



**PEDESTRIAN AND BICYCLE PROGRAM**  
**Cycle 5 – Fiscal Years 2021 and 2022**

**APPLICATION INSTRUCTIONS**

1. Select the appropriate application form based on the type of project (**Infrastructure** or **Non-Infrastructure**).
2. Complete the appropriate application form along with the required Attachments.

Attachments		Infrastructure	Non-Infrastructure
A	Cover Letter Signed by Chief Executive	A✓	A✓
B	Letters of Support/Community Engagement Documentation	B✓	B✓
C	Site Photos	C✓	
D	Project Location Map	D✓	
E	GHG Emission Reduction and VMT Impact	E✓	
F	Cost Estimates	F✓	F✓
G	TIMS ATP Maps and Summary Data Printout	G✓	G✓

3. All completed applications must be received by **September 21, 2020 at 4:00 p.m.** Late or incomplete applications will not be accepted.
4. Applicants must submit **one (1) electronic copy (PDF)** of:
  - Completed application form
  - All required attachments (single or multiple files for each attachment)
    - All attachments must be labeled simply as "Attachment" and the corresponding letter. For example the cover letter would be labeled "Attachment A."
5. Please submit electronic applications by **September 21, 2020 at 4:00 p.m.** to:

**Email Address:** [callforprojects@samtrans.com](mailto:callforprojects@samtrans.com)

**Subject Line:** Pedestrian and Bicycle Program- Cycle 5 – Name of Sponsor – Project Name

**Please note:** TA e-mail capacity is 10MB. If your file(s) exceeds this, save an electronic copy via [Dropbox](#). When saving files to the Dropbox link, create a folder with the sponsor name and save all files within that folder. While not required, you can also send a disc or flash drive to:

San Mateo County Transportation Authority  
 Attn: Jennifer Williams  
 1250 San Carlos Avenue  
 San Carlos, CA 94070

## Application Attachments

### Attachment A: *Cover Letter*

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The one-page cover letter should include:

- ✓ Sponsor Agency letterhead
- ✓ Project title
- ✓ Funding request
- ✓ Local match amount
- ✓ Certification of project cost estimate
- ✓ Non-supplantation of Measure A & W funds
  - Sponsors must certify that Measures A & W funds awarded in this cycle will not replace existing funds per the non-supplantation of funds requirement in this grant program.
- ✓ Signature by an authorized representative of the agency with name, title, and date.
  - Wet signatures are not required.
- ✓ Label file as "Attachment A".

### Attachment B: *Letters of Support/Community Engagement Documentation*

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- ✓ Applicants should include letters of support and/or documentation of community engagement, which may include public notices, sign-in sheets, photos, meeting notes/minutes.
- ✓ Consolidate all documents into one PDF file and label as "Attachment B".

### Attachment C: *Site Photos*

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- ✓ Include photos with captions to document existing conditions or concerns relevant to your application.
- ✓ Consolidate images and captions into one PDF file and label as "Attachment C".

### Attachment D: *Project Location Map*

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- ✓ Applicants must click on the link <http://smcta.pedbike.org/> and follow the on-screen steps to draw their project boundaries and identify nearby destinations.
- ✓ Save the map and attach the file labeled as "Attachment D".

### Attachment E: *GHG Emission Reduction and VMT Impact*

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- ✓ After completing Attachment D, download the Benefits Calculator Tool produced by the Strategic Growth Council:  
[https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/sgc\\_ahsc\\_calculatortool\\_110119.xlsx?\\_ga=2.72010704.2123363601.1593203978-1321799729.1592514198](https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/sgc_ahsc_calculatortool_110119.xlsx?_ga=2.72010704.2123363601.1593203978-1321799729.1592514198)

*Note: This grant program will only use select components of this tool*

✓ Follow the steps below:

- Step 1** After downloading and opening the **Benefits Calculator Tool**, click on the worksheet tab labeled **Project Info**.
- Step 2** Enter the project title in cell E23 and select **San Mateo** from a drop down menu of California counties in cell E25.
- Step 3** Click the worksheet tab labeled **Active Transportation Inputs**.
- Step 4** Enter the project type using the drop-down menu in Column B.<sup>1</sup>
- Step 5** Provide a name for the project or location in Column C.
- Step 6** Enter the first year the project will be open to the public in Column D.
- Step 7** Chose the length of the facility from a drop-down menu in Column G.
- Step 8** Enter **Average Daily Traffic** for road on or adjacent to active transportation facility in Column I.
- Step 9** Enter **Yes** or **No** if the project is located in a university town with a population less than 250,000 in Column J.
- Step 10** Using the activity centers identified in Attachment D, enter the number of key destinations within ¼ mile of the proposed facility in Column L and within ½ mile of the proposed facility in Column M. These numbers should match Attachment D.
- Step 11** Add more rows if there are additional new facility types to add.
- Step 12** Save the excel file and attach labeled as "Attachment E".

