

Application Checklist

Applicant/Jurisdiction: _____

Project Title: _____

Requested Smart Growth Incentive Program Funds (Dollars): _____

Instructions

Required forms and templates are provided at 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:
(Attachments marked with an asterisk * are required)

- 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. A site plan and typical cross sections or renderings depicting project-level detail and demonstrating that minimum design standards are being met. Provide photographs, if applicable.
- Attachment 4. Vicinity maps*
- Attachment 4A. GIS shapefile (zipped file) of project footprint
- Attachment 4B. Documentation of existing or planned bike facilities that are not currently shown on the San Diego Regional Bike Map or in local bike master plans.
- Attachment 5. Entitled Development and Affordable Housing Information (using Criteria B2, C1, and C2 Spreadsheet)
- Attachment 6. Feasibility study or an equivalent evaluation of project feasibility*
- Attachment 6A. Verification documents for any "Yes" response(s) in Section 3 (Project Readiness) of the application.
- Attachment 7. Project [Scope of Work, Schedule, and Budget](#) worksheet including allotment for baseline data collection*
- Attachment 8: 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)

- 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

SGIP Grant Funds Request	_____	_____
Matching Funds	_____	_____
Total Project Cost (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. LAND USE AND TRANSPORTATION CHARACTERISTICS OF THE AREA AROUND THE PROPOSED CAPITAL PROJECT IMPROVEMENT (26% of total points)

Provide vicinity maps as Attachment 4 showing the project location and local/regional street, bike, transit, and highway facilities within and near the project area. If available, provide a GIS shapefile (zipped file) of the project footprint as Attachment 4A.

A. Intensity of Planned Development in the Project's Smart Growth Opportunity Area (SGOA)

A1. Planned Densities Relative to SGOA Place Type Thresholds* (2% of total points)

No information is needed from the Applicant for this section. (6 points with weight multiplier of 1)

A2. Expedited Approval Process (1% of total points)

Can the Applicant demonstrate that a specific plan, community plan, master EIR, or other mechanism is in place to allow for administrative or expedited approval of development projects?

Yes No

If so, please explain the mechanism for expedited approval. (4 points with weight multiplier of 1)

B. Existing and Entitled Land Development Around the Proposed Capital Project

B1. EXISTING Development Density within a 0.25-mile radius of the Proposed Capital Project Site relative to SGOA Place Type Thresholds* (2% of total points)

No information is needed from the Applicant for this section. (6 points with weight multiplier of 1)

B2. ENTITLED Development Density within a 0.25-mile radius of the Proposed Capital Project Site relative to SGOA Place Type Thresholds* (2% of total points)

Include the completed "Criteria B2, C1, and C2" Spreadsheet as Attachment 5, providing information for each entitled development project or project under construction located within a 0.25-mile of the proposed Capital Project.

ENTITLED development projects within a 0.25-mile radius of the proposed Capital Project will qualify if any portion of the development project boundary is within the 0.25-mile area surrounding the proposed Capital Project. Entitled development projects include projects that have been approved by a city council or the Board of Supervisors, but are not yet under construction or are in initial phases of construction and have not been completed by March 15, 2015.

To receive points, Applicant must fill out the form and provide sufficient descriptions for entitled development projects and projects under construction. (6 points with weight multiplier of 1)

B3. Mix of Uses* (2% of total points)

No information is needed from the Applicant for this section. (3 points with weight multiplier of 2)

B4. New Uses (1% of total points)

Will the proposed Capital Project result in development that will support new land uses?

