**CYCLE 1 REGIONAL TRANSIT CONNECTIONS (RTC)**

**INSTRUCTIONS FOR APPLICATION FORM**

All materials are available online at:

<https://www.smcta.com/whats-happening/call-projects>

General questions regarding the application? Contact **Patrick Gilster at gilsterp@samtrans.com or (650) 622-7853.**

Applications are due on **May 30, 2025 by 5:00 P.M.**

* + **Notice of Intent:** Sponsors must fill out the notice of intent to submit survey using the link below with the project name and sponsor agency information by May 16, 2025 ([Click here for the Notice of Intent Survey Link](https://samtranscore.sjc1.qualtrics.com/jfe/form/SV_1ByDY2goTR05Xn0) - see CFP guidelines for additional details).
  + **Upload Application:** Upload one electronic version of all materials to the specific Dropbox link that will be provided for each individual application after the notice of intent submission is received by the May 16, 2025 deadline.

**IMPORTANT INFORMATION**

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.
   1. Overall project: The entire project ultimately to be constructed.
   2. Project scope: The specific project phase or elements for which Measure W funds are being requested in this application/cycle. The project scope may be a subset of the overall project.
   3. Sponsor: The applicant for Measure W funds for the project scope.
   4. Implementing Agency: The agency delivering the project scope.
2. Signatures for application submittal: The signature(s) of the contact person(s) for the sponsor and the implementing agency, if applicable, are required to confirm to the TA the person(s) responsible for the application being submitted.
3. Cover Letter & Non-supplantation of Funds: In addition to the require signatures, a cover letter should be provided by the sponsoring transit agency’s General Manager or appropriate designee attesting to accuracy of the project cost estimate, schedule, and funding provided in the application along with a brief description of project benefits to the applicable community. The cover letter must also attest to non-supplantation of funds if awarded Regional Transit Connections program funding.
4. Sources: Please be sure to provide backup sources to any claims made in this application to verify information provided. Failure to do so or only providing generalizations may result in lower scores. For instance, if a project analysis includes greenhouse gas reductions, list the source used and method for calculating.
5. 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.
6. 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.
7. Please use the Word version of the application first. Note responses are limited to viewable space of each form feature. Any overflow that is not visible will not be considered.
8. When you complete your application. Please save as a PDF and have the appropriate individuals sign on the following page.

**Application User Notes**

* Limit responses to the available text boxes. Any text not shown will not be counted.
* To add a new paragraph in the text boxes, please use “Shift + Enter.”
* To copy and paste into a form field, use “Ctrl + V” (right clicking with the mouse will not work).

**Evaluation Notes**

The Evaluation Criteria for the RTC Program are adopted in the TA Strategic Plan 2025-2029 and are attached with the Cycle 1 RTC Call for Projects Guidelines. Many of the questions in the RTC application are qualitative in nature and will be up to the discretion of each reviewer on the evaluation panel to provide their individual scores based on the following general guidelines, unless where otherwise specified. Please use the scale below to guide the responses in each question.

* Full Points = Applicant provides exemplary and in-depth response with sources and data that reviewer concurs with without a doubt
* High = Applicant provides exemplary and in-depth response that reviewer concurs with, but sources and data may not fully support or do not exist
* Medium = Applicant provides satisfactory response with sources and data that reviewer concurs, but small/limited improvement over existing conditions would be realized
* Low = Applicant provides minimal response with limited or no sources and data that reviewer concurs, but small/limited improvement over existing conditions would be realized
* No Points = Applicant provides a response that does not address the question or no improvements over existing conditions would be realized

**PROJECT APPLICATION FORM**

**Applicant Information**

|  |  |
| --- | --- |
| **Sponsor (Applicant):** |  |
| Contact person: |  |
| Title: |  |
| Email: |  |
| Phone number: |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature of Sponsor contact responsible for this application)

|  |  |
| --- | --- |
| **Implementing Agency:** |  |
| Contact person: |  |
| Title: |  |
| Email: |  |
| Phone number: |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature of Implementing Agency contact)

|  |  |
| --- | --- |
| Project Title: |  |
| In jurisdiction(s): |  |
| Measure W Request for Project Scope: | $ |
| Total Cost for Project Scope: | $ |
| Check applicable RTC subcategory: | Capital  Operations  First/Last-Mile |
| Capital Phases for Project Scope:  *Check all applicable phases requesting Measure W funds for capital projects. If applicable.* | Planning/Feasibility Study (PLAN)  Preliminary Engineering/Environmental Clearance (PE/ENV)  Final Design (PS&E)  Right-of-Way (ROW)  Construction (CON) |

