

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.

Step 1 - Notice of Intent to Submit: Sponsors must fill out the notice of intent to submit survey using the link below with the project name and sponsor agency information by August 1, 2025. This will be used to set up a Dropbox account for submission of all materials. Additionally, sponsors should indicate any assistance needed from the Transportation Authority either related to the application or regarding the implementation of the proposed project. Please note that changes to the details provided are allowable in the submitted application from the Sponsor Agency. If a sponsor does not indicate an intent to submit by the requested timeline, sponsors may be allowed to submit an application but will need to request a Dropbox for submittal as soon as possible before the application due date and schedule a required pre-submittal meeting.

[Click here for the Notice of Intent Survey Link](#)

Step 2 – Mandatory Pre-submittal Meetings: The TA will be requiring all applicants to participate in a mandatory pre-submittal meeting during the week of August 4-8, 2025 to review proposed requests to ensure they align with all the updated guidelines and discuss any technical assistance requested. TA staff will be available to discuss

Step 3 - Submitting Applications: Sponsors must submit one electronic copy of the completed application with all required attachments by uploading all materials to a specific Dropbox link that will be provided. Completed applications must be received no later than **September 12, 2025 by 4:00 PM. Late or incomplete applications will not be accepted.** It is the sponsor's responsibility to check with TA staff to confirm the receipt of applications prior to the submission 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.
 - a. Overall project: The entire project ultimately to be constructed.
 - b. Project scope: The specific project phase or elements for which Measure A and/or W 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 and/or W funds for the project scope.
 - d. Implementing Agency: The agency implementing 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 required signatures, a cover letter should be provided by the sponsor agency's City Manager or Executive Director 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 highway program funding.
4. If the data for the performance metrics for question *C1* under *Effectiveness* do not exist or have yet to be projected, the answer may be left blank. Applicants are not expected to make a special effort to collect data for this application.
5. Sources: Please be sure to provide back up 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.
6. 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.
7. 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.
8. **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.**
9. **When you complete your application. Please save as a PDF and have the appropriate individuals sign on the following page.**

PROJECT APPLICATION FORM

Applicant Information (Repeat tables and signature lines if more than one sponsor or implementing agency)

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 A/W Request for <u>Project Scope</u> :	\$	
Total Cost for <u>Project Scope</u> :	\$	
Check applicable Project Type: <i>Refer to Highway Program Guidelines for to identify which category your project falls under, check all that apply.</i>	<input type="checkbox"/> Small/Coastal <input type="checkbox"/> Countywide Significant <input type="checkbox"/> Mid/Large <input type="checkbox"/> Supplemental Roadway	
Phases for <u>Project Scope</u> : <i>Check all applicable phases requesting Measure A/W funds</i>	<input type="checkbox"/> Planning <input type="checkbox"/> PS&E <input type="checkbox"/> PID <input type="checkbox"/> ROW <input type="checkbox"/> Environmental/PA&ED <input type="checkbox"/> Construction <input type="checkbox"/> Other (please specify): _____	

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I. Applicant Checklist

Check the attachments which are included:

Mandatory Attachments

- ☐ Attachment A: [Sponsor Governing Board Resolution](#)
Date: _____ (required by September 12, 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 (up to five ***not*** from the Sponsoring agency)
- ☐ 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)

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II. Application

A. PROJECT READINESS

1. **Clear and complete proposal.**

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 scope of the requested phase/activities and the second paragraph should describe specific need and benefits of the overall project. See examples from the TA's 2023 Highway CFP award descriptions [here](#). 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 A/W Funding Request - Describe the work that will be completed with the requested Measure A/W funds. If this is an update of past work completed work, state why the update is needed. *If the project scope is for the PA&ED 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 (/Produces the deliverable product)		
Enters into memorandum of understanding, cooperative agreement with Caltrans or 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		
Leads coordination with Caltrans		
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 the funding agency providing Measure A/W funds.
- ☐ TA will support project scope implementation.
- ☐ TA will lead project scope implementation.

Has the TA been consulted regarding its role in the implementation of the project scope?
TA concurrence is mandatory if it will serve in a support or lead role.

- ☐ Yes ☐ No

2d. Has the applicant consulted with the TA for guidance/an assessment on the projected level of resources and expertise needed to implement the project scope as well as the reasonableness of the projected costs and schedule to better manage project delivery?

