

March 7, 2016

Subject: Transportation Development Act (TDA) Article 3, Phase 1 Call-for-Projects for Bicycle/Pedestrian Facilities

Dear Transportation Technical Advisory Committee members,

SANBAG is issuing this TDA Article 3 Phase 1 2016 call-for-projects to provide matching funds for San Bernardino County agencies to better compete for the statewide Active Transportation Program (ATP) Cycle 3 funding. The ATP grants are due June 15, and this Phase 1 call-for-projects has been approved by the SANBAG Board so that these funds can be used as match for jurisdictions desiring to maximize their chances of an ATP award. Point scores can potentially be improved by using Article 3 funding to augment the local match on proposed ATP projects. The strategy is similar to what was used for ATP Cycle 2, to maximize the amount of statewide ATP funding awarded to San Bernardino County by garnering as many ATP “leveraging points” as possible.

The SANBAG Board approved moving forward with this Phase 1 TDA Article 3 call-for-projects at its March 2, 2016 meeting. Board agenda item 28 is available at: <http://www.sanbag.ca.gov/about/agenda.html>. Project proposals for this Article 3 call are due to SANBAG no later than 2:00 PM on Friday, April 8.

A committee of SANBAG staff and at least one outside representative will review application proposals and develop funding recommendations that will be presented to the SANBAG Board of Directors for consideration and approval on May 4, 2016. Information on eligible projects and application evaluation criteria are outlined in the attached Call for Projects. The ATP Cycle 3 guidelines have not yet been approved by the California Transportation Commission, but the draft guidelines are available and are generally consistent with the guidelines for Cycle 2. The maximum of 5 points can be earned with a 20% match to total cost. Per requirements of the TDA Article 3 guidelines, applicants are still required to provide 20% local match to the anticipated ATP match amount. This means that the TDA Article 3 request would be 16% of the total project cost and that 4% of total project cost would come from local funds.

**Tentative Schedule:**

- March 7 – release of Article 3 Phase 1 call-for-projects
- April 8, 2:00 p.m. – Article 3 Phase 1 applications due to SANBAG
- April 27 – Board agenda released containing project recommendations
- May 2 – Presentation of project recommendations at TTAC
- May 4 – Presentation of recommendations to SANBAG Board
- May 5 – SANBAG notification to recipients
- Agencies proceed with preparation of ATP applications. Applicants not receiving an Article 3 match could still submit ATP applications. ATP applications are tentatively scheduled to be due to the California Transportation Commission on June 15, 2016.

The Article 3 Phase 1 application process has been simplified and includes just the first page of the CTC Project Programming Request (PPR) form, estimated costs by phase, and an explanation of how the eventual ATP application would respond to the criteria contained in the CTC's ATP guidelines. The evaluators will focus on how well an eventual ATP application is likely to compete at the statewide level.

Please use this Word file as your application. Attachments with additional background information are permitted, but not required. The responses to the narrative questions can be submitted in bullet point format to simplify the process. The project description will count for up to 30 points and responses to the narrative questions will count for up to 20 points, for a total of 50 points in this Article 3 Phase 1 application. The PPR has also been attached in Excel format. The purpose of the PPR is primarily for documenting estimated cost and schedule information. The project overview and description should be included in the Word file.

Please submit your applications in one or more PDF files by e-mail to Alicia Johnson at [ajohnson@sanbag.ca.gov](mailto:ajohnson@sanbag.ca.gov) and for questions contact Josh Lee at [jlee@sanbag.ca.gov](mailto:jlee@sanbag.ca.gov).

Applications are due no later than 2:00 p.m. on Friday, April 8. Submittal of an application represents a commitment by the agency to the local matching funds, should the agency eventually receive an ATP award. If you should have any questions, please contact Josh Lee by e-mail or by phone at (909) 884-8276.

## Key Guidelines:

1. If a project is awarded Article 3 funds in Phase 1 and is unsuccessful in ATP Cycle 3, the Article 3 funds will revert to SANBAG to be included as part of the funds available for the Article 3 Phase 2 Bicycle and Pedestrian call-for-projects. This call may occur in the general timeframe of Spring, 2017.
2. The maximum Phase 1 Article 3 award will be based on the leveraging criteria thresholds, identified in the ATP Cycle 3 Guidelines. Although the guidelines have not been finalized at this time, SANBAG's current assumption is that a 20% match will earn the full 5 points, as occurred with ATP Cycle 2.
3. The Article 3 funds for matching ATP would be available only for project development, right-of-way, construction, and non-infrastructure safe routes to schools program, but not planning. However, the matching funds could be expended prior to the expenditure of ATP funds to advance early phases, if sufficient TDA Article 3 funding capacity is available.
4. The local jurisdiction match will need to represent 20% of the total ATP 20% match to receive the Phase 1 TDA Article 3 funds. No additional points will be awarded for higher matches. The 20% match will need to come from a non-ATP source, and the source must be identified in the application. Thus, the TDA Article 3 request would be 16% of the total project cost and 4% of total project cost would come from local funds.
5. All eligibility requirements, including eligible project categories, minimum request for funds, project type requirements, safe routes to school project requirements, and recreational trails requirements should be consistent with the requirements established in the draft ATP Cycle 3 Guidelines, except for the eligible applicant requirement. Only SANBAG member jurisdictions or transit agencies are eligible to apply for the TDA Article 3 phase 1 program. The draft ATP Cycle 3 guidelines are available at: <http://www.catc.ca.gov/programs/ATP.htm>. Click on: 2<sup>nd</sup> Draft 2017 ATP Guidelines Minor Revised.
6. Minimum project size requirement: An ATP project size needs to be at least \$250,000.
7. The applicant must commit to funding of the 20% local match to the TDA Article 3 award (i.e. 4% of total project cost). Given the tight timeline, the written commitment to the match may be delivered to SANBAG after the application is submitted but prior to the SANBAG Board meeting at which the funding recommendations will be discussed. An application designating the city/county manager or designee at the Director level as "Applicant Contact" is adequate as an indication of local match commitment.
8. It is estimated that up to \$2.8 million will be available for the Article 3 Phase 1 call-for-projects.



