



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

NON-INFRASTRUCTURE APPLICATION INFORMATION

Is this the right application form for my project? If your project is a planning study or program (non-infrastructure) project, then use this form. If your project is capital (infrastructure), for example the design and construction of a bikeway, please use the Infrastructure application form.

Non-infrastructure projects include: 1) Planning Studies that help build community consensus and provide direction for future capital projects; and 2) Marketing/Promotional Programs that encourage behavioral changes that increase bicycling and walking (See pages 5 and 6 of the Guidelines for a complete definition).

Where can I obtain the application form?

All materials are available online at: https://www.smcta.com/Projects/Call_for_Projects.html

Who can I contact if I have any questions about the application?

Contact Jennifer Williams at williamsj@samtrans.com or (650) 508-6343. 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.

When is the application due date?

Complete applications are due electronically on **September 21, 2020 at 4:00 PM (PST)**. Late submissions will not be accepted.

How do I submit the application and supporting attachments?

Email to callforprojects@samtrans.com, *(Please note: TA e-mail capacity is 10MB. If your file exceeds this, please send electronic copy via Dropbox)*

Are all questions required?

Each question is designed to help the applicant address how well the project may meet the program evaluation criteria. Points are assigned to each question and should, to the greatest extent possible, be answered and supported with documentation. Please keep responses clear and concise.

Definitions: The following terms are used throughout the application form. Please note when questions are specific to the overall plan or program or the plan or program scope, and respond accordingly.

- a. Overall plan or program: The entire project ultimately to be delivered.
- b. Plan or program scope: The specific project phase or elements for which Measure A & W funds are being requested in this application/cycle. The project scope may be a subset of the overall plan or program.
- c. Sponsor Agency: The applicant for Measure A & W funds for the plan or program scope.



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

NON-INFRASTRUCTURE APPLICATION CHECKLIST

REQUIRED - SEE APPLICATION INSTRUCTIONS FOR DETAILS	
	Application Form
	Attachment A: Cover Letter
	Attachment B: Letters of Support/Community Engagement Documentation
	Attachment F: Cost Estimates
	Attachment G: TIMS ATP Maps and Summary Data Printout

OPTIONAL	
	Attachment C: Site Photos
	Attachment H: Letter of Partnership Intent (if applicable)
	Attachment I: Other Documentation (Scope of Work and Detailed Schedule)



**PEDESTRIAN AND BICYCLE PROGRAM
CALL FOR PROJECTS**

**NON-INFRASTRUCTURE
PROJECT APPLICATION FORM**

PART A: GENERAL INFORMATION

1. APPLICANT INFORMATION

Sponsor Agency Name:

Sponsor Agency Address:

City: _____ State: CA Zip: _____

Contact Name: _____ Contact Title: _____

Contact Phone: _____ Contact E-mail: _____

Are you partnering with another agency? Yes No

If YES, please provide Partnering Agency information:

Partnering Agency Name:

Partnering Agency Address:

City: _____ State: CA Zip: _____

Contact Name: _____ Contact Title: _____

Contact Phone: _____ Contact E-mail: _____

If YES, please submit Attachment H: Letter of Partnership Intent from each agency outlining roles, responsibilities, and respective funding contributed.



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

2. GENERAL PROJECT INFORMATION	
Project Title:	
Project Type (choose from drop down):	
Project Location/Limits:	
Project Scope: <i>Example: Complete Streets Study will be conducted on San Mateo Street to determine the feasibility and cost to create a safer and more comfortable street for pedestrians, bicyclists, and transit users.</i> <i>Note: Max 500 characters (approximately 100 words)</i>	



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

3. PROGRAM DETAILS

PLAN TYPE (if applicable)

Check the box for program or plan type.

<input type="checkbox"/>	Pedestrian Plan
<input type="checkbox"/>	Bicycle Plan
<input type="checkbox"/>	Active Transportation Plan (Bicycle & Pedestrian)
<input type="checkbox"/>	Safe Routes to School Plan
<input type="checkbox"/>	Corridor/Complete Street Study
<input type="checkbox"/>	Trail/Feasibility Study
<input type="checkbox"/>	Other (please state): _____



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

PROGRAM DETAILS (if applicable)

Note: Insert the number of each type of activity included in the program. Do not double count.

Number of walk or bike audits/tours: _____	Number of bicycle skills/safety classes: _____
Number of pedestrian skills/safety classes: _____	Number of community meetings (in-person or online): _____
Number of community demonstration projects/pop-ups/open streets events: _____	Number of community encouragement events (i.e. bike-to-work days): _____
Number of community challenges (i.e. bike to work month challenges): _____	Number of law enforcement methods (i.e. progressive ticketing, deploying speed trailers, etc.): _____
Number of community workshops/stakeholder meetings: _____	
Other: <i>Note: Maximum 500 characters (approximately 100 words)</i>	



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

COMMUNICATIONS

Check the box if the program or plan will include the communication type.

