

# CYCLE ~~32~~ GUIDELINES



## Measure A

### North County Safe Routes to School, Bicycle and Pedestrian Program Guidelines

#### Cycle ~~32~~ Call for Projects

FY 20/21 – 23/24

Pre-Applications due to SBCAG by December 16, 201~~9~~5

Applications due to SBCAG by February 16, 201~~9~~5

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## 1. Measure A Overview

Voter passage in November 2008 of the Road Repair, Traffic Relief and Transportation Safety Measure (referred to as Measure A), will provide approximately \$1.050 billion for transportation needs over 30 years within Santa Barbara County, from 2010-2040. The dedicated sales tax revenue generated will help leverage and match an estimated \$0.50 billion in state and federal funds. Measure A went into effect and revenues began to be collected on April 1, 2010. Funds will be spent in accordance with the Investment Plan that was part of the measure.

The Investment Plan calls for the North County and South Coast to each receive 43.3 percent of revenues, estimated at \$455 million in funding over 30 years, for high priority transportation projects and programs that advisory committees in each region have selected to address the current and future needs of that region.

## 2. Program Description

Included in the North County subprogram is the Safe Routes to School, Bicycle and Pedestrian Program. The purpose of the program is to fund projects through a competitive grant process that increase pedestrian and bicycle safety to, from and near schools in North Santa Barbara County and expand and improve the North County's regional bicycle and pedestrian facilities network.

## 3. Eligible Applicants

Eligible applicants include the cities of Buellton, Guadalupe, Lompoc, Santa Maria and Solvang and the County of Santa Barbara. Projects proposed by cities and the County may include projects to be coordinated in partnership with school districts, universities, colleges, transit agencies, SBCAG, Non-profits and Caltrans. Caltrans and universities must coapply with local jurisdictions in order to successfully receive funding under the program.

## 4. Role of the Santa Barbara County Association of Governments

- a. SBCAG as the Local Transportation Authority (LTA) for Santa Barbara County is responsible for administering the Measure A sales tax program and the North County Safe Routes to School, Bicycle and Pedestrian Program. SBCAG staff, in coordination with the scoring committee, shall review and recommend applications for available funding to the North County Subregional Committee of the SBCAG Board. The Subregional Committee shall recommend projects for funding to the full SBCAG board. Once projects are approved for funding by the full board, staff will work with sponsors on delivering projects in a timely manner.
- b. Funds requested from the program will supplement, not supplant, local funds that have traditionally been used for safe routes to school, bicycle and pedestrian projects.

- c. After projects have been approved by the SBCAG Board, projects will be programmed in the Measure A Authority Program of Projects under the North County Authority Projects section.

**5. Role of Scoring Committee**

The SBCAG North County Subregional Committee will establish a scoring committee to evaluate projects and to select projects recommended for funding based on criteria approved by the SBCAG Board.

The scoring committee will include representatives from each of the North County jurisdictions and representatives from North County stakeholder organizations that participated in the development of the Measure A Investment Plan.

SBCAG staff will facilitate the scoring process and will provide programming recommendations on projects selected by the scoring committee. The representative from a local jurisdiction, and if applicable, the co-sponsor, that has submitted an application will ~~not~~ be provided the opportunity to score their jurisdiction’s application.

Projects will be proposed for funding based on priority given by the Scoring Committee. The highest and lowest scores will not be used in the committee scoring process; remaining scores will be averaged. The scoring committee will recommend projects for funding to the North County Subregional Committee and the SBCAG Board.

**6. Call for Projects Frequency**

SBCAG shall conduct a call for projects covering ~~four five~~-years for each cycle of the North County Safe Routes to School, Bicycle and Pedestrian program.

**7. Available Funding**

The Measure A program includes \$3 million for the North County Safe Routes to School, Bicycle and Pedestrian Program. Based on the call for projects frequency, approximately \$~~45~~00,000 is available for each ~~four five~~-year cycle.

The following are the estimated available amounts for Fiscal Years 20~~20~~15/21~~16~~ through ~~23~~19/20.

	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>Total</u>
<u>Annual</u>	\$	\$	\$	\$	\$

<u>Cumulative</u>	<u>\$113,784</u>	<u>\$114,867</u>	<u>\$114,885</u>	<u>\$115,302</u>	<u>\$458,838</u>
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A project asking for funding in a particular fiscal year must request an amount less than or equal to the amount of cumulative funding that is available for that fiscal year.