**TABLE OF CONTENTS**

1. **Applicant Checklist/Information**
   1. Attachments
2. **Application**
   1. Policy Compliance & Regional Alignment
   2. Readiness
   3. Connectivity
   4. Sustainability & Cost Effectiveness
   5. Safety & Customer Experience
   6. Equity & Community Support

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Applicant Checklist**

Check the attachments which are included:

Mandatory Attachments

Attachment A: Sponsor Governing Board Resolution\*

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(required by June 27, 2025)*

Attachment B: Cover Letter with Non-Supplantation of Funds Statement

Attachment C: If already obtained, evidence of CEQA/NEPA clearance

Attachment D: Project location map(s)

Attachment E: Exhibit A – Funding Agreement Scope of Work

Optional Attachments

Attachment F: Letters of Support

Attachment G: Aerial photos, schematic, site plans, street cross-sections or other relevant high-level drawings

Attachment H: Reports documenting any accident history

Attachment I: Risk Register for Construction Projects, if available

Attachment J: Excerpts from planning documents demonstrating policy consistency

*Attachment K: (List any additional attachments)*







1. **Application**
   1. **POLICY COMPLIANCE & REGIONAL ALIGNMENT**

All projects requesting RTC funds should align with the Metropolitan Transportation Commission’s Plan Bay Area 2050+ including Transit 2050+ and the Bay Area Transit Transformation Action Plan. Please describe how your request furthers these efforts and if your project is explicitly included in the [Plan Bay Area 2050+ Final Blueprint: Transportation Project List](https://planbayarea.org/sites/default/files/meetings/attachments/6204/10a_25_0106_7_Attachment_F_Transportation_Project_List_CORRECTED.pdf). If a project is not explicitly included, please describe how the project furthers the transformational outcomes outlined in [Bay Area Transit Transformation Action Plan](https://mtc.ca.gov/sites/default/files/documents/2021-09/Transit_Action_Plan_1.pdf).



* 1. **PROJECT READINESS** 
     1. **Clear and complete proposal.**

TA staff will review if all relevant application items are completed.

Project Description - Please describe the overall project to ultimately be constructed or the operations to be implemented in two brief paragraphs below. The first paragraph should describe the need for project and the second paragraph should describe specific features to be included in the project to address the need. See examples from the TA’s Bicycle & Pedestrian Program award descriptions [here](https://www.smcta.com/media/SMCTACycle7PedBikeDescriptions). Attach a map of the project location as well as any photos, site plans, cross sections or other drawings that may help to better illustrate the project.



**2.** **Project Status and Schedule.**

2a. Scope to be funded by Measure W Funding Request - Describe the work that will be completed with the requested Measure W funds. If this is an update of past completed work, state why the update is needed. *If the project scope includes the preliminary engineering & environmental clearance phase, state the anticipated level of CEQA and NEPA clearance needed.*



2b. Project Scope participants and responsibilities: List the entities that will be responsible for each of the roles listed in the table below as part of the implementation of the project scope. If the project scope is for more than one phase of work, list the entities and their roles for each phase of work if they are different.

| **Role** | **Responsible Entity(ies)** | **Notes** |
| --- | --- | --- |
| **Technical studies, reports and design implementation *(In charge of organizing the production of the deliverables)*** |  |  |
| **Enters into a funding agreement with the TA** |  |  |
| **Prepares progress reports for the TA** |  |  |
| **Prepares invoices to submit to the TA** |  |  |
| **Project management (day-to-day)** |  |  |
| **Project oversight** |  |  |
| **Budget and schedule management** |  |  |
| **Lead coordination with regulatory agencies** |  |  |
| **Leads coordination with other stakeholders** |  |  |
| **Lead and performs quality control/independent review** |  |  |
| **Outreach** |  |  |
| **Other** |  |  |

2c. What will the TA’s role be with the implementation of the project scope? *Check one.*

Only as thefunding agency providing Measure W funds.

TA will provide access to planning or engineering consulting bench only.

TA will lead implementation of the project scope in partnership with Sponsor.

