TRANSPORTATION AGENCY FOR MONTEREY COUNTY

2020 GUIDELINES & POLICIES FOR THE ADMINISTRATION OF REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDS

 ADOPTED BY THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY BOARD OF DIRECTORS: March 25, 2020

## What is the Regional Surface Transportation Program?

The Regional Surface Transportation Program (RSTP) was established by California State Statute utilizing Surface Transportation Program Funds that are identified in Section 133 of Title 23 of the United States Code. The State of California allows smaller counties to exchange their apportionment of federal RSTP funds for State Highway Account funds, which are easier for local agencies to use for transportation with less stringent paperwork than with federal funds.

The Transportation Agency for Monterey County (TAMC) distributes these funds to local agencies as part of its responsibilities as a Regional Transportation Planning Agency through several programs, which are detailed in the following section.

## Programming of Regional Surface Transportation Program Funds

Since 1991, TAMC has funded transportation projects in three categories, Fair Share, Competitive, and the Transportation for Livable Communities. As of 2013, the Transportation for Livable Communities program has been suspended as the goals of that program are being met with the Complete Streets program. The Transportation Agency also sets aside RSTP in a reserve for use on eligible transportation projects by the Agency. Any interest accrued on the balance of RSTP funds that have been deposited into an interest-bearing account will be used only for RSTP eligible projects.

The programming categories are described as follows:

RSTP Reserve: RSTP Reserve is an approved TAMC policy that sets aside up to 10% of the annual RSTP funding amount off the top for use by TAMC for eligible transportation project and planning activities.

RSTP Fair Share: RSTP Fair Share is an approved TAMC policy that apportions part of the RSTP funding by formula to the cities and County of Monterey. The distribution formula of Fair Share funds is based on 50% population (as estimated by the California Department of Finance) and 50% centerline miles (as reported in the jurisdiction’s pavement management program), and approved by the Board of Directors. Historically, TAMC has programmed three years’ worth of Fair Share funding for a total of $3.6 million.

RSTP Competitive Grants: RSTP Competitive Grants are an approved TAMC policy that apportions the remainder of the RSTP funding on a competitive basis. The competitive amount varies from year to year based on the annual apportionment of RSTP funds. TAMC has distributed this competitive funding every two to three years. The distribution of competitive funds is based on the project scoring criteria, peer review and approval by the Board of Directors.

Projects must be consistent with a local transportation plan or general plan and be completed within three years of receiving funds. Application materials and scoring criteria are included in Appendix B. Once funds are programmed to projects by the TAMC Board of Directors, the grantee may submit a claim for reimbursement using the form included in Appendix C.

Other Set Asides: The Transportation Agency Board maintains discretion to approve other one-time off the top set asides for special projects, and has historically made these approvals when approving the RSTP fund estimate.

## Regional Surface Transportation Grant Procedures

The Transportation Agency for Monterey County staff will advise prospective claimants (eligible entities: cities, County, and Monterey-Salinas Transit) of the funds anticipated to be available, and of the procedures for applying for Regional Surface Transportation Program grant-awarded funds. Transportation Agency staff will adhere to the following procedures when administering the RSTP Competitive Grant program; however the Transportation Agency Board may elect to opt-out of a Competitive Grant cycle and program the RSTP funds towards projects of regional significance, foregoing this process.

* To be considered for funding, a grant application must be received by TAMC by the deadline specified in the call for projects.
* TAMC’s Technical Advisory Committee will appoint a Subcommittee, generally comprised of Technical Advisory Committee members, Bicycle & Pedestrian Committee members, partner agency staff, and Transportation Agency staff without a conflict of interest, to evaluate and rank all applications according to the “Criteria” listed in these policies. Subcommittee members will make their recommendations for projects to receive funding to the Technical Advisory and Bicycle & Pedestrian Committees.
* The Technical Advisory and Bicycle & Pedestrian Committees will consider approving the initial rankings recommended by the Subcommittee. The Bicycle & Pedestrian Committee will forward their recommendations on to the Technical Advisory Committee for consideration. If the Bicycle & Pedestrian Committee’s comments cannot be incorporated, differences in recommendations will be discussed with the Transportation Agency Board of Directors.
* The Technical Advisory Committee will recommend approval for funding by the Transportation Agency Board. Alternative projects may also be listed in case recommended projects fail to be constructed.
* The Transportation Agency Board will consider the recommendations made by the Technical Advisory and Bicycle & Pedestrian Committees. The Transportation Agency Board will vote to approve projects for funding by adopting a resolution.
* Transportation Agency staff will notify all applicants of projects to be funded.

