

Memorandum

To: CHAIR AND COMMISSIONERS

CTC Meeting: May 28, 2015

Reference No.: 4.5  
Action

From: WILL KEMPTON  
Executive Director

Subject: **ADOPTION OF THE 2015 ACTIVE TRANSPORTATION PROGRAM GUIDELINES MPO COMPETITIVE COMPONENT - SACRAMENTO AREA COUNCIL OF GOVERNMENTS, SAN DIEGO ASSOCIATION OF GOVERNMENTS, AND TULARE COUNTY ASSOCIATION OF GOVERNMENTS**  
**RESOLUTION G-15-11**

**ISSUE:**

Senate Bill 99 (Chapter 359, Statutes of 2013) allows the Commission, at the request of a metropolitan planning organization (MPO), to adopt guidelines for administering the MPO competitive component of the Active Transportation Program (ATP). The Sacramento Area Council of Governments (SACOG), the San Diego Association of Governments (SANDAG), and the Tulare County Association of Governments (TCAG) requested that the Commission adopt amendments to the 2015 ATP Guidelines for use in administering their MPO competitive selection process.

**RECOMMENDATION:**

Staff recommends that the Commission adopt amendments to the 2015 Active Transportation Program Guidelines for the project selection criteria proposed by SACOG, SANDAG, and TCAG.

Project selection criteria amendments proposed by each MPO are set forth in the following attachments:

- Sacramento Area Council of Governments (Attachment 1)
- San Diego Association of Governments (Attachment 2)
- Tulare County Association of Governments (Attachment 3)

**BACKGROUND:**

The Commission adopted statewide guidelines for administering the 2015 Active Transportation Program at its March 2015 meeting. While the statewide guidelines may be used for administering the MPO competitive component of the ATP, the nine MPOs charged with programming funds to projects in the MPO competitive component were provided discretion in Senate Bill 99 to develop MPO guidelines with regard to project selection. Guidelines prepared by the MPOs and adopted by

the Commission may differ from the Commission's adopted statewide guidelines in the following areas:

- Supplemental call for projects
- Definition of disadvantaged community
- Match requirement
- Selection criteria and weighting
- Minimum project size

The 2015 ATP schedule requires MPOs to submit their guidelines to the Commission by June 1, 2015 for adoption at the June Commission meeting.

The SACOG, SANDAG, and TCAG requested early adoption by the Commission of proposed amendments for administering the MPO competitive component of the program. Staff reviewed the MPO guidelines with respect to the areas for which the Commission provided flexibility and found those areas consistent with the statewide Active Transportation Program Guidelines. The following summarizes the areas proposed for amendment:

	SACOG	SANDAG	TCAG
Scoring criteria and weighting	X	X	X
Minimum project size	X		
Match requirement	X		
Definition of disadvantaged community			X
Supplemental call for projects	X		

#### Sacramento Area Council of Governments

- Classifies public participation and planning, and seeking the use of California Conservation Corps or qualified community conservation corps, as criteria for screening rather than scoring.
- Requires all applicants to include at least an 11.47% local match.
- Requires a minimum funding request of \$50,000 for non-infrastructure projects.
- Adds scoring criteria for supporting greenhouse gas reduction goals through reducing or shortening vehicle trips.
- Adds scoring criteria for "Other Considerations" which includes past performance on projects, demonstrated project delivery readiness in the application, and evidence of strong stakeholder support to implement the project.
- Requires applicants to submit a supplemental questionnaire.

San Diego Association of Governments

- Establishes different scoring and weighting systems for infrastructure and non-infrastructure projects.
- For evaluating infrastructure projects, adds scoring criteria for:
  - Quality of Project (impact and effectiveness, alignment with ATP goals, and innovation)
  - Supportive Policies and Programs
  - Demand Analysis using Geographic Information System
  - Project Readiness
- For evaluating infrastructure projects, adds scoring criteria for:
  - Alignment with ATP Objectives
  - Comprehensiveness
  - Methodology
  - Community Support
  - Evaluation
  - Innovation
  - Demand Analysis using Geographic Information System
- Requires applicants to submit a supplemental questionnaire.

Tulare County Association of Governments

- Awards additional points for projects that include infrastructure elements.
- Awards additional points for projects that are part of an adopted plan.
- Modifies the definition of disadvantaged communities to include severely disadvantaged communities – communities where the median income is less than 60% of the statewide average.
- Awards additional points to projects benefitting severely disadvantaged communities.

Other MPOs

2015 Active Transportation Program Guidelines proposed by the Metropolitan Transportation Commission were adopted at the May Commission meeting (Resolution G-15-05).

The San Joaquin Council of Governments notified the Commission by letter on May 6, 2015 that they intend to hold a supplemental call for projects, but do not propose any amendments to the Active Transportation Guidelines.

Attachments

1. Sacramento Area Council of Governments 2015 ATP Guidelines Proposal
2. San Diego Association of Governments 2015 ATP Guidelines Proposal
3. Tulare County Association of Governments 2015 ATP Guidelines Proposal
4. CTC Resolution G-15-11



April 16, 2015

Mr. Will Kempton, Executive Director  
California Transportation Commission  
1120 N Street, Mail Station 52  
Sacramento, CA 95814

Re: Metropolitan Planning Organization (MPO) Guidelines for the Active  
Transportation Program Cycle 2

Dear Mr. Kempton:

The Sacramento Area Council of Governments (SACOG) is pleased to submit for your review our proposed Metropolitan Planning Organization (MPO) Guidelines for the Active Transportation Program Cycle 2. The MPO Guidelines were approved by the SACOG Board on April 16, 2015.

The MPO Guidelines were prepared through an open and public process, involving member agencies, advocacy groups, stakeholders, and the public. Additionally, SACOG coordinated with our Regional Transportation Planning Agency partners, El Dorado County Transportation Commission and Placer County Transportation Planning Agency on scoring and criteria development, planning of a call for projects across the six-county region, and preparation of the MPO application.

SACOG's proposal for Cycle 2 is fully described in Attachments A and B. Attachment A is the MPO Guidelines the SACOG Board acted on at our April meeting. The MPO Guidelines outline specific eligibility, project selection process, working group membership, screening, project size and matching requirements, and project performance outcomes and weighting (criteria). Attachment B clarifies the MPO level focus on the criteria and differences from the State Guidelines; it was shared with our advisory committees and Board Committees for discussion purposes in accompaniment to the MPO Guidelines.

If you have any questions regarding SACOG's proposed MPO Guidelines, please contact Renee DeVere-Oki at [rdevere-oki@sacog.org](mailto:rdevere-oki@sacog.org) or (916) 321-9000.

Sincerely,

Mike McKeever  
Chief Executive Officer

MM:RDO:VC:pm

Attachments: Attachment A  
Attachment B

cc: Laurel Janssen, California Transportation Commission  
Laurie Waters, California Transportation Commission  
Sharon Scherzinger, El Dorado County Transportation Commission  
Celia McAdam, Placer County Transportation Planning Agency

S:/Projects 14-15/0402 State and Fed Prog/CTC Cover Letter Cycle2

Auburn  
Citrus Heights  
Colfax  
Davis  
El Dorado County  
Elk Grove  
Folsom  
Galt  
Isleton  
Lincoln  
Live Oak  
Loomis  
Marysville  
Placer County  
Placerville  
Rancho Cordova  
Rocklin  
Roseville  
Sacramento  
Sacramento County  
Sutter County  
West Sacramento  
Wheatland  
Winters  
Woodland  
Yolo County  
Yuba City  
Yuba County

## 2015 REGIONAL ACTIVE TRANSPORTATION PROGRAM: EL DORADO, PLACER, SACRAMENTO, SUTTER, YOLO, AND YUBA COUNTIES

The purpose of this funding program is to increase and attract active transportation users and provide facilities for walking and biking in urban, suburban, and rural portions of the region and to provide connections between them. Projects and programs funded through this program are consistent with the vision of the Blueprint and support the implementation of the long-range transportation plans for the El Dorado County Transportation Commission (EDCTC), the Placer County Transportation Planning Agency (PCTPA), and the Sacramento Area Council of Governments (SACOG).

EDCTC, PCTPA, and SACOG invest regional funds regularly for infrastructure and non-infrastructure projects benefitting active transportation in the region. ATP funds from the State of California provide an important new funding source for active transportation projects.

### PROGRAM GOALS

California Senate Bill (SB) 99 establishes California's ATP program with six program goals that provide a foundation for the state and regional ATP programs:

- Increase the proportion of trips accomplished by biking and walking;
- Increase the safety and mobility of non-motorized users;
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to SB 375 (C728, §2008) and SB 391 (C585, §2009);
- Enhance public health, including reduction of childhood obesity, through the use of programs including but not limited to projects eligible for Safe Routes to School Program funding;
- Ensure that disadvantaged communities fully share in the benefits of the program; and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

### ELIGIBLE PROJECT TYPES

The infrastructure projects eligible for this funding program are largely derived from the SACOG Regional Bicycle, Pedestrian and Trails Master Plan (Master Plan) that is amended every odd year. The Master Plan provides a set of policies and projects for regional bicycle and pedestrian planning efforts across the six-county SACOG region, and was developed through a working group and approved by the Regional Bicycle and Pedestrian Advisory Committee and SACOG Board of Directors. Additionally, bicycle and pedestrian projects included in the Regional Transportation Plans (RTPs) for EDCTC or PCTPA are also eligible. Federal funds may be used for construction, preliminary engineering, environmental work and design, and/or right-of-way. Projects must support the performance outcomes identified in the sections below.

Non-infrastructure projects eligible for funding must meet at least one of two criteria: (1) Encourage biking and walking through public information, education, training, and awareness; and/or (2) Perform studies and develop plans that support one or more of the project performance outcomes identified in the section below. Projects include bike/ped planning, education, information, and marketing efforts.

The ATP is a State of California identified program implemented by the California Transportation Commission and comprised of a compilation of state and federal funding. The majority of projects will need to meet the requirements of the federal Moving Ahead for Progress in the 21st Century Act (MAP-21). Projects must also meet eligibility requirements specific to the ATP funding source provided.

### INELIGIBLE PROJECT TYPES

Projects in new developments that are considered "good practices" according to FHWA guidelines, long-term staff positions, transit operations, law enforcement, and bicycle racks for carpools, vanpools, or private vehicles are ineligible for ATP funds.

## PROJECT SELECTION PROCESS

The application process will be specific to the Regional ATP and the Bicycle & Pedestrian program. Generally, project sponsors are encouraged to discuss potential Regional ATP projects with regional transportation planning agency (RTPA) staff. The applicant must submit an intent letter identifying any projects for which they will apply for funding through the Regional ATP and/or Bicycle & Pedestrian program. This statement of intent to apply permits the project sponsor to submit a full application for the identified project(s), and supplements RTPA staff/project sponsor discussion about potential projects.