Has the TA been consulted regarding its role in the implementation of the project scope? *TA concurrence is mandatory prior to submission of the application if role is not solely as the funding agency.*

Yes No

2e. Schedule - Provide the schedule for *completed phases of work and the project scope being requested only*. If the request is for the PS&E and/or the ROW phase of work, provide the projected schedule for the overall project through construction.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Phases** | **Start Date**  **(Month/Year)** | **Completion Date (Month/Year)** | **Total Duration**  **(#Months)** | **Status (e.g. Completed, In Progress)** |
| **Planning (e.g. Alternatives Analysis, Feasibility Study)** |  |  |  |  |
| **Preliminary Engineering & Environmental Clearance (PE/ENV)** |  |  |  |  |
| **Final Design (PS&E)** |  |  |  |  |
| **ROW Acquisition/**  **Certification (ROW)** |  |  |  |  |
| **Construction (CON)** |  |  |  |  |
| **Operations or Program** |  |  |  |  |

2f. TA Major Projects Advancement Policy – As part of the TA Strategic Plan 2025-2029, the TA established a new policy requiring all projects with a total cost estimated at over $25 million to make a presentation to the TA Citizens Advisory Committee and Board of Directors upon completion of Preliminary Engineering & Environmental Clearance phase of work and prior to the allocation for any Final Design, Right-of-Way, and Construction funding. Presentations should include information on project need, benefits, impacts, and a cost/funding plan. Required analysis and impact assessment should be discussed with TA Executive and Director-level staff during preliminary engineering scoping for projects including for projects exempt from CEQA/NEPA.

Please describe if you have met this obligation, will request to present as part of the Draft RTC Program recommendations (new requests), or if funds requested should be programmed only and when a presentation may be anticipated to allocate funding. Requests for Final Design funding is allowable prior to completion of PE/ENV but will only be programmed and a decision of allocation will be differed to a later date.



**3. Credible Cost Estimate and Funding Plan**

3a. Cost Estimate - Provide a detailed budget for the applicable phase(s) of the project scope. Provide cost information for prior/completed phases of work.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Scope Phases** | **Total Cost Estimate**  **(A+B+C)** | **Measure W request for Cycle 1 RTC Program (A)** | **Prior Measure W RTC or other TA approved funding (B)** | **Matching/Other Funding (C)** | **Source(s) of Other Matching Funding** |
| **Planning (e.g. Alternatives Analysis, Feasibility Study)** | $ | $ | $ | $ |  |
| **Preliminary Engineering & Environmental Clearance (PE/ENV)** | $ | $ | $ | $ |  |
| **Final Design (PS&E)** | $ | $ | $ | $ |  |
| **ROW Acquisition/**  **Certification (ROW)** | $ | $ | $ | $ |  |
| **Construction (CON)** | $ | $ | $ | $ |  |
| **Operations or Program** | $ | $ | $ | $ |  |
| **Totals:** | **$** | **$** | **$** | **$** |  |

3b. Credible Funding Plan - State the basis for the projected cost estimate and funding sources that were used in 3a. Describe whether the project scope is fully funded if provide with the Measure W funding request. If the project costs would not be fully funded with the request, identify if the project can realistically close the funding gap within one year of this potential award (August 2026) and what additional funding sources may be used.

Note requests for ROW or Construction funding needs to show a full funding plan for delivery through construction. Applicants without a credible funding plan may receive a reduced award or be recommended for future Call for Projects cycles.

For projects that extend outside of San Mateo County or operations that support intercounty travel, describe how Measure W funding request is proportional to the capital project extents within and external to San Mateo County or how anticipated service levels are proportionate relative to adjacent counties (i.e. based on proportions of shares of total boardings and alighting’s.



**4. Ease and Speed of Implementation**

4a. Project Implementation Overview - Provide a narrative summary of the overall project activity to date. Include a discussion on the following key points:

* What key milestones have been completed, and what are in progress (e.g. permits, environmental clearance, agreements)?
* Which agencies were/are involved with the project, and what were/are their respective roles?
* Will the project require Right-of-way in fee ownership, permanent easements and/or temporary construction easements, or if the project is 100% within the implementing agency’s right-of-way.



4b. Phasing - Can the requested scope of work be phased or broken up if this request for Measure W funds can only be partially granted? How will the project scope be changed, funded, and/or implemented? Also discuss potential shortfalls or risks with any of the listed matching funds and how they could be addressed.



**5. Project Delivery Experience**

5a. Similar Experience Delivering Scope of Work – Describe your agency and lead anticipated staff’s experience for delivering scopes of work or operations/programs similar to the request?



5b. Project Delivery Concerns - Discuss any potential project delivery issues that could affect the delivery of the overall project and project scope (e.g. environmental, permitting and/or right of way issues, the ability to obtain multiple-agency consensus). For construction fund requests, please provide a Risk Register as an attachment if one has been developed for the project.



