



2015 MEASURE A PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

INSTRUCTIONS FOR APPLICATION FORM

All materials are available online at:

<http://www.smcta.com/2015PedBikeCFP>

General questions regarding the application? Contact **Pete Rasmussen** at rasmussenp@samtrans.com or **(650) 508-6343**.

Applications are due on **December 18, 2015 at 4 p.m.**

- Email to callforprojects@samtrans.com, and
- Submit **one unbound original** and **six bound hard copies** to:

Attn: Pete Rasmussen
San Mateo County Transportation Authority
1250 San Carlos Avenue
San Carlos, CA 94070

1. Definitions: The following terms are used throughout the application form. Please note when questions are specific to the overall project or the project scope, and respond accordingly.
 - a. Overall project: The entire project ultimately to be constructed.
 - b. Project scope: The specific project phase or elements for which Measure A funds are being requested in this application/cycle. The project scope may be a subset of the overall project.
 - c. Sponsor: The applicant for Measure A funds for the project scope.
2. Please contact the TA if you have questions while completing the application form. This will save time and follow-up efforts with applicants for the TA during the evaluation process.
3. Each question is designed to help the sponsor address how well the project may meet the program evaluation criteria. Please keep responses as clear and concise as possible.



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PROJECT APPLICATION FORM

Project Information

Overall Project Title:	
In jurisdiction(s):	
Measure A Request for <u>Project Scope</u> :	\$
Total Cost for <u>Project Scope</u> :	\$
Phases for <u>Project Scope</u> : <i>Check all applicable phases requesting Measure A funds</i>	<input type="checkbox"/> Pre-project planning* <input type="checkbox"/> ROW <input type="checkbox"/> PE/Environmental <input type="checkbox"/> Construction <input type="checkbox"/> PS&E <input type="checkbox"/> Other (please specify): _____

*feasibility studies, alternatives analysis, etc.

Applicant Information (Repeat tables if more than one sponsor)

Sponsor (Applicant):	
Primary Contact person:	
Title:	
Email:	
Phone number:	
Secondary Contact person:	
Title:	
Email:	
Phone number:	

Applications due by December 18, 2015 4:00 PM



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FUNDING APPLICATION

TABLE OF CONTENTS

- I. Project Readiness and Need
- II. Effectiveness
- III. Policy Consistency
- IV. Funding
- V. Sustainability

APPLICATION CHECKLIST:

- Required Sponsor Governing Board Resolution*
**An endorsement letter from the sponsor's City Manager/Executive Director must be provided if the resolution is not obtained by the December 18, 2015 application deadline.*
- Required Non-Supplantation of Funds Certification
- Project Location Map, Plans, Photographs (Section I.1.a.iii)
- Policy & Plan Consistency Documentation (Section III.a, III.b, III.c)
- Letters of Support (Section I.1.e)
- If request is for Right of Way (ROW) acquisition, attach environmental clearance and documentation for estimate of value (Section I.1.b)

I. <u>Project Readiness and Need</u> - up to 35 points
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1. *Project Readiness – up to 20 points*

a. Clear and Complete Proposal

- i. Overall Project Description: Describe the overall project that is ultimately to be constructed. If the overall project is larger than the project scope for which the Measure A funds are requested, state the work that may have already been completed and the work that may remain.

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ii. **Project Scope:** Describe the work and phases (see list of phases in the table for project schedule, iv., below) that will be completed with the requested Measure A funds if it is a subset of the overall project description. Identify and provide justification for any supplementary improvements that enhance/improve the pedestrian and/or bicycle experience, that may include, but are not limited to, landscaping, lighting and street furniture, that are proposed for inclusion as part of the scope of work.

iii. Attach a Map(s), any plans, drawings and relevant photos of the overall project and scope for the requested Measure A funds.

iv. **Project Schedule -** Indicate the anticipated beginning and end date for each phase of the project. If a phase is not applicable for this application, write "N/A".