A Regional ATP Team comprised of representatives from the three RTPAs in the region (EDCTC, PCTPA, and SACOG) will screen applications for eligibility. Applications will be removed from the competitive process if found ineligible based on these guidelines. Projects not selected for programming in the statewide ATP competition, but deemed eligible for the state program will be considered; to compete in the regional program, applicants will be required to submit a supplemental application. The Regional ATP Team will forward the eligible applications to the Active Transportation Working Group, comprised of experts from the following areas:

### Active Transportation Working Group Composition

Expertise	Number
Land Use Planners	1
Project Engineers	2
Bicycle/ Pedestrian Planning	4 (2 advocates, 2 planners/ engineers)
Air Quality	1
Public Health	1
Transit	1
Community Groups	1
<b>Total</b>	<b>11</b>

The Working Group will be recruited from standing advisory committees, multidisciplinary, and represent a diverse geography across the region. The Working Group

is required to review, evaluate, and score the applications according to its own process, and will not discard any applications submitted to the Regional ATP and/or Bicycle & Pedestrian Program. Working Group members will not vote or comment on applications from their own organizations. The Working Group prioritizes and ranks the projects, according to an iterative process that uses both quantitative and qualitative methods. The Working Group and/or SACOG staff reserves the right to contact applicants during this project selection process for additional information. The applicant will be provided the opportunity to address the Working Group either by phone or during a meeting to address questions related to the scope of work, budget, timeline, and performance considerations. After collectively evaluating the projects, the Working Group members will submit re-evaluated application scores to the Regional ATP Team at the conclusion of the Working Group review period.

Following the announcement of the statewide ATP awards, the Regional ATP Team will remove any projects successful in securing funds through the statewide competition from further consideration for the Regional ATP. The Regional ATP Team will then use the re-evaluated application scores to finalize the funding recommendation, and will confirm that a minimum 25% of available ATP funds are dedicated to projects and programs benefiting Disadvantaged Communities (DAC) as identified in the State Guidelines. In the event the minimum DAC threshold is not obtained, the DAC points (0-10) will be applied to the entire project list and the projects re-ranked. Discretion will be placed on the Working Group and Regional ATP Team to select a comprehensive package of projects.

## PROJECT SCREENING

To be selected for funding, a project or program must meet the following screening criteria:

- Infrastructure Project is a planned project included in the SACOG Master Plan or the Regional Transportation Plan of EDCTC or PCTPA.** Only under special circumstances will an application be considered for a project that is not listed in one of these sources.

2. **Non-Infrastructure Project meets at least one of two eligibility criteria identified in the preceding section.**
3. **Project is identified in the project sponsor's intent to apply letter.**
4. **Project must be ready for inclusion in the Metropolitan Transportation Improvement Program, with project scope and cost.** The project application may include the cost of preparing environmental documents. When project design, right-of-way, or construction are programmed before the implementing agency completes the environmental process, updated cost estimates, updated analysis of the project's cost effectiveness, and updated analysis of the project's ability to further the goals of the program must be submitted to the appropriate RTPA (EDCTC, PCTPA, or SACOG) for re-evaluation following completion of the environmental process.
5. **Project is eligible for appropriate funding sources** (i.e., TAP, HSIP, State Highway Account funds, State SRTS).
6. **Project meets the minimum dollar amount for an infrastructure or non-infrastructure project and includes at least an 11.47% local match; application is to all project categories.**
  - a. Infrastructure project minimum is \$282,390 (\$250,000 funding request + \$32,390 local match).
  - b. Non-Infrastructure project minimum is \$56,478 (\$50,000 funding request + \$6,478 local match).
  - c. Public agencies applying for funding for smaller projects may want to consider combining projects to meet the project minimum thresholds, or consider a larger, multi-year program or project.
7. **Public Participation & Planning.** The project applicant must demonstrate how a

community-based public participation process resulted in the identification and prioritization of the proposed project, and include relevant notices and materials.

8. **Partnering with Community Conservation Corps.** The project applicant must demonstrate that the California Conservation Corps, or a qualified community conservation corps, was sought out to participate as a partner to undertake the project; or provide demonstration of the cost-effectiveness clause 23 CFR 635.204 and provide the relevant documentation.
9. **Project is not part of developer-funded basic good practices.** The project applicant must demonstrate the project complies with the policy statement and design guidance adopted by FHWA to accommodate bicycle and pedestrian travel.

In addition to how projects address the program goals discussed above, the following are scoring criteria considerations that will be used by the Active Transportation Working Group to make funding recommendations to the Regional ATP Team.

## PROJECT SCORING

Projects will be scored based on the criteria described in the State ATP guidelines with minor modifications as described below.

### Project Performance Outcomes (0-95 points)

1. Project has potential to increase walking and bicycling through targeted strategies: increasing access to transit services, increasing access to schools, eliminating gaps or removing barriers in the bicycle/pedestrian network, and completing facilities. **0-30 points**
2. Project has the potential to reduce the number and/or rate of pedestrian and bicyclist fatalities and injuries. **0-25 points**

3. Project improves public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues. **0-10 points**
4. Project demonstrates cost effectiveness, which is achieved by minimizing projected capital and operating expenditures while offering strong performance benefits. **0-10 points**
5. Project provides benefit for a disadvantaged community. **0-10 points will be applied in the event the 25 percent minimum is not met.** (Please reference the project selection process section.)
6. Project advances active transportation efforts to achieve greenhouse gas reduction goals through reducing or shortening vehicle trips today and over time, as established pursuant to SB 375 and SB 391, and demonstrates potential for placemaking. **0-10 points**

#### **Other Considerations (0-10 points)**

7. Project sponsor demonstrates good performance on past grants and/or federal aid projects or programs.
8. Project sponsor demonstrates readiness to move forward with the project on a timely schedule (i.e., application includes clear schedule, cost, and partnerships to deliver the project).
9. Project applicant demonstrates evidence of strong support by stakeholders in the community in which the project is located.

#### **FUNDING RECIPIENT REQUIREMENTS**

Recipients must submit a quarterly update on all projects receiving funding during the 2015 SACOG Programming Cycle. Failure to do so could result in negative impacts for future funding rounds.

Program Criteria	State Criteria Description	Regional (MPO) Criteria & Scoring Emphasis	State Scoring Range	MPO Scoring Range
Increasing Walking and Bicycling	Potential for increased walking and bicycling, especially among students, including the identification of walking and cycling routes to and from schools, transit facilities, community centers, employment centers, and other destinations; and including increasing and improving connectivity and mobility of non-motorized users.	The regional program includes additional considerations drawn from the policy framework for the SACOG Regional Bicycle & Pedestrian Funding Program. The focus is on clearly demonstrating how well the project supports the policy framework priorities, including improving access to transit services, increasing access to schools, and eliminating gaps or barriers in the bicycle/pedestrian network.	0-30	0-30
Reducing Walking/Bicycling Fatalities and Injuries	Potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists.	The regional program highlights the same performance outcomes, but emphasizes the importance of data to demonstrate benefits.	0-25	0-25
Cost Effectiveness	Project's relative costs and benefits of the range of alternatives considered. Quantify the safety and mobility benefit in relationship to both the total project cost and the funds provided using the Caltrans benefit/cost model.	The regional program asks that the project proponent demonstrate there is balance between minimizing projected capital and ongoing operating costs while offering strong performance benefits and the leveraging of resources.	0-5	0-10
Leveraging of non-ATP funds	Leveraging of non-ATP funds for ATP eligible expenses on the project or project segment proposed.	The state program criterion is considered a screening consideration in the regional program, which requires the leveraging of non-ATP funds (i.e. matching funds) to compete for funding.	0-5	0
Improved Public Health	Project demonstrates improved public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues.	The regional program emphasizes the same performance outcomes and asks the same questions on the application.	0-10	0-10
Benefit to Disadvantaged Communities*	Project demonstrates benefits to disadvantaged communities: <ul style="list-style-type: none"> <li>• median household income &lt; 80% of the statewide median</li> <li>• among the most disadvantaged 10% in the state</li> <li>• at least 75% of the public school students are eligible for the NSLP</li> </ul>	The regional program emphasizes the same performance outcomes and asks the same questions on the application.	0-10	0-10*
Supporting Greenhouse Gas Reduction Goals in SB 375 and SB 391	Note: This is not a criterion for the State ATP program, but is one of the overall goals of the state program. The stated goal: "Project advances the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to SB 375 (C728, §2008) and SB 391 (C585, §2009)."	The regional program asks that the project proponent demonstrate utilitarian purposes and placemaking strategies to achieve greenhouse gas reduction goals through reduced or shortened vehicle trips.	0	0-10
Public participation and planning	Project demonstrates that a community-based public participation process culminated in the project proposal. Project applicants must clearly articulate how the local participation process resulted in the identification and prioritization of the proposed project.	The state program criterion is considered a screening consideration in the regional program. Scoring for Other Considerations for funding include past performance on projects, demonstrated project delivery readiness in the application, and evidence of strong stakeholder support to implement the project.	0-15	0-10 (other considerations)
California Conservation Corps (CCC)	Use of the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507 of the Public Resources Code.	The state program criterion is considered a screening consideration in the regional program. Scoring for Other Considerations for funding include past performance on projects, demonstrated project delivery readiness in the application, and evidence of strong stakeholder support to implement the project.	-5 or 0 (point deduction)	
Performance on past grants	Applicant's performance on past grants.	The state program criterion is considered a screening consideration in the regional program. Scoring for Other Considerations for funding include past performance on projects, demonstrated project delivery readiness in the application, and evidence of strong stakeholder support to implement the project.	-10 or 0 (point deduction)	
<b>Total Scoring</b>			<b>100</b>	<b>95</b>
<b>*Total Scoring if Disadvantaged Communities Points are Applied to Ensure Benefit in the Regional ATP</b>				<b>105</b>



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 Fax (619) 699-1905  
 sandag.org

April 28, 2015

File Number 3300200

Mr. Will Kempton  
 Executive Director  
 California Transportation Commission  
 1120 N Street, Room 2221 (MS-52)  
 Sacramento, CA 95814

MEMBER AGENCIES

- Cities of
- Carlsbad
- Chula Vista
- Coronado
- Del Mar
- El Cajon
- Encinitas
- Escondido
- Imperial Beach
- La Mesa
- Lemon Grove
- National City
- Oceanside
- Poway
- San Diego
- San Marcos
- Santee
- Solana Beach
- Vista
- and
- County of San Diego

ADVISORY MEMBERS

- Imperial County
- California Department of Transportation
- Metropolitan Transit System
- North County Transit District
- United States Department of Defense
- San Diego Unified Port District
- San Diego County Water Authority
- Southern California Tribal Chairmen's Association
- Mexico

Dear Mr. Kempton:

**SUBJECT:** Proposed Regional Guidelines for the Active Transportation Program, Cycle 2

The San Diego Association of Governments (SANDAG) is pleased to submit its proposed regional guidelines for consideration at the upcoming California Transportation Commission (CTC) meeting scheduled for May 28, 2015. The SANDAG regional guidelines were prepared through an extensive public process involving member agencies, advocacy groups, stakeholders, and members of the public, and were unanimously approved by the SANDAG Board of Directors on April 24, 2015.

The proposed SANDAG guidelines (enclosed) align with requirements within the 2015 ATP Guidelines, including the benefit to disadvantaged communities, the types of projects considered to be eligible, the minimum project size, and the inclusion of public health scoring criteria. SANDAG respectfully submits the below proposed areas that differ from the ATP Guidelines for CTC consideration. Other aspects of the SANDAG regional guidelines remain consistent with the ATP guideline requirements.

- **Project criteria/weighting:** additional evaluation criteria is based on previously adopted regional priorities (*see pages 17-22 for infrastructure projects, and pages 27-29 for non-infrastructure projects*). *References to the statewide application are included within each scoring criteria, as applicable.*
- **Supplemental questionnaire:** applicants will be required to submit a supplement to the statewide application (*see page 10*) to provide additional information not requested in the statewide application.