Yes No

If yes, please provide evidence for any new land uses that would result from the Capital Project. (2 points with weight multiplier of 1)

C. New Affordable Housing Development

C1. New Affordable Housing Development* (2% of total points)

Include the completed "Criteria B2, C1, and C2" spreadsheet as Attachment 5, identifying any new affordable housing that will be produced in conjunction with the entitled land development within 1/4-mile of the project. "Affordable Housing" means housing that serves extremely low, very low, or low-income households (between 0 to 80 percent of area median income adjusted for household size). Affordable housing costs are defined in Section 6918 for renters and Section 6920 for purchasers of Title 25 of the California Code of Regulations, and in Sections 50052.5 and 50053 of the Health and Safety Code, or by the applicable funding source or program. Acquired and rehabilitated affordable housing qualifies under this section. (3 points with weight multiplier of 2)

C2. Low to Very-Low-Income Affordable Units* (1% of total points)

Include the completed "Criteria B2, C1, and C2" spreadsheet as Attachment 5, identifying whether 50-100 percent of units in each of the developments identified in Section C1, above, are restricted to low and very-low-income residents. (2 points with weight multiplier of 1)

D. Transportation Characteristics (Within walking and biking distance of proposed Capital Project)

D1. Relation to Transit* (4% of total points)

No information is needed from the Applicant for this section. (12 points with weight multiplier of 1)

D2. Bike Facilities* (1% of total points)

Bike facilities will be identified by the current San Diego Regional Bike Map. If existing or planned bike facilities are not currently shown on the San Diego Regional Bike Map or in local bike master plans, the Applicant should provide additional information as Attachment 4B as applicable. (2 points with weight multiplier of 2)

D3. Walkability* (3% of total points)

No information is needed from the Applicant for this section. (4 points with weight multiplier of 2)

D4. Transportation Demand Management (TDM) Strategies and Advanced Technologies
(1% of total points)

Are there existing or proposed TDM programs or policies in place that are specific to the project area?

Yes No

If Yes, describe the applicable program, and specify whether the program is EXISTING or PROPOSED.
(2 points with weight multiplier of 1)

Describe how the proposed project advances mobility hub concepts and/or leverages advanced technologies that encourage multi-modal travel options. *(2 points with weight multiplier of 1)*

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.

E. Community Design Features

E1. Urban Design Characteristics and Community Context *(4% of total points)*

Which urban design characteristics of the project area support smart growth? For the project area, is there adopted guidance in place, such as urban design guidelines or form-based codes, which regulate the design of buildings and infrastructure to support smart growth? Identify the mix of public and private land uses in the project area and how the uses enhance community context and meet local needs for goods, services, entertainment, etc., within walking distance of residents or employees. *(6 points with weight multiplier of 2)*

2. QUALITY OF PROPOSED CAPITAL IMPROVEMENT PROJECT *(35% of total points)*

A. Support for Public Transit *(8% of total points)*

Describe how the completed project will support the use of regional public transit in the project area. List the specific treatments included in the Capital Project that would support public transit. Note that treatments upon which points are awarded may become requirements reflected in the Grant Agreement with SANDAG. *(5 points with weight multiplier of 5)*

B. Providing Transportation Choices *(8% of total points)*

List the treatments included in the Capital Project that directly support walking and biking and decrease vehicle miles traveled. *(5 points with weight multiplier of 5)*

C. Community Enhancement *(7% of total points)*

Describe how the proposed capital improvements enhance the public realm in the project area, to engender support for smart growth, through place-making and creating regional destinations. How will the design features of the proposed improvements activate public places within the area and attract private investment? *(5 points with weight multiplier of 4)*

D. Addressing Project Area Issues *(5% of total points)*

List any distinct needs identified by the local community that will be addressed by the project (such as improving access for special populations including the elderly, disabled, low-mobility populations, or enhancing public safety). How well does the project preserve and integrate cultural and natural resources in the project area? *(5 points with weight multiplier of 3)*

E. Sustainability *(1% of total points)*

Describe how the project incorporates Green Street and Low-Impact Development principles to address storm water runoff, energy conservation, and landscaping and street trees. *(2 points with weight multiplier of 1)*

F. Universal Design *(1% of total points)*

Describe how the project incorporates Universal Design principles to ensure access for all ages and abilities.
(2 points with weight multiplier of 1)

G. Greenhouse Gas (GHG) Emission Reductions (5% of total points)

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 8. (1 point with weight multiplier of 4) Yes No

Does the jurisdiction have an adopted CS Policy (or the equivalent, including policies in the general plan or other documents adopted by the governing body) in place by the grant application due date? If so, provide links as part of Attachment 8. (1 point with weight multiplier of 4) Yes No

List the supportive evidence that demonstrates 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.) (2 points with weight multiplier of 4)

3. PROJECT READINESS (9% of total points)

A. Major Milestones Completed* (7% of total points)

Provide as Attachment 6 a feasibility study or an equivalent evaluation of project feasibility, including information such as agency staff field evaluation; concept drawings; horizontal alignment; identification of potential challenges, environmental requirements/constraints, right-of-way needs; cost estimates; and preliminary community input.