## Project Eligibility

RSTP funding is eligible for a wide variety of transportation projects. In general projects must meet the criteria in Sections 133(b) and 133(c) of Title 23 of the United States Code (USC) and Article XIX of the State Constitution. Refer to Appendix A for a complete list of eligibility requirements.

## Project Programming and Delivery

Projects using RSTP funds are not required to have a local match like federal transportation programs. Once funds are allocated to an approved project, the project sponsor has three years to expend the funds. Funds are paid to projects on a reimbursement basis and upon claim by the project sponsor to the Transportation Agency. Invoiced costs must comply with state and federal regulations. Claims for reimbursement must include documentation (receipts, vendor invoices, and progress reports) to be deemed valid. The Transportation Agency RSTP Project Manager, Finance Officer, and Deputy Executive Director will review and recommend approval or rejection of the claims.

## Programming Policies

The cities and County may program funds to eligible transportation projects within their Fair Share amounts apportioned by TAMC. With Transportation Agency Board approval, Fair Share funds can be deleted from one project and added to another project at the discretion of the project sponsor by submitting a written request to the Transportation Agency, provided that the change does not cause an over programming of total Fair Share available to the city or County. Fair Share funds provide the most amount of flexibility for the cities and County to move funds between projects.

Moving funds from the competitive category is not allowed. If a project is not built or the project sponsor decides not to build the project, the funds revert back to the pool of funding for the next round of programming. If a city or County was awarded funding for two projects under the competitive category, the city or County may submit a written request for Transportation Agency Board approval to adjust funds between the two projects provided the total amount remains the same.

## Local Jurisdictions Responsibility in RSTP Project Implementation

Once a project has been recommended and approved for RSTP funding then the local jurisdiction will need to implement the project in a timely manner, set forth as follows:

Local Agency Funding Agreement: Each jurisdiction receiving RSTP funds must execute a Local Agency Funding Agreement with the Transportation Agency prior to receiving reimbursement of any RSTP funds. The Local Agency Funding Agreement is designed to comply with a State requirement that the Transportation Agency for Monterey County enter into contracts with its member agencies for the reimbursement of Regional Surface Transportation Program funds. The Local Agency Funding Agreement now covers all sources of discretionary funding that passes through the Transportation Agency, including Regional Surface Transportation Program, Transportation Development Act 2%, Regional Development Impact Fees, and Local Transportation Funds. The agreement details state and federal requirements for funds and other fiscal provisions required to comply with state and federal regulations.

The Local Agency Funding Agreement anticipates that specific projects and amounts may vary for any member agency over time and that the parties will only need to approve revised “Exhibit A” documents, rather than the entire Agreement. Each Exhibit A to the funding agreement will identify the project for which funds are allocated, the source of the funding, as well as the timing and amount of such funds for each identified project, in order to ensure compliance with state and federal requirements. Exhibit A’s will be updated each time new funds are allocated, existing allocations are modified, or claims for reimbursement are approved.

Timely Use of Funds: California State Assembly Bill 1012 (AB102) requires that RSTP funds are subject to a “timely use of funds” provision. AB102 requires that once funds are obligated towards a project then the jurisdiction has up to three years to use the funds or lose them. The TAMC Board also has implemented a timely “Use of Funds Provision” that is similar to AB1012. The TAMC Timely Use of Funds policy stipulates that funds will be de-programmed from a local agency if project implementation is not moving forward in a satisfactory manner and reapplied towards a project that is ready for implementation. This process of fund redistribution requires the approval of the TAMC Board of Directors.

Annual Reporting: Recipients of RSTP funding will be required to submit an annual report to TAMC describing the use of funds. This report will provide interagency coordination to better assist in timely project implementation.

Project Completion Report: Recipients of RSTP funding will be required to submit a Project Completion Report, which includes before and after photos of the project, within sixty (60) days of the project being accepted as complete by the sponsor.

Media: Any press releases or media events held by the project sponsor to promote a RSTP funded project will include mention of the Transportation Agency for Monterey County’s role in funding the project.

