

TRANSPORTATION AGENCY FOR MONTEREY COUNTY GUIDELINES & POLICIES FOR THE ADMINISTRATION OF REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDS

**ADOPTED BY THE TRANSPORTATION AGENCY FOR MONTEREY
COUNTY BOARD OF DIRECTORS: FEBRUARY 26, 2014**

REVISED AND APPROVED: MARCH 22, 2017

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.

These programming categories are described as follows:

RSTP Reserve: RSTP Reserve is an approved TAMC policy that reserves 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 Allocation Process: 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% lane miles (as estimated by the latest publication of Caltrans Public Road Data), 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 part 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 payment according to the procedures outlined 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.

Transportation for Livable Communities (TLC): Transportation for Livable Communities program aimed to encourage land use decisions that supported transit and reduced regional traffic congestion. This program rewarded jurisdictions that approved new housing and mixed-use development in urban locations near transit hubs. As of 2013, the program has been suspended as the goals of the TLC program are being met with the Complete Streets program.

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 (TAC) members, Bicycle and Pedestrian Committee (BPC) 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 TAC and BPC.
- The TAC and BPC will consider approving the initial rankings recommended by the Subcommittee. The BPC will forward their recommendations on to the TAC for consideration. If the BPC’s comments cannot be incorporated, differences in recommendations will be discussed with the TAMC Board.

- The TAC 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 TAC and the BPC. 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 TAMC. Invoiced costs are to be on a reimbursement basis and 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.

Local Agency Funding Allocation Agreement: Each jurisdiction receiving RSTP funds must execute a Local Agency Funding Allocation Agreement with the Transportation Agency prior to receiving any RSTP funds. The Local Agency Funding Allocation 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 Allocation 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.

These Funding Allocation Agreements anticipate 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 Master Agreement. Each Exhibit A 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 provision gives the agency staff authority to de-obligate funds from a local agency if project implementation is not moving forward in a satisfactory manner and reapply these funds towards a project that is ready for implementation. This process of fund redistribution would first require the approval by 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.

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 [1]
- (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—
 - (A) have disproportionately high accident rates;
 - (B) have high levels of congestion, as evidenced by—
 - (i) interrupted traffic flow at the intersection; and
 - (ii) 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
 - (C) 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—
 - (A) 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;
 - (B) 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

(C) 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).

(c) Location of Projects.— Surface transportation program projects may not be undertaken on roads functionally classified as local or rural minor collectors unless the roads were on a Federal-aid highway system on January 1, 1991, except—

- (1) as provided in subsection (g);
- (2) for projects described in paragraphs (2), (4), (6), (7), (11), (20), (25), and (26) of subsection (b); and
- (3) as approved by the Secretary.

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:

- (a) 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.
- (b) 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, 2017 - 12:00 PM



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; however, it may be presented to the TAMC Technical Advisory Committee (TAC) for review.
- (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, 2017 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 submitted, you must include three paper copies and a PDF copy.

Screening Criteria

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

- A. 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: _____

- B. 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): _____
Pavement Management System (PMS): _____
Active Transportation Plan: _____
Short Range Transit Plan (SRTP): _____
MST Service Improvement Plan: _____
Regional Transportation Plan (RTP): _____
Approved Transportation Impact Study: _____
Other (please specify): _____

- C. 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:
<http://www.dot.ca.gov/hq/traffops/liasons/ice.html>.

An ICE has been completed: _____
An ICE will be completed: _____

- D. 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 the established models listed below:

For street / highway construction and operational improvement projects, as well as some Intelligent Transportation System (ITS) and transit projects, you may use the Caltrans Cal B/C model found here:
http://www.dot.ca.gov/hq/tpp/offices/eab/LCBC_Analysis_Model.html

For active transportation project, you may use the Caltrans Active Transportation Program B/C model found here: <http://www.dot.ca.gov/hq/tpp/offices/eab/atp.html>

Benefit / Cost Ratio Result: _____

Section A: Project Information & Regional Significance

Project Title		Sponsor / Lead Agency	
Contact Person		Contact Information (address, phone, email)	
Total Project Cost		Amount of RSTP Funds Requested	
Identify the funding sources for the project. You must specify if these funding sources are secured or proposed. Also indicate fiscal years in which these funds are programmed. Attached additional information if needed.			
Fund Source	Amount	Fiscal Year	Status
Project Description (include Average Daily Traffic data – vehicle, bike & ped, or transit passengers)			
Is there a history of collisions in the project area (pedestrian, bicycle, motorist)?			
Project Benefits (attach additional information if needed)			
Describe how your project links regional origin / destinations or serves regional travel			