Please contact Ariana zur Nieden at (619) 699-6961 or [ariana.zurnieden@sandag.org](mailto:ariana.zurnieden@sandag.org) or Jenny Russo at (619) 699-7314 or [jenny.russo@sandag.org](mailto:jenny.russo@sandag.org) for additional information or clarification. We appreciate your consideration of the proposed SANDAG regional guidelines at the upcoming May CTC meeting.

Sincerely,



 GARY L. GALLEGOS  
Executive Director

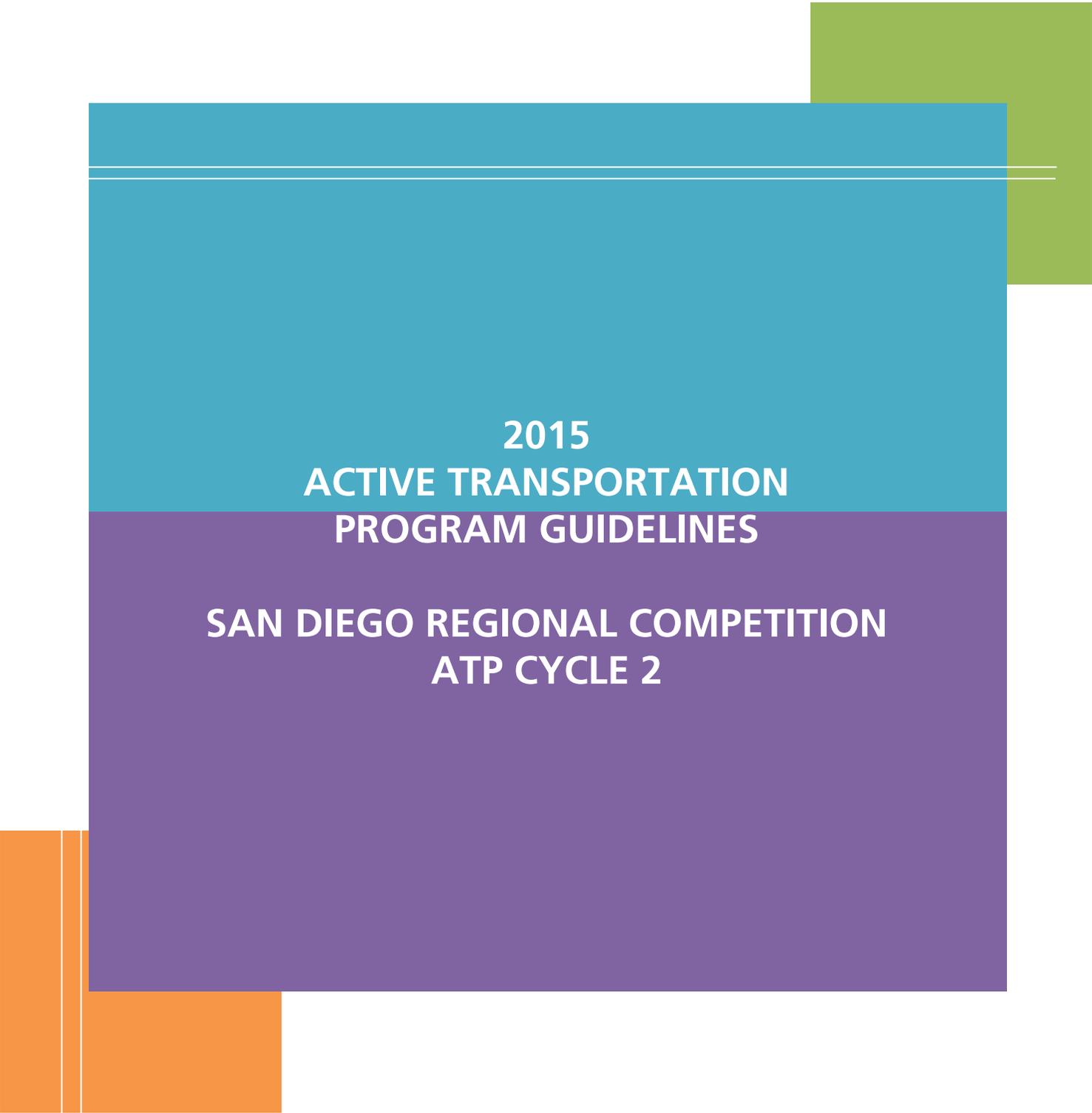
GGA/JRU

Enclosure: SANDAG Regional Guidelines for CTC Approval

cc: Ms. Laurel Janssen  
Ms. Laurie Waters



401 B Street, Suite 800 • San Diego, CA 92101 • (619) 699-1900

The cover features a large teal rectangle in the upper half and a purple rectangle in the lower half, both containing white text. To the right of the teal rectangle is a green square. At the bottom left, there are orange rectangular shapes, including a vertical bar and a horizontal bar. Two thin white horizontal lines are positioned above the teal rectangle.

**2015  
ACTIVE TRANSPORTATION  
PROGRAM GUIDELINES**

**SAN DIEGO REGIONAL COMPETITION  
ATP CYCLE 2**

### BACKGROUND OF PROGRAM

The Active Transportation Program (ATP) was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking. The ATP is administered by the California Transportation Commission (CTC).

State and federal law segregate the ATP into multiple, overlapping components. ATP funds are distributed through three separate competitive programs:

1. **Small Urban/Rural Competition** - 10 percent of ATP funds are distributed to small urban and rural areas with populations of 200,000 or less via a competitive process administered by the CTC.
2. **Statewide Competition** - 50 percent of ATP funds are distributed to projects competitively awarded by the CTC on a statewide basis.
3. **Regional Competition** - 40 percent of ATP funds are distributed to Metropolitan Planning Organizations (MPOs) in urban areas with populations greater than 200,000. These funds are distributed based on total MPO population. The funds allocated under this portion of the ATP must be selected through a competitive process facilitated by the MPOs. As an MPO, SANDAG is the administrator for the San Diego regional competition. Projects not selected for programming in the statewide competition must be considered in the Regional Competition.

A minimum of 25 percent of the funds distributed by each of the three competitions must benefit disadvantaged communities.

### PURPOSE

The purpose of the ATP is to implement strategies that increase and attract active transportation users; provide facilities for walking and biking in urban, suburban, and rural portions of the region; and to provide connections between them. Projects and programs funded through this program are consistent with the vision of the Regional Comprehensive Plan and Regional Transportation Plan/Sustainable Communities Strategy for the San Diego Region.

In order to help implement active transportation projects in the San Diego Region, the San Diego Association of Governments (SANDAG) invests Transportation Development Act and *TransNet* regional funds regularly for infrastructure and non-infrastructure projects. ATP funds from the State of California provide an important new funding source for active transportation projects. As part of the Cycle 2 San Diego regional ATP competition, \$4.361 million will be available each year in the second cycle of this competitive program. Cycle 2 includes funding for three years; 2016-2017, 2017-2018, and 2018-2019.

### PROGRAM GOALS

California Senate Bill (SB) 99 establishes California's ATP with six program goals that provide a foundation for the state and regional ATP programs:

- Increase the proportion of trips accomplished by biking and walking
- Increase the safety and mobility of non-motorized users
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to SB 375 (Chapter 728, Statutes of 2008) and SB 391 (Chapter 585, Statutes of 2009)
- Enhance public health, including reduction of childhood obesity through the use of programs including but not limited to projects eligible for Safe Routes to School Program funding
- Ensure that disadvantaged communities fully share in the benefits of the program
- Provide a broad spectrum of projects to benefit many types of active transportation users

### ELIGIBLE APPLICANTS

The applicant and/or implementing agency for ATP funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants and/or implementing agencies must be able to comply with all federal and state laws, regulations, and policies and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). Refer to Chapter 4, Agreements, of the Local Assistance Procedures Manual (LAPM) for guidance and procedures on Master Agreements. The LAPM is available here: [dot.ca.gov/hq/LocalPrograms/lam/lapm.htm](http://dot.ca.gov/hq/LocalPrograms/lam/lapm.htm).

The following entities, within the State of California, are eligible to apply for ATP funds:

- **Local, Regional, or State Agencies** – examples include city, county, MPO, and Regional Transportation Planning Agency (RTPA)
- **Caltrans**
- **Transit Agencies** – Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration (FTA)
- **Natural Resources or Public Land Agencies** – Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
  - State or local park or forest agencies
  - State or local fish and game, or wildlife agencies
  - Department of the Interior Land Management Agencies
  - U.S. Forest Service
- **Public schools or school districts**
- **Tribal Governments** – Federally-recognized Native American Tribes. For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs may be necessary. A tribal government may also partner with another eligible entity to apply, if desired.
- **Private nonprofit tax-exempt organizations** – May apply for projects eligible for Recreational Trail Program funds, recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity.
- **Other** - Any other entity with responsibility for oversight of transportation or recreational trails that the CTC determines to be eligible.

### PARTNERING WITH IMPLEMENTING AGENCIES

Entities that are unable to apply for ATP funds or that are unable to enter into a Master Agreement with the State, must partner with an eligible applicant that can implement the project. Entities that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project may partner with an eligible applicant that can implement the project. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (e.g. letter of intent) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation. The implementing agency will be responsible and accountable for the use and expenditure of program funds.

### ELIGIBLE PROJECTS

All projects must be selected through a competitive process and must meet one or more of the program goals. Because the majority of funds in the ATP are federal funds, projects must be federal-aid eligible. There are four different eligible project types:

#### 1. INFRASTRUCTURE PROJECTS

Capital projects that will further the goals of the ATP. This typically includes the environmental, design, right-of-way, and construction phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application may be considered a PSR equivalent if it defines and justifies the project scope, cost, and schedule. Though the PSR or equivalent may focus on the project components proposed for programming, it must provide at least a preliminary estimate of costs for all components.

A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the ATP.

- **SAFE ROUTES TO SCHOOL PROJECTS**

For a project to be considered a Safe Routes to School project, the project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

- **RECREATIONAL TRAILS PROJECTS**

For trail projects that are primarily recreational to be eligible for ATP funding, the projects must meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources ([fhwa.dot.gov/environment/recreational\\_trails/](https://www.fhwa.dot.gov/environment/recreational_trails/)). Multi-purpose trails and paths that serve both recreational and transportation purposes are generally eligible in the ATP, so long as they are consistent with one or more goals of the program.

#### 2. NON-INFRASTRUCTURE PROJECTS

Education, encouragement, and enforcement activities that further the goals of the ATP. The CTC intends to focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. The ATP funds are not intended to fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students.

#### 3. INFRASTRUCTURE PROJECTS WITH NON-INFRASTRUCTURE COMPONENTS

Projects that have both infrastructure and non-infrastructure components will be scored using the scoring criteria that represents the higher proportion of the project. For example, a project that is more than 50 percent infrastructure will be scored using the infrastructure scoring criteria. Combination projects need to specify the percentage of each component (e.g. 75% infrastructure and 25% non-infrastructure).

### 4. PLANS

The development of a community-wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.

- **ACTIVE TRANSPORTATION PLAN**

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan. An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan which is compliant or will be brought into compliance with the Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008). An active transportation plan must include, but not be limited to, the following components or explain why the component is not applicable:

- The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from implementation of the plan.
- The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.
- A map and description of existing and proposed land use and settlement patterns which must include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, and other destinations.
- A map and description of existing and proposed bicycle transportation facilities.
- A map and description of existing and proposed end-of-trip bicycle parking facilities.
- A description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots and in new commercial and residential developments.
- A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These must include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.
- A map and description of existing and proposed pedestrian facilities at major transit hubs. These must include, but are not limited to, rail and transit terminals, and ferry docks and landings.
- A description of proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.
- A description of the policies and procedures for maintaining existing and proposed bicycle and pedestrian facilities, including, but not limited to, the maintenance of smooth pavement, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting.
- A description of bicycle and pedestrian safety, education, and encouragement programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the law impacting bicycle and pedestrian safety, and the resulting effect on accidents involving bicyclists and pedestrians.