## Schedule

|  |  |
| --- | --- |
| Tasks | Deadline |
| TAMC Board Action |  |
| Guidelines & Policies approval | March 25, 2020 |
| Call for projects | March 25, 2020 |
| Establish Review Committee |  |
| Bicycle & Pedestrian Committee nominates committee members | May 6, 2020 |
| Technical Advisory Committee nominates members | May 7, 2020 |
| Grant Applications Due |  |
| Applications due to TAMC | June 1, 2020 |
| Review Committee Scores Applications |  |
| Review committee members complete scoring of applications | June 22, 2020 |
| Review of Committee Recommendations by Standing Committees |  |
| Bicycle and Pedestrian Committee will review the committee recommendations and provide input to the Technical Advisory Committee | August 5, 2020 |
| Technical Advisory Committee will recommend approval of projects for funding to the Board | August 6, 2020 |
| TAMC Board Approval |  |
| Board approves projects for Competitive Grants via resolution | August 26, 2020 |

# APPENDIX A

# PROJECT ELIGIBILITY

## 23 USC § 133 - Surface transportation program

(b) Eligible Projects.— A State may obligate funds apportioned to it under section 104 (b)(2) for the surface transportation program only for the following:

1. Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, or operational improvements for highways, including construction of designated routes of the Appalachian development highway system and local access roads under section 14501 of title 40.
2. Replacement (including replacement with fill material), rehabilitation, preservation, protection (including painting, scour countermeasures, seismic retrofits, impact protection measures, security countermeasures, and protection against extreme events) and application of calcium magnesium acetate, sodium acetate/formate, or other environmentally acceptable, minimally corrosive anti-icing and deicing compositions for bridges (and approaches to bridges and other elevated structures) and tunnels on public roads of all functional classifications, including any such construction or reconstruction necessary to accommodate other transportation modes.
3. Construction of a new bridge or tunnel at a new location on a Federal-aid highway.
4. Inspection and evaluation of bridges and tunnels and training of bridge and tunnel inspectors (as defined in section 144), and inspection and evaluation of other highway assets (including signs, retaining walls, and drainage structures).
5. Capital costs for transit projects eligible for assistance under chapter 53 of title 49, including vehicles and facilities, whether publicly or privately owned, that are used to provide intercity passenger service by bus.
6. Carpool projects, fringe and corridor parking facilities and programs, including electric vehicle and natural gas vehicle infrastructure in accordance with section 137, bicycle transportation and pedestrian walkways in accordance with section 217, and the modifications of public sidewalks to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
7. Highway and transit safety infrastructure improvements and programs, installation of safety barriers and nets on bridges, hazard eliminations, projects to mitigate hazards caused by wildlife, and railway-highway grade crossings.
8. Highway and transit research and development and technology transfer programs.
9. Capital and operating costs for traffic monitoring, management, and control facilities and programs, including advanced truck stop electrification systems.
10. Surface transportation planning programs.
11. Transportation alternatives.
12. Transportation control measures listed in section 108 (f)(1)(A) (other than clause (xvi)) of the Clean Air Act (42 U.S.C. 7408 (f)(1)(A)).
13. Development and establishment of management systems.
14. Environmental mitigation efforts relating to projects funded under this title in the same manner and to the same extent as such activities are eligible under section 119 (g).
15. Projects relating to intersections that—
	1. have disproportionately high accident rates;
	2. have high levels of congestion, as evidenced by—
		1. interrupted traffic flow at the intersection; and
		2. a level of service rating that is not better than “F” during peak travel hours, calculated in accordance with the Highway Capacity Manual issued by the Transportation Research Board; and
	3. are located on a Federal-aid highway.
16. Infrastructure-based intelligent transportation systems capital improvements.
17. Environmental restoration and pollution abatement in accordance with section 328.
18. Control of noxious weeds and aquatic noxious weeds and establishment of native species in accordance with section 329.
19. Projects and strategies designed to support congestion pricing, including electric toll collection and travel demand management strategies and programs.
20. Recreational trails projects eligible for funding under section 206.
21. Construction of ferry boats and ferry terminal facilities eligible for funding under section 129 (c).
22. Border infrastructure projects eligible for funding under section 1303 of the SAFETEA–LU (23 U.S.C. 101 note; Public Law 109–59).
23. Truck parking facilities eligible for funding under section 1401 of the MAP–21.
24. Development and implementation of a State asset management plan for the National Highway System in accordance with section 119, including data collection, maintenance, and integration and the costs associated with obtaining, updating, and licensing software and equipment required for risk based asset management and performance based management, and for similar activities related to the development and implementation of a performance based management program for other public roads.
25. A project that, if located within the boundaries of a port terminal, includes only such surface transportation infrastructure modifications as are necessary to facilitate direct intermodal interchange, transfer, and access into and out of the port.
26. Construction and operational improvements for any minor collector if—
	1. the minor collector, and the project to be carried out with respect to the minor collector, are in the same corridor as, and in proximity to, a Federal-aid highway designated as part of the National Highway System;
	2. the construction or improvements will enhance the level of service on the Federal-aid highway described in subparagraph (A) and improve regional traffic flow; and
	3. the construction or improvements are more cost-effective, as determined by a benefit-cost analysis, than an improvement to the Federal-aid highway described in subparagraph (A).

