

## Application Checklist

**Applicant/Jurisdiction:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Requested Smart Growth Incentive Program Funds (Dollars):** \_\_\_\_\_

### Instructions

Required forms and templates are provided at [sandag.org/cycle4grants](http://sandag.org/cycle4grants).

All materials should be submitted electronically. No hard copies will be accepted. If any of the required elements are not included with the application by the deadline, the application will be deemed ineligible.

### Attachments

Please indicate application completeness by checking all applicable boxes:

(Required attachments marked with an asterisk \*)

- Smart Growth Incentive Program (SGIP) Grant Application (use this fillable PDF application form)\*
- Attachment 1. Signed copy of the [Applicant Statement Form](#) (signature required; only one per jurisdiction needed regardless of number of project submittals)\*
- Attachment 2. Resolution including all statements provided in the [Sample Resolution](#) (only one per jurisdiction needed regardless of the number of project submittals; due two weeks prior to funding recommendations by the SANDAG policy advisory committees)\*
- Attachment 2A. If the proposed project abuts other jurisdiction(s), include documentation showing the project is in the adopted plans of the adjacent jurisdiction(s), OR a letter from the abutting jurisdiction(s) demonstrating that cooperative efforts are underway.
- Attachment 3. Vicinity maps\*
- Attachment 3A. GIS shapefile (zipped file) of project footprint
- Attachment 4. Project [Scope of Work, Schedule, and Budget](#) worksheet including allotment for baseline data collection\*
- Attachment 5: Links to the applicant's locally-adopted and publicly-accessible Climate Action Plan (CAP) and Complete Streets (CS) Policy\*

### Recommended Attachments (please check box if applicable)

- A site plan and typical cross sections depicting project-level detail, if applicable.
- Aerial photos and other photographs depicting existing conditions
- Documentation of support for the project from community groups or individuals

### Other Attachments (please list)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Project Summary**

**Applicant/Jurisdiction:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

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

**Project Area Limits**

(e.g., 4th Street and 5th Street between Laurel Street and Ash Street)

**Project Summary**

**Primary Contact for Application**

(e.g., day-to-day project manager/person who will manage the grant, prepare quarterly reports, and submit invoices)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Secondary Contact for Application**

(e.g., City Manager, Planning Director, etc.; if different from above)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Mailing Address**

Jurisdictional Mailing Address: \_\_\_\_\_

**Additional Contacts for Grant-Related Correspondence**

(provide name, title, and email of additional contacts that should be included in grant-related correspondence)

**Other Project Partners**

<b>SGIP Grant Funds Request</b>	_____	_____
<b>Matching Funds</b>	_____	_____
<b>Total Project Cost</b> (SGIP Grant Funds + Matching Funds)	_____	_____

## Matching Funds

List the source(s) and associated dollar amounts of proposed matching funds. Matching funds can consist of in-kind funds or cash match from local agencies, and/or matching funds from outside sources. See [Overview](#) document for more detail on allowable matching funds.

*Note: If the jurisdiction plans on using TransNet Local Street and Road (LSI) funds as a match source for this project, Section 5(A) of the TransNet Extension Ordinance and Rule 7 of [SANDAG Board Policy No. 031: TransNet Ordinance and Expenditure Plan Rules](#), require that the City Council, for the incorporated areas, or the Board of Supervisors, for the unincorporated areas of the County of San Diego, approve and authorize the use of the LSI funds for this purpose through a noticed public hearing. This provision ensures that the TransNet LSI funds will be appropriately programmed in the Regional Transportation Improvement Program. If this project is awarded grant funding and contains TransNet LSI funds as a match, please work with SANDAG staff to ensure that all requirements are met.*

## Grant Application Questions

*Points calculated by SANDAG are marked with an asterisk (\*)*

### **1. Relationship to Regional Transit Service\*** *(8% of total points)*

No information is needed from the Applicant for this section. *(4 points with weight multiplier of 4)*

### **2. Potential for Smart Growth Development and Advanced Technologies** *(10% of total points)*

Provide vicinity maps as Attachment 3 showing the project location and local/regional street, bicycle, transit, and highway facilities within and near the project area. If available, provide a GIS shapefile (zipped file) of the project footprint as Attachment 3A.

Answer the following two prompts. *(Up to 5 points with weight multiplier of 4)*

Describe the smart growth development potential of the proposed planning area. Can the area support development at or above the densities for the area's smart growth place type? Is there land available for redevelopment or zoning? Would the existing or future urban form support smart growth development?

**2. Potential for Smart Growth Development and Advanced Technologies** *(continued)*

Describe opportunities to advance mobility hub concepts and/or leverage advanced technologies that encourage multi-modal travel options in the proposed planning area.

Elements that support mobility hubs may include, but are not limited to, shared use mobility services, electric vehicle charging stations, flexible curb space allocation, dynamic parking, and inclusion of mobile retail services at transit centers. Advanced technologies may include, but are not limited to, interactive kiosks with real-time travel information, WiFi, device charging ports, and smart street lights.