Traditional media (radio ads, TV ads, newspaper ads, flyers, etc.)

Large media (bus-wraps, billboards, etc.)

Print/electronic publications (newsletters, blogs, etc.)

Social media (Twitter, Facebook, Instagram, etc.)

Program website

Other (please state): _____

What languages, if any, will the selected communications be translated to?



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

COLLABORATIVE PARTNERSHIPS

Check all the parties that have a committed role in the program or plan beyond submitting a letter of support.

Local Public Health Department, Name _____

Law Enforcement, Name _____

Schools/School District, Name _____

Non-Profit/Community Based Organizations, Name _____

Other (please state):

4. NON-INFRASTRUCTURE FUNDING SUMMARY

Funding Request: \$

Total Project Cost: \$

PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

PART B: EVALUATION CRITERIA

1. PROJECT READINESS (0-15 points)

COMMUNITY SUPPORT

Describe the community engagement you intend to complete as part of the project. Please consider the following questions in your response:

- How will community feedback be incorporated into the project?
- Have any specific concerns been raised by the community in the past that you intend to address in the project?
- What non-sponsor stakeholders will you involve in the project?

Note: Maximum 1,000 characters (approximately 200 words)



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

PROJECT SCHEDULE		
Indicate the anticipated beginning and end date of the project.		
Plan/Program Scope	Month and Year	
	Phase Start	Phase End
Plan Development/Program Delivery		

OVERALL PLAN/PROGRAM FUNDING			
Project Scope Phase	Total Cost (A+B)	Measure A & W Pedestrian and Bicycle Program Request (A)	Other Matching Funding (B)
Plan or Program	\$	\$	\$

PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

2. FUNDING LEVERAGE (0-10 points)

FUNDING LEVERAGE

Using the table below, indicate the sources of funding as well as the percentages that have been secured *for the proposed Measure A & W project work scope*. Attach separate documentation if additional rows are needed.

- If other Measure A & W funds are involved, be specific about the program.
- If any of the match is from the private sector, specify the source (e.g. development impact fees, developer contribution, easement or donated land value).
- A ten percent match, at a minimum, is required.

Funding Source	Total Value	Source Type
Measure A & W Pedestrian & Bicycle Program Request	\$	Public
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL PROJECT COST	\$	

Total matching funds to be provided:	\$	
Total project costs:	\$	
Local match percentage (must be equal to or greater than 10%): (total matching funds provided ÷ total project cost)		%



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

3. PROJECT NEED (0-19 points)

CURRENT CONDITIONS

Describe the existing challenges to walking and bicycling that this plan or program aims to address. Support narrative with relevant site photos and photo captions in Attachment C: Site Photos.

Note: Maximum 1,000 characters (approximately 200 words)



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

CURRENT CONDITIONS

Describe the documented safety conditions and trends in the plan or program area. If the application is for a citywide plan or citywide program, include all bicycle and pedestrian collisions within jurisdiction and discuss how the plan or program will help reduce collisions. Support narrative with results of Attachment G: TIMS ATP Maps and Summary Data Printout.

Note: Maximum 1,000 characters (approximately 200 words)



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

PLAN CONSISTENCY

If the plan or program is not specifically identified in a planning or policy document, describe how it supports or is consistent with state, regional, or local plan and policy goals.

Note: Maximum 1,000 characters (approximately 200 words)



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

4. Project Effectiveness (0-42 points)

Describe the scope of work by task and include specific deliverables to be accomplished. What are the intended outcomes and how will effectiveness of the non-infrastructure project be measured?

Note: Maximum 1,000 characters (approximately 200 words)



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

5. PROJECT SUSTAINABILITY (0-14 points)

Describe how this project will engage people living in high density/affordable housing (e.g. Priority Development Areas) in proximity to high quality transit service (high ridership & frequent service).
Note: Maximum 1,000 characters (approximately 200 words)

Describe how this project will engage low income, transit dependent and or other vulnerable populations.
Note: Maximum 1,000 characters (approximately 200 words)



PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

DISADVANTAGED COMMUNITY

Does the project meet any of the following criteria? (Mark all that apply)

Note: If the answer is yes to any of these questions, include documentation and the census tract numbers in Attachment I: Other Documentation.

The project includes a census tract with a school where 75% or more students are eligible for [Free or Reduced Priced Meals](#).

The project includes a census tract with a [CalEnviroscreen 3.0](#) score above 25% most disadvantaged (score greater than 39.34).

The project includes a census tract with a [Healthy Places Index](#) percentile less than 25%.

The project includes a census tract with a [Median Household Income](#) of less than \$56,982.

The project includes an [MTC Community of Concern](#).