



*TransNet*  
**ACTIVE TRANSPORTATION  
GRANT PROGRAM**

Call for Projects for the Fourth Cycle of Funding

RELEASE DATE  
APPLICATIONS DUE  
ELECTRONIC SUBMITTAL PERIOD

DECEMBER 15, 2017  
MARCH 15, 2018  
MARCH 1 TO MARCH 15, 2018

## Call for Projects At-A-Glance

### Who Can Apply?

Funding from the Active Transportation Grant Program (ATGP) will be awarded on a competitive basis. 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?

Approximately \$3.6 million is available to award in this ATGP cycle. The funds will be allocated to capital and non-capital projects as follows:

- **Capital Projects.** Approximately 75 percent of total funding available (an estimated \$2.7 million) will be allocated to capital projects. There are two categories of capital projects, as shown below.
  - **Large Category.** Projects requesting between \$500,000 and \$1.5 million are considered “large category” projects. Large category projects will receive approximately 60 percent of the capital project funds, or \$1.62 million of the total \$2.7 million available for capital projects.
  - **Small Category.** Projects requesting less than \$500,000 are considered “small category” projects. Small category projects will receive approximately 40 percent of the capital project funds, or \$1.08 million of the total \$2.7 million available for capital projects.
- **Non-Capital Projects.** Approximately 25 percent of total funding available (an estimated \$900,000) will be allocated toward non-capital projects. There are three categories of non-capital projects, as shown below. There is no funding percentage allocation requirement between the three categories.
  - **Planning.** Maximum grant request: \$300,000
  - **Education, Encouragement, and Awareness (EEA).** Maximum grant request: \$300,000
  - **Bike Parking.** Maximum grant request: Up to \$50,000 for bike racks, bike lockers, or bike corrals; up to \$100,000 for enclosed bike stations.

Jurisdictions can submit as many grant applications as desired in each grant category, but their total request cannot exceed the total amount of funding available in each category (\$2.7 million for capital grants and \$900,000 for non-capital grants).

*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 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 (**Capital / Non-Capital**), using a “Sum of Ranks” approach. SANDAG staff will present the evaluation panel’s project rankings to the SANDAG Transportation Committee. The Transportation Committee will make funding recommendations to the SANDAG Board of Directors based on the project rankings and available funding. The Board of Directors will approve the final list of projects awarded funding. The selection process and the “Sum of Ranks” approach is described in more detail below.

#### APPLICATION PROCESS AND PROGRAM SCHEDULE

December 15, 2017	Call for Projects
January 11, 2018	Pre-Application Workshop
March 1-15, 2018	Electronic Submittal Period
March 15, 2018	Applications Due
Summer 2018	SANDAG Board of Directors Approve Funding Recommendations

## Application Submittal Instructions

Applicants can apply for **Capital Grants** or **Non-Capital Grants**. This call for projects package includes information common to both grant types, as well as information relevant to the individual grant types. The application form and all related application materials can be downloaded from the SANDAG website at [sandag.org/cycle4grants](http://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 Climate Action Plan (CAP) and Complete Streets (CS) Policy; authorize submission of the application(s); commit to provide the amount of matching funds set forth in the grant application(s), if applicable; 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. 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), anticipated as early as July 2018. If not received two weeks prior to the review by the PACs (as early as mid-June 2018), applications will be dropped from consideration. The formal due date for the receipt of the Resolutions will be emailed to 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 program and 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.

### 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](http://sandag.org/cycle4grants).

#### QUESTIONS

If you have any questions regarding the application process, please contact:

Carolina Ilic at  
[carolina.ilic@sandag.org](mailto:carolina.ilic@sandag.org)  
or (619) 699-1989

## Program Goals and Objectives

The ATGP provides funding for bike and pedestrian infrastructure improvements, as well as for plans and programs that seek to educate, encourage, and/or raise awareness about the use of bike and pedestrian facilities. The program funds two types of projects: **Capital Projects** and **Non-Capital Projects**.

The goals are to encourage the planning and development of CS and to provide multiple travel choices for the region's residents, visitors, and businesses through safe and well-connected bike and pedestrian networks.

The program seeks to promote a comprehensive, neighborhood-based approach to planning and implementation of active transportation improvements and traffic calming by coordinating existing and planned land use and transit to increase connectivity for people walking or biking.

Projects funded by this program must support the objectives outlined below, derived from the goals in [Riding to 2050: The San Diego Regional Bike Plan](#) and [San Diego Forward: The Regional Plan](#).

### Program Objectives

- Encourage the development of a cohesive network of complete streets that is well-connected to transit and everyday destinations such as schools, jobs, shopping, recreation, and health care facilities.
- Create safe environments for people biking and walking through traffic calming, complete streets design principles, and smart growth placemaking.
- Promote active transportation as a means of improving health outcomes.
- Serve as models for the region by featuring new and innovative active transportation solutions, advancing mobility hub concepts, and leveraging advanced technologies.
- Provide equitable access and transportation opportunities for all users, regardless of age, ability, race, ethnicity, or income.
- Increase community support and awareness for biking and walking as viable transportation choices for all trip purposes.
- Support reductions in greenhouse gas (GHG) emissions and increase levels of biking and walking in the region by providing supportive facilities, amenities, and programs for people biking and walking.