## California Constitution - Article 19 Motor Vehicle Revenues

SEC. 2. Revenues from taxes imposed by the State on motor vehicle fuels for use in motor vehicles upon public streets and highways, over and above the costs of collection and any refunds authorized by law, shall be deposited into the Highway Users Tax Account (Section 2100 of the Streets and Highways Code) or its successor, which is hereby declared to be a trust fund, and shall be allocated monthly in accordance with Section 4, and shall be used solely for the following purposes:

1. The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
2. The research, planning, construction, and improvement of exclusive public mass transit guideways (and their related fixed facilities), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, the administrative costs necessarily incurred in the foregoing purposes, and the maintenance of the structures and the immediate right-of-way for the public mass transit guideways, but excluding the maintenance and operating costs for mass transit power systems and mass transit passenger facilities, vehicles, equipment, and services.

# APPENDIX B

# REGIONAL SURFACE TRANSPORTATION PROGRAM COMPETITIVE FUNDING APPLICATION FORM

Grant Application Materials

Regional Surface Transportation Program Competitive Grants

#### Applications due: June 1, 2020 – 12:00 PM via email to mike@tamcmonterey.org



Transportation Agency for Monterey County

55B Plaza Circle

Salinas, California 93901

# Purpose & Principles

The Regional Surface Transportation Program (RSTP) was established by California State Statute utilizing Surface Transportation Program Funds that are identified in Section 133 of Title 23 of the United States Code. The Transportation Agency for Monterey County (TAMC) distributes these funds to local agencies as part of its responsibilities as the Regional Transportation Planning Agency for Monterey County.

The purpose of the program is to provide funding to local jurisdictions for a wide variety of transportation planning and improvement projects, such as the research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic), including the mitigation of their environmental effects. A full listing of eligible projects can be found in the Transportation Agency for Monterey County’s Guidelines & Policies for the Administration of Regional Surface Transportation Program Funds.

In establishing the Regional Surface Transportation Program Competitive Grants program, the Transportation Agency is seeking to fund projects that advance the goals of the Transportation Agency Board. These include funding and delivering projects of regional significance that improve safety, provide maintenance for existing facilities, or support the development of a multimodal transportation network utilizing the principles of Complete Streets. Fair geographic balance in distributing the funds and the cost effectiveness of the proposed projects in meeting the program’s goals are also taken into consideration when awarding grant funds.

# Instructions

1. You must complete an application form for each project. All projects must submit an application, even if it has previously applied and received RSTP funding.
2. If your agency submits more than one project application, you must identify your highest priority project.
3. You are responsible for completing all sections of the application form and attaching any relevant information. Your project application will only be scored based on the information that is provided in your application. Additional information will not be accepted after the deadline.
4. Your project must pass the “Screening Criteria” section of this application form in order to qualify for funding.
5. You should refer to the included RSTP Scoring Criteria when preparing the relevant section of your application. You are responsible for providing complete and accurate information in order to receive the highest points possible.
6. The deadline for applications is June 1, 2020 by 12:00 PM. All applications must be received by TAMC on this date. No postmarks or faxes will be accepted. No application forms or additional information will be accepted after this date.
7. For each application, you must submit one electronic PDF document. If you are submitting supplemental information, it must all be compiled into one PDF document.

# Screening Criteria

In order to qualify for RSTP funding, you must state how your project meets all of the following criteria:

1. Your project must be implemented within a 3-year timeframe. Please specify if your project will meet this deadline. Please note that after three years, your project will lose the funding if it has not yet been completed.

