

## Application Checklist

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

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

**Grant Type:**  Planning  Education, Encouragement, Awareness Program (EEA)  Bike Parking

**Requested Active Transportation Grant 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 are marked with an asterisk \*)

- Active Transportation Grant (ATGP) 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](#)\*
- 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:** \_\_\_\_\_

### 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>ATGP Grant Funds Request</b>	_____	_____
<b>Matching Funds</b>	_____	_____
<b>Total Project Cost</b> (ATGP 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. Program Objectives and Advanced Technologies

*(Planning 15% of total points; EEA and Bike Parking 10% of total points)*

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

List the goals of the project and describe how the project will advance mobility hub concepts and/or leverage advanced technologies. *(Planning 30 points; EEA and Bike Parking 20 points)*

## 2. Comprehensiveness and Greenhouse Gas Emission Reductions

*(Planning and EEA Programs 12.5% of total points; Bike Parking 10% of total points)*

Describe the need for the proposed project, why the proposed project is particularly suited to address the stated needs, AND how the project will directly reduce greenhouse gas emissions.

*(Planning and EEA 25 points; Bike Parking 20 points)*

Does the jurisdiction have an adopted CAP in place by the grant application due date? *(1 point)*

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?

*(1 point)*  Yes  No

**3. Methodology** *(Planning and EEA Programs 15% of total points; Bike Parking 5% of total points)*

How will the proposed plan, program, or project specifically address demonstrated community needs?  
List the measurable objectives and deliverables for the proposed project.

*(Planning and EEA 30 points; Bike Parking 10 points)*

#### 4. Community Support

*(Planning and EEA Programs 7.5% of total points; Bike Parking 5% of total points)*

Describe how the project will identify and engage key community stakeholders and ensure meaningful access to the decision-making process. How has community input shaped the project to date? How will community stakeholders continue to participate and contribute to the success of the project?

*(Planning and EEA 15 points; Bike Parking 10 points)*

**5. Evaluation** *(Planning N/A; EEA Programs 10% of total points; Bike Parking 5% of total points)*

*For Planning projects, please skip this question.*

*For EEA Programs and Bike Parking projects, please answer the following question.*

Describe how the project will incorporate performance monitoring techniques and how the project will be evaluated for its effectiveness upon completion. *(Planning N/A; EEA Programs 20 points; Bike Parking 10 points)*

**6. Innovation** (Planning N/A; EEA Programs 5% of total points; Bike Parking 15% of total points)

*For Planning projects, please skip this question.*

*For EEA Programs and Bike Parking projects, please answer the following question.*

Does this project propose any solutions that are new to the region?  Yes  No

*(Planning N/A, EEA Programs 10 points; Bike Parking: 30 points)*

If Yes, please describe

If No, briefly describe any other creative aspects of the project that could be considered innovative.

**7. Demand Analysis (GIS)\*** *(Planning and Bike Parking 10% of total points; EEA Programs N/A)*

No information is needed from the Applicant for this section. *(Planning and Bike Parking 20 points; EEA N/A)*

**8. Efficient Use of Program Funds\*** *(Planning, EEA, and Bike Parking: 5% of total points)*

No information is needed from the Applicant for this section. *(Planning, EEA, and Bike Parking 10 points)*

**9. Matching Funds\*** *(Planning, EEA, and Bike Parking 10% of total points)*

No information is needed from the Applicant for this section. *(Planning, EEA, and Bike Parking 20 points)*

**10. Regional Housing Needs ASSESSMENT – BOARD POLICY NO. 033 Points\***

*(Planning, EEA, and Bike Parking 25% of total points)*

No information is needed from the Applicant for this section. *(Planning, EEA, and Bike Parking 50 points)*

## 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 ATGP 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, Non-Capital Projects Must:

- Award a consultant contract (if one is necessary) within one year of Grant Agreement execution with SANDAG.
- Complete the non-capital project within two years of the award of a consultant contract for the proposed non-capital effort.
- If no consultant contract is necessary, the non-capital project must be completed within two years 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, non-capital 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 ~~18~~ 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	\$5,000
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)					