- A description of the extent of community involvement in development of the plan, including disadvantaged and underserved communities.
- A description of how the active transportation plan has been coordinated with neighboring jurisdictions, including school districts within the plan area, and is consistent with the 2050 Regional Transportation Plan/Sustainable Community Strategy.
- A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.
- A description of past expenditures for bicycle and pedestrian facilities and programs, and future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated revenue sources and potential grant funding for bicycle and pedestrian uses.
- A description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan.
- A resolution showing adoption of the plan by the city, county or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, MPO, school district or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located.

A city, county, school district, or transit district that has prepared an active transportation plan may submit the plan to the county transportation commission or transportation planning agency for approval. The city, county, school district, or transit district may submit an approved plan to Caltrans in connection with an application for funds for active transportation facilities which will implement the plan.

### EXAMPLE PROJECTS

Below is a list of projects considered generally eligible for ATP funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program.

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.
  - Elimination of hazardous conditions on existing bikeways and walkways.
  - Preventative maintenance of bikeways and walkways with the primary goal of extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Establishment or expansion of a bike share program.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Development of a community wide bike, pedestrian, safe routes to schools, or active transportation plan in a disadvantaged community.
- Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation, including but not limited to:
  - Development and implementation of bike-to-work or walk-to-work school day/month programs.
  - Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analysis to inform plans and projects.
  - Conducting pedestrian and bicycle safety education programs.
  - Development and publishing of community walking and biking maps, including school route/travel plans.
  - Development and implementation of walking school bus or bike train programs.
  - Components of open streets events directly linked to the promotion of a new infrastructure project.
  - Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.
  - School crossing guard training.
  - School bicycle clinics.
  - Development and implementation of programs and tools that maximize use of available and emerging technologies to implement the goals of the ATP.

## PROJECT APPLICATION REQUIREMENTS

To apply for the regional competition, all applicants must complete the application utilized for the statewide competition, as well as the Regional ATP Supplemental Questionnaire. The statewide application is available on the Caltrans ATP website at <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-2.html>. The Regional ATP Supplemental Questionnaire is included on the following page.

Applicants that submit applications for the statewide competition will automatically be considered for the regional competition. **Applicants that applied for the statewide competition do not need to submit another hardcopy of their application to SANDAG if they have already provided one as part of the statewide competition; however all applicants for the regional competition must submit the Regional ATP Supplemental Questionnaire to provide additional information needed for the regional competition.**

A project application must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Where the project is to be implemented by an agency other than the applicant, documentation of the agreement between the project applicant and implementing agency must be submitted with the project application. A project application must also include documentation of all other funds committed to the projects.

One hardcopy and one electronic (PDF) copy of the application must be received by SANDAG no later than **4 p.m. on Tuesday, July 14, 2015**. Applications should be addressed to:

Jenny R. Russo  
Regional ATP Administrator  
SANDAG  
401 B Street, Suite 800  
San Diego, CA 92101

## PRE-APPLICATION WORKSHOP

SANDAG will conduct a pre-application workshop for prospective applicants to provide an overview of the ATP program and the application process, and answer any questions. Applicants are strongly encouraged to attend this workshop. The workshop will take place on **Tuesday, June 9, 2015, from 2 p.m. to 4 p.m.** in the Seventh Floor Board Room at SANDAG.

## REFERENCE DOCUMENTS

This "Call for Projects" package refers to a number of documents that will help applicants prepare an application. Those documents can be found on the SANDAG website at: [sandag.org/atpfunding](http://sandag.org/atpfunding).

### QUESTIONS

If you have any questions regarding the regional ATP program, please contact:

Jenny Russo  
[jenny.russo@sandag.org](mailto:jenny.russo@sandag.org)  
(619) 699-7314

## REGIONAL ATP SUPPLEMENTAL QUESTIONNAIRE

### NON-INFRASTRUCTURE APPLICATIONS

Applicants that would like to be considered for non-infrastructure funding for the regional ATP competition must answer the following question, as a supplement to the statewide application:

- **INNOVATION:** Does this project propose any solutions that are new to the San Diego Region?

### INFRASTRUCTURE APPLICATIONS

Applicants that would like to be considered for infrastructure funding for the regional ATP competition must answer the following questions, as a supplement to the statewide application:

- **PROJECT READINESS – COMPLETION OF MAJOR MILESTONES:** Which of the following steps for the project have been completed?
  - Community Active Transportation Strategy/Neighborhood-Level Plan/Corridor Study
  - Environmental Documentation/Certification
  - Right-of-Way Acquisition
  - Final Design
- **LINKAGES TO BICYCLE, PEDESTRIAN, AND TRANSIT NETWORKS:** Provide a map that clearly illustrates the project’s relationship to existing local and regional bicycle, pedestrian, and transit facilities. Specifically, note if the project closes any gaps in bicycle and pedestrian facilities.
- **EFFECTIVENESS AND COMPREHENSIVENESS OF PROPOSED PROJECT:** Describe the specific traffic calming, pedestrian, and bicycle treatments being proposed and why they are particularly suited to address the needs of the project area.
- **COMPLEMENTARY PROGRAMS:** Describe any programs that complement the proposed infrastructure improvements, including awareness, education efforts, increased enforcement, bicycle parking, etc. and who will be implementing them. In order to achieve points, programs must be included in the scope of the project.
- **INNOVATION:** Is this project an FHWA or State Experimentation Effort? Does this project propose any solutions that are new to the San Diego region?

### PROJECT SELECTION PROCESS

#### STEP 1: ELIGIBILITY SCREEN

Applications will be screened for eligibility. Applications will be removed from the competitive process if found ineligible based on the guidelines below. Projects not selected for programming in the statewide competition, but deemed eligible for the state program will be considered in the regional competition. Applicants must have submitted both a statewide application and a Regional ATP Supplemental Questionnaire.

#### STEP 2: QUANTITATIVE EVALUATION

SANDAG will conduct the quantitative evaluation for all Geographic Information Systems (GIS) and formula-based scores.

#### STEP 3: QUALITATIVE EVALUATION

A multidisciplinary review panel representing a broad array of active transportation-related interests, such as expertise in bicycling and pedestrian transportation, Safe Routes to School projects, and projects benefitting disadvantaged communities will be convened to score the qualitative portion of the application. Panel members will not review or comment on applications from their own organization; or in the case of the County of San Diego, from their own department. Eligible applicants that do not apply for funding will be encouraged to participate.

#### STEP 4: INITIAL RANKING

An initial list of project rankings will be produced.

#### STEP 5: DISADVANTAGED COMMUNITIES ADJUSTMENT

Rankings will be adjusted to ensure that 25 percent of the available funds are dedicated to projects and programs benefiting Disadvantaged Communities as identified in the State Guidelines.

#### STEP 6: FINAL RANKING & CONTINGENCY PROJECT LIST

The final list of project rankings will be produced.

SANDAG will adopt a list of projects for programming the Regional ATP that is financially constrained against the amount of ATP funding available (as identified in the approved ATP Fund Estimate). In addition, SANDAG will include a list of contingency projects, listed in order based on the project's final ranking. SANDAG intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 2 Regional ATP. This will ensure that the Regional ATP will fully use all ATP funds, and that no ATP funds are lost to the region. The contingency list is valid until the adoption of the next Statewide ATP cycle.

The final ranking and contingency project list will be provided to the CTC in November 2015 for adoption in December 2015.

### SCORING AND SELECTION PROCESS

After applications have been received and reviewed for eligibility, proposed projects will be scored and selected according to the process outlined below.

#### EVALUATION PANEL

The proposed projects will be scored by an evaluation panel consisting of Active Transportation Working Group (ATWG) members, Cities/County Transportation Advisory Committee (CTAC) members, Regional Planning Technical Working Group (TWG) members, and/or an academic with expertise in a related field. Panel members must not represent local jurisdictions that have submitted applications for funding under cycle 2 from their own agency/department, may not have had prior involvement in any of the submitted projects, nor may they (nor the organizations they represent) receive compensation for work on any of the funded projects in the future. The Scoring Criteria are specified in the Scoring Criteria Matrix for each grant program.

#### SCORING APPROACH FOR CATEGORIES OF QUESTIONS

The criteria upon which projects will be scored fall into two general categories:

1. **Objective criteria** that are data-oriented and relate to existing or planned bicycle and pedestrian network connections, access to transit services, other transportation safety measures.
2. **Subjective criteria** that relate to the quality of the proposed plan or project.

Objective data-oriented criteria will be based on Geographic Information System (GIS), the 2050 Regional Transportation Plan and its Sustainable Communities Strategy, Riding to 2050: The San Diego Regional Bicycle Plan, and the 2050 Regional Growth Forecast. For information that is not readily available to SANDAG, Applicants will be asked to provide supplementary data. Points for objective criteria will be calculated by SANDAG Technical Services Department staff in accordance with the point structures delineated in the scoring criteria, and are marked with an asterisk (\*) in the Scoring Criteria Matrix of each program.

For subjective criteria related to the quality of the proposed project, applicants will need to provide responses. Points for subjective criteria will be awarded by the members of the evaluation panel.

#### PROJECT RANKINGS

Project rankings will be produced using a “Sum of Ranks” approach. Using this approach, projects will receive two scores: **objective** formula-based points that are calculated by SANDAG Technical Services Department staff and **subjective** quality-based points that are awarded by members of the Evaluation Panel. The **objective** points earned will be added to the **subjective** points awarded by each evaluator on the panel, and will then be translated into project rankings for each evaluator. For example, the project awarded the most points from a single evaluator will rank number one; the project awarded the second most points will rank number two; and so on (one being the best rank a project can receive). The rankings from each individual evaluator will then be summed for each project to produce an overall project ranking (sum of ranks). Therefore, projects with the lowest overall numerical rank will have performed the best.

The list of overall project rankings will be used to recommend funding allocations in order of rank. The top ranking projects (or the projects with the lowest overall numerical rank) will be recommended for funding in descending rank until funding is exhausted.

#### SELECTION PROCESS

SANDAG Contracts and Procurement staff will present the list of overall project rankings and corresponding funding recommendations to the Transportation Committee for recommendation to the SANDAG Board of Directors. The SANDAG Board will review and recommend the final list of projects to the CTC for consideration. The CTC will consider the Regional ATP project rankings in December 2015.

### PROJECT ELIGIBILITY CRITERIA

Applicants must submit projects that meet all of the following criteria to be considered eligible for ATP funding.

#### CONSISTENCY WITH REGIONAL TRANSPORTATION PLAN

All projects submitted must be consistent with the 2050 Regional Transportation Plan/Sustainable Communities Strategy.

#### PROGRAM EVALUATION

The ATP will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Applicants that receive funding for a project must collect and submit data to Caltrans as described in the "Project Reporting" section of the statewide ATP Guidelines.

#### FEDERAL REQUIREMENTS

Unless programmed for state-only funding, project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedures Manual and the Master Agreement with Caltrans. Below are examples of federal requirements that must be met when administering ATP projects.