- ☐ Yes ☐ No (explain)

- 2e. Schedule- Provide the schedule for the project scope. 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. [Optional: For the Preliminary Planning, PID & PA&ED phases of work, provide any known schedule information for subsequent phases of the overall project]

Project Phases	Start Date (Month/Year)	Completion Date (Month/Year)	Total Duration (#Months)	Status (e.g. Completed, In Progress)
Preliminary Planning (e.g. Alternatives Analysis, Feasibility Study)				
Project Initiation Document (PID)				
Environmental (PA & ED)				
Design (PS&E)				
ROW Acquisition/ Certification				
Construction				

Schedule Notes (Optional):

3. Cost Estimate and Funding Plan

3a. Cost Estimate - Provide a detailed budget for the applicable phase(s) of the project scope. If the request is for the PS&E and/or ROW phase of work, provide the projected overall cost as well as any programmed and/or proposed funding sources needed to deliver the project through construction. State the basis for the projected estimate and funding sources. For all funding requests, provide any known cost/budget information for prior phases of work. For requests for the Preliminary Planning, PID and PA&ED phases of work, the sponsor is encouraged to provide any known budget/cost information for subsequent phases of the overall project and the basis for the estimate for informational purposes.

Project Scope Phases	Total Cost Estimate (A+B+C)	Measure A/W request (A)	Prior Measure A approved funding (B)	Other Matching Funding (C)	Source(s) of Other Matching Funding
<i>Planning</i> (e.g. Alternatives Analysis, Feasibility Study)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<i>PID</i>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Environmental (PA&ED)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Design (PS&E)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Right of Way	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Construction	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Other:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Totals:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>

3b. Credible Funding Plan - Describe whether the project scope is fully funded if provide with the Measure A/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 two years of this potential award (December 2023) 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 with realistic sources and amounts that should be reviewed by TA staff in advance of a request. Applicants without a credible funding plan may receive a reduced award or be recommended for future Call for Projects cycles.

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, agreements)?
- What deliverables have been produced? *(Include online links to documents, or include electronic copies in the Dropbox if the documents are not available online.)*
- 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.
- What level of environmental clearance is needed for the project and what is the status is for completing clearance?

3b. Phasing - Can the requested scope of work be phased or broken up if this request for Measure A/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.

3c. 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.

B. NEED

1. Severity of current and projected congestion

Describe current congestion issues and severity along with detailing any worsening of future projected conditions if no project is implemented. Consider whether all modes of transportation are accommodated and if person throughput is limited to only certain modes of transportation.

2. Access and Connectivity Needs

Describe the need to improve access and connections to jobs, housing, transit hubs and other high activity centers, supporting existing economic activity and spurring new economic development in the vicinity.

3. Alignment with Other Plans

Describe whether the project is recognized in adopted statewide, regional, county or local planning and fund programming documents and demonstrates coordination with adjacent projects/integration of inter-related projects.

4. Current Safety Issues and Concerns

Describe current identified safety issues along with key takeaways from documented collisions for all modes. If available, identify site conditions that contribute to these conditions and if collision rates are higher than average for the facility. Additionally, please indicate if the project is located on the [Countywide High Injury Network](#) for each mode or if additional information is available in Local Road Safety Plans.

5. Needed Solutions to Address Issues

Describe whether the project can be addressed primarily through operational or safety enhancements or whether infrastructure expansion would be required.

6. Regional/Countywide Significance

Describe whether the project is of regional or countywide significance (see TA definition in the guidelines) or is generally a more localized project. Consider whether issues are identified in the [State Highway Congestion & Safety Performance Assessment for San Mateo County](#) that this project may address.

C. EFFECTIVENESS (SECTION NOT REQUIRED FOR PLAN/PID/PAED REQUESTS)

Performance projections for overall project – *For projects that have already received environmental clearance, provide all known current and projected data in the following table based on the best/latest available data. Define the baseline, completion and horizon years. [Optional: For projects that have yet to complete environmental clearance but have data corresponding to the metrics below, sponsors may provide any available data for the project alternatives under consideration with a brief description of the scope for each alternative].*

Overall Performance Metrics Summary

Performance Metrics ¹	Current/Baseline Conditions Year: <input type="text"/>	Short term Project Completion Year: <input type="text"/>		Long term Horizon Year ² : <input type="text"/>	
		With Project	Without Project	With Project	Without Project
Level of Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average daily traffic volume	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle-hours of delay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person-throughput per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Vehicle Occupancy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accident data (Collisions/fatalities per vehicle-mile travelled)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GHG Emissions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle Miles Traveled	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

¹Sponsors may submit data for additional performance metrics to support the evaluation of the overall project's effectiveness.

²Horizon year is generally defined as 20 or more years after the completion of the project.

1. Potential Increase in Person Throughput:

Describe Potential increase in person through-put through accommodating multiple transportation modes (e.g., pedestrian & bicycle access as well as transit infrastructure) where contextually appropriate and to the extent feasible (Complete Streets), including infrastructure for transit (e.g., express lanes, bus only lanes)

2. Ability to Relieve Congestion:

Describe how and the extent to which the overall project will mitigate existing, and/or projected congestion (e.g. reduce merge/weave conflicts, address bottlenecks, and/or smooth out uneven vehicular travel flow). If known, describe queueing issues and how they will be addressed. Attach a diagram or schematic sketch if available.

3. Potential VMT Reduction:

Please provide metrics, if available, in Table 2 if your project has completed the environmental analysis phase or if the data is available. All applications should indicate whether the project will add general purpose lanes, incorporates active transportation or transit features, or provides operational enhancements.