Scoring Categories	Points
A1) Traffic volume	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) Regional Significance	1-10
1-10 points based on how well the project serves travelers from other areas or more than one jurisdiction.	
A3) Project will mitigate any of the following safety hazards:	5
Bicycle/pedestrian collisions within the project limits (or within 2 miles of school)	
Low visibility of bicyclists and pedestrians, inadequate or no crosswalks, or walking or biking in the street	
High speed vehicles, poor sight distances, or no traffic control devices	
Subtotal (max.)	25

Section A Scoring:

Criteria	Points
A1	0 / 10
A2	0 / 10
A3	0 / 5
Total Score	0 / 25

Section B: Complete Streets

Complete the Complete Streets Checklist and include with your application.

Scoring Categories	Points
B1) Stakeholder outreach was conducted on the project scope and design	0-5
B2) The project will incorporate 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	0-5
B4) This is a maintenance or rehabilitation project with Complete Streets enhancements	0-5
Subtotal (max.)	25

Exemptions: Based on the project’s completed Complete Streets Checklist, the project warrants the following exemptions from Section B scoring:

Explanation for exemptions:

CHECKLIST - Existing Conditions

4. Existing Land Uses (check all that apply)

Residential (Low Density)	<input type="checkbox"/>	Civic/Public	<input type="checkbox"/>
Residential (Med-High Density)	<input type="checkbox"/>	Park/Open Space	<input type="checkbox"/>
Mixed Use (w/residential)	<input type="checkbox"/>	Visitor-Serving	<input type="checkbox"/>
Commercial (office/retail/mixed)	<input type="checkbox"/>	Senior Housing	<input type="checkbox"/>
Institutional/School	<input type="checkbox"/>	Rural/Agricultural	<input type="checkbox"/>

5. Safety (See Complete Streets Needs Assessment Matrix & <http://tims.berkeley.edu/>)

Are there perceived safety/speeding issues in the project area? Yes No

Is there a history of collisions in the project area?

Pedestrian Bicyclist Motorist

6. Congestion

Does the roadway experience congestion? Yes No

If so, at what time(s) is it congested? AM Peak PM Peak

7. Existing Roadway Conditions/Context

Functional Classification	
ROW Width	Ft
Roadway Width	Ft
# of Lanes	NB/EB: SB/WB:
2-Way Center Turn lane	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sidewalk Width	Ft
Landscaping/Parking	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shoulder Width	Ft
Bike Lane Width (<5')	<input type="checkbox"/> Yes <input type="checkbox"/> No
Intersection(s)	<input type="checkbox"/> Signalized <input type="checkbox"/> Unsignalized
Pavement Condition	
Posted Speed Limit	
Traffic Volumes (AADT)	
Transit Route/Stops	<input type="checkbox"/> Yes <input type="checkbox"/> No
Truck Route	<input type="checkbox"/> Yes <input type="checkbox"/> No

CHECKLIST - Future Conditions

8. Future Roadway Conditions

Are there planned transportation & land use projects that could affect circulation in the project area?

Yes No

If so, please list the project(s)

Are planned projects anticipated to increase travel demand in the area?
(mark yes or no for each mode)

Car		Transit		Bicycle		Pedestrian	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	Yes	No	Yes	No	Yes	No