Indicate if the proposed project has already completed the following milestones at the time of the application. Provide verifying documentation for any "Yes" response as Attachment 6A. (4 points with weight multiplier of 5)

Phase	Points Possible	If necessary, Completed?
1. Environmental Clearance - Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	(1 point)	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Right-of-Way Acquisition - Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	(1 point)	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Final Design	(1 point)	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Would this grant request, if awarded, fully fund the project?	(1 point)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: The following question will not be scored but will help inform the Scope of Work and Project Budget.

If the project has not yet obtained, or it is not necessary to obtain, environmental clearance or fully acquired right-of-way, please explain:

B. Evidence of Local Commitment *(2% of total points)*

Is the project supported by the community? Has there been a comprehensive, public participation process that significantly involved a diverse set of stakeholders? Explain community planning efforts that led to this project and stakeholder groups that have participated. Applicants are encouraged to attach letters of support from the community for the proposed project. *(2 points with weight multiplier of 3)*

4. EFFICIENT USE OF PROGRAM FUNDS* (2% of total points)

No information is needed from the Applicant for this section. (6 points with weight multiplier of 1)

5. MATCHING FUNDS* (3% of total points)

No information is needed from the Applicant for this section. (10 points with weight multiplier of 1)

6. REGIONAL HOUSING NEEDS ASSESSMENT – BOARD POLICY NO. 033 POINTS* (25% of total points)

No information is needed from the Applicant for this section. (75 points with weight multiplier of 1)

Scope of Work, Schedule, and Budget

Provide the project Scope of Work, Schedule, and Budget as Attachment 7.

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.

~~In the event that the project cannot be fully funded by SANDAG, or for grant request amounts exceeding \$1 million, applicants must identify phasing that prioritizes project elements in Section IV of the Scope of Work, Schedule, and Budget worksheet.~~

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, Capital Projects Must:

- Award a construction contract (if one is necessary) within two years of Grant Agreement execution with SANDAG.
- Complete the project within 18 months of the award of a construction contract for the proposed capital effort.
- If no construction contract is necessary, the project must be completed within 18 months of the Grant Agreement execution with SANDAG.

Baseline Data Collection

Prior to the construction of grant-funded improvements, the Grantee will be required to develop a baseline data collection plan with SANDAG to gather information on the pedestrian and bike activity. 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. Detailed information on baseline data collection is included in the Grant Agreement template.

Note: The project must budget \$5,000 for baseline bike and pedestrian data collection; the data must be collected prior to project construction.

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 projects that include a construction contract must COMPLETE the procurement process within 24 months of the NTP, not just initiate the procurement process by month 24, and complete the project within 18 months of the award of the construction contract. If no construction contract is necessary, the project must be completed within 18 months of the NTP.

Task No.	Task Description	Deliverables	Start Date	Completion Date	Total Project Costs
Instructions	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.	Collect baseline data (required)	Baseline data collection plan; raw bike/ped data	2 months	3 months	
2.	Complete preliminary engineering, public outreach, and final design	Design Concepts; 60 percent, 90 percent, and final design plans; agendas and meeting summaries of public outreach; and status reports			
2.1	Final Design	100 percent design plans			
3.	Obtain environmental clearance, complete technical studies, and prepare environmental document	various technical studies; environmental document			
4.	Right-of-way acquisition	Plat map; Agreement for Easement or Memorandum of Understanding			
5.	Project construction	Bid documents; contract; status reports; notice of completion			
5.1	Award construction contract	Bid documents; contract			
5.2	Complete project construction	Notice of completion			
TOTAL PROJECT COST (grant request funds + matching funds)					