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

**FIRST/LAST-MILE PLAN**

**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. This application is only for the one-time request for funding from the RTC First/Last-Mile subcategory to create a First/last-mile Plan that prioritizes infrastructure investments on off-property facilities to improve access to major stations/facilities and increase ridership.
2. As part of the adoption of the RTC Plan, the TA identified that each transit could receive seed funds for the development of a First/last-Mile Plan with no matching funds required.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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 of First/last-Mile Plan requests will be conducted more as a screening for applicability to review proposed elements of and costs of each Plan.
* Upon review by TA staff, requests for modifications may be made to applicants prior to recommending funding in the Draft Program Recommendations to confirm scope and costs.
* These applications will not be reviewed by the full evaluation committee.

**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: | First/Last-Mile |
| Phases for Project Scope:  *Check all applicable phases requesting Measure W funds for capital projects. If applicable.* | Planning/Feasibility Study (PLAN) |

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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: Project location map(s)

Attachment D: Proposed Full First/Last-Mile Plan Scope of Work

[See sample scope of work and expected level of detail here](https://www.smcta.com/media/18292/download?inline).

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

All projects requesting RTC funds should align with the Metropolitan Transportation Commission’s (MTC) 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).

Please all describe how the First/last-Mile Plan will help San Mateo County jurisdictions and transit agencies to meet the requirements for MTC’S [Transit-Oriented Communities Policy](https://mtc.ca.gov/planning/land-use/transit-oriented-communities-toc-policy). At a minimum, each planning effort should conduct a bicycle and pedestrian gap analysis within ½-mile of major stations, stops, or mobility hubs. Projects should then be prioritized for each station individually and then all projects for the entire system should be prioritized. It is up to each agency to determine the appropriate prioritization methodology.



* 1. **High Level Scope and Schedule**
     1. **Scope of Work Brief Summary**

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

Project Description - Please describe the overall scope of work to ultimately be developed in two brief paragraphs below. The first paragraph should describe the need for planning effort for the applicable transit agency and local jurisdictions, while the second paragraph should describe specific features to be included in the planning process to address the need. Please also include a brief description of proposed engagement methods. See examples from the TA’s Bicycle & Pedestrian Program award descriptions [here](https://www.smcta.com/media/SMCTACycle7PedBikeDescriptions).



2. 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

3. Schedule - Provide the proposed schedule for completing the First/Last-Mile Plan below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Phases** | **Start Date**  **(Month/Year)** | **Completion Date (Month/Year)** | **Total Duration**  **(#Months)** | **Status (e.g. Completed, In Progress)** |
| **First/last-Mile Plan** |  |  |  |  |

4. Cost Estimate and Funding Plan - Provide a detailed budget for the project scope.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 – Not Required (C)** | **Source(s) of Other Matching Funding** |
| **Fist/last-Mile Plan** | $ | $ | $ | $ |  |

5. 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.



6. Equity – Describe how the planning effort will incorporate equity to work toward improving transportation affordability, access, or mobility for disadvantaged users.



7. Engagement - Describe how the proposed planning effort will incorporate stakeholders, the larger community, CBOs, and advocacy organizations.