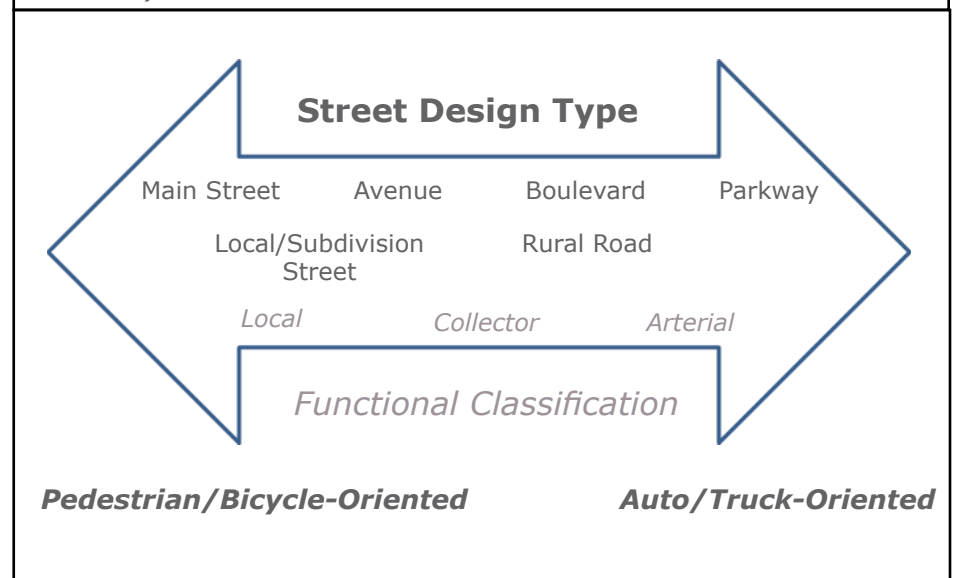
9. Stakeholder Outreach (check all that apply)

Please indicate which stakeholder groups provided input on project scope and design:

Neighborhood Group	<input type="checkbox"/>	Bicycle Committee	<input type="checkbox"/>
Business	<input type="checkbox"/>	Pedestrian Committee	<input type="checkbox"/>
School	<input type="checkbox"/>	Senior Group	<input type="checkbox"/>
Property Owners	<input type="checkbox"/>	Transit Agency	<input type="checkbox"/>
Environmental Group	<input type="checkbox"/>	Transportation Disadvantaged	<input type="checkbox"/>




Specific changes requested by stakeholders? Yes No

10. Circle the Complete Street Design Type - (See Table 3 of Guidebook)



11. Transportation Network Deficiencies (Refer to Existing Conditions)



			
Lacking/Insufficient Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lacking/Insufficient Network Connectivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insufficient accommodations for seniors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insufficient accommodations for disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insufficient accommodations for students/youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Given the Existing and Future Conditions the project area is a candidate for:

- Road Diet (Road width $\geq 56'$; AADT $< 20,000$; bike/ped supportive land use; safety) Yes No
- Traffic Calming (speeding; collision history; local street) Yes No
- Roundabout Yes No
- Transit-Oriented Development/Transit Corridor (15 min headway) Yes No
- Neighborhood Shared Street Yes No
- Pedestrian Place Yes No
- Transit/Bicycle/Pedestrian Prioritization at Intersections Yes No

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 Streets Guidebook Chapter X contains design best-practices and sample accommodations for these users.

12. Pedestrian Design (Guidebook Ch 5)

Which, if any, of the following is provided or improved through the project design?

Minimize Driveways	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Sidewalk/Path	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Landscaping/Parking Buffer	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
ADA Access	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Street Trees	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Crossing Treatments	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Traffic Calming	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Wayfinding Signage	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Audible Countdown	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Other (Describe)	<input type="text"/>	

13. Bicycle Design (Guidebook Ch 5)

Which, if any, of the following is provided or improved through the project design?

Bicycle Lanes	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Shared-Lane Markings	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Multiuse Path	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Route/Wayfinding Signs	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Bicycle Parking	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Bicycle Detection	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Bicycle Box	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Color-Treated Bike	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Floating Bike Lanes	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Other (Describe)	<input type="text"/>	

CHECKLIST - Design

14. Transit Design (Guidebook Ch 5)

Which, if any, of the following is provided or improved through the project design?

Priority Bus Lane	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Bus Bulbs/Pull-Outs	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Shelter	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Real Time Bus Arrival Info	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
ITS/Signal Priority	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Transit Service (15 min headways)	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Wi-Fi	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Stop/Station Amenities	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Other (Describe)		

CHECKLIST - Trade-Offs & Exceptions

15. Project Trade-Offs

Is the recommended complete street cross section/design supportable? Yes No

If not, explain why:

Lack of ROW width Existing Structures Other _____
Trees/Environmental Features Insufficient Funding Other _____

Have alternative designs been considered? Yes No

What refinements to the cross section were needed?