- National Environmental Policy Act (NEPA) compliance and documentation is required on all projects. Refer to Chapter 6, Environmental Procedures, of the Local Assistance Procedures Manual for guidance and procedures on complying with NEPA and other federal environmentally related laws.
- Project applicants may not proceed with the final design of a project or request "Authorization to proceed with Right-of-Way" or "Authorization to proceed with Construction" until Caltrans has signed a Categorical Exclusion, a Finding of No Significant Impact, or a Record of Decision. Failure to follow this requirement will make the project ineligible for federal reimbursement. .
- If the project requires the purchase of right of way (the acquisition of real property), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. For more information, refer to Chapter 13, Right of Way, of the Local Assistance Procedures Manual.
- If the project applicant requires the consultation services of architects, landscape architects, land surveyors, or engineers, the procedures in the Chapter 10, Consultant Selection, of the Local Assistance Procedures Manual must be followed.
- Contract documents are required to incorporate applicable federal requirements such as Davis Bacon wage rates, competitive bidding, Disadvantaged Business Enterprises/Equal Employment Opportunity provisions, etc. For more information, refer to Chapter 9, Civil Rights and Disadvantaged Business Enterprises, and Chapter 12, Plans, Specifications & Estimate, of the Local Assistance Procedures Manual

Failure to comply with federal requirements may result in the repayment to the State of ATP funds.

#### FULLY FUNDED PROJECTS

A project that is already fully funded will not be considered for funding in the ATP.

#### MINIMUM REQUEST FOR FUNDS

In order to maximize the effectiveness of program funds and to encourage the aggregation of small projects into a comprehensive bundling of projects, the minimum request for ATP funds that will be considered is \$250,000. This minimum does not apply to non-infrastructure projects, Safe Routes to Schools projects, and Recreational Trails projects.

### MAXIMUM REQUEST FOR FUNDS

The total amount of funding requested by each applicant cannot exceed the total amount available (\$13.083 million).

### MATCHING FUNDS

Matching funds are not required. If an applicant chooses to provide matching funds, those funds cannot be expended prior to the allocation of ATP funds in the same project phase (permits and environmental studies; plans; specifications and estimates; right-of-way capital outlay and support; and construction capital outlay and support). Matching funds must be expended concurrently and proportionately to the ATP funds. The matching funds may be adjusted before or shortly after contract award to reflect any substantive change in the bid compared to the estimated cost of the project.

### DISADVANTAGED COMMUNITIES

For a project to contribute toward the Disadvantaged Communities funding requirement, the project must clearly demonstrate a direct, meaningful, and assured benefit to a community that meets any of the following criteria:

- The median household income is less than 80 percent of the statewide median based on the most current census tract level data from the American Community Survey. Data is available at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.
- An area identified as among the most disadvantaged 25 percent in the state according to the CalEPA and based on the latest version of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. The list can be found at the following link under SB 535 List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>.
- At least 75 percent of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/filesesp.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area or, for projects not directly benefitting school students, explain why this measure is representative of the larger community.

If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant must submit for consideration a quantitative assessment of why the community should be considered disadvantaged or how the project connects a disadvantaged community to outside resources or amenities.

### MINIMUM DESIGN STANDARDS AND GUIDELINES (INFRASTRUCTURE PROJECTS ONLY)

Proposed bicycle and pedestrian elements must meet the minimum geometric standards set forth in the Caltrans Highway Design Manual (Chapter 10), the California MUTCD, and the Americans with Disabilities Act (ADA). Projects may also use AASHTO standards and must also be consistent with the guidelines outlined in Riding to 2050: The San Diego Regional Bike Plan and Planning and Designing for Pedestrians.

### PROJECT READINESS (INFRASTRUCTURE PROJECTS ONLY)

Applicant must have completed a feasibility study or an equivalent evaluation of project feasibility. For smaller-scale projects, an equivalent evaluation of project feasibility must have included the following:

- Agency staff field evaluation
- Concept drawings
- Horizontal alignment
- Identification of potential challenges
- Identification of right-of-way

## OVERVIEW

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- Identification of environmental requirements
- Cost estimate
- Preliminary community input

### **SANDAG BOARD POLICY NUMBER 031, RULE 21 (*TransNet ORDINANCE AND EXPENDITURE PLAN RULES*)**

Active transportation projects that are a component of major roadway reconstruction projects funded by *TransNet*, and therefore subject to the Routine Accommodations Provisions outlined in SANDAG Board Policy No. 031, Rule 21, are not eligible.

### **BASELINE DATA COLLECTION**

Applicants must include baseline data collection within the project application. Prior to project construction, a selected applicant must collect data on (at minimum) observed bicycle and pedestrian demand and safety in the project area, and submit results to SANDAG. A subset of selected applicants may be selected for in-depth evaluation by SANDAG, in which case, SANDAG will conduct the data collection effort with required participation from the selected applicants' staff. Such in-depth evaluation conducted by SANDAG will take place solely for the purpose of SANDAG Active Transportation data collection and monitoring efforts, and will not impact the selected applicants' budgets.

Bicycle and pedestrian observed demand data must be collected prior to project construction, through counts, observations of bicyclist/pedestrian/driver behavior, and intercept surveys using the National Bicycle and Pedestrian Documentation Project methodology:

- Counts must be conducted prior to project construction, during National Documentation Days in the second week of September. Supplementary counts and surveys can be conducted during January, May, and July to provide seasonal data if desired.
- Counts should be conducted for two hours, at peak times relative to the facility. For example, facilities attracting utilitarian trips should be counted on a Tuesday, Wednesday, or Thursday from 5 p.m. to 7 p.m., whereas facilities attracting recreational trips should be counted on a Saturday, from 9 a.m. to 11 a.m.
- Counts must be conducted using standard forms, to be provided by SANDAG. Completed forms must be submitted to SANDAG as a project deliverable.

### **FUNDING FOR ACTIVE TRANSPORTATION PLANS**

Funding from the ATP may be used to fund the development of community wide bike, pedestrian, safe routes to schools, or active transportation plans in predominantly disadvantaged communities.

**A maximum amount of three percent (3%) of the funds distributed by the regional competition will be available for funding Active Transportation Plans.**

The first priority for the funding of active transportation plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, MPOs, school districts, or transit districts that have neither a bicycle plan, a pedestrian plan, a safe routes to schools plan, nor an active transportation plan. The second priority for the funding of active transportation plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, or MPOs that have a bicycle plan or a pedestrian plan but not both.

Applications for plans may not be combined with applications for infrastructure or other non-infrastructure projects.

### **REIMBURSEMENT**

The ATP is a reimbursement program for eligible costs incurred. Reimbursement is requested through the invoice process detailed in Chapter 5, Accounting/Invoices, of the Local Assistance Procedures Manual. Costs incurred prior to CTC allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

### DESIGN STANDARDS

Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans. Chapter 11, Design Standards, of the Caltrans Local Assistance Procedures Manual describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of Local Assistance projects. The chapter also describes design exception approval procedures, including the delegation of design exception approval authority to the City and County Public Works Directors for projects not on the state highway system. These standards and procedures, including the exception approval process, must be used for all ATP projects.

For capital projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

All facilities constructed using ATP funds cannot revert to a non-ATP use for a minimum of 20 years or its actual useful life as documented in the project application, whichever is less, without approval of the CTC.

### INFRASTRUCTURE SCORING CRITERIA GUIDANCE

How will infrastructure projects be scored? The following narrative descriptions will be used to assist the evaluation panel in scoring infrastructure project applications. The Infrastructure Scoring Criteria Matrix on page 23 is a summary of this information.

References to the statewide application or Regional ATP Supplemental Questionnaire are shown in **green text** next to each section heading below.

#### 1. PROJECT CONNECTIONS AND SAFETY

##### A. Connection to Regional Bicycle Network

**(Part B, Narrative Question #1 and Regional ATP Supplemental Questionnaire)**

\*NOTE: The SANDAG Technical Services Department will calculate the points awarded for this criterion using the Regional Bicycle Network laid out in SANDAG Riding to 2050: The San Diego Region Bicycle Plan. Higher points will be awarded to projects proposing to construct part of the planned regional bikeway network. (Up to 8 points possible)

- Will the proposed project directly connect to the Regional Bikeway Network? (6 points) OR
- Will the proposed project construct part of the Regional Bikeway Network? (8 points)

##### B. Completes Connection in Local Bicycle Network

**(Part B, Narrative Question #1 and Regional ATP Supplemental Questionnaire)**

Points will be awarded if the project proposes to close a gap between existing local bicycle facilities. A gap is defined as a lack of facilities between two existing facilities, or a situation where there is an undesirable change in facility type. For example, a project upgrading a connection between two Class II segments from a Class III to a Class II segment could be closing a gap. *(Up to 8 points possible)*

##### C. Completes Connection in Existing Pedestrian Network

**(Part B, Narrative Question #1 and Regional ATP Supplemental Questionnaire)**

Points will be awarded if the project proposes to close a gap in the existing pedestrian network. Applicant must demonstrate evidence of an existing gap. Examples include missing sidewalk segments, or enhancement of one or more blocks in between blocks that have previously been upgraded. *(Up to 8 points possible)*

##### D. Connection to Transit

**(Part A, Project Location)**

\*NOTE: The SANDAG Technical Services Department staff will calculate the points awarded for these criteria based on the transit facilities within particular distances of the project boundary.

A regional transit station is defined as any station served by COASTER, SPRINTER, San Diego Trolley, Bus Rapid Transit, or Rapid Bus. Distance refers to walking distance based on actual available pathways. Projects that propose both bicycle and pedestrian improvements will be eligible to receive points for both modes in this category. *(Up to 12 points possible)*

- Bicycle improvement within 1.5 miles of a regional transit station (6 points)

and/or

- Pedestrian improvement within 1/4 mile of a local transit stop (2 points)
- Pedestrian improvement directly connects to a local transit stop (4 points)
- Pedestrian improvement within 1/2 mile of a regional transit station (4 points)
- Pedestrian improvement directly connects to a regional transit station (6 points)

### E. Safety and Access Improvements (Part B, Narrative Question #2)

Points for this section will be awarded based on the applicant's description of safety hazards and/or collision history, degree of hazard(s), and potential for increasing bicycle or pedestrian trips. Some hazards may be so unsafe as to prohibit access and therefore lack collision data. Projects lacking collision data may still receive points only for creating safe access or overcoming hazardous conditions; however, the highest scoring projects will present both.

To earn points without collision data, Applicant must describe detractors in the project area that prohibit safe access (ex. lack of facilities, high traffic volumes/speeds where bicycle/pedestrian trips would increase with safer access, freeway on/off ramps, blind curves, steep slopes, etc.) The evaluation panel will also consider vehicle speed limit and average daily traffic information in identifying the degree of hazard. *(Up to 12 points possible)*

- One to two correctable collisions involving non-motorized users (2 points)
- Three to four correctable collisions involving non-motorized users (4 points)
- Five or more correctable collisions involving non-motorized users (6 points)

and/or

- Creates access or /overcomes barriers in an area where hazardous conditions prohibit safe access for bicyclists and pedestrians (6 points)

## 2. QUALITY OF PROJECT

This section will be scored using the guidance outlined in SANDAG Riding to 2050: The San Diego Region Bicycle Plan; Planning and Designing for Pedestrians; and the NACTO Urban Bikeway Design Guide.

Points will be awarded based on the quality of proposed measures and the potential to address community needs identified by the Applicant. The highest scoring projects will make significant infrastructure changes that result in reduced speeds and safer environments for bicyclists and pedestrians, balance the needs of all modes, and include a broad array of devices to calm traffic and/or prioritize bicyclists and pedestrians. Low-scoring projects will have fewer features and make minimal improvements.