### 3. Proposed Project Goals and Objectives and Greenhouse Gas Emission Reductions

*(15% of total points)*

Describe the project objectives. How well do the proposed project objectives support smart growth development in the planning area? Would the plan result in development that increases transportation and housing choices? *(Up to 8 points with weight multiplier of 2)*

Does the jurisdiction have an adopted Climate Action Plan in place by the grant application due date? If so, provide links as part of Attachment 5. *(1 point with weight multiplier of 2)*  Yes  No

Does the jurisdiction have an adopted CS Policy (or the equivalent, including policies in the general plan or policies in other documents adopted by the governing body) in place by the grant application due date? If so, provide links as part of Attachment 5. *(1 point with weight multiplier of 2)*  Yes  No

List the supportive evidence that demonstrate the proposed project will directly reduce GHG emissions. (Evidence may include implementation of a Climate Action Plan, parking strategies, advanced technologies, and/or other strategies. Although not required, applicants may include reference to any quantitative analyses that might have been performed to determine specific GHG emission reductions that would result from implementation of the proposed project.) *(Up to 5 points with weight multiplier of 2)*

**4. Method to Accomplish Project Objectives** *(15% of total points)*

Based on information provided in Attachment 4, briefly summarize the Scope of Work. How will the Planning Project accomplish the stated objectives? How well does the Scope of Work facilitate meeting the objectives and include public outreach? *(Up to 6 points with weight multiplier of 5)*

**5. Implementation** (14% of total points)

Is the planning process ready to go? Will it result in specific implementation actions such as zoning changes or a master Environmental Impact Report, or in other regulatory mechanisms that facilitate smart growth or lead directly to an implementable development or capital project? (Up to 7 points with weight multiplier of 4)



**6. Evidence of Local Commitment/Community Support** (3% of total points)

How has your jurisdiction demonstrated a commitment to implement smart growth? This commitment may be demonstrated through existing plans, policies, incentives, ordinances, or approved smart growth projects. How will the planning process engage the community and involve a diverse group of stakeholders to help develop consensus for smart growth? Is the proposed Planning Project supported by the community? (Up to 3 points with weight multiplier of 2)

**7. Matching Funds\*** (10% of total points)

No information is needed from the Applicant for this section. (20 points with weight multiplier of 1)

**8. Regional Housing Needs Assessment – Board Policy No. 033 Points\*** (25% of total points)

No information is needed from the Applicant for this section. (50 points with weight multiplier of 1)

## Scope of Work, Schedule, and Budget

Provide the project Scope of Work, Schedule, and Budget as Attachment 4.

The [Scope of Work, Schedule, and Budget](#) documents are not scored; however, if this project is funded, the Scope of Work, Schedule, and Budget included in this grant application will be added to the Grant Agreement and the Applicant will be held to these for the purpose of project oversight. See guidance below.

Prior to submittal, Applicants are encouraged to seek legal counsel to determine if prevailing wage laws apply to the project and should be incorporated into the total project budget and requested grant amount from SANDAG.

### Notes on the Project Schedule

- Applicants should ensure that the project schedule is realistic in an effort to avoid requests for schedule extensions.
- The schedule must be based on months from the Notice to Proceed (NTP). NTPs for SGIP grants are anticipated in winter 2018/2019.
- The application must identify any seasonal or other time constraints to the Project Schedule.

### According to SANDAG Board Policy No. 035: Competitive Grant Program Procedures, Planning Projects Must:

- Award a consultant contract (if one is necessary) within ~~two years~~ 12 months of Grant Agreement execution with SANDAG.
- Complete the project within 24 months of the award of a consultant contract for the proposed planning effort.
- If no consultant contract is necessary, the project must be completed within 24 months of the Grant Agreement execution with SANDAG.

### Indirect Costs (optional)

My agency intends to apply indirect costs to the project:  Yes  No

If Yes, my agency will either:

- Provide an approved/certified indirect cost rate:  Yes  No

or

- Propose a method for allocating indirect costs in accordance with the [Office of Management and Budget 2 Code of Federal Regulations Part 200](#):  Yes  No

*Note: This documentation must be received by SANDAG within 15 days of award of the grant funds by the SANDAG Board of Directors. If the Applicant cannot provide either of the above, then indirect costs are not an eligible expense. Applicants that intend to apply indirect costs to their proposed projects should contact SANDAG staff before submitting their applications so that the use of indirect costs can be incorporated properly into the Scope of work, Schedule, and Budget worksheet.*

## Completing the Scope of Work, Schedule, and Budget Worksheet

Applicants should follow the directions in the [Scope of Work, Schedule, and Budget](#) template to complete the Project's Scope of Work, Schedule, and Budget. Below are sample tasks that could be included in a scope of work. Applicants should tailor tasks, deliverables, start date, completion date, and total project cost columns as appropriate to the project.

Note: *Per Board Policy No. 035, capital planning projects that include a consultant contract must COMPLETE the procurement process within 12 months of the NTP, not just initiate the procurement process by month 12, and complete the project within 24 months of the award of the consultant contract. If no consultant contract is necessary, the project must be completed within 24 months of the NTP.*

Task No.	Task Description	Deliverables	Start Date	Completion Date	Total Project Costs
<b>Instructions</b>	Enter task descriptions. Please limit tasks to three to eight main tasks. Limit sub-tasks to major milestones. The following are examples of tasks – applicants should tailor their tasks as necessary.	Enter deliverables associated with each task. The following are examples of deliverables – applicants should tailor their deliverables as necessary.	Enter start date as number of months from NTP. Enter whole numbers.	Enter end date as number of months from NTP. Enter whole numbers.	Enter cost to complete each task. Sub-tasks should not have an associated cost. The total cost of all tasks should equal the total project cost (grant funds requested + matching funds).
1.	Develop and issue Request for Proposals (RFP)/Request for Qualifications (RFQ)	Draft RFP; final RFP	1 month	3 months	\$10,000
2.	Award consultant contract	Consultant contract	4 months	10 months	\$5,00
3.	Conduct community outreach	Workshop fliers, agendas, and meeting summaries			
4.	Prepare existing conditions report	Existing conditions report			
5.	Prepare technical studies	Various technical studies			
6.	Prepare draft plan and final plan	Draft Plan; final Plan			
<b>TOTAL PROJECT COST</b> (grant request funds + matching funds)					