The proposed project will be implemented within 3 years: \_\_\_\_\_

1. Your project must be consistent with a minimum of one of the local or regional plans listed below. Please check off the applicable plans:

Local General Plan: \_\_\_\_\_

Capital Improvement Program (CIP): \_\_\_\_\_

Safe Routes to Schools Plan (SRTS): \_\_\_\_\_

Active Transportation Plan: \_\_\_\_\_

Short Range Transit Plan (SRTP): \_\_\_\_\_

MST Service Improvement Plan: \_\_\_\_\_

Regional Transportation Plan (RTP): \_\_\_\_\_

Approved Transportation Impact Study: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

1. For intersection projects, the California Department of Transportation Intersection Control Evaluation (ICE) must be completed or a commitment to completing the evaluation prior to receiving RSTP funds. Information can be found at: <https://dot.ca.gov/programs/traffic-operations/intersection-evaluation-control>.

An ICE has been completed (include with grant application): \_\_\_\_\_

An ICE will be completed prior to receiving grant funds: \_\_\_\_\_

1. For all projects, a benefit / cost analysis must be completed and submitted with the application demonstrating the positive financial benefits of the project. You may use your own model, or one of the established models developed by Caltrans:

<https://dot.ca.gov/programs/transportation-planning/economics-data-management/transportation-economics>

Benefit / Cost Ratio Result: \_\_\_\_\_

# Section A: Project Information & Regional Significance

|  |  |
| --- | --- |
| **Project Title** | **Sponsor / Lead Agency** |
|  |  |
| **Contact Person** | **Contact Information (address, phone, email)** |
|  |  |
| **Project Description (include Average Daily Traffic data – vehicle, bike & pedestrian, or transit passengers)** |
|  |
| **Is there a history of collisions or safety issues in the project area (pedestrian, bicycle, motorist) and how does the project address the issue?** |
|  |
| **Project Benefits (attach additional information if needed)** |
|  |
| **Describe how your project links regional origin / destinations or serves regional travel** |
|  |

## Section A Scoring Categories Points

A1) Traffic volume in the corridor 1-10

1 point = 1 - 5,000 ADT;

5 points = 5,001 - 10,000 ADT

7 points = 10,001 - 20,000 ADT

10 points = 20,001+ ADT

A2) Project will mitigate safety hazards: 0-10

A3) Regional Significance 0-5

0-5 points based on how well the project serves travelers from other areas or more than one jurisdiction.

**Subtotal (max.) 25**

# Section B: Complete Streets

The Monterey Bay Area Complete Streets Program is a policy tool that helps local jurisdictions improve their transportation networks by making streets safe and accessible for everyone. The Monterey Bay Area Complete Streets Guidebook is a comprehensive resource designed to assist jurisdictions in developing complete streets projects. For reference, the guidebook is accessible online at:

<https://www.tamcmonterey.org/programs/complete-streets/>

Fill out the Complete Streets Checklist on the following pages and include with your application.

## Complete Streets Checklist – Existing Conditions

|  |  |  |
| --- | --- | --- |
| **Existing Land Uses (check all that apply)** |  | **Existing Roadway Conditions / Context** |
| Residential (Low Density) |  | Civic / Public |  |  | Functional Classification |  |
| Residential (Med-High Density) |  | Park / Open Space |  |  | ROW Width (feet) |  |
| Mixed Use (w/ residential) |  | Visitor-Serving |  |  | Roadway Width (feet) |  |
| Office / Retail / Mixed |  | Senior Housing |  |  | Number of Lanes | NB/EB |  | SB/WB |  |
| Institutional / School |  | Rural / Agricultural |  |  | 2-Way Center Turn Lane | Yes: |  | No: |  |
|  |  |  |  |  | Sidewalk Width (feet) |  |
| **Safety (check if applicable)** |  | Landscaping / Parking | Yes: |  | No: |  |
| There are perceived safety / speeding issues in the project area |  |  | Shoulder Width (feet) |  |
| There is a history of collisions in the project area: |  |  | Bike Lane Width (<5’) | Yes: |  | No: |  |
| Pedestrian |  | Motorist |  |  | Signalized Intersection(s) | Yes: |  | No: |  |
| Bicyclist |  |  |  |  | Pavement Condition |  |
|  |  |  |  |  | Posted Speed Limit |  |
| **Congestion (check all that apply)** |  | Traffic Volumes (AADT) |  |
| The roadway experiences congestion in the: |  |  | Transit Route / Stops | Yes: |  | No: |  |
| AM Peak Period |  | PM Peak Period |  |  | Truck Route | Yes: |  | No: |  |