## Eligibility

### Eligible Applicants

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.

### 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.

#### 1. Consistency with the *TransNet* Extension Ordinance

The proposed project must be eligible under the *TransNet* program. The [TransNet Extension Ordinance](#) (Ordinance) defines the ATGP (formerly known as the Bicycle, Pedestrian, and Neighborhood Safety Program) broadly; however, proposed projects must include “bikeway facilities and connectivity improvements, pedestrian and walkable community projects, bicycle and pedestrian safety projects and programs, and traffic calming projects.” (Section 2E, p. 8 of the Ordinance). The Ordinance further defines bicycle and pedestrian facilities to include “the design, right-of-way acquisition, and construction of facilities intended for use by bicycles and pedestrians” and “facilities and programs that help to encourage walking and the use of bicycles, such as secure bicycle parking facilities and bicycle and pedestrian promotion and safety education programs.” (Section 21, p. 16 of the Ordinance)

#### 2. Local Funding Commitment and Authorization

All applications must include a copy of a Resolution adopted by the local city council for incorporated cities or by the Board of Supervisors for unincorporated areas. Please refer to the [Sample Resolution](#) for necessary statements. If the project abuts other jurisdictions, it must be shown on the adopted plans of the adjacent communities, or a letter must be submitted from the abutting jurisdiction demonstrating that cooperative efforts are underway.

#### 3. SANDAG Board Policy No. 031: *TransNet* Ordinance and Expenditure Plan Rules, Rule 21: Accommodation of Bicyclist and Pedestrians

Projects already funded by *TransNet* are not eligible. In addition, grant funds cannot be used to fulfill routine accommodation requirements, which are governed by the Routine Accommodation Provisions outlined in [Board Policy No. 031, Rule 21](#).

#### 4. Minimum Design Standards and Guidelines (*Capital Projects Only*)

Projects must be consistent with SANDAG guidance provided in [Riding to 2050: The San Diego Regional Bike Plan](#) and [Planning and Designing for Pedestrians: Model Guidelines for the San Diego Region](#). Proposed bike and pedestrian elements must meet the minimum geometric standards set forth in the Caltrans Highway Design Manual (Chapter 1000: Bicycle Transportation Design), the California Manual on Uniform Traffic Control Devices, and design guidance established by a national association of public transportation officials such as National Association of Transportation Officials. Projects also must meet the Public Rights-of-Way Accessibility Guidelines.

## 5. Project Readiness (*Capital Projects Only*)

Applicant must have completed a feasibility study or an equivalent evaluation of project feasibility. The feasibility study or equivalent evaluation must include the following type of information:

- Agency staff field evaluation
- Concept drawings
- Horizontal alignment
- Identification of potential challenges (such as drainage)
- Identification of right-of-way
- Cost estimate
- Preliminary community input
- Identification of environmental requirements/constraints

## 6. Climate Action Plan and Complete Streets Policy

Per the adoption of San Diego Forward: The Regional Plan and GHG Mitigation Measure 4A included in the Environmental Impact Report, applicants must have both a locally-adopted CAP and CS Policy to be eligible to receive grant funding from the ATGP and the Smart Growth Incentive Program (SGIP). The local jurisdiction is asked to self-certify through the Resolution cited above that the jurisdiction has a locally-adopted CAP and CS Policy, or will adopt these two documents within one year following the Board of Director's approval of grant awards for the ATGP and SGIP (anticipated to occur approximately in summer 2018). The CAP and CS Policy must meet the requirements outlined in GHG Mitigation Measure 4A and in the California Complete Streets Act of 2008:

- 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 emissions reduction targets.
- The CS Policy should include a policy or group of policies consistent with the [California Complete Streets Act](#). The CS Policy can be a stand-alone document, consist of policies in the general plan, or consist of policies in other documents adopted by the governing body.

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 through funding made available through the *TransNet* SGIP CAP and CS Policy grants as part of this grant cycle.

A one-year phased funding approach will be provided for jurisdictions to meet the ATGP and SGIP eligibility requirements to adopt a CAP and/or CS Policy. Under the phased funding approach, a jurisdiction can submit application(s) for a CAP and/or CS Policy as well as submit 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 Director's approval of the ATGP and SGIP grant awards (by approximately summer 2019), then funding would be awarded to the next eligible project(s) in ranked order.

## Eligible Expenses, Ineligible Expenses, and Matching Funds

### Eligible Expenses

The following expenses are eligible under the ATGP. 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, preliminary engineering (design and environmental), right-of-way acquisition, construction, project management costs as required by the proposed capital or non-capital project 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).
- *Contingency.* Grant funds may be used toward contingency.

