



2018 COMPREHENSIVE INVESTMENT PLAN (CIP)

APPLICATION WORKSHOP

QUESTIONS AND ANSWERS

SEPTEMBER 8, 2016

- Q1. How do you know if the collaborator worked on an application? Does the system track changes made by a collaborator?
- A1. The application system does not “track changes” and therefore collaborator changes will not be discernable from the primary applicant’s content.
- Q2. Should a sponsor be submitting applications requesting funding for a “project phase” rather than the “total project”? How will Alameda CTC determine the application is for the phase and not total project cost?
- A2. Yes, Sponsors should apply by phase because Alameda CTC programs and allocates by phase. In the application, Tab D – Funding section, there is a table that describes funding by phase. Applicants are to break down the total project costs by phase, and define the specific phases for which Alameda CTC discretionary funding is requested.
- Q3. For project applications requesting funding in early phases, the total cost will not be well defined. Can an estimated cost be entered under, unsecured funds? Please clarify.
- A3. Yes.
- Q4. Can two or more jurisdictions be co-sponsors for the same application? How do the sponsors include this information on the application?
- A4. There is no field specifically for co-sponsor information. The application should be submitted by the project sponsor i.e. the fund recipient with which Alameda CTC will enter into a funding agreement. There is a field for the implementing agency. Additionally, applicants can use Tab F - Attachments, to upload letters of support or other documentation to indicate the roles and responsibilities of other agencies.
- Q5. If there are 3 jurisdictions equally contributing on a project, can they all be primary sponsors?
- A5. No. There can be only one primary project sponsor. The project sponsor is the agency that Alameda CTC will be entering into a funding agreement with to receive the funds. Alameda CTC does not split a fund award between multiple sponsors. If there are discrete project components that are specific to

one agency, then these components can be applied separately as separate projects. However, Alameda CTC encourages agencies to coordinate with each other, and submit a single complete project that is most effective for implementation and identify in that application portions of the projects that could be segmented, if necessary.

- Q6. Are the Countywide Transportation Plan (CTP) applications that sponsors had submitted last year, available? Can sponsors copy and paste the information from the CTP applications into the CIP applications?
- A6. Yes. Please contact Alameda CTC 2018 CIP staff contacts if you need a copy of your previously submitted CTP applications. Note the CTP applications may not contain all the information required for the CIP applications. Additionally, the CTP applications are the original versions, as submitted, and will not reflect any additional information or clarifications provided post-submittal.
- Q7. Can multiple collaborators access and edit the same application at the same time?
- A7. Alameda CTC has confirmed that technically, yes, an applicant and a collaborator or even multiple collaborators can access and edit the same application at the same time and they can even edit the same question at the same time. This means that the last user to save their edit “wins”, so to speak. But users will not be able to see each other’s saved edits until after the page has been reloaded using the “Refresh” button, which brings forward all of the edits that have been made since the page was last loaded. Good practice would be to collaborate as to who is working in which area of the application to avoid situations where two individuals are overwriting/auto-saving over each other’s edits. Additionally, a caution that there is no way to access/restore a prior version of an application once it’s been edited.
- Q8. Is this the same program used for the CTP? BART had issues submitting applications.
- A8. No this is an entirely different software program from what was used for the CTP applications.
- Q9. It is a federal requirement to identify the Single Point Of Contact (SPOC). Is this SPOC for the FTA or for the application? Should we use the FTA SPOC?
- A9. Yes, use the same SPOC designated for FTA or FHWA communications as your CIP SPOC. We can circulate the list from the federal TIP database that identifies all of the SPOCs. (Note: The SPOC list has been uploaded to the References section of both the CIP “General” and “OBAG 2 LSR” applications.)
- Q10. How will projects be screened relative to other similar projects? Is there a formal grouping of similar projects such as roads or trails?
- A10. There are formal categories that applicants will select within the application to allow Alameda CTC to initially sort projects for relative comparison. The categories are identified in the CIP Programming Principles and Guidelines here: http://www.alamedactc.org/app_pages/view/19025. Categories for eligible projects can also be found in Appendix C of the 2016 CIP Update available through the References tab of the application.
- Q11. Is there a distribution of funding available through various categories?
- A11. The notice for the 2018 CIP call for project nominations contains information on the distribution by category for the \$161 million available. The notice is available here: http://www.alamedactc.org/app_pages/view/19025.

