TRANSPORTATION AGENCY FOR MONTEREY COUNTY

2023 GUIDELINES & POLICIES FOR THE ADMINISTRATION OF REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDS

ADOPTED BY THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY BOARD OF DIRECTORS: March 22, 2023

## 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. New in 2023, is the introduction of a Quick-Build Project Pilot Program to encourage jurisdictions to quickly implement safety needs or improve non-motorized user comfort.

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 Quick-Build Project Pilot Program: RSTP Quick-Build Project Pilot Program is a new program that apportions up to $1,000,000 to the cities and County of Monterey on a competitive basis. TAMC will distribute this competitive funding every two to three years in alignment with the RSTP Competitive Fair Share and Competitive Grant cycle. The distribution of Quick-Build Project 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 two years of receiving funds. Application materials and scoring criteria are included in Appendix C. 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 E.

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 E.

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 the Subcommittee’s initial rankings. 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, two years for quick-build projects. Funds are paid to projects on a reimbursement basis and upon claim by the project sponsor to the Transportation Agency, provided the jurisdiction has entered into a funding agreement with TAMC. 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 Director of Programming & Project Delivery 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 and quick-build categories 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 or quick-build categories, 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 (AB1012) - Torlakson requires that RSTP funds are subject to a “timely use of funds” provision. AB1012 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 competitive and Quick-Build Project 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.

Additionally, recipients of RSTP funding will be required to submit a Before-and-After Study that assesses the impact of the project after it’s built. The Before Study is required prior to construction and the After Study shall be completed twelve (12) months after construction. The Before-and-After Study must evaluate the project benefits outlined in the RSTP grant application and can include measures such as mode share; sales tax data to show faster-than-average retail growth on redesigned streets; number of collisions; and vehicle speeds, volumes, and travel times. A sample Before-and-After Study is provided in Appendix D.

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 22, 2023 |
| Call for projects | March 22, 2023 |
| Establish Review Committee |  |
| Bicycle & Pedestrian Committee nominates committee members | May 3, 2023 |
| Technical Advisory Committee nominates members | May 4, 2023 |
| Grant Applications Due |  |
| Applications due to TAMC | June 1, 2023 |
| Review Committee Scores Applications |  |
| Review committee members complete scoring of applications | June 22, 2023 |
| 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 2, 2023 |
| Technical Advisory Committee will recommend approval of projects for funding to the Board | August 3, 2023 |
| TAMC Board Approval |  |
| Board approves projects for Competitive Grants via resolution | August 23, 2023 |

# APPENDIX A

# PROJECT ELIGIBILITY

## 23 USC § 133 - Surface transportation block grant program

(b) Eligible Projects.-Funds apportioned to a State under section 104(b)(2) for the surface transportation block grant program may be obligated for the following:

1. Construction of-
   1. highways, bridges, tunnels, including designated routes of the Appalachian development highway system and local access roads under section 14501 of title 40;
   2. ferry boats and terminal facilities-
      1. that are eligible for funding under section 129(c); or
      2. that are privately or majority-privately owned, but that the Secretary determines provide a substantial public transportation benefit or otherwise meet the foremost needs of the surface transportation system described in section 101(b)(3)(D);
   3. transit capital projects eligible for assistance under chapter 53 of title 49;
   4. infrastructure-based intelligent transportation systems capital improvements, including the installation of vehicle-to-infrastructure communication equipment;
   5. truck parking facilities eligible for funding under section 1401 of MAP–21 (23 U.S.C. 137 note);
   6. border infrastructure projects eligible for funding under section 1303 of SAFETEA–LU (23 U.S.C. 101 note); and
   7. wildlife crossing structures.
2. Operational improvements and capital and operating costs for traffic monitoring, management, and control facilities and programs.
3. Environmental measures eligible under sections 119(g), 148(a)(4)(B)(xvii), 328, and 329 and transportation control measures listed in section 108(f)(1)(A) (other than clause (xvi) of that section) of the Clean Air Act (42 U.S.C. 7408(f)(1)(A)).
4. Highway and transit safety infrastructure improvements and programs, including projects eligible under section 130 and installation of safety barriers and nets on bridges.
5. Fringe and corridor parking facilities and programs in accordance with section 137 and carpool projects in accordance with section 146.
6. Recreational trails projects eligible for funding under section 206 including the maintenance and restoration of existing recreational trails, pedestrian and bicycle projects in accordance with section 217 (including modifications to comply with accessibility requirements under the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)), and the safe routes to school program under section 208.
7. Planning, design, or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
8. Development and implementation of a State asset management plan for the National Highway System and a performance-based management program for other public roads.
9. Protection (including painting, scour countermeasures, seismic retrofits, impact protection measures, security countermeasures, and protection against extreme events) for bridges (including approaches to bridges and other elevated structures) and tunnels on public roads, and inspection and evaluation of bridges and tunnels and other highway assets.
10. Surface transportation planning programs, highway and transit research and development and technology transfer programs, and workforce development, training, and education under chapter 5 of this title.
11. Surface transportation infrastructure modifications to facilitate direct intermodal interchange, transfer, and access into and out of a port terminal.
12. Projects and strategies designed to support congestion pricing, including electronic toll collection and travel demand management strategies and programs.
13. Projects and strategies designed to reduce the number of wildlife-vehicle collisions, including project-related planning, design, construction, monitoring, and preventative maintenance.
14. The installation of electric vehicle charging infrastructure and vehicle-to-grid infrastructure.
15. The installation and deployment of current and emerging intelligent transportation technologies, including the ability of vehicles to communicate with infrastructure, buildings, and other road users.
16. Planning and construction of projects that facilitate intermodal connections between emerging transportation technologies, such as magnetic levitation and hyperloop.
17. Protective features, including natural infrastructure, to enhance the resilience of a transportation facility otherwise eligible for assistance under this section.
18. Measures to protect a transportation facility otherwise eligible for assistance under this section from cybersecurity threats.
19. At the request of a State, and upon Secretarial approval of credit assistance under chapter 6, subsidy and administrative costs necessary to provide an eligible entity Federal credit assistance under chapter 6 with respect to a project eligible for assistance under this section.
20. The creation and operation by a State of an office to assist in the design, implementation, and oversight, including conducting value for money analyses or similar comparative analyses, of public-private partnerships eligible to receive funding under this title and chapter 53 of title 49, and the payment of a stipend to unsuccessful private bidders to offset their proposal development costs, if necessary to encourage robust competition in public-private partnership procurements.
21. Any type of project eligible under this section as in effect on the day before the date of enactment of the FAST Act, including projects described under section 101(a)(29) as in effect on such day.
22. Rural barge landing, dock, and waterfront infrastructure projects in accordance with subsection (j).
23. Projects to enhance travel and tourism.

## 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, 2023 – 12:00 PM via email to janneke@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, 2023 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

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 that increase capacity or make changes to the control type, 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 pre-construction Before Study in alignment with stated project benefits must be completed or a commitment to complete as part of the project implementation. A sample Before-and-After Study can be found in Appendix D.

A pre-construction Before Study has been completed (include with grant application): \_\_\_\_\_

A pre-construction Before Study will be completed as part of the project implementation (include in project completion report): \_\_\_\_\_

# 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** | |
|  | |
| **Describe how your project benefits disadvantaged communities** | |
|  | |
| **Describe how your projects addresses the needs of people with disabilities** | |
|  | |

## Section A Scoring Categories Points

A1) Traffic volume in the corridor 1-5

1 point = 1 - 5,000 ADT;

2 points = 5,001 - 10,000 ADT

4 points = 10,001 - 20,000 ADT

5 points = 20,001+ ADT

A2) Project will mitigate safety hazards 0-5

A3) Regional Significance 0-5

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

A4) Benefits to Disadvantaged Communities 0-5

0-5 points based on how well the project serves disadvantaged communities. Can serve disadvantaged communities by being either within a disadvantaged community or on a route commonly used by disadvantaged communities.

A5) Benefits to people with disabilities 0-5

0-5 points based on how well the project will serve people with disabilities.

**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/complete-streets>

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

## Complete Streets Checklist

## Existing Conditions

Function Classification: Local Collector Arterial

Complete Streets Design Type: (refer to Chapter 4 of the Complete Streets Guidebook)

Main Street Avenue Boulevard Parkway

Local/Subdivision Street Rural Road

ROW Width: feet

Roadway Width: feet

Number of lanes N/B: S/B:

2-Way Center Turn Lane: Yes No

Sidewalk Width: feet

Landscaping: Yes No

Parking: Yes No

Shoulder Width: feet

Bike Lane Width: feet

Signalized Intersection Yes No

Pavement Condition: PCI

Posted Speed Limit: mph

Traffic Volume: AADT

Transit Route/Stops: Yes No

Truck Route: Yes No

Based on the matrix linked below\*, indicate the existing bicycle level of traffic stress:

LTS 1 LTS 2 LTS 3 LTS 4

\* <https://www.boston.gov/sites/default/files/file/2020/12/BLTS%20Table.pdf>

*Note:* The methodology and analysis used to develop the Bicycle Level of Traffic Stress table linked above is an adaptation to fit Boston’s context from the Mineta Transportation Insititute’s report “Low-Stress Bicycling and Network Connectivity” and NACTO’s “Urban Bikeway Design Guide”.