### A. Impact and Effectiveness of Proposed Bicycle, Pedestrian, and/or Traffic Calming Measures (Part B, Narrative Question #2)

Up to 5 points are available within each of the three project categories: bicycle, pedestrian, and/or traffic calming measures. Therefore, projects that propose improvements in more than one category are eligible to earn more points *(up to 15 total points possible)*. In scoring traffic calming measures, the following minimum thresholds for frequency/effectiveness of traffic calming devices along a roadway will be taken into consideration:

Residential Street (20 mph) = Devices every 250 feet (on either side)

Collector or Main Street (25 mph) = Devices every 400 feet

Arterial street (35 mph) = Devices every 800 feet

- How well will the proposed traffic calming address the identified need in the project area? Are the proposed solutions appropriate for the situation? (up to 5 points)
- How well will the proposed pedestrian improvements address the identified need in the project area? (up to 5 points)
- How well will the proposed bicycle improvements address the identified need in the project area? (up to 5 points)

### B. Program Objectives

Points will be awarded based on how well the proposed project aligns with ATP objectives. *(Up to 18 points possible)*

### C. Innovation

#### (Regional ATP Supplemental Questionnaire)

Points will be awarded based on the breadth of solutions proposed by the project that are new to the region. Refer to the NACTO Urban Bikeway Design Guide available at <http://nacto.org/cities-for-cycling/design-guide/> for examples of innovative improvements. No points will be awarded for facilities or treatments that have received FHWA approval (ex. Sharrows), unless they are new to the region. The Applicant should determine whether the proposed improvements have been FHWA approved and make a determination prior to submitting this application. *(Up to 8 points possible)*

- Is this project an FHWA or state experimentation effort? (4 points)
- Does this project propose innovative solutions or propose solutions that are new to the region and can potentially serve as a replicable model? (Up to 4 points)

### 3. SUPPORTIVE POLICIES AND PROGRAMS

This section will be scored based upon the Applicant's demonstration of plans, policies, and programs that support the proposed project. Consideration will be given to both the breadth and depth of programs. The highest scoring projects will have an adopted Community Active Transportation Strategy that incorporates Complete Streets policies specific to the project area.

#### A. Complimentary Programs

##### (Regional ATP Supplemental Questionnaire)

Points will be awarded for demonstrating that the proposed project will be complemented by supportive programs including, but not limited to: awareness campaigns, education efforts, increased enforcement, and/or bicycle parking. High scoring projects will demonstrate collaboration and integration with the supportive program(s). *(Up to 3 points possible)*.

#### B. Supportive Plans and Policies

##### (Regional ATP Supplemental Questionnaire)

Applicant must demonstrate any supportive policies by citing language from approved local plans relevant to the proposed project. Additional points will be awarded to projects preceded by a Complete Streets policy included in a community or specific plan, or Community Active Transportation Strategy completed prior to this application. The highest scoring projects will be supported by adopted plans that emphasize active transportation and identify priority improvements in the project area. *(Up to 3 points possible)*

**4. DEMAND ANALYSIS USING GEOGRAPHIC INFORMATION SYSTEM (GIS)  
(PART A, PROJECT LOCATION)**

\*NOTE: SANDAG Technical Services Department staff will calculate the points awarded for this criterion based on a GIS analysis of the project area relative to the seven factors listed below.

A half-mile buffer will be created around pedestrian improvement projects and a one-mile buffer will be created around bicycle improvement projects. Results for each factor will be ranked from highest to lowest (with the exception of vehicle ownership, which will be ranked from lowest to highest), in quintiles, for all projects. Projects will then be scored relative to each other by ranking the raw scores from highest (up to 15 points) to lowest (1 point). (Up to 15 points possible)

- Population
- Population Density
- Employment Density
- Intersection Density
- Activity Centers
- Employment
- Vehicle Ownership

**5. PROJECT READINESS/COMPLETION OF MAJOR MILESTONES  
(PART A, PROJECT STATUS & EXPECTED DELIVERY SCHEDULE, AND REGIONAL ATP SUPPLEMENTAL QUESTIONNAIRE)**

Evidence of a completed feasibility study or equivalent evaluation of project feasibility. Points will be awarded based on the project development milestones completed. *(Up to 20 points possible)*

- Neighborhood-level plan, corridor study, or community active transportation strategy. *(Up to 2 points)*
- Environmental clearance under California Environmental Quality Act and the National Environmental Policy Act. *(Up to 4 points)*
- Completion of right-of-way acquisition, all necessary entitlements, or evidence provided by the applicant that no right-of-way acquisition is required. *(Up to 4 points)*
- Completion of final design (plans, specifications, and estimates). *(Up to 10 points)*

**6. COST EFFECTIVENESS  
(PART A, TOTAL ATP FUNDS REQUESTED)**

Ratio of Grant Request to Project Score

\*NOTE: SANDAG Technical Services Department staff will calculate the points awarded for this criterion.

The grant-score ratio is calculated by dividing the total project grant request amount by the sum of points earned in Categories 1 through 5. The projects will be ranked against each other based on the resulting quotient and the available 10 points will be distributed accordingly. The project(s) with the smallest quotient will receive 10 points, and the one(s) with the largest quotient will receive 1 point. (Up to 10 points possible)

**7. MATCHING FUNDS  
(PART B, NARRATIVE QUESTION #7, AND PART C, ATTACHMENT B – PROJECT PROGRAMMING REQUEST)**

\*NOTE: SANDAG Technical Services Department staff will calculate the points awarded for this criterion.

Supporting documentation demonstrating that matching funds have been secured and the source(s) of the matching funds should be detailed. Matching funds that have not been secured will not count toward this score.

Points for matching funds will be awarded by ranking the matching fund amounts proposed by each applicant, dividing each matching fund amount by the highest matching fund rank, then multiplying the number of points

## INFRASTRUCTURE PROJECTS

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available by this quotient. The project with the largest proposed matching funds will receive ten points. Projects that do not include matching funds will receive 0 points. (Up to 10 points possible)

### **8. PUBLIC HEALTH** **(PART B, NARRATIVE QUESTION #4)**

Up to 10 points will be awarded for improving public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma, or other health issues. Points will be awarded to applicants that conduct the following:

- Coordinate with the local health department to identify data and risk factors for the community (2 points)
- Describe the targeted populations and the health issues that the project will address (2 points)
- Assess health data using the online California Health Interview Survey (CHIS) tool available at <http://healthpolicy.ucla.edu/chis/Pages/default.aspx> (3 points)
- Assess the project's health benefits using the online Health Economic Assessment Tool (HEAT) available at <http://www.heatwalkingcycling.org> (3 points)

### **9. USE OF CALIFORNIA CONSERVATION CORPS OR A QUALIFIED COMMUNITY CONSERVATION CORPS** **(PART B, NARRATIVE QUESTION #8)**

Projects should seek to use the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141. Up to 5 points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate. Applicants will not be penalized if either corps determines that they cannot participate in a project.

The California Conservation Corps can be contacted by email at [atp@ccc.ca.gov](mailto:atp@ccc.ca.gov) or by phone at (916) 341-3154. Community Conservation Corps can be contacted by email at [inquiry@atpcommunitycorps.org](mailto:inquiry@atpcommunitycorps.org) or by phone at (916) 426-9170.

### **10. BENEFIT TO DISADVANTAGED COMMUNITY** **(PART B, NARRATIVE QUESTION #5)**

For a project to contribute toward the Disadvantaged Communities funding requirement, the project must clearly demonstrate a direct, meaningful, and assured benefit to a community that meets any of the following criteria:

- The median household income is less than 80 percent of the statewide median based on the most current census tract level data from the American Community Survey. Data is available at: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>,  
**(Part B, Narrative Question #5, Option 1)**
- An area identified as among the most disadvantaged 25 percent in the state according to the CalEPA and based on the latest version of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. The list can be found at the following link under SB 535 :List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>  
**(Part B, Narrative Question #5, Option 2)**
- At least 75 percent of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/files/sp.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area or, for projects not directly benefitting school students, explain why this measure is representative of the larger community.  
**(Part B, Narrative Question #5, Option 3)**

## INFRASTRUCTURE PROJECTS

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Points will be distributed as follows:

- The project benefits a disadvantaged community. (10 points) OR
- The project does not benefit a disadvantaged community. (0 points)

## INFRASTRUCTURE PROJECTS

### INFRASTRUCTURE SCORING CRITERIA MATRIX

Infrastructure projects will be scored and ranked on the basis of applicant responses to the Infrastructure Scoring Criteria Guidance.

Points calculated by SANDAG's Technical Services Department are marked with an asterisk (\*).

No.	CATEGORY	PTS	CRITERIA	POINTS POSSIBLE	%
<b>1. PROJECT CONNECTIONS AND SAFETY (29% of total points)</b>					
A.*	Connection to Regional Bicycle Network	6	Project will directly connect to the Regional Bikeway Network	Up to 8	5%
		8	Project will construct part of the Regional Bikeway Network		
B.	Completes Connection in Local Bicycle Network	8	Closes a gap between existing bicycle facilities	Up to 8	5%
C.	Completes Connection in Existing Pedestrian Network	8	Closes a gap in the existing pedestrian network	Up to 8	5%
D.*	Connection to Transit	6	Bicycle improvement within 1 ½ miles of a regional transit station	Up to 12	7%
		2	Pedestrian improvement within 1/4 mile of a local transit stop		
		4	Pedestrian improvement directly connects to a local transit stop		
		4	Pedestrian improvement within 1/2 mile of a regional transit station		
		6	Pedestrian improvement directly connects to a regional transit station		
E.	Safety and Access Improvements		Potential for increasing bicycle or pedestrian trips at location with documented safety hazard or accident history <i>within the last seven years</i> :	Up to 12	7%
		2	1 to 2 correctable crashes involving non-motorized users		
		4	3 to 4 correctable crashes involving non-motorized users		
		6	5 or more correctable crashes involving non-motorized users		
		6	Creates access or overcomes barriers in area where hazardous conditions prohibit safe access for bicyclists and pedestrians.		
<b>2. QUALITY OF PROJECT (41% of total points)</b>					
A.	Impact and Effectiveness of Proposed Bicycle, Pedestrian, and/or Traffic Calming Measures	Up to 5	How well will the proposed traffic calming address the identified need in the project area? Are the proposed solutions appropriate for the situation?	Up to 15	9%
		Up to 5	How well will the proposed pedestrian improvements address the identified need in the project area?		
		Up to 5	How well will the proposed bicycle improvements address the identified need in the project area?		
B.	Program Objectives	18	How well does the project align with the ATP objectives?	Up to 18	11%

