



Measure A Highway 2017 Program Call for Projects
Released: October 9, 2017

INSTRUCTIONS FOR APPLICATION FORM

All materials are available online at:

http://www.smcta.com/Projects/Call_for_Projects/2017_TA_Highway_Program_Call_For_Projects.html

General questions regarding the application? Contact **Jennifer Williams** at **williamsj@samtrans.com** or **(650) 508-6343**.

Applications are due on **November 20, 2017 at 4 p.m.**

- o Email to callforprojects@samtrans.com, and
- o Submit **six** hard copies to:

Attn: Jennifer Williams
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.
 - 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. 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. For KCA and listed SR candidate projects, please contact the TA, which may have available data.
4. 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.
5. 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.

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)

Overall Project Title:	
In jurisdiction(s):	
Measure A Request for <u>Project Scope</u> :	\$
Total Cost for <u>Project Scope</u> :	\$
Check applicable Project Type: <i>Refer to Exhibit A in Program Guidelines</i>	<input type="checkbox"/> Pipeline <input type="checkbox"/> Other
Phases for <u>Project Scope</u> : <i>Check all applicable phases requesting Measure A funds</i>	<input type="checkbox"/> Preliminary 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): _____

*feasibility studies, alternatives analysis, etc.

Applications November 20, 2017 4:00 PM

DEFINITIONS

- Sponsor:* The applicant for Measure A funds for the project scope.
- Implementing Agency:* The agency implementing the project scope.
- Overall Project:* The entire project ultimately to be constructed.
- Project Scope:* The specific project phase(s) or element(s) for which Measure A funds are being requested in this application/cycle. The project scope may be a subset of the overall project.

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I. Applicant Checklist

Check the attachments which are included:

Mandatory Attachments

Sponsor Governing Board Resolution*

Date: _____ (required by December 15, 2017)

**An endorsement letter from the sponsor's City Manager/Executive Director must be provided if the resolution is not obtained by the application deadline.*

Non-Supplantation of Funds Certificate

If already obtained, evidence of CEQA/NEPA clearance

Project location map(s)

Optional Attachments

Letters of Support

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

Reports documenting any accident history

Excerpts from planning documents demonstrating policy consistency

(List any additional attachments)

II. Application

A. PROJECT READINESS

1. Describe the overall project to ultimately be constructed, including physical changes to existing site conditions. If the overall project is larger than the project scope for which Measure A funds are requested, state the work that may have already been completed and the work that may remain. 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.

- 2a. Project Scope - Describe the work that will be completed with the requested Measure A 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 (<i>Produces the deliverable product</i>)		
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 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)

3a. 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)	Notes:
Preliminary Planning (e.g. Alternatives Analysis, Feasibility Study)					
Project Initiation Document (PID)					
Environmental (PA & ED)					
Design (PS&E)					
ROW Acquisition/ Certification					
Construction					

3b. Overall Project activity to date: 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 if the documents are not available online.*)
- Which agencies were/are involved with the project, and what were/are their respective roles?

4. 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 request (A)	Prior Measure A approved funding (B)	Other Matching Funding (C)	Source(s) of Other Matching Funding	Notes
<i>Preliminary Planning</i> (e.g. Alternatives Analysis, Feasibility Study)	\$	\$	\$	\$		
<i>PID</i>	\$	\$	\$	\$		
<i>Environmental (PA&ED)</i>	\$	\$	\$	\$		
<i>Design (PS&E)</i>	\$	\$	\$	\$		
<i>Right of Way</i>	\$	\$	\$	\$		
<i>Construction</i>	\$	\$	\$	\$		
<i>Other:</i>	\$	\$	\$	\$		
Totals:	\$	\$	\$	\$		

5. If this request for Measure A funds is 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.
6. Community Opinion on the overall project: 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, resolutions, meeting minutes, media content or other correspondence documenting these positions.
7. 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).