## 8. Eligible Projects & Categories

Eligible project categories include:

- A. Planning
- B. Project development
- C. Construction of capital projects
- D. Education programs
- E. Maintenance

Eligible projects include, but are not limited to:

- Safety projects
- New sidewalks near schools
- Wider shoulders and sidewalks near schools
- Crosswalk signals and school zone signage
- American with Disabilities Act (ADA) enhancements
- Traffic calming near schools
- New pedestrian trails, paths and pedestrian over- and under-crossings
- Pedestrian and bicycle safety education for students
- New or upgraded bike routes and pedestrian paths to eliminate missing links in the regional network
- Path lighting
- Route plans and maps
- Public information and Outreach
- Bicycle parking facilities including bicycle racks and lockers

\*Bicycle infrastructure projects must be included in a jurisdiction's approved bicycle plan.

## 9. Eligible Project Implementation and Activities

Project implementation activities that are eligible for reimbursement include, but are not limited to:

- Development of Bicycle, Pedestrian or Safe Routes to School Master Plan
- Planning/Feasibility Studies
- Preliminary engineering:
  - Environmental clearance
  - Preparation of Plans, Specifications and Estimate (PS&E)
- Right-of-way:
  - Engineering
  - Appraisals and acquisition
  - Utilities
- Construction:
  - Construction costs
  - Construction engineering
- Outreach, Marketing and Public Education/Encouragement/

## 10. Pre-Application

SBCAG will conduct a pre-application process as part of a 'Call for Projects' for the Measure A North County Safe Routes to School, Bicycle and Pedestrian program. Project sponsors must submit a pre-application for each project by ~~December~~ January 15, 2015 to be considered for available funding. Applications will also be made available at the same time pre-applications are made available.

Pre-applications will be summarized by SBCAG and posted on the Measure A website. The purpose of the pre-application is to determine the amount of Cycle 32 funding that may be requested compared to estimated revenues available and to determine if a project meets eligibility criteria. Using this information, prospective project sponsors may then make an informed decision about the likelihood of their receiving funding, and decide whether to invest the time in completing a full project application.

## **11. Application**

Project sponsors must submit a completed application for each project by **4pm on February 17~~6~~, 201~~5~~9** that will request information including, but not limited to, agency information, project or program scope, cost estimates, schedule, partner agencies, and matching funds. The North County Subregional Committee of the SBCAG Board will approve the application prior to a call for projects.

## **12. Evaluation/Scoring Criteria**

The Scoring Committee will evaluate applications according to the criteria specific to the identified project categories. Project scoring will be based on a one-hundred (100) point system with available points adjacent to the corresponding category. Projects will be evaluated per criteria specific to project type. Scoring criteria related to Safety, Outside Funding and Local Support will be considered for all submitted projects.

### **Capital Improvement Projects Criteria**

#### **1) Safety (30 points)**

- a) Project will improve safety of pedestrians and/or bicyclists. Priority will be given to projects that directly address demonstrated safety needs.

#### **2) Outside Funding (10 points)**

- a) Project has secured funding from other sources including, but not limited to, Measure A Local Streets and Transportation Improvement Funds, local funds and private funds.

#### **3) Local Support (15 points)**

- a) Project is in a locally adopted bicycle, pedestrian or general plan or is included in a regional bikeway or transportation plan.
- b) Community outreach has been completed or is being completed.
- c) Project has demonstrated other community support.

#### **4) Demand (15 points)**

- a) Serves a high percentage of existing or potential pedestrians and bicycle riders relative to the size of the community.

#### **5) Access and Connectivity (10 points)**

- a) Project provides or improves bikeway continuity to activity centers such as public buildings, transit terminals, business districts, shopping centers, schools, etc.

- b) Project provides interface with other modes of transportation.
- c) Project eliminates a gap or overcomes an obstacle in a bicycle or pedestrian facility, allowing more convenient and safer travel.

6) Project readiness and Schedule (10 points)

Submitted projects will be ranked based on project readiness. Priority will be given to:

- a) Projects which are fully funded, if application is approved.
- b) Projects which have considered and, if needed, resolved any foreseeable implementation issues.
- c) Projects which need no right-of-way and need no utility relocations.

7) Trip purpose (10 points)

- a) Priority will be given to projects that benefit a utilitarian trip, over projects for recreational purposes.

**Local Bicycle, Pedestrian and Safe Routes To School Master Plans Criteria**

1) Safety (40 points)

- a) Plan will focus on the safety of pedestrians and/or bicyclists.

2) Outside Funding (10 points)

- a) Priority will be given to plans that have secured funding from other sources including, but not limited to, Measure A Local Streets and Transportation Improvement Funds, local funds and private funds.

3) Local Support (10 points)

- a) Priority will be given to plans that have demonstrated coordination with regional or other locally adopted plans.

4) Plan Status (40 points)

- a) Priority will be given to jurisdictions with no bicycle or pedestrian plan, over those with plans that are more than five years old, and thereafter to those with plans between three and five years old.

**Education and Awareness Programs Criteria**

1) Safety (40 points)

- a) Priority will be given to programs that focus on the safety of pedestrians and/or bicyclists. Priority will be given to programs that directly address demonstrated safety needs.