For more information about All Ages & Abilities Facilities, see page 4 at the following link: <https://nacto.org/wp-content/uploads/2017/12/NACTO_Designing-for-All-Ages-Abilities.pdf>.

## Future Conditions

There are planned transportation and land use projects that could affect circulation in the project area Yes No

If so, please list the project(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## The planned projects are anticipated to increase travel demand in the following modes: (Circle all that apply)

## Motor Vehicle Transit Bicycle Pedestrian

**Stakeholder Outreach**

Which stakeholder groups provided input on the project scope and design?

Neighborhood Group Bicycle Committee Business Pedestrian Committee School Senior Group Property Owners Transit Agency Environmental Group Transportation Disadvantaged

Describe how the outreach was conducted in one paragraph or less:

**Opportunities & Challenges**

**Transportation Network Deficiencies (circle all that apply)**

Lacking or insufficient facilities Bicycle Pedestrian Transit

Lacking or insufficient network connectivity Bicycle Pedestrian Transit

Insufficient accommodations for seniors Bicycle Pedestrian Transit

Insufficient accommodations for the disabled Bicycle Pedestrian Transit

Insufficient accommodations for students/youth Bicycle Pedestrian Transit

**The project will implement the following Complete Streets elements (check all that apply):**

\_\_\_\_\_ Road Diet (road width > 56’; AADT < 20,000; bike/pedestrian supportive land use; safety)

\_\_\_\_\_ Traffic Calming

\_\_\_\_\_ Roundabout

\_\_\_\_\_ Transit-Oriented Development

\_\_\_\_\_ Neighborhood Shared Street

\_\_\_\_\_ Pedestrian Place

\_\_\_\_\_ Transit / Bicycle / Pedestrian Prioritization at intersections

**Based on the matrix linked below\*, indicate the anticipated bicycle level of traffic stress after the proposed improvements are constructed:**

LTS 1 LTS 2 LTS 3 LTS 4

\* <https://www.boston.gov/sites/default/files/file/2020/12/BLTS%20Table.pdf>

*Note:* The methodology and analysis used to develop the Bicycle Level of Traffic Stress table linked above is an adaptation to fit Boston’s context from the Mineta Transportation Insititute’s report “Low-Stress Bicycling and Network Connectivity” and NACTO’s “Urban Bikeway Design Guide”.

For more information about All Ages & Abilities Facilities, see page 4 at the following link: <https://nacto.org/wp-content/uploads/2017/12/NACTO_Designing-for-All-Ages-Abilities.pdf>.

**Check here if this project is a pedestrian enhancement project only** **\_\_\_\_\_**

**Which Complete Streets design features are included in this project? (Circle all that apply)**

**Pedestrian Design Bicycle Design Transit Design**

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 below)

**Project Trade-Offs**

The recommended complete streets cross section and/or design is supportable Yes No

If not, explain why: (circle all that apply)

Lack of ROW Existing structures Environmental features Insufficient funding Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative designs have been considered Yes No

What refinements to the cross section were needed and why?

Removed/partially removed zones for:

Pedestrians Bicyclists Landscaping Vehicles

Considered alternative routes/locations for:

Pedestrians Bicyclists Landscaping Vehicles

**Is this a maintenance project?**  Yes No

**What types of destinations does the project connect transportation disadvantaged communities to? (Circle all that apply)**

Transit Schools Senior Housing Affordable Housing

Parks Community Center Library

**Does the project close a gap in the network for:** Bicycle Pedestrian Transit

**Exceptions**

The project is exempt from accommodating certain users \_\_\_\_\_

Cost of accommodation is excessively disproportionate to the need or probably use \_\_\_\_\_

There is documented absence of current and future need \_\_\_\_\_

Other:

## Section B Scoring Categories Points

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

B2) The project is expected to reduce bicycle level of traffic stress 0-5

B3) The project incorporates one of the following Complete Street Treatments 0-5

Road Diet

Traffic Calming

Roundabout

Transit-Oriented Development / Transit Corridor

Neighborhood Shared Street

Pedestrian Place

Transit/Bicycle/Pedestrian Prioritization at Intersections

B4) Project improves bicycle, pedestrian, or transit design features 0 or 2.5

B5) This is a maintenance project with Complete Streets enhancements 0 or 2.5

B6) Improve access and/or close a gap for transportation disadvantaged communities 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** | **FY23/24** | **FY24/25** | **FY25/26** |
| Environmental Review |  |  |  |  |  |  |  |  |
| Design: \_\_\_% Complete |  |  |  |  |  |  |  |  |
| Right of Way |  |  |  |  |  |  |  |  |
| Construction |  |  |  |  |  |  |  |  |
| Operating |  |  |  |  |  |  |  |  |
| Maintenance |  |  |  |  |  |  |  |  |
| Public Outreach and Education |  |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |  |

|  |
| --- |
| **For all projects, a benefit / cost analysis must be completed and submitted with the application demonstrating the positive financial benefits of the project. You can use one of the established models developed by Caltrans or you may use your own model approved by TAMC staff.**  <https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/data-analytics-services/transportation-economics> |
| Benefit / Cost Ratio Result: |

## 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 0-5

0 points = Funding plan does not fully-fund project

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

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

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

5 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

C4) Benefit / cost ratio 0 or 5

0 point = <1

5 points = >1

**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

# REGIONAL SURFACE TRANSPORTATION PROGRAM QUICK-BUILD PROJECT APPLICATION FORM

Grant Application Materials

Regional Surface Transportation Program Quick-Build Project Grants

#### Applications due: June 1, 2023 – 12:00 PM via email to janneke@tamcmonterey.org

Logo

Description automatically generated

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 2023 RSTP grant program will include a pilot program for quick-build projects. TAMC is dedicating a maximum of $1,000,000 to quick-build projects. The following guidelines are adopted from the California Transportation Commission’s 2023 Active Transportation Program Cycle 6: Phase II Quick-Build Project Pilot Program Application. For more information about the ATP Quick-Build Project Pilot Program, visit: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle6>.

The purpose of the quick-build pilot program is to provide funding to local jurisdictions for interim capital improvement projects. These projects require minor construction activities and are typically built with durable, low to moderate cost materials, and last from one year to five years. These projects have moderate design flexibility to anticipate adjustments that may occur based on community feedback. The purpose of a quick-build project is to immediately implement safety needs or improve non-motorized user comfort, allowing a community to benefit quickly from improvements made, and/or allow the people of a community affected by the project to provide input and test the project improvements before they are permanently constructed.

Quick-build projects are distinguished from temporary demonstration projects by the types of materials used and the intended duration of the project. In addition, quick-build projects have a data collection and study period that lasts from the beginning of the project through completion. Unlike traditional capital projects, quick-build projects can be adjusted; they can be changed based on community input and further technical analysis over time. If the quick-build project is successful, it can later be made permanent. If it is not successful, it can be easily deconstructed. Quick-build projects are intended to remain in place until capital upgrades are possible. All quick-build projects considered for funding in the RSTP pilot program are expected to collect data to inform the approach for the project. Objective metrics are an important part of the process, both for making necessary adjustments and demonstrating success. Examples of data that can be collected are: surveys to show how many customers get to key destinations within the project area without cars; analyzed sales tax data to show faster-than-average retail growth on redesigned streets; number of collisions and injuries before and after the quick-build project; and vehicle speeds, volumes and travel times.

# Instructions

1. You must complete an application form for each project.
2. If your agency submits more than one quick-build 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 quick-build 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 quick-build 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 Quick-Build Project 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, 2023 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 2-year timeframe. Please specify if your project will meet this deadline. Please note that after two years, your project will lose the funding if it has not yet been completed.

The proposed project will be implemented within 2 years: \_\_\_\_\_

1. Your project must be identified as a treatment consistent with a minimum of one of the following design guides or local or regional plans. Please check off the applicable plans:

Monterey Bay Area Complete Streets Guidebook \_\_\_\_\_

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

Monterey County Active Transportation Plan: \_\_\_\_\_

NACTO’s Urban Bikeway Design Guide \_\_\_\_\_

NACTO’s Urban Street Design Guide \_\_\_\_\_

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

1. For all projects, a pre-construction Before Study in alignment with stated project benefits must be completed or a commitment to complete as part of the project implementation. A sample Before-and-After Study can be found in Appendix D.