## Complete Streets Checklist – Future Conditions

|  |
| --- |
| **Future Roadway Conditions (check all that apply)** |
| There are planned transportation and land use projects that could affect circulation in the project area |  |
| If so, please list the project(s) |  |
| The planned projects are anticipated to increase travel demand in the following modes: |
| Car |  | Transit |  |  | Bicycle |  | Pedestrian |  |
|  |  |  |  |  |  |  |  |  |
| **Stakeholder Outreach (check all that apply)** |  | **Circle the Complete Streets Design Type** |
| Please indicate which stakeholder groups provided input on the project scope and design: |  | Street Design TypeMain Street Avenue Boulevard ParkwayLocal Street Rural Road*Local Collector Arterial* |
| Neighborhood Group |  | Bicycle Committee |  |  |
| Business |  | Pedestrian Committee |  |  |
| School |  | Senior Group |  |  |
| Property Owners |  | Transit Agency |  |  |
| Environmental Group |  | Transportation Disadvantaged |  |  |
| Specific changes requested by stakeholders were incorporated: |  |  | Bike/Ped-Oriented | Auto/Truck-Oriented |

## Complete Streets Checklist – Opportunities & Challenges

|  |
| --- |
| **Transportation Network Deficiencies (Refer to Existing Conditions)** |
|  | Bicycle |  | Pedestrian |  | Transit |
| Lacking or insufficient facilities |  |  |  |  |  |
| Lacking or insufficient network connectivity |  |  |  |  |  |
| Insufficient accommodations for seniors |  |  |  |  |  |
| Insufficient accommodations for the disabled |  |  |  |  |  |
| Insufficient accommodations for students / youth |  |  |  |  |  |
|  |  |  |  |  |  |
| **Given the Existing and Future Conditions, the project area is an ideal candidate for (check all that apply):** |
| Road Diet (road width > 56’; AADT < 20,000; bike / pedestrian supportive land use; safety) |  |
| Traffic Calming (speeding; collision history; local street) |  |  |  |  |  |
| Roundabout |  |  |  |  |  |
| Transit-Oriented Development / Transit Corridor (15 min headway) |  |  |  |  |  |
| Neighborhood Shared Street |  |  |  |  |  |
| Pedestrian Place |  |  |  |  |  |
| Transit / Bicycle / Pedestrian Prioritization at intersections |  |  |  |  |  |

## Complete Streets Checklist – Design

The purpose of this section is to ensure all users have been considered in the design of the project. Complete street design is context-sensitive and a complete street in a rural area may look different than one in an urban area. Refer to safety and special user needs identified in the Existing and Future Conditions sections. The Monterey County Complete Street Guidebook chapter 5 contains design best-practices and sample accommodations for these users. Which, if any, of the following are existing or improved through the project design?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pedestrian Design** |  | **Bicycle Design** |  | **Transit Design** |
|  | Existing | Improved |  |  | Existing | Improved |  |  | Existing | Improved |
| Minimize Driveways |  |  |  | Bicycle Lanes |  |  |  | Priority Bus Lane |  |  |
| Sidewalk / Path |  |  |  | Shared-Lane Marking |  |  |  | Bus Bulb/Pull-Outs |  |  |
| Landscaping / Parking Buffer |  |  |  | Multiuse Path |  |  |  | Shelter |  |  |
| ADA Access |  |  |  | Wayfinding Signs |  |  |  | Real Time Bus Arrival Info |  |  |
| Street Trees |  |  |  | Bicycle Parking |  |  |  | ITS / Signal Priority |  |  |
| Crossing Treatments |  |  |  | Bicycle Detection |  |  |  | Transit (15 min headway) |  |  |
| Traffic Calming |  |  |  | Bicycle Box |  |  |  | Wi-Fi Service |  |  |
| Wayfinding Signs |  |  |  | Color-Treated Bike Lanes |  |  |  | Stop/Station Amenities |  |  |
| Audible Countdown |  |  |  | Floating Bike Lanes |  |  |  |  |  |  |
| Other (describe) |  |  | Other (describe) |  |  | Other (describe) |  |