2) Outside Funding (~~105~~ points)

- a) Priority will be given to program(s) that have secured funding from other sources including Measure A Local Streets and Transportation Improvement Funds.

3) Local Support (~~105~~ points)

- a) There is demonstrated community support for the program.

4) Demand (15 points)

- a) Priority will be given to programs that serve a high number of North County residents.

5) Effectiveness (15 points)

- a) Program (or similar programs) has been shown to be effective at encouraging bicycling and/or walking, or improving bicycle and/or pedestrian safety.

6) Implementation/Readiness (10 points)

- a) Priority will be given to programs that have considered and, if needed, resolved any foreseeable implementation issues, have partnering agencies (if any) that have fully coordinated on program implementation, and for which program details are substantially determined in order to allow quick implementation once funding is received.

**13. Geographic Equity**

The geographic equity goal is intended to be realized over time, and not necessarily within each funding cycle.

Prior to each funding cycle, SBCAG will review previously funded projects to determine if program funds are being distributed equitably throughout North County.

If, over time, parts of the North County are repeatedly receiving less funding, appropriate methods to ensure equitable distribution of funds will be developed with the assistance of local agency staffs and other stakeholders and recommended to the Subregional Committee and full SBCAG board for approval.

**14. Project Type and Modal Equity**

The project type and modal equity goal is intended to be realized over time, and not necessarily within each funding cycle.

Prior to each funding cycle, SBCAG will review previously funded projects to determine if program funds are being distributed equitably by project type and mode.

If, over time, the same project types (i.e. capital projects, planning projects, etc.) or mode, are repeatedly receiving less funding, appropriate methods to ensure equitable distribution of funds

will be developed with the assistance of local agency staffs and other stakeholders and recommended to the Subregional Committee and full SBCAG board for approval.

## **15. Timely Use of Funds**

To ensure that all funded projects are delivered in a timely manner, project sponsors must follow timely use of funds requirements for projects. Project sponsors that are awarded funds for multiple phases will be allowed to request an extension for each awarded phase. If project sponsors do not meet the timely use of funds requirements, then extensions may be requested by the project sponsor. Extension requests will be presented to the North County Subregional Committee which will make a recommendation to the SBCAG Board.

The timely use of funds schedules are as follows:

**Education and Awareness Programs** must begin in the fiscal year they are programmed and must be completed prior to the conclusion of the final program fiscal year. Project sponsors will have the opportunity to request one extension of up to 12 months.

**Bicycle and Pedestrian Master Plans** must begin in the fiscal year they are programmed and be completed prior to the conclusion of the next program fiscal year. Project sponsors will have the opportunity to request one extension of up to 12 months.

### **Capital Improvement Projects**

**Preliminary Engineering, Environmental and Design Projects** must begin in the fiscal year they are programmed and be expended by the end of the following fiscal year in which the funds were programmed. Project sponsors will have the opportunity to request one extension of up to 6 months for preliminary engineering, environmental and design projects.

**Construction Projects** must begin in the fiscal year they are programmed and be expended by the end of the second fiscal year following the fiscal year in which the funds were programmed. Project sponsors will have the opportunity to request one extension of up to 18 months for construction projects.

If any agency does not meet the timely use of funds requirements, then unused funds programmed to the project will be forfeited and be made available for programming in a special or subsequent funding cycle.

The SBCAG Board may extend the deadlines for timely use of funds no more than one time and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and will in no event be for more than the duration of time listed above for each type of project or project phase.

The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to that circumstance. The request should also identify any cost increase related to the delay and how the increase would be funded.

Any project or project phase granted an extension may not compete for additional funding for a subsequent phase until that project or project phase has been completed and funds are expended.

## **16. Cooperative Funding Agreements**

Sponsors awarded funding will be required to sign a cooperative agreement with SBCAG for the project defining the scope, estimated cost, schedule for the project, progress reporting requirements, reimbursement process, timely use of funds deadlines, etc.

## **17. Reimbursement Program**

It should be emphasized that the North County Safe Routes to School, Bicycle and Pedestrian Program is a reimbursement program. Awardees must use their own funds first and submit invoices to SBCAG for reimbursement according to the process described in the cooperative agreement in Section #156.

## **18. Progress Reports**

A progress report will be used to document completed activities for infrastructure and non-infrastructure projects. Semiannual progress reports must be submitted to SBCAG by December 15<sup>th</sup> and June 15<sup>th</sup> of each fiscal year for which funds are programmed until project or program completion in order for the project to remain eligible for reimbursement. Non-compliance will place the project on an inactive list. A project which remains on the inactive list for one year will forfeit its funds and the funds will be made available for programming in a special or subsequent funding cycle.

Project completion reports must also be submitted to SBCAG within 6 months after a project is complete.