A pre-construction Before Study has been completed

(include with grant application): \_\_\_\_\_

A pre-construction Before Study will be completed as part of the project implementation (include in project completion report): \_\_\_\_\_

# Quick-Build Project Information

|  |  |
| --- | --- |
| **Project Title** | **Sponsor / Lead Agency** |
|  |  |
| **Contact Person** | **Contact Information (address, phone, email)** |
|  |  |
| **Project Description** | |
|  | |
| **Project Location (attach a map)** | |
|  | |
| **Total Project Cost** | |
|  | |
| **Project Layout Plans (**Project Map/Plans showing existing conditions and the initial project layout. Applicants are encouraged to provide additional examples of potential layouts that show that the project is flexible and can be adjusted based on community feedback) | |
|  | |
| **Anticipated project duration (Start and end dates of the quick-build project)** | |
|  | |
| **Project Schedule** | |
|  | |
| **What is the maintenance plan for the project? Describe the plan for the time, funding, and equipment needed for replacing damaged materials or other required maintenance.** | |
|  | |

Provide a narrative addressing the following items in no more than 4 pages:

1. Statement of project need: Describe the issue(s) that this project will address. How will the proposed project benefit the non-motorized users? What is the project's desired outcome?
2. Describe the project location’s history of pedestrian and bicycle collisions and any other safety concerns which this project will mitigate. (Attach a collision heat map if applicable, using the Transportation Injury Mapping System (TIMS), (<https://tims.berkeley.edu/>). If the applicant is trying to direct bike/walk traffic away from dangerous areas, data from nearby locations/corridors may be used. User testimonials from sources such as Street Story (<https://streetstory.berkeley.edu/>) can be used to justify improvements to non-motorized user comfort.
3. Describe the community based public participation process that culminated in the project. Include discussions of:
   1. Who was engaged in the identification and development of this project? How were they engaged? Describe the type, extent, and duration of outreach and engagement conducted to relevant stakeholders.
   2. How will the project serve as an engagement strategy? Address how the engagement will entice potential users to experience the project. How will stakeholders continue to be engaged throughout the duration of the project? How will users provide input into design modifications and how will these suggestions be used to inform changes?
4. Referencing the potential project layout plan(s), describe the anticipated scope of the quick-build project and potential ways in which the project can be adjusted to address community feedback.
5. How will the effectiveness of the project be measured? i) Discuss the data collection methods that will be used to refine the approach for the currently planned project or future projects. ii) Discuss the effectiveness measures that will be evaluated (public support, mode shift, safety, etc.) and the tools that will be used (such as surveys, counts, observations, etc.) to quantify the success. Using your proposed metrics, what is an estimated measurement of the project’s effectiveness?
6. Describe how your project will transform the non-motorized environment.
7. Describe your agency’s long-term plan for the quick-build project. How will it inform future capital infrastructure projects?

## Scoring Categories Points

1) The project will quickly address an urgent safety need or improve comfort for non-motorized users, including students, older adults, and disadvantaged communities. 0-10

2) Engaged the community in the identification and initial planning of the project 0-5

3) Plans include continuous community engagement for the duration of the project 0-5

4) The project scope is flexible and adjustable based on community feedback 0-5

5) The quick-build project’s progress and performance will be measured 0-10

6) The quick-build project provides a foundation for a potential permanent infrastructure project 0-10

7) There is a maintenance strategy in place for the quick-build project 0-5

**Total (max.) 50**

APPENDIX D

BEFORE AND AFTER STUDY SAMPLE

|  |  |  |  |
| --- | --- | --- | --- |
| **BEFORE-AND-AFTER STUDY** | | | |
| **Project Name** |  | | |
| **City** |  | | |
|  | **BEFORE** | **AFTER** | **CHANGE** |
| AADT |  |  |  |
| Vehicle Speed (85th %) |  |  |  |
| Bike Count |  |  |  |
| Pedestrian Count |  |  |  |
| Collisions Involving Bikes |  |  |  |
| Collisions Involving Pedestrians |  |  |  |
| Collisions Involving Vehicles-Only |  |  |  |
| **OPTIONAL** |  |  |  |
| *Commercial Corridor:*  Gross Receipts |  |  |  |
| *Commercial Corridor:*  Business-owner Feedback |  |  |  |
| *Commercial Corridor:*  Building Vacancy |  |  |  |
| *Commercial Corridor:*  Number of Jobs |  |  |  |

# APPENDIX E

# REIMBURSEMENT FORM

