

## Application Checklist

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

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

**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 Program (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. 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 5. Documentation of safety and collision history of project site and/or maps/photos of existing project hazards and barriers.
- Attachment 6. Documentation of Federal Highway Administration (FHWA) or state experimentation effort.
- Attachment 7. Feasibility study or an equivalent evaluation of project feasibility\*
- Attachment 7A. Verification documents for any "Yes" response(s) in Section 5 (Project Readiness) of the application.
- Attachment 8. Project [Scope of Work, Schedule, and Budget](#) worksheet including allotment for baseline data collection\*
- Attachment 9: 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:** \_\_\_\_\_

### 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. PROJECT CONNECTIONS AND SAFETY (24% 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 GIS shapefile (zipped file) of project footprint as Attachment 4A.

#### A. Regional Bike Network\* (4% of total points)

Will the proposed project directly connect to the Regional Bike Network? (6 points)  Yes  No

Will the proposed project construct part of the Regional Bike Network? (8 points)  Yes  No

If yes to either, please describe.

**B. Local Bike Network** *(4% of total points)*

Will the proposed project complete a connection or close a gap in the local bike network? *(8 points)*

Yes  No

If yes, provide evidence of an existing gap and describe how the project will close the gap.

**C. Existing Pedestrian Network** *(4% of total points)*

Will the proposed project complete a connection or close a gap in the local pedestrian network? *(8 points)*

Yes  No

If yes, provide evidence of an existing gap and describe how the project will close the gap.

**D. Connection to Existing or Programmed Transit\*** *(6% of points)*

No information is needed from the Applicant for this section. *(12 points)*

**E. Safety and Access Improvements** *(6% of points)*

Provide as Attachment 5 documentation of safety and collision history annotating collisions relevant to the project site within the last seven years (if available) and/or maps/photos indicating the location of hazards and barriers. Projects lacking collision data may still receive points for creating safe access or overcoming hazardous conditions.

Describe the specific safety issues addressed by the proposed project and any locations within the project limits where conditions exist that prohibit safe access for people walking and biking. *(12 points)*

**2. QUALITY OF PROPOSED CAPITAL IMPROVEMENT PROJECT** *(20.5% of total points)*

**A. Project Impact and Effectiveness** *(7.5% of points)*

Describe the need for traffic calming, bike, and pedestrian improvements in the project area, and why the proposed improvements are particularly suited to address the stated needs. *(15 points - 5 points for each of the following categories: bike, pedestrian, and/or traffic calming measures)*



**B. Program Objectives** *(9% of total points)*

List the goals of the project and describe how the project aligns with ATGP objectives. *(18 points)*

**C. Innovation and Advanced Technologies** (4% of total points)

Is this project an FHWA or state experimentation effort?  Yes  No

If yes, include evidence as Attachment 6.

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

Does this project advance mobility hub concepts and/or leverage advanced technologies that encourage multi-modal travel options?  Yes  No

Describe how the proposed project uses innovative solutions and/or solutions new to the region, advances mobility hub concepts, and/or leverages advanced technologies that encourage multi-modal travel options. (8 points)

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. SUPPORTIVE POLICIES AND PROGRAMS** (6.5% of total points)

**A. Complimentary Programs** (1.5 % of total points)

Describe the complimentary program(s), including but not limited to: awareness campaigns, education efforts, increased enforcement, and/or bike parking. Include information about who will be responsible for implementing the program(s); the timeline for the complementary program(s); and how the program(s) will directly relate to the proposed capital improvements. (3 points)

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

Does the jurisdiction have an adopted CAP in place by the grant application due date? If so, provide links as part of Attachment 9. (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? If so, provide links as part of Attachment 9. (1 point)  Yes  No

List the supportive evidence that demonstrate the proposed project will directly reduce GHG emissions. (Evidence may include implementation of a CAP, 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.) (8 points)

**4. DEMAND ANALYSIS (GIS)\*** (7.5% of total points)

No information is needed from the Applicant for this section.

**5. PROJECT READINESS\* (10% of total points)**

Provide as Attachment 7 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, and 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 7A. (20 points)

| <b>Phase</b>  | <b>Points Possible</b> | <b>If Necessary, Completed?</b>                          |
|---|------------------------|--|
| 1. Neighborhood-level plan, corridor study, or community active transportation strategy?          | (2 points)             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Environmental Clearance - Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No  | (4 points)             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Right-of-Way Acquisition - Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No | (Up to 4 points)       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Design Stage (30%, 60%, 90%, Final)<br>Indicate Design Stage: _____                            | (Up to 10 points)      | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

**6. EFFICIENT USE OF PROGRAM FUNDS\* (3% of total points)**

No information is needed from the Applicant for this section.

**7. MATCHING FUNDS\* (3.5% of total points)**

No information is needed from the Applicant for this section.

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

No information is needed from the Applicant for this section.

## Scope of Work, Schedule, and Budget

Provide the project [Scope of Work, Schedule, and Budget](#) as Attachment 8.

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, Capital Projects Must:

- Award a construction contract (if one is necessary) within two years of Grant Agreement execution with SANDAG.
- Complete the project within eighteen 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   |
|--|---|--|---|---|---|
| <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.   | Collect baseline data (required)  | Baseline data collection plan; raw bike/ped data   | 2 months  | 3 months  | \$5,000   |
| 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   |   |   |   |
| <b>TOTAL PROJECT COST</b> (grant request funds + matching funds) |   |  |   |   |   |