



ALAMEDA COUNTY TRANSPORTATION COMMISSION

Safe Routes to Schools

Mini-Grant Program Guidelines

The Alameda County Transportation Commission (Alameda CTC) Safe Routes to Schools (SR2S) Program is committed to creating safe environments around schools that facilitate active transportation, carpooling and transit ridership for trips to and from school.

Alameda CTC's Safe Routes to Schools Mini-Grant Program (Program) aims to support capital improvements that enhance the conditions for pedestrians and cyclists and transit riders traveling to and from school in Alameda County.

The Program's goals are to:

- Create, support, and enhance safe access and mobility to schools;
- Implement safety countermeasures identified in a School Site Assessment (SSA) conducted by Alameda CTC or by a local SR2S School program;
- Encourage students to bike and walk to school; and
- Support capital improvements that are implementation-ready to provide immediate benefits to bicycle, pedestrian and transit travel to schools.

The Program contains \$1.7M in Measure B sale tax program funds and CMA TIP funds. Program funds will be distributed on a formulaic distribution share based on student population, with a minimum of \$15,000 to each jurisdiction.

Eligible jurisdictions have until March 15, 2021 to submit a funding request for eligible bicycle, pedestrian and transit improvements that achieve the Program goals and meet the Program requirements further described within these guidelines.

Project Sponsors may propose SSA-identified improvements at one school location or propose a package of improvements at multiple school locations.

Projects must be implemented and open to the public by July 1, 2023.

PROGRAM GUIDELINES

1. Eligible Recipients / Project Sponsors

- Cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City; County of Alameda

Entities (such as school districts) that are not identified above as eligible direct recipients may be eligible to receive funds as sub-recipients by partnering with an eligible direct recipient that is willing to pass through the funds to a sub-recipient.

2. Student Population Based Funding Formula Distribution and Matching Requirements

Formula Distribution:

The Program contains \$1.7M in Measure B Bicycle and Pedestrian Funds and CMA TIP program funds that will be distributed to eligible recipients based on a formula share of student population across Alameda County, with a minimum of \$15,000 to each jurisdiction. Table 1 shows the funding distribution by jurisdiction.

| Table 1: Distribution of SR2S Funds - Student Population Based Formula | |
|---|--------------------|
| North | Amount |
| Albany | \$27,000 |
| Berkeley | \$74,000 |
| Emeryville | \$15,000 |
| Piedmont | \$19,000 |
| Oakland | \$386,000 |
| Alameda | \$84,000 |
| Total North | \$605,000 |
| Central | |
| San Leandro | \$84,000 |
| County of Alameda | \$136,000 |
| Hayward | \$175,000 |
| Total Central | \$395,000 |
| South | |
| Fremont | \$267,000 |
| Union City | \$81,000 |
| Newark | \$43,000 |
| Total South | \$391,000 |
| East | |
| Dublin | \$94,000 |
| Livermore | \$103,000 |
| Pleasanton | \$112,000 |
| County of Alameda | See Note |
| Total East | \$309,000 |
| Grand Total | \$1,700,000 |

Note: The County of Alameda's distribution in the East and Central areas are combined, and represents the total available to the County due to the multiple planning area spread of the County's unincorporated areas. The County's may utilize the funds at its discretion.

Matching Requirements

The following considerations apply to this program:

- Each eligible recipient/jurisdiction is limited to one (1) grant award of up to a maximum of the amount identified in Table 1.
- There is a 1:1 match requirement.
 - Per the Alameda CTC's Small Cities Program Policy, the Cities of Albany, Emeryville, and Piedmont are not required to provide a match.

3. Eligible Projects

Projects will be reviewed and recommended for funding based on the below eligibility criteria. Projects must be clearly defined, demonstrate project readiness, and have local coordination/support to implement the project by Program's implementation deadline.