## INFRASTRUCTURE PROJECTS

No.	CATEGORY	PTS	CRITERIA	POINTS POSSIBLE	%
C.	Innovation	4	Is this project an FHWA or state experimentation effort?	Up to 8	5%
		4	Does the project propose innovative solutions or propose solutions that are new to the region and can potentially serve as a replicable model?		
<b>3. SUPPORTIVE POLICIES AND PROGRAMS (4% of total points)</b>					
A.	Complementary Programs	3	Are capital improvements accompanied by supportive programs such as an awareness campaign, education efforts, increased enforcement, and/or bicycle parking?	Up to 3	2%
B.	Supportive Plans and Policies	3	Demonstrated supportive policies such as complete streets or Community Active Transportation Strategy (CATS)?	Up to 3	2%
<b>4.* DEMAND ANALYSIS USING GEOGRAPHIC INFORMATION SYSTEM (9% of total points)</b>					
		15	Factors contributing to score: population and employment, population and employment densities, intersection density, vehicle ownership, and activity centers.	Up to 15	9%
<b>5. PROJECT READINESS/COMPLETION OF MAJOR MILESTONES (12% of total points)</b>					
		2	Neighborhood-level plan, corridor study, or community active transportation strategy.	Up to 20	12%
		4	Environmental clearance (CEQA and NEPA)		
		4	Completed right-of-way acquisition		
		10	Final design		
<b>6.* COST EFFECTIVENESS (6% of total points)</b>					
		10	Project grant request, divided by score in Categories 1 through 5, ranked relative to each other.	Up to 10	6%
<b>7.* MATCHING FUNDS (6% of total points)</b>					
		10	Matching funds can be from any of the following sources: <ol style="list-style-type: none"> <li>1. Identified and approved capital funding from identified source</li> <li>2. Approved match grant</li> <li>3. In-kind services.</li> </ol>	Up to 10	6%

## INFRASTRUCTURE PROJECTS

No.	CATEGORY	PTS	CRITERIA	POINTS POSSIBLE	%
<b>8. PUBLIC HEALTH (6% of total points)</b>					
			Does the project improve public health by targeting populations with high risk factors for obesity, physical inactivity, asthma, or other health issues?	Up to 10	6%
		2	Coordination with the local health department to identify data and risk factors for the community.		
		2	Description of the targeted populations and the health issues that the project will address.		
		3	Assessment of health data using the online California Health Interview Survey tool.		
		3	Assessment of the project's health benefits using the online Health Economic Assessment Tool		
<b>9. USE OF CALIFORNIA CONSERVATION CORPS OR A QUALIFIED COMMUNITY CONSERVATION CORPS (-3% of total points)</b>					
		0	The applicant sought California Conservation Corps or a qualified Community Conservation Corps participation on the project	0 to -5	-3%
		-5	The applicant did not seek California Conservation Corps or a qualified Community Conservation Corps for participation on the project, or the applicant intends not to utilize a corps in a project in which the corps can participate		
<b>10. BENEFIT TO DISADVANTAGED COMMUNITY (6% of total points)</b>					
		10	The project benefits a disadvantaged community.	Up to 10	6%
		0	The project does not benefit a disadvantaged community.		
<b>TOTAL PROJECT SCORE</b>				<b>170</b>	<b>100%</b>

### NON-INFRASTRUCTURE PROJECT SUBCATEGORIES

There are three categories of Non-infrastructure ATP Grants: Planning; Education, Encouragement and Awareness (EEA) Programs; and Bicycle Parking. Eligible projects are listed by category below.

#### PLANNING

Eligible planning projects should address bicycle and/or pedestrian access, primarily to accommodate non-recreational bicycle and walking trips through neighborhood or citywide plans. Eligible planning projects may include, but are not limited to:

- Comprehensive Active Transportation Strategies
- Bicycle Master Plans

#### EDUCATION, ENCOURAGEMENT, AND AWARENESS PROGRAMS

Eligible EEA programs may include, but are not limited to:

- **Education Programs** that teach walking and bicycling safety skills to children and adults through schools, places of employment, community centers, or other venues.
- **Encouragement Programs** that propose targeted outreach and events designed to encourage walking and bicycling as a viable mode of transportation for everyday/utilitarian trips.
- **Awareness Programs** that intend to improve overall roadway safety, especially for bicyclists and pedestrians, by impacting the attitudes and behaviors of the general public through multimedia campaigns.

#### BICYCLE PARKING

Eligible projects intend to plan and implement bicycle parking facilities and must be designed for general public access (may NOT exclusively serve any single entity). Eligible bicycle parking/storage projects may include, but are not limited to:

- Bike Racks
- Bike Lockers
- Bike Corrals
- Bike Stations

### NON-INFRASTRUCTURE SCORING CRITERIA GUIDANCE

How will non-infrastructure projects be scored? The following narrative descriptions will be used to assist the evaluation panel in scoring non-infrastructure applications. The Non-Infrastructure Scoring Criteria Matrix on page 30 is a summary of this information. References to the statewide application or Regional ATP Supplemental Questionnaire are shown in **green text** next to each section heading below.

#### 1. ALIGNMENT WITH ATP OBJECTIVES

Points will be awarded based on how well the proposed project aligns with the ATP objectives. The highest scoring projects will demonstrate the potential for measurable impact across multiple objectives. (*Planning: Up to 30 points; EEA Programs: Up to 20 points; Bike Parking: Up to 20 points*)

#### 2. COMPREHENSIVENESS

##### (PART C, ATTACHMENT H: NON-INFRASTRUCTURE WORK PLAN)

Points will be awarded according to the comprehensiveness of the proposed project, plan, or program, in terms of both scope and scale. The quality of the proposed project and its potential to address community needs identified by the Applicant will be considered.

- **Planning:** The highest scoring projects will: aim to address Complete Streets principles; incorporate traffic calming measures; prioritize bike/pedestrian access; and/or be considered a Community Active Transportation Strategy (CATS). (*Up to 15 points*)
- **EEA Programs:** The highest scoring projects will: reach more of the region's residents, including specific underserved or vulnerable populations that lack vehicular access; take place over a longer period of time; complement a capital improvement project; and/or be part of a larger Transportation Demand Management (TDM) effort. Lower-scoring projects will be smaller in scope, scale, or duration, and will be independent of any capital improvement projects. (*Up to 15 points*)
- **Bike Parking:** The highest scoring projects will: cover a larger geographic area; complement a capital improvement project; and/or be part of a larger TDM effort. Lower-scoring projects will be smaller in scope and scale, and will be independent of any capital improvement projects. (*Up to 10 points*)

#### 3. METHODOLOGY

##### (PART C, ATTACHMENT H: NON-INFRASTRUCTURE WORK PLAN)

Points will be awarded across all categories according to how well the proposed effort will meet the demonstrated need and project goals.

- **Planning:** Highest scoring projects will include a comprehensive planning process in their scopes of work that addresses the goals of Complete Streets, prioritizes bicyclist and pedestrian access, plans for traffic calming, and ties into Safe Routes to School efforts in the project area. (*Up to 30 points*)
- **EEA Programs:** Highest scoring projects will clearly and succinctly demonstrate how the project scope of work will directly address the proposed program goals and objectives, and will also list measurable objectives and/or deliverables. Lower scoring projects will state a generic need, broad goals, and/or will fail to clearly articulate how the scope of work will address project goals. (*Up to 30 points*)
- **Bicycle Parking:** Projects must demonstrate that they meet guidelines outlined in Riding to 2050: The San Diego Regional Bicycle Plan, available at [http://www.sandag.org/uploads/publicationid/publicationid\\_1674\\_14591.pdf](http://www.sandag.org/uploads/publicationid/publicationid_1674_14591.pdf). Innovations that deviate from the guidelines may still be considered. The highest scoring bicycle parking projects will be appropriately located with attractive and functional designs and demonstrate how the project will directly address the proposed program goals and objectives. (*Up to 10 points*)

### 4. COMMUNITY SUPPORT (PART B, NARRATIVE QUESTION #3)

Points will be awarded according to the inclusiveness of the planning process and based on evidence that key stakeholders will be active participants in the process. The highest scoring projects will demonstrate: strong community support for the project; substantial community input into the planning or other process; identification of key stakeholders, including underserved and limited English proficiency populations, ensuring a meaningful role in the effort.

Lower scoring projects will: have minimal opportunities for community engagement in the scope of work; include generic letters of support that fail to demonstrate substantive stakeholder involvement; and/or fail to account for limited English proficiency populations. *(Planning: Up to 15 points; EEA Programs: Up to 15 points; Bike Parking: Up to 10 points)*

### 5. EVALUATION

Points will be awarded for applications that clearly demonstrate a commitment to monitoring and evaluating the impact and effectiveness of the proposed project. The highest scoring projects will have identified performance measures in the application, or will include a task for identification of performance measures in the Scope of Work and/or include specific pre- and post-data collection efforts as part of the project scope, budget, and schedule in support of evaluating the project's effectiveness. Lower scoring projects will lack meaningful evaluation methods or data collection as part of the project. *(Planning: Not Applicable; EEA Programs: Up to 20 points; Bike Parking: Up to 10 points)*

### 6. INNOVATION (REGIONAL ATP SUPPLEMENTAL QUESTIONNAIRE)

Points will be awarded for applications that propose innovative solutions that show the potential to serve as a replicable model for the region. The highest scoring projects will include innovative methods of accomplishing project goals that have not yet been tried in the San Diego region to date. For innovations that have been implemented in other regions, the Applicant must demonstrate that the measure was successful and effective in those cases. *(Planning: Not Applicable; EEA Programs: Up to 10 points; Bike Parking: Up to 30 points)*

Ex. Ciclovias or Sunday Streets programs; bike sharing programs; bike corrals; bike stations; or bike parking ordinances.

### 7. DEMAND ANALYSIS (GIS) (PART A, PROJECT LOCATION)

NOTE: SANDAG Technical Services Department staff will calculate the points awarded based on a GIS analysis of the project area relative to the seven factors listed below.

A half-mile buffer will be created around pedestrian improvement projects and a one-mile buffer will be created around bicycle improvement projects. Results for each factor will be ranked from highest to lowest (with the exception of vehicle ownership, which will be ranked from lowest to highest), in quintiles, for all projects. Projects will then be scored relative to each other by ranking the raw scores from highest (up to 20 points) to lowest (1 point). No information is needed from the Applicant for this section. *(Planning: Up to 20 points; EEA Program: Not Applicable; Bike Parking: Up to 20 points)*

- Population
- Population Density
- Activity Centers
- Intersection Density
- Employment
- Employment Density
- Vehicle Ownership

### 8. COST EFFECTIVENESS (PART A, TOTAL ATP FUNDS REQUESTED)

NOTE: SANDAG Technical Services Department staff will calculate the points awarded for this criterion.

The grant-score ratio is calculated by dividing the total project grant request amount by the sum of points earned in Categories 1 through 7. The projects will be ranked against each other based on the resulting quotient and the available 20 points will be distributed accordingly. The project(s) with the smallest quotient will receive 20 points, and the one(s) with the largest quotient will receive 1 point. *(Up to 20 points)*

### 9. MATCHING FUNDS (PART B, NARRATIVE QUESTION #7; AND PART C, ATTACHMENT B, PROJECT PROGRAMMING REQUEST)

NOTE: SANDAG Technical Services Department staff will calculate the points awarded for this criterion.

Supporting documentation that demonstrates that matching funds have been secured AND the source(s) of matching funds are detailed. Matching funds that have not been secured will not count toward this score.

Points for this criterion will be calculated by SANDAG Technical Services Department staff by dividing the total project cost as proposed in the application by the grant request. The projects will be awarded points proportionately on a scale of 0 to 20 based on the statistical distribution of matching fund quotients. The project(s) with the largest quotient will receive 20 points, and the project(s) with no matching funds will receive no points. *(Up to 20 points)*

### 10. PUBLIC HEALTH (PART B, NARRATIVE QUESTION #4)

Up to 10 points will be awarded for improving public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma, or other health issues. Points will be awarded to applicants that conduct the following:

- Coordinate with the local health department to identify data and risk factors for the community (2 points)
- Describe the targeted populations and the health issues that the project will address (2 points)
- Assess health data using the online California Health Interview Survey (CHIS) tool available at <http://healthpolicy.ucla.edu/chis/Pages/default.aspx> (3 points)
- Assess the project's health benefits using the online Health Economic Assessment Tool (HEAT) available at <http://www.heatwalkingcycling.org> (3 points)

## NON-INFRASTRUCTURE PROJECTS

### NON-INFRASTRUCTURE SCORING CRITERIA MATRIX

Non-Infrastructure projects will be scored and ranked on the basis of applicant responses to the Non-Infrastructure Scoring Criteria Guidance.

