Rules, Rule 21: Accommodation of Bicyclist and Pedestrians. Local Street and Road Program TransNet funds are an acceptable source of match as long as TransNet-grant funding will not be used to fulfill routine accommodations required under the Extension Ordinance and/or supplant TransNet funds committed to an existing project programmed in the currently adopted Regional Transportation Improvement Program.

TransNet Smart Growth Incentive Program – Climate Action Plan and Complete Streets Policy Grants – Overview

CFP Release Date: December 15, 2017
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 SANDAG staff and other public agency staff members with expertise in either climate action planning and/or CS Policy development. Panel members must not represent local jurisdictions that have submitted applications for funding under the current grant cycle, may not have had prior involvement in any of the submitted projects, nor may they receive compensation for work on any of the funded projects in the future.

Scoring Approach for Categories of Questions

The scoring criteria are specified in the Scoring Criteria Matrix (CAP / CS Policy) for each grant type. The criteria upon which projects will be scored fall into two general categories:

1. **Objective** criteria that are data-oriented
2. **Subjective** criteria that relate to the quality of the proposed project

Points for the objective criteria will be calculated by SANDAG 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 grant type. Points for subjective criteria will be awarded by members of the evaluation panel based on applicant responses to questions in the grant application.

Project Rankings

Project rankings will be calculated using a “Sum of Ranks” approach. Projects will receive a total project score from each evaluator on the evaluation panel. A total project score is calculated by adding the **objective** formula-based score (calculated by SANDAG staff) to an evaluator’s **subjective** quality-based score. For each evaluator, the total project scores of all of the projects in each grant category are then ranked. For example, the project an evaluator scores the highest will rank number one; the second-highest scoring project will rank number two; and so on. The rankings from each individual evaluator will then be summed for each project to produce an overall project ranking (sum of ranks) for each grant category. 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 in each grant category until funding is exhausted.

Selection Process

SANDAG staff will present the list of overall project rankings and corresponding funding recommendations to the Regional Planning and Transportation Committees for recommendation to the Board of Directors. The Board of Directors will review and approve the final list of projects to receive grant funding. SANDAG reserves the right to partially fund grants, and to fund less than the amount available for each funding category.
Project Implementation and Oversight Requirements

The following is a summary of the project implementation and oversight requirements for applications that are awarded grant funding. The Grant Agreement template contains the specific requirements and is non-negotiable.

Contact Information. The Grantee will be asked to provide SANDAG with contact information for the Project Manager and keep this information up-to-date with SANDAG.

Community Meetings. The Grantee will be asked to provide SANDAG with agendas and meeting summaries of all community meetings. SANDAG staff may attend any meetings as appropriate.

Quarterly Reports, Invoices, and Deliverables. The Grantee will be required to submit quarterly reports, invoices, and final deliverables. The Grantee will need to document and track in-kind contributions designated as matching funds as part of project management. The Grantee must provide all deliverables identified in the Scope of Work.

Communications. The Grantee will be asked to notify SANDAG of events related to the grant-funded planning project, such as community workshops. The Grantee will be asked to provide milestone information to support SANDAG media and communication efforts.

SANDAG Board Policy No. 035: Competitive Grant Program Procedures. To ensure fairness in the competitive process and to encourage grantees to implement their projects in a timely manner, SANDAG adopted Board Policy No. 035, which includes “use it or lose it” milestones. The Grantee will be required to comply with Board Policy No. 035.

Grant Agreement Execution. The Grantee will be expected to execute the grant agreement within 45 days from the date SANDAG presents the Grant Agreement to the prospective grantee.

Notice to Proceed. The Grantee cannot begin work on the project and/or grant-funded tasks until the Grantee has received the official NTP from SANDAG.
Public Records

All applications received by SANDAG in response to this call for projects will be posted, in their entirety, on the SANDAG website. All submitted proposals become the property of SANDAG and public records and, as such, are subject to public review. Documents protected by law from public disclosure will not be disclosed by SANDAG if clearly marked with the word "Confidential" on each applicable page. Please see SANDAG Board Policy No: 015: Records Management Policy, which is available at sandag.org/legal, for information regarding the treatment of documents designated as confidential.