4. Safety:

Describe how and the extent to which the overall project will mitigate an existing or projected safety issue. Include the crash modifications factors (CMF) for the safety countermeasures incorporated into the project using the USDOT Crash Modification Factors Clearinghouse which can be [found here](#). Please describe if the specific project features were recommended in the Countywide/Local Roadway Safety Plans or Vision Zero Plans.

5. Value:

A value score (cost per merit) will be calculated using the total Need and Effectiveness sections average scores from reviewers divided by the total Measure A/W funding request in this application. This will be autocalculated by TA staff during the review of the application.

6. GHG Emissions and Air Quality:

Please provide metrics, if available, in Table 2 or use the SB1 Emissions Calculator which can be [found here](#). If quantified metrics are not available please describe how project features contribute to a reduction in GHG emissions and a description of the potential effectiveness.

7. Low Impact/Green Infrastructure

Describe any green construction practices and design elements that will be included in the overall project, if known. If the overall project has yet to receive environmental clearance, describe any green construction practices and design elements that may be considered in the project alternatives that may be considered. Please also describe how the project incorporates climate change and/or adaption resiliency features.

8. Maintenance

Describe the long-term operations and maintenance needs for the project and how this will be funded. If the project will require coordination and new agreements for maintenance, please discuss the status or process the project will use for obtaining those. Describe the projected annual and 10 year maintenance costs for the project.

Only indicate that a City/County will take on the maintenance costs if that commitment has formally been made with Caltrans or document any discussions to date. If the facility is a local roadway (Supplemental Roadways eligible facility) then indicate the City/County understands maintenance costs are the responsibility of the . For Caltrans facilities, the TA will not advance projects to right-of-way and construction with a evidence a City or Agency is prepared to take on the maintenance of the facility without a credible plan.

E. EQUITY AND COMMUNITY SUPPORT

1. Location-based Equity

Location-based Equity - Select the appropriate location-based equity areas below that the project directly improves transportation options for disadvantaged communities.

<input type="checkbox"/>	Regional Equity Criteria The project is located in or crosses through an MTC Equity Priority Communities . (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”)
<input type="checkbox"/>	Countywide Equity Criteria: The project is located in or crosses through C/CAG Equity Focus Area . (Tip: On the right-hand menu select “Show Equity Focus Area” and only use values 8 to 10)
<input type="checkbox"/>	The project is located in or crosses through Relmagine SamTrans Equity Priority Area .
<input type="checkbox"/>	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 .
<input type="checkbox"/>	The project is located in or crosses through a SB 535 Disadvantage Community census tract.
<input type="checkbox"/>	The project is located in or crosses through a census tract with a Healthy Places Index percentile less than 25%.
<input type="checkbox"/>	The project is located in or crosses through a census tract with a Median Household Income with less than 80% of the statewide median (less than \$60,188).

2. 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.

3. Environmental Justice

Describe the degree to which the project mitigates pollution and/or improves public health conditions for vulnerable populations.

4. Environmental Impacts

Describe if any impacts cannot be fully mitigated and the project in full buildout will have impact on historically disadvantaged communities. Describe specific locations these impacts will occur.

5. Demonstrate Stakeholder Support/Community Engagement

What is the level of interest in the project? What, if any, public outreach has been and/or will be conducted? Have any specific concerns been raised? List all non-sponsor stakeholders that have taken a formal position on the project and the action taken. Attach any letters of support, resolutions, meeting minutes, media content or other correspondence documenting these positions. Note that project sponsors with letters of support from community-based or private sector organizations may receive more points during the evaluation process.

F. FUNDING LEVERAGE

1. Matching Funds

1a. Local Match - Leveraged/matching funds for the Project Scope (Round figures to \$1,000s). List all matching fund sources, including private sector (e.g. developer) contributions and identify if a portion of the current scope request may be unfunded, if applicable:

Project Scope Funding Source(s)	Funding Secured? Yes or No and site evidence	Funding Amount	Percentage
Current Measure A & W Highway Program request	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Unfunded		\$ <input type="text"/>	<input type="text"/> %
Total:		\$ <input type="text"/>	<input type="text"/> %

Match percentage = amount of fund source/total project scope cost

Total Non-Measure A/W Amount \$

Total Local Match Percentage (Non-A/W Amount / Total Project Scope Cost) %

1.b. Prior/Future Funding - 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 and/or W request but part of the overall project.

Funding Source(s) for Prior Phases of Work	Phase	Funding Amount	Percentage
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Total:		\$ <input type="text"/>	<input type="text"/> %

Committed Source(s) for Future Phases of Work	Phase	Funding Amount	Percentage
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Unfunded	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Total:		\$ <input type="text"/>	<input type="text"/> %

1c. Private Sector Funds

Total Private Sector Funds \$

Total Private Sector Match Percentage

(Private Sector Amount / Total Project Scope Cost) %