#### **Attachment F: Cost Estimates**

- ✓ For **Infrastructure applications** that include request for construction funding, attach detailed cost estimates that includes a table of construction items, quantities, unit costs, total item cost, contingency, and total cost.

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<sup>1</sup>Pedestrian facilities eligible for quantification include new walkways, such as sidewalks and pedestrian bridges. Eligible bicycle facilities include new Class I bike paths, Class II bike lanes (including buffered bicycle lanes), and Class IV bikeways. Class III bike routes, which provide a right-of-way designated by signs or permanent markings and shared with pedestrians and motorists, are ineligible for quantification. Class III bike routes are eligible under the grant program, but will not be quantified in this tool.

- ✓ Applicant may upload their own format or use the Caltrans form available at: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/cy5/attachment-f-engr-estimate/engrestimateattachmentfremediatedlocked-v1220200407.xlsx>
- ✓ For **non-infrastructure applications**, include labor costs (staff time) for agency and consultant (if applicable) per task and total.
- ✓ Include and itemize direct costs such as travel, equipment, and supplies per task and total.
- ✓ Applicant may upload their own cost estimates in a format of their choosing or use the Caltrans ATP form available at: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/cy5/attachment-g-ex-22-r.xlsx>

**Attachment G: TIMS ATP Maps and Summary Data Printout**

- ✓ Complete the Transportation Injury Mapping System ATP Maps and Summary Data for the project by clicking here: <https://tims.berkeley.edu/tools/atp/>
- ✓ If you do not already have a free account, register by clicking here: <https://tims.berkeley.edu/register.php>

**Step 1 Select the County/City, Bike/Ped, Severity, and Years**

- Select **San Mateo County**
- Select your jurisdiction
- Do not include 1 mile buffer outside of selected County/City
- Set the search criteria as follows:
  - Include State Highway Related Collisions: **Yes**
  - Involved With: **Pedestrian and Bicycle**
  - Collision Severity: **Fatal, Severe Injury, Other Visible Injury, and Complaint of Pain**
  - Choose start/end year: Start **2009** and End **2019**

**Step 2 Identify your project area to develop a more localized Community Heat Map.**

- Select the size of your proposed project limits from drop down menu.
- Follow instructions on the screen to select the approximate center of your project limits.
- If the application is a citywide plan or program, you may draw a square around the entire jurisdiction and all collisions will be included in the report.
- Click **Show Community Heat Map** on bottom right of the screen.

**Step 3 Draw the project boundaries to get detailed collision map and data summaries**

- Follow the instructions on the screen to draw the project boundaries.
- For more information on how to use this tool, click here: [https://tims.berkeley.edu/help/ATP\\_Colsn\\_Map\\_Viewer.php](https://tims.berkeley.edu/help/ATP_Colsn_Map_Viewer.php)
- Click **Show Project Area Collision Map** on bottom right of the screen.

**Step 4 Review the project-specific collision map**

- Follow instructions on the screen to review the results.

**Step 5 Review the collision summary data, graphs and tables provided.**

- Review the results of the tool and include in your application narrative where relevant

**Step 6 Print the heat maps and summaries in the ATP Tool**

- Click on the **Print** button on the bottom of the screen.
- Save the PDF file to your computer and upload with the file name: *Attachment F: TIMS ATP Maps and Summary Data Printout*

**Attachment H: Letter of Partnership Intent**

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- ✓ If the primary applicant is partnering with one or more agencies, each of the partnering agencies should submit a letter outlining their role, responsibilities if funding were granted, and their respective financial contribution to the project (if any).

**Attachment I: Other Documentation**

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- ✓ Applicants may wish to include supporting designs, excerpted studies, or other relevant documentation to support claims in the application. If the project is located in a disadvantaged community as defined in the application form, Attachment I is where the documentation and census tract information can be attached.