**Transportation Development Act Article 3 Phase 1 Call for Projects  
For Active Transportation Program Local Match Assistance**

Please use this MS Word file as your response to the Call-for-Projects

**Responsible Parties**

Project Name	
Applicant (Agency name)	
Applicant Contact (Name, title, email, phone # of individual authorizing the application)	
Partner Name(s) (if applicable)	

**Project Type**

- Bicycle  Bicycle/Pedestrian
- (Bicycle projects must be consistent with San Bernardino County NMTP) Safe Routes to School
- Pedestrian  Recreational Trail

**Overview and Description of the Project (0-30 points)**

Provide basic information regarding the nature and location of the project, prior project development activities, if any, current status, and overall scope of the proposed effort. Additional background information, photos, etc. may be attached, but are not required.

### **Project Funding**

ATP funds to be requested in Cycle 3 (80% of total project cost)	
Requested matching funds from TDA Article 3 (16% of total project cost)	
20% Local Match (4% of total project cost – please also identify the source of those funds)	
Total project funds	

### **Narrative Question**

**RESPOND TO THE DRAFT ATP CRITERIA BY DESCRIBING BRIEFLY THE BENEFITS OF THE PROPOSED PROJECT RELATED TO INCREASING ACTIVE TRANSPORTATION MODE SHARE, SAFETY, PUBLIC PARTICIPATION, COST EFFECTIVENESS, AND PUBLIC HEALTH.**

**(PLEASE NOTE THE QUESTIONS IN THE ATP CYCLE 3 APPLICATION FOR DESCRIPTION/EXPLANATION OF EACH CRITERION – BULLET POINTS MAY BE USED TO ANSWER THE QUESTIONS – ADDITIONAL MATERIAL MAY BE ATTACHED, BUT IS NOT REQUIRED)**

*(0-20 POINTS)*

1. Describe how your project will encourage increased bicycling and walking and generally improve the ease of travel for non-motorized users

2. Describe how the project creates or improves walking and/or bicycling routes and connectivity to destinations, and how it removes barriers to walking and/or bicycling.

3. Describe how the project reduces the number and/or rate of pedestrian and bicycle fatalities and injuries.

4. Describe the community-based public participation process that culminated in the project proposal.

5. Describe the health issues in the project area and how the project will address each of them. Provide local health data and sources, and collaborative efforts with health agencies where possible.

## Project Programming Request Form

Please fill out the first page of the Caltrans Project Programming Request Form (PPR) with as much available project information as possible. Please document the timeline for completed phases as well as for ongoing and proposed phases. Basic information on the description of the project, location, and scope of work should be provided in the Word file, not the PPR. The PPR has been provided as a separate Excel file.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

### PROJECT PROGRAMMING REQUEST

DTP-0001 (Revised July 2013)

General Instructions

<input checked="" type="checkbox"/> New Project					Date:	2/10/15
District	EA	Project ID	PPNO	MPO ID	TCRP No.	
County	Route/Corridor	PM Bk	PM Ahd	Project Sponsor/Lead Agency		
				MPO	Element	
Project Manager/Contact		Phone	E-mail Address			
Project Title						
Location, Project Limits, Description, Scope of Work						<input type="checkbox"/> See page 2
<input type="checkbox"/> Includes ADA Improvements			<input type="checkbox"/> Includes Bike/Ped Improvements			
Component	Implementing Agency					
PA&ED						
PS&E						
Right of Way						
Construction						
Purpose and Need						<input type="checkbox"/> See page 2
Project Benefits						<input type="checkbox"/> See page 2
<input type="checkbox"/> Supports Sustainable Communities Strategy (SCS) Goals			<input type="checkbox"/> Reduces Greenhouse Gas Emissions			
Project Milestone						Proposed
Project Study Report Approved						
Begin Environmental (PA&ED) Phase						
Circulate Draft Environmental Document				Document Type		
Draft Project Report						
End Environmental Phase (PA&ED Milestone)						
Begin Design (PS&E) Phase						
End Design Phase (Ready to List for Advertisement Milestone)						
Begin Right of Way Phase						
End Right of Way Phase (Right of Way Certification Milestone)						
Begin Construction Phase (Contract Award Milestone)						
End Construction Phase (Construction Contract Acceptance Milestone)						
Begin Closeout Phase						
End Closeout Phase (Closeout Report)						

**ADA Notice** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 664-6410 or TDD (916) 664-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.