Points calculated by the SANDAG Technical Services Department are marked with an asterisk (\*).

No.	CATEGORY	CRITERIA	POINTS POSSIBLE		
			PLANNING	EEA	PARKING
<b>1</b>	<b>Alignment with ATP Objectives</b>				
	ALL	How well does the proposed project align with the ATP objectives?	<b>30</b>	<b>20</b>	<b>20</b>
<b>2</b>	<b>Comprehensiveness</b>				
	PLANNING	How comprehensive is the proposed plan?	<b>15</b>	n/a	n/a
	EEA PROGRAMS BIKE PARKING	Does this effort accompany an existing or proposed capital improvement project?	n/a	<b>15</b>	<b>10</b>
<b>3</b>	<b>Methodology</b>				
	PLANNING	How well will the planning process or proposed effort meet the demonstrated need and project goals?	<b>30</b>	n/a	n/a
	EEA PROGRAMS BIKE PARKING	How effective will the proposed effort be in meeting the demonstrated need and project goals?	n/a	<b>30</b>	<b>10</b>
<b>4</b>	<b>Community Support</b>				
	PLANNING	Does the planning project include an inclusive process?	<b>15</b>	n/a	n/a
	EEA PROGRAMS BIKE PARKING	Does the project involve broad segments of the community and does it have broad and meaningful community support?	n/a	<b>15</b>	<b>10</b>
<b>5</b>	<b>Evaluation</b>				
	EEA PROGRAMS BIKE PARKING	How will the project evaluate its effectiveness?	n/a	<b>20</b>	<b>10</b>
<b>6</b>	<b>Innovation</b>				
	EEA PROGRAMS BIKE PARKING	Is this project new to the region and have the potential to serve as a replicable model for other cities in the region?	n/a	<b>10</b>	<b>30</b>
<b>7*</b>	<b>Demand Analysis (GIS)</b>				
	PLANNING BIKE PARKING	Factors contributing to score: population and employment, population and employment densities, intersection density, vehicle ownership, and activity centers.	<b>20</b>	n/a	<b>20</b>
<b>8*</b>	<b>Cost Effectiveness</b>				
	ALL	Project grant request, divided by score in Categories 1 through 7, ranked relative to each other.	<b>20</b>	<b>20</b>	<b>20</b>

**NON-INFRASTRUCTURE PROJECTS**

<b>9*</b>	<b>Matching Funds</b>				
	ALL	<p>Matching funds can be from any of the following sources:</p> <ol style="list-style-type: none"> <li>1. Identified and approved capital funding from identified source</li> <li>2. Approved match grant</li> <li>3 In-kind services</li> </ol> <p>Points for matching funds are awarded by dividing the total project cost as proposed in the application by the grant request. The project(s) with the largest quotient will receive twenty points, and the project(s) with no matching funds will receive no points.</p>	<b>20</b>	<b>20</b>	<b>20</b>
<b>10*</b>	<b>Public Health</b>				
	ALL	<p>Does the project improve public health by targeting populations with high risk factors for obesity, physical inactivity, asthma, or other health issues?</p>	<b>10</b>	<b>10</b>	<b>10</b>
<b>TOTAL POINTS</b>			<b>160</b>	<b>160</b>	<b>160</b>



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**RESOLUTION NO. 2015-24**

**APPROVING THE SUBMISSION OF THE CYCLE 2 REGIONAL ACTIVE TRANSPORTATION PROGRAM SCORING CRITERIA TO THE CALIFORNIA TRANSPORTATION COMMISSION FOR USE IN THE COMPETITION**

WHEREAS, the legislature and Governor of the State of California have provided funds for the Active Transportation Program (ATP) under Senate Bill 99, Chapter 359, and Assembly Bill 101, Chapter 354; and

WHEREAS, the California Transportation Commission (CTC) has been delegated the responsibility for the administration of this grant program, and has established necessary procedures; and

WHEREAS, the CTC has required in its ATP Guidelines that Metropolitan Planning Organizations (MPOs) coordinate the competitive selection process to select projects to receive a portion of the ATP funding; and

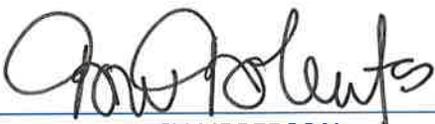
WHEREAS, the ATP Guidelines allow MPOs to use a different project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged community for their competitive selection process with CTC approval; and

WHEREAS, the San Diego Association of Governments (SANDAG), as the MPO for the San Diego region, has developed program guidelines that utilize different project selection criteria and weighting for Cycle 2 of the San Diego regional ATP competition; and

WHEREAS, the CTC requires the Governing Body of the MPO to approve the proposed program guidelines for submittal to the CTC; NOW THEREFORE

BE IT RESOLVED that the SANDAG Board of Directors, acting as the MPO Governing Body, confirms that the Cycle 2 San Diego Regional ATP program guidelines are consistent with the ATP Guidelines established by the CTC, and hereby recommends the scoring criteria be submitted to the CTC for consideration.

PASSED AND ADOPTED this 24th of April, 2015.

  
\_\_\_\_\_  
CHAIRPERSON

ATTEST:   
\_\_\_\_\_  
SECRETARY

MEMBER AGENCIES: Cities of Carlsbad, Chula Vista, Coronado, Del Mar, El Cajon, Encinitas, Escondido, Imperial Beach, La Mesa, Lemon Grove, National City, Oceanside, Poway, San Diego, San Marcos, Santee, Solana Beach, Vista, and County of San Diego.

ADVISORY MEMBERS: California Department of Transportation, Metropolitan Transit System, North County Transit District, Imperial County, U.S. Department of Defense, San Diego Unified Port District, San Diego County Water Authority, Southern California Tribal Chairmen's Association, and Mexico.

## **Tulare County Association of Governments**

### **Local ATP Selection Guidelines for Cycle 2 of the Active Transportation Program (Adopted April 27, 2015)**

This document serves as TCAG's Cycle 2 Local ATP Selection Guidelines. The guidelines substantially follow those of the CTC, but include a number of differences based on the region's existing policies and priorities.

TCAG will not issue a call for projects for the local ATP competition. Only those projects submitted to Caltrans for statewide funding will be considered for funding under the local ATP competition. In accordance with the statewide ATP guidelines, a copy of each application must be received by TCAG by the June 1, 2015 deadline.

#### **Project Phasing and Segmentation**

Due to the smaller amount of funding available under the local ATP competition, agencies will be allowed to phase or segment their projects. The agency must show that the project phase or segment is a useable segment and still qualifies for ATP funding. In addition, the agency must include a detailed description of all the changes proposed, revised project cost estimates, and cost/benefits changes associated with the revision(s). The following documents must be submitted:

1. Cover letter describing in detail the project revisions and an explanation of how the revised project is a useable segment and how the project still qualifies for ATP funding.
2. Revised engineer's cost estimate
3. Revised Project Programming Request form
4. Description of Cost/Benefit changes as a result of the project revisions.

#### **Project Scoring**

TCAG will not use the scores received by each project under the statewide ATP competition for its local ATP selection process. Each project will be reviewed by the local project evaluation committee and given a new score.

#### **Contingency List**

In addition to the recommended Local ATP program of projects list, TCAG will also prepare a list of contingency projects, ranked in priority order based on the project's evaluation score. TCAG would fund projects on the contingency list should there be any project failures or savings in the Cycle 2 Local ATP. This will ensure that the Local ATP will fully use all ATP funds, and that no ATP funds are lost to the region. The contingency list is valid until the adoption of the next statewide ATP Cycle.

## Scoring Criteria

### *Increasing Walking and Bicycling*

In order to encourage agencies to submit infrastructure projects for funding through the Active Transportation Program, an additional 5 bonus points will be awarded under this criteria to projects that consist of Safe Routes to School infrastructure or Bicycle and/or Pedestrian infrastructure. If the project contains Non-Infrastructure elements, the cost for the non-infrastructure component cannot exceed 25% of the total project cost in order to be awarded the 5 bonus points.

### *Public Participation and Planning*

The scoring criteria for the local ATP competition will emphasize those projects which are part of an adopted plan (general plan, specific plan, community plan, bike plan, etc.) and the project's relationship to system planning. A map showing how the project fits within the adopted plan shall be submitted to TCAG at the time project's initial application submittal to the statewide ATP competition. While not required for the statewide submittal, agencies are encouraged to include the map as part of the statewide submittal as it could result in a higher number of points being awarded under the Public Participation and Planning scoring criteria.

Bonus Points: Projects which meet the criteria identified below will be awarded additional points as follows:

Criteria	Additional Points
Projects which are a part of the Measure R expenditure plan	5
Projects which were previously funded under the Transportation Enhancement (TE) Program.	5
Projects which are part of an agency-adopted Complete Streets Plan or Policy, Local ATP Plan, or Regional ATP Plan.	3
*TCAG staff will perform the eligibility analysis for awarding the additional points.	

### *Benefit to Disadvantaged Communities*

The 2015 ATP Guidelines state that MPOs may use different criteria for determining which projects benefit Disadvantaged Communities if the criteria are approved by the Commission. TCAG will use the same criteria from the 2015 ATP Guidelines with the following exception:

***Five (5) additional points will be awarded for projects benefiting severely disadvantaged communities (less than 60% of the statewide median income)***

*Past Performance on Grants*

For the local ATP competition, the agency's past performance on delivering CMAQ and ATP projects will be used in determining a score. TCAG staff will provide a score for this criterion.

**CALIFORNIA TRANSPORTATION COMMISSION**  
**Adoption of the 2015 Regional Active Transportation Program Guidelines –**  
**Sacramento Area Council of Governments, San Diego Association of Governments,**  
**and Tulare County Association of Governments**  
**May 28, 2015**

**RESOLUTION G-15-11**

- 1.1 WHEREAS the Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking, and
- 1.2 WHEREAS Streets and Highways Code Section 2382(k) allows the Commission to adopt separate guidelines for the metropolitan planning organizations charged with allocating funds to projects pursuant to Streets and Highways Code Section 2381(a)(1) relative to project selection, and
- 1.3 WHEREAS the Active Transportation Program Guidelines (Resolution G-15-04) requires the Commission to adopt a metropolitan planning organization's use of different project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged communities, and
- 1.4 WHEREAS the Active Transportation Program Guidelines (Resolution G-15-04) require metropolitan planning organizations to submit their guidelines to the Commission by June 1, 2015, and
- 1.5 WHEREAS metropolitan planning organization guidelines were submitted by the Sacramento Area Council of Governments on April 16, 2015; by the San Diego Association of Governments on April 28, 2015; and by Tulare County Association of Governments on April 29, 2015.
- 2.1 NOW THEREFORE BE IT RESOLVED that the Commission adopts the project selection criteria proposed by the Sacramento Area Council of Governments, the San Diego Association of Governments, and the Tulare County Association of Governments for administering their 2015 metropolitan planning organization competitive program, as presented by Commission Staff on May 28, 2015, and
- 2.2 BE IT FURTHER RESOLVED that these guidelines do not preclude any project nomination or any project selection that is consistent with the implementing legislation.