* 1. **CONNECTIVITY**

6. Describe how the proposed project will increase access and connectivity to jobs, housing, transit hubs, and other high activity centers to support existing economic activity and spur new economic development in the vicinity of the request.



7.. Describe how the proposed project will improve service frequency (e.g. headways), reliability (e.g. on-time performance), and coordinated seamless connections between other transit systems (e.g. schedule alignment).



8. Describe how the proposed project will improve connectivity, integration, and coordination between local and regional transit services.



9. Describe how the proposed project will improve travel savings and quantify projected reductions, if possible.



* 1. **SUSTAINABILITY & COST EFFECTIVENESS**

10. Mode Shift – Please make sure to describe how the proposed project will address each of the points below.

* Reduce congestion on existing transit route(s)/corridor(s)
* Relieve congestion for regional trips and reduce overall Vehicle Miles Travelled per capita
* Increase transit ridership and induce mode shift from Single Occupancy Vehicle trips



11. Value – Please describe the benefits of the proposed project relative to the amount of funding being requested. Also describe if an alternatives analysis has been completed and/or if one is planned that looked at cost-benefit scenarios.



12. Describe how the proposed project provides investments in clean air/zero emissions technologies.



13. Describe how the proposed project incorporates or considers private sector contributions, including public/private partnerships (e.g. value capture of terminal land with revenues reinvested in support of service)



* 1. **SUSTAINABILITY & COST EFFECTIVENESS**

13. Describe improvements to first/last-mile access options or accommodations included in the project and how the project furthers convenient, all ages and abilities connections to transit.



14. Describe safety needs and proposed improvements to both the transit service infrastructure or operations and for first/last-mile access for all users.



15. Describe how the proposed project promotes a high-quality transit rider experience through the incorporation of enhancements such as wayfinding, rider displays, amenities, programmatic efforts, security/enforcement strategies, etc.



* 1. **EQUITY & COMMUNITY SUPPORT**

16. Location-based Equity - Select the appropriate location-based equity areas below that the project directly improves transportation options for disadvantaged communities. For operations, do not select an equity criterion if the service only passes through but does not stop in a disadvantaged community. (State = 8 pts, Regional = 6 pts, County = 4 points, None = 0 pts)

|  | **Regional Equity Criteria**  The project is located in or crosses through an [MTC Equity Priority Communities](https://opendata.mtc.ca.gov/datasets/equity-priority-communities-plan-bay-area-2050/explore?location=37.878600%2C-122.370850%2C9.04).  (Tip: Using the filter feature, select the layer “epc\_2050”and move the slide bar at the top all the way to right to select “1”) |
| --- | --- |
|  | **Countywide Equity Criteria:**  The project is located in or crosses through [C/CAG Equity Focus Area](https://tooledesign.github.io/F0066-San-Mateo-CCAG/).  (Tip: On the right-hand menu select “Show Equity Focus Area” and only use values 8 to 10)  The project is located in or crosses through [ReImagine SamTrans Equity Priority Area](https://www.arcgis.com/home/item.html?id=b0c9f71bfcb64893aa93308d38f48cd1). |
|  | **Statewide Equity Criteria:**  The project is located in or crosses through a census tract with a school where 75% or more students are eligible for [Free or Reduced Priced Meals](https://www.cde.ca.gov/ds/sd/sd/filessp.asp). |
|  | The project is located in or crosses through a [SB 535 Disadvantage Community](https://calepa.ca.gov/envjustice/ghginvest/) census tract. |
|  | The project is located in or crosses through a census tract with a [Healthy Places Index](https://healthyplacesindex.org/) percentile less than 25%. |
|  | The project is located in or crosses through a census tract with a [Median Household Income](https://data.census.gov/cedsci/) with less than 80% of the statewide median (less than $60,188). |

17. User-based Equity – Describe how the proposed project improves transportation affordability, access, or mobility for disadvantaged users. Specifically identify transit dependent and vulnerable populations that would benefit from the project.



18. Negative Externalities – Describe if the project may have potential impacts on low-income, transit dependent, and/or other historically disadvantaged communities and what potential mitigation measures may be (including impacts during construction). (No projected impacts = 0 points, Mitigated impacts = -1 pts, and Unmitigated impacts = -2 points)



19. Describe how the proposed project incorporated stakeholder support, community engagement, and CBO/advocacy along with how their input directly shaped or will influence the design of the project. (5 pts = Letters of support plus inclusive engagement response, 3 pts = Inclusive engagement response, 1 pt = Minimal engagement planned/conducted)