B. NEED

1. Describe the level of existing traffic volume and congestion at the project site, the cause, and the impact it has generated on the facility as well as the surrounding community and/or region. List any known current congestion related performance measurements (e.g. ADT, LOS, vehicle hours of delay, travel time reliability, etc. cite sources and dates taken).
2. Describe the level of projected traffic volume and congestion at the project site if no further improvements are made to alleviate the projected congestion, as well as the surrounding community and/or region. State the projected timeframe(s). List any known projected congestion related performance measurements (e.g. ADT, LOS, vehicle hours of delay, travel time reliability, etc. cite sources and dates taken).
3. Is there an existing safety issue at the project site? If so, describe the existing condition. Summarize any known reported accident data within the last 3 years, highlighting the most current year, including injuries and fatalities (cite source and attach documentation). What are some of the contributing factors at the existing project site that might be attributed to the safety condition? If traffic volume is projected to increase at the project site, how might this impact safety?
4. By reference to the State Highway System Congestion and Safety Performance Assessment – San Mateo County (SHSCPSA) , indicate how the proposed project is located in an area of regionally significant congestion and safety deficiencies? *Applicant encouraged to consult with TA, Jennifer Williams at williamsj@samtrans.com.*

- If the project site is not located in an area of significant congestion and/or safety deficiencies as shown in the SHSCPSA, please explain what the congestion and safety deficiencies are and their significance. Does the project connect to one of the highway corridors in the SHSCPSA that has significant safety and congestion deficiencies?

C. EFFECTIVENESS

- 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. To request data from the TA for this table, please contact Joe Hurley at: hurleyj@samtrans.com. [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 Project Performance Metrics ¹	Current/Baseline Conditions Year: 20____	Short term Project Completion Year: 20____		Long term Horizon Year ² : 20____	
		With Project	Without Project	With Project	Without Project
Level of Service					
Average daily traffic volume					
Vehicle-hours of delay					
Person-throughput per hour					
Accident data (Collisions/fatalities per vehicle-mile travelled)	for additional performance metrics to support the evaluation of the overall project's effectiveness.				

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

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

- 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). Attach a diagram or schematic sketch if available.

D. POLICY CONSISTENCY

1. Adopted Plans and Policies- List specific plans and/or policies (regional, county, local, other, etc.) in which the overall project is included.

Document Title	Year Approved	Section/ Page #	Link to online document(s)*

* If not available online, attach relevant pages as PDFs.

2. If the description of the proposed overall project is different from that of the project listed in the plans/policies documents, explain the reason for the difference.

3. To what extent does the overall project support regional, county or local land use policies and/or designations? For example, does the project support any Priority Development Area, General or Specific Plan proposals?

E. SUSTAINABILITY

- 1a. *For projects that have already received environmental clearance*, indicate the percentage of the overall project that will be an operational improvement and/or infrastructure expansion in the following table and state the reasoning for this determination:

Operational Improvement	Infrastructure Expansion	Total
%	%	100%

1b. For projects that have yet to receive environmental clearance, indicate whether the overall project may primarily be considered an operational improvement, infrastructure expansion or both and state the reasoning for this determination.

2. Check the box below indicating the impacts the overall project would have on the following transportation modes and summarize in narrative how the overall project may or may not result in any change for the accommodation of these modes. Indicate whether the overall project runs through or is adjacent to a community of concern (as defined by MTC, see: www.mtc.ca.gov/planning/snapshot/) or other area with a significant disadvantaged population.

	Positive +	Neutral =	Negative -
Transit			
Biking			
Walking			

3. Describe how the overall project may improve circulation to support transit-oriented development, if applicable. How might it help improve existing economic activity, spur new economic development and/or affect freight/goods movement?

4. 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.

F. FUNDING LEVERAGE

1. Leveraged/matching funds for the Project Scope (Round figures to \$1,000s). Review list of potential matching funds in Exhibit B in Highway Guidelines. List all matching fund sources, including private sector (e.g. developer) contributions if applicable:

Project Scope Funding Source(s)	Funding Secured? Yes or No and site evidence	Funding Amount	Percentage
Current Measure A Highway Program request		\$	%
		\$	%
		\$	%
		\$	%
Total:		\$	%

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

2. 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:		\$	%