- Q12. The fund estimate in the Call for Project Nominations notice does not specify an amount for arterial or goods movement categories. Should we not apply for those categories?
- A12. It is recommended that you submit these types of projects. Alameda CTC did not identify discrete funding amounts for these categories because the level of investment/funding availability will vary depending on decisions to finance for these types of projects with Measure BB.
- Q13. We need to prioritize the projects for which we are applying. Do we prioritize within each category?
- A13. No, prioritize all discretionary funding requests submitted using the 2018 CIP “General” application, regardless of which category (bike/pedestrian, transit, etc.) they are being submitted under. “Named Capital” Projects from the 2014 MBB TEP do not need to be prioritized.
- Q14. The funding by category is flexible depending on the project applications received. Is that the same as funding by phase?
- A14. The level of funding identified in the notice for each program category is intended to be specific to the category to provide an idea of what is available for certain types of improvements. Alameda CTC’s level of investment by phase will vary as we try to complete a five-year “pipeline” of projects in different stages of development. We did not identify amounts per phase but the goal is to have a varied program of project types, and projects in various stages of development.
- Q15. For early phase projects, what constitutes readiness?
- A15. For early phase/project development work such as scoping, feasibility studies, conceptual engineering, “Readiness” includes a defined scope of work, implementation issues, community support. Additionally, Alameda CTC will be looking towards developing a balanced program of investments between project development and capital investments, so early project development phases will be examined with a countywide lens to position projects for future programming in the next CIP or for leveraging external fund sources.
- Q16. Please explain cost overruns as mentioned earlier.
- A16. Alameda CTC’s position on cost overruns is the sponsor is responsible for any and all cost overruns. If a project requires additional funding beyond what Alameda CTC originally awarded in a given funding cycle due to higher than expected bids, materials costs, etc. the extra costs are the responsibility of the jurisdiction. Sponsors cannot submit previously funded Alameda CTC projects for additional funding for the same scope of work in this CIP.
- Q17. Tab C, Needs/Benefits, question 10: How does this question apply to transportation funding? This is regarding affordable housing. Is there is a separate OBAG funding application? Please clarify.
- A17. This question is specific to OBAG and will help determine the eligibility of project applications of discretionary OBAG funds. There is a separate OBAG funding application for Local Streets and Roads (LSR) projects that will receive OBAG LSR formula-based funds. The LSR formula application is not scored against other applications or categories. Jurisdictions need to fulfill the federal requirements and other guidelines in order to receive the LSR funds. Jurisdictions also need to provide the minimum local match.

- Q18. Question 10 will be separated from the other questions during scoring, correct?
- A18. Yes. Certain questions will only be scored or used to determine eligibility and prioritization for certain fund sources. However, since applicants are not requesting a specific fund source, we want all applicants to fill out all of this information so we can strategically match available funding to the projects.
- Q19. OBAG has a Surplus Land Act provisions as a part of MTC. Is this something that is applicable to the all cities, including charter cities?
- A19. The Surplus Land Act requirements are included in MTC Resolution 4202 which states all “general Law” cities and counties must adopt a resolution entailing their compliance with the State Surplus Land Act (as revised with AB 2135-2014) as a condition of funding. The Act applies to all public entities, including cities, counties, transit agencies, and any districts empowered to acquire real estate. The resolution requirement shall not apply to charter cities unless and until a final court decision is rendered that charter cities are subject to the provisions of the Act. For transit agencies and other special districts that may receive OBAG 2 funds, the Commission will rely on the results of MTC’s current Public Lands for Affordable Housing study (scheduled for completion in Spring 2017) to inform how and when to verify compliance with the Act..
- Q20. Can you provide details on the scoring criteria?
- A20. Scoring criteria can be found in the CIP Programming Principles and Guidelines here: http://www.alamedactc.org/app_pages/view/19025.
- Q21. If we have multiple projects, some capital and some discretionary, do we pull out the capital projects?
- A21. If your main capital project is ready, then you don’t need to separate them.
- Q22. When is the soonest possible date we can use the funds?
- A22. The earliest year the federal OBAG funds can be programmed in is FY 17-18, which would require a recipient to send in an E-76 request to Caltrans by November 1, 2017. Additionally, prior to the E-76, the federal projects need to be approved in the federal Transportation Program (TIP). As for local funds programmed through the 2018 CIP, the earliest the funds can be available is the start of FY 2017-18 (July 1st) and costs can be reimbursed after a project funding agreement is executed.
- Q23. Projects for TFCA seem to be strangely matched with the CIP. They are often very small. If we applied for bike parking, are you are expecting us to complete the full application or only the project that will be funded with TFCA. Should we indicate on the application that we are expecting TFCA funds?
- A23. For that type of project, you should submit a request for a multi-year bicycle parking program that reflects your capital bicycle parking needs over the five-year CIP period. Enter your total cost; in the past you have limited yourself to what is cost-effective for TFCA. Since you cannot request a specific fund source, it would be up to you to decide whether or not to limit the requested amount to what you have typically received from TFCA in the past.
- Q24. Is there a handout for tips for the application?
- A24. This has been posted to Alameda CTC’s website under the CIP page: http://www.alamedactc.org/app_pages/view/19025.

- Q25. What is the goal of the CIP process?
- A25. The goal of the CIP is to program investments in the 5-year horizon (from FY17/18 to 21/22) by selecting projects that align with transportation priorities within Alameda County as identified in our long range planning efforts.
- Q26. Can you provide more clarification on project readiness?
- A26. Through project readiness we would want sponsors to identify risks associated with the project such as right-of-way issues, lawsuits, implementation, or coordination issues. More information on the Project Readiness scoring criteria can be found in the CIP Programming Principles and Guidelines here: http://www.alamedactc.org/app_pages/view/19025.
- Q27. In the attachments, there is a multimodal PDA map; it says it is required for all project types. Will all projects will be reviewed based on the proximity to a PDA?
- A27. The maps will be reviewed but specific scoring from the maps will only occur as required for specific fund sources that require a PDA assessment such as with OBAG funds. In all others cases, the map will provide additional information to reviewers see where the project is located in relation to transit, developments, activity centers and other transportation improvements to help identify general need/benefits and to get a sense of the project vicinity.
- Q28. Are the PDAs related questions more relevant to the OBAG funds?
- A28. Yes, the PDA is most relevant to OBAG scoring requirements, which are identified in MTC Resolution 4202, available here: http://www.alamedactc.org/app_pages/view/19025.