## Complete Streets Checklist – Trade-Offs & Exceptions

|  |
| --- |
| **Project Trade-Offs (check all that apply)** |
| The recommended complete street cross section and/or design is supportable |  |
| If not, explain why: |
| Lack of ROW width |  | Existing structures |  | Other |  |
| Environmental features |  | Insufficient funding |  |  |
| Alternative designs have been considered |  |
| What refinements to the cross section were needed? |
| Removed/partial zones for: |
| Pedestrian |  | Bicyclist |  | Landscaping |  | Vehicles |  |
| Considered alternative routes / locations for: |
| Pedestrian |  | Bicyclist |  | Landscaping |  | Vehicles |  |
|  |  |  |  |  |  |  |  |
| **Exceptions** |
| The project is exempt from accommodating certain users |  |
| Cost of accommodation is excessively disproportionate to the need or probable use |  |
| There is a documented absence of current and future need |  |
| Other |  |

## Section B Scoring Categories Points

B1) Stakeholder outreach was conducted on the project scope and design 0 or 5

B2) The project incorporates one of the following Complete Street Treatments 0-10

Road Diet

Traffic Calming

Roundabout

Transit-Oriented Development / Transit Corridor

Neighborhood Shared Street

Pedestrian Place

Transit/Bicycle/Pedestrian Prioritization at Intersections

B3) Project improves bicycle, pedestrian, or transit design features 0 or 5

B4) This is a maintenance project with Complete Streets enhancements 0 or 5

**Subtotal (max.) 25**

# Section C: Project Readiness & Cost Effectiveness

Provide a schedule of when the project components (e.g. design, construction) will be started and completed. Attach supporting documentation and additional information as needed. List all costs associated with the project. The RSTP money requested would be granted for a three-year time frame. Indicate whether matching funds are secured or unsecured under Fund Status.

Total RSTP funding request: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Other funding: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Project Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase** | **Start Date (M/YY)** | **End Date (M/YY)** | **Funding ($1,000s)** | **Fund Source** | **Funds Secured (Y/N)** |
| **Prior** | **FY20/21** | **FY21/22** | **FY22/23** |
| Environmental Review |  |  |  |  |  |  |  |  |
| Design: \_\_\_% Complete |  |  |  |  |  |  |  |  |
| Right of Way |  |  |  |  |  |  |  |  |
| Construction |  |  |  |  |  |  |  |  |
| Operating |  |  |  |  |  |  |  |  |
| Maintenance |  |  |  |  |  |  |  |  |
| Public Outreach and Education |  |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |  |

## Section C Scoring Categories Points

C1) Project is ready to bid within: 0-5

 1 points = Three years

3 points = Two years

5 points = One year

C2) Request for funding will fully fund the project 0-10

 0 points = Funding plan does not fully-fund project

 3 points = Funding plan is fully-funded, less than 50% non-RSTP funds secured

 5 points = Funding plan is fully-funded, more than 50% non-RSTP funds secured

 7 points = Funding plan is fully-funded, more than 75% non-RSTP funds secured

 10 points = Funding plan is fully-funded, 100% non-RSTP funds secured

C3) Project has already started and/or has completed the following phase(s): 0-10

5 points = Environmental Review

5 points = Plans, Specifications, and Estimates

1 point = 30% complete

2 points = 60% complete

4 points = 90% complete

5 points = 100% complete

**Subtotal (max.) 25**

# Section D: Prior Project Delivery Performance

Jurisdictions applying for RSTP Competitive Grant funds should be fully utilizing all available RSTP Fair Share funds. The jurisdiction’s ability and commitment to deliver the proposed project within the three-year timely-use of funds programming cycle, as well as past performance on competitively awarded projects, is also critically important to ensure grant funds are not reserved for projects that do not move forward.

|  |  |
| --- | --- |
| **What is your jurisdiction’s RSTP Fair Share unprogrammed balance?** |  |
| **If your jurisdiction has unprogrammed Regional Surface Transportation Program Fair Share funds, how are you proposing to fully-utilize those funds?** |
|  |
| **If your jurisdiction has previously received Regional Surface Transportation Program Competitive funds, discuss your track record with delivering those projects within the 3-year program cycle and any challenges encountered with project delivery.** |
|  |
| **Does this request for grant funding cover a cost overrun? (Yes or No)** |  |
| **If yes, please explain the issue related to the cost overrun.** |
|  |

## Section D Scoring Categories Points

D1) The jurisdiction is maximizing the use of RSTP Fair Share 0 or 10

D2) The jurisdiction has delivered previously-awarded competitive projects on time 0-10

D3) This funding request does not fund a cost-overrun 0 or 5

**Subtotal (max.) 25**

# APPENDIX C

# REIMBURSEMENT FORM