If the PS&E phase is underway, indicate the percent complete to date: _____

Phase	Month and Year	
	Phase Start	Phase End
Pre-Project Planning		
Preliminary Engineering(PE)/Environmental (ENV)		
Plans, Specifications & Estimates (PS&E)		
ROW Acquisition and Utilities		
Construction and Procurement		

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- v. Provide a detailed budget for the applicable phase(s) of the project scope.
[Optional: provide any known cost/budget information for prior and/or subsequent phases of the overall project and the basis for the estimate]

Project Scope Phases	Total Cost Estimate (A+B+C)	Measure A Pedestrian and Bicycle Program request (A)	Prior Measure A Pedestrian and Bicycle approved funding (B)	Other Matching Funding (C)	Source(s) of Other Matching Funding*	Notes
Pre-Project Planning	\$	\$	\$	\$		
PE/Environmental	\$	\$	\$	\$		
Design (PS&E)**	\$	\$	\$	\$		
Right of Way	\$	\$	\$	\$		
Construction	\$	\$	\$	\$		
Totals:	\$	\$	\$	\$		

* If there are multiple sources of matching funding, please identify and itemize each one separately.

**Indicate status of Design (PS&E), if applicable, by percent complete (e.g. 15%, 35%, etc.)

- b. ROW certification completed?

Yes or N/A No

Comments:

If request is for, or includes ROW acquisition, describe why the ROW acquisition is necessary to implement the project:

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c. Permits, Agreements and/or Environmental Clearance approved?
Yes No N/A

List all permits, agreements and environmental clearance (both CEQA and NEPA) approved and/or needed, to date:

Permit/Agreements/Environmental Clearance	Status	Date Approved

Comments:

III. POLICY CONSISTENCY – Up to 10 points

- a. Demonstrate how the project is consistent with policy documents.

Is the project identified in the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) as part of the Countywide Bikeway Network or located in a Pedestrian Focus Area in the CBPP?

Yes No

Page number(s): (include excerpt in appendix)

- b. Is the project identified in a local Bicycle and/or Pedestrian Plan?

Yes No

Document Name and Page number(s): (include excerpt in appendix)

- c. For any other relevant planning and/or policy documents, list each document with the publication date and the page upon which the project can be found. Attach relevant pages in the appendix.

Document or Policy	Publication Date	Page

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IV. **FUNDING** – Up to 10 points

- a. Using the table below, indicate the sources of funding as well as the percentage that have been secured **for the proposed Measure A project work scope**. Add rows as needed.

If other Measure A funds are involved, be specific about the program, e.g. Measure A Local Streets and Transportation or San Mateo County 2012 Measure A.

If any of the match is from the private sector, specify the source (e.g. development impact fees)

A ten percent match, at a minimum, is required.

Funding Source	Total	Percentage
Measure A Pedestrian & Bicycle Program Request	\$	%
	\$	%
	\$	%
	\$	%
Total Project Cost	\$	%

Total matching funds to be provided:	\$ _____
Total project costs	\$ _____
Local match percentage =	$\frac{\text{total matching funds provided}}{\text{total project cost}}$

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b. If applicable, list all funding sources for prior phases of completed work as well as any committed funding sources for future phases of work, beyond the project scope for the current Measure A request but part of the overall project.

Funding Source(s) for Prior Phases of Work	Phase	Funding Amount	Percentage
		\$	%
		\$	%
		\$	%
		\$	%
Total:		\$	%

Committed Source(s) for Future Phases of Work	Phase	Funding Amount	Percentage
		\$	%
		\$	%
		\$	%
		\$	%
Total:		\$	%

c. Discuss any potential funding shortfalls or risks associated with any of the listed funding sources, and how they will be addressed. If the project is a large capital infrastructure project with a funding gap, as defined in section 6.c. of the Call for Projects Guidelines, what is the plan to close the funding gap within the allotted one year period?

d. Can the project be divided into phases or segments if full funding is not available?
 Yes No

If "Yes", describe the different phases/segments and costs associated with each.