- Projects must be capital improvements identified in an SSA or a similar project level evaluation that identifies safety and accessibility improvements to school(s). Projects may differ from the recommendations included in the SSAs, and in cases where this occurs, a justification must be provided. For Projects not identified in an SSA, projects sponsors must demonstrate how the Project will specifically improve safety at the school(s).
- Projects must improve safety for cyclists, pedestrians, carpoolers, transit riders, and/or other forms of active transportation to school.
- Projects may include, but are not limited to, new or modified bicycle/pedestrian facilities, street reconfigurations, lane striping, flashing beacons, crosswalk striping, designated pedestrian path markings, signage/signals, bus shelters, transit stop improvements, sidewalk repair or construction around schools.
- Projects may be at a single school location or may consist of a set of improvements at multiple school locations.
- Jurisdictions are encouraged to prioritize investments at schools located in Communities of Concern, as defined by MTC.
- Projects must be implemented and open to the public by July 1, 2023.

4. Eligible Costs

- Eligible costs include consultant or contracted costs, and other direct costs to implement the proposed improvement(s), including local jurisdiction staff time for developing design and engineering drawings (PS&E).
- Local staff time is eligible for project-specific work that is implemented directly by the city, such as project scoping, construction supervision, and development of PS&E. Jurisdictions choosing this approach have to document staff time for these tasks on their invoices to Alameda CTC.

- Local jurisdiction's staff/labor cost for administration and contract oversight are not eligible for reimbursement, but may be included as cost matching.
- The deadline to incur eligible costs is June 30, 2023.

5. Application Process

Eligible recipients may submit one (1) SR2S Mini-Grant Program application for Alameda CTC's consideration. Application package must include:

1. SR2S Mini-Grant Program Application
2. Project Vicinity Map clearly showing the location and limits of the proposed improvements in relationship to nearby schools and Communities of Concern, if applicable.
3. Project Improvement Map provided in the SSA, or similar project-level evaluation that clearly identifies which improvements are included in the application.

6. Application Deadline

Eligible recipients may submit one (1) SR2S Mini-Grant Program application to Alameda CTC by 5:00 p.m. on March 15, 2021. Send completed applications electronically to the staff contacts identified at the end of these guidelines.

All unclaimed Program funds remaining after the application deadline will be reprogrammed through Alameda CTC's future discretionary processes.

7. Application Review and Grant Award Process

Alameda CTC staff will review applications to ensure proposed projects meet the Program goals and eligibility requirements. Alameda CTC may request additional information from an applicant during this review. Upon successful determination of project and funding eligibility, Alameda CTC staff will forward a Program funding recommendation to the Commission for consideration.

8. Post Funding Award and Allocation Requirements

Once funding is awarded, Project Sponsors are required to:

- Submit a governing body-approved resolution that accepts Alameda CTC funds, confirms local matching commitments, project delivery strategy, and local support for the project. A resolution is to be received prior to entering into a project funding agreement with Alameda CTC.
- Enter into a project funding agreement between the Alameda CTC. Agreements will include project scope, cost, schedule, performance measures, reporting requirements, publicity requirements, audit requirements, task deliverables, effective date of reimbursable costs, etc. The current agreement requirements are located here: https://www.alamedactc.org/app_pages/view/19025.

- Comply with Alameda CTC’s Local Business Equity Program requirements:
<https://www.alamedactc.org/get-involved/contract-equity/>

9. Reimbursement

The Program operates on a reimbursement basis for eligible, incurred costs. Eligible costs are based on the Project Sponsor’s funding application, and further defined in the executed funding agreement between Alameda CTC and the Project Sponsor.

After a funding agreement has been executed, requests for reimbursement will only be approved for payment upon receipt of satisfactory documentation of eligible costs incurred by the Project Sponsor.

10. Other Requirements/Considerations

- Upon project completion, Project Sponsors must provide a Final Report that documents the project’s accomplishments.
- All requests for reimbursement must be submitted no less than sixty (60) days prior to the funding agreement expiration date.

11. Resources

Refer to the link below to Alameda CTC’s Safe Routes to Schools Program, including the completed SSAs: <https://www.alamedactc.org/programs-projects/safe-routes-to-schools/>

12. Schedule

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| • Release Call for Projects | February 4, 2021 |
| • Application Deadline | March 15, 2021 |
| • Funding Recommendation | April - May 2021 |
| • Execute Project Funding Agreements | July 1, 2021 |
| • Project Completion/Expenditure Deadline | June 30, 2023 |
| • Project Open to Public | July 1, 2023 |

Staff Contacts

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