Removed/partial zones for: Pedestrians Bicyclists Landscaping Vehicles

Considered alternative routes/locations for Pedestrians Bicyclists Landscaping Vehicles

16. Exceptions (Refer to Ch 6 of the Guidebook)

Is the project exempt from accommodating certain users? Yes No

Cost of accommodation is excessively disproportionate to the need or probable use? Yes No

Documented absence of current and future need? Yes No

Other _____

The members of the scoring committee will review the project applicant’s Complete Streets checklist to determine the appropriate amount of points to award for each section. If the applicant is seeking an exemption from this section, the scoring committee member will assign points based on the completed checklist and if the exemption is warranted.

Section B Scoring:

Criteria	Points
B1	0 / 5
B2	0 / 10
B3	0 / 5
B4	0 / 5
Total Score	0 / 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	End Date	RSTP Funds (\$1,000s)			Other Funds (\$1,000s)	Fund Status
			FY17/18	FY18/19	FY19/20		
Environmental Review							
Expected Document:							
Design: ___% Complete							
Right of Way							
Construction							
Operating							
Maintenance							
Public Outreach and Education							
Other:							

Scoring Categories

- | | |
|--|---------------|
| C1) Project is ready to bid within: | Points |
| 1 points = Three years | 5 |
| 3 points = Two years | |
| 5 points = One year | |
| C2) Request for funding will fully fund the project | 10 |
| C3) Project has already started and has completed the following phase(s): | 1-10 |
| 5 points = Environmental Document | |
| 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 C Scoring:

Criteria	Points
C1	0 / 5
C2	0 / 10
C3	0 / 10
Total Score	0 / 25

Section D: Regional Transportation Plan Consistency

Projects applying for RSTP Competitive Grant funds must be consistent with the goals and policies of the Regional Transportation Plan. Please indicate below how your proposed project will perform. Attach supporting documentation and additional information as needed.

	Projected Impact
Access & Mobility Improve ability of Monterey County residents to meet most daily needs without having to drive. Improve the convenience and quality of trips, especially for walk, bike, transit, car/vanpool and freight.	
D1. Reduces the average work trip travel time	<input type="checkbox"/> No Impact <input type="checkbox"/> Improves
D2. Improve travel time reliability for bike/ped, transit, car/vanpool, or freight	<input type="checkbox"/> No Impact <input type="checkbox"/> Improves
Discuss:	
Safety & Health Design the transportation system to reduce accidents, promote active living, and lessen pollution exposure.	
D3. Reduces the number of fatalities and injuries due to collisions	<input type="checkbox"/> No Impact <input type="checkbox"/> Improves
D4. Improves bicycle, pedestrian, and transit mode share	<input type="checkbox"/> No Impact <input type="checkbox"/> Improves
Discuss:	
Environmental Stewardship Protect and enhance the County's built and natural environment. Act to reduce Greenhouse Gasses emissions.	
D5. Reduces greenhouse gas emissions	<input type="checkbox"/> No Impact <input type="checkbox"/> Improves
D6. Preserves sensitive habitat or prime agriculture land	<input type="checkbox"/> No Impact <input type="checkbox"/> Improves
Discuss:	
Social Equity Reduce disparities in healthy, safe access to key destinations for transportation-disadvantaged populations.	
D7. Provides funding for project serving Environmental Justice populations	<input type="checkbox"/> No Impact <input type="checkbox"/> Improves
D8. Increases the percent of population within ½ mile of high quality transit stop	<input type="checkbox"/> No Impact <input type="checkbox"/> Improves
Discuss:	
Economic Benefit Invest in transportation improvements – including operational improvements – that reinvest in Monterey County economy, improve economic access and improve travel time reliability and speed consistency for high-value trips.	
D9. Reduces vehicle hours of delay	<input type="checkbox"/> No Impact <input type="checkbox"/> Improves
D10. Reduces the number of distressed lane miles	<input type="checkbox"/> No Impact <input type="checkbox"/> Improves
Discuss:	

Scoring Categories

D1 – D10) Project demonstrates consistency with the goals of the Regional Transportation Plan 0-2.5 each

Subtotal (max.)

25

Section D Scoring:

Criteria	Points
D1	0 / 2.5
D2	0 / 2.5
D3	0 / 2.5
D4	0 / 2.5
D5	0 / 2.5
D6	0 / 2.5
D7	0 / 2.5
D8	0 / 2.5
D9	0 / 2.5
D10	0 / 2.5
Total Score	0 / 25

TOTAL APPLICATION SCORE: 0 / 100

APPENDIX C
REIMBURSEMENT FORM