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 Notice to Proceed 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 *(For Capital Grants Related to Bike/Pedestrian Projects)*

Projects are only eligible if they support infrastructure enhancements that directly benefit people walking and biking. Certain costs associated with bike and pedestrian projects that do not directly benefit people walking and biking are ineligible. Some instances of ineligible expenses include, but are not limited to:

- *Curb, Gutter, and Other Drainage Improvements.* As part of the roadway system, newly installed curbs, gutters, and other drainage facilities are not considered an exclusive benefit to the sidewalk or bike lane and are not an eligible expense.
- *Driveway Ramps Installed Across Sidewalks.* Driveways that interrupt segments of sidewalk do not benefit people walking, and in fact degrade the pedestrian environment. Newly installed driveway ramps are not an eligible expense; however, the distance across the driveway may be included when computing the per-square-foot cost of the sidewalk.
- *Roadway Shoulder.* If local roadway design standards require a roadway shoulder to be the standard bike lane width of five feet or wider, the cost of the shoulder construction will not be eligible. Projects including roadway shoulder construction that do not exclusively and explicitly provide bike or pedestrian infrastructure are ineligible.
- *Existing Requirements.* Projects that are a required element of a larger capital improvement project are not eligible for funding.

If necessary, applicants can include curb, gutter, and other drainage improvements as part of their broader application, and allocate match funding toward their construction. Applicants should consult with SANDAG staff before they submit a grant application to confirm eligible and ineligible expenses. For example, if the removal and/or replacement of curb and gutter, driveway ramps, drainage facilities, and other existing improvements will be necessary in order to construct a bikeway or sidewalk, the cost of this work is likely eligible; however, applicants will be required to justify the necessary inclusion of such improvements prior to submitting the grant application.

## 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, nonprofit contributions, Local Street and Road Program *TransNet* funds<sup>1</sup>, 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.

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<sup>1</sup> All *TransNet* funds are subject to Board Policy No. 031, Rule 21. 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 programed in the currently adopted Regional Transportation Improvement Program.

## 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 staff from SANDAG, Caltrans, and one or both transit operators (the Metropolitan Transit System and/or the North County Transit District); one or more members of the Active Transportation Working Group or Cities/County Transportation Advisory Committee members that did not submit an application; and/or an academic or public health professional with expertise in a related field. 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 (nor the organizations they represent) receive compensation for work on any of the funded projects in the future.

### Presentations to Evaluation Panel

Applicants must prepare and deliver presentations regarding their proposed projects to the evaluation panel. Presentations are anticipated to take place the weeks of April 9 and/or 16, 2018. Applicants will be notified of the presentation date(s).

### Scoring Approach for Categories of Questions

The Scoring Criteria are specified in the Scoring Criteria Matrix for each grant program. 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 plan or project

Points for objective criteria will be calculated by SANDAG staff in accordance with the point structures delineated in the scoring criteria and marked with an asterisk (\*) in the Scoring Criteria Matrix of each program. 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 projects 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). 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 (the projects with the lowest overall numerical rank) will be recommended for funding in descending rank until funding is exhausted.

### Selection Process

SANDAG staff will present the list of overall project rankings and corresponding funding recommendations to the Transportation Committee for recommendation to the Board of Directors. The Board of Directors will review and approve the final list of projects to receive ATGP 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.
- **Design Development and Community Meetings.** The Grantee will be asked to provide SANDAG with agendas and meeting summaries of all design development or community meetings. SANDAG staff may attend any meetings as appropriate.
- **Quarterly Reports, Invoices, and Deliverables.** The Grantee will be required to submit quarterly reports and invoices. 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.
- **Performance Monitoring.** SANDAG will measure grant performance against the stated project goals and deliverables. The Grantee will be expected to meet with SANDAG staff to identify relevant performance measures and data sources, and assist in data collection.
- **Communications.** The Grantee will be asked to notify SANDAG of events related to the grant-funded project, such as ground breakings, ribbon cuttings, and community workshops; and provide project before-and-after photos and required signage as defined in the grant agreement. The Grantee will be asked to provide project 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 Notice to Proceed from SANDAG.

### For Capital Grants Only

- **Plan Review.** The Grantee must submit project design drawings to SANDAG for review and comment at 30 percent, 60 percent, 90 percent, and 100 percent. SANDAG may comment on submitted plans regarding consistency with the original project proposal and accepted bike/pedestrian facility and design standards.
- **Baseline Data Collection.** Before the construction of grant-funded improvements, the Grantee will be required to develop a baseline data collection plan with SANDAG to gather information on walking and biking activity in the project area. Once the data collection plan is approved, the Grantee will be responsible for carrying out the plan and returning collected data to SANDAG as a deliverable. Standardized forms will be provided by 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](http://sandag.org/legal), for information regarding the treatment of documents designated as confidential.