**TFCA BASE APPLICATION**

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| --- |
| **Date**:  **Project Sponsor:**  **Project Title**: |

**Application Checklist**

Below, indicate the components of this TFCA application. The Base Application (this Word file) and Attachments 1-3 are required. Identify any other attachments in the space provided under Attachment 4. Depending on the project type, additional attachments may be required or optional. Include the attachment numbers in the filenames.

**Base Application, Parts 1 – 6** *(this Word file; required)*

**Attachment 1 - Project Information Form** *(required)*: For Attachment 1, applicants are to complete one of the TFCA Project Information Forms *(posted with the application materials)*. See Part 1 of the Base Application (next page) to see which project information form corresponds with each eligible project type.

**Attachment 2 -** **Map of Project Limits/Route** *(required)*: Provide a PDF map of the project area, indicating the proposed project and limits. For operations, provide a map of the program area or the shuttle/feeder bus route. For certain project types additional map requirements may be specified in the corresponding Project Information Form.

**Attachment 3 - Project Budget Forms** *(required)*: Complete the provided Excel workbook. Also submit a detailed cost estimate, if one has been prepared.

**Attachment 4 - Other Attachments:**

List any other attachments *(optional or as required for certain project types*). For any large files, such as relevant reports or studies, please include a link/URL**:**

**4a:**

**4b:**

**4c:**

**4d:**

**4e:**

**Complete application packages are due by Friday, June 28, 2024.** Submit complete applications (base application, project information form, map, budget and any other attachments) electronically, via email to Jacki Taylor, [jtaylor@alamedactc.org](mailto:jtaylor@alamedactc.org) and copy Seon Joo Kim, [sjkim@alamedactc.org](mailto:sjkim@alamedactc.org).

*Prior to applying, if sponsors would like to first see if a project may be a good fit for TFCA funding, complete the applicable Project Information Form and submit it to Jacki* and copy Seon Joo, *with a request for a “pre-application -review”. Pre-application comments will be provided after June 1st.*

**PART 1: BASIC PROJECT INFORMATION**

**Project Title:**

**Project Sponsor:**

**TFCA $ Request:**

**Total Project Cost:**

**Brief Project Description:** (Include location and project limits. 1-3 sentences.)

**Project Type:**

*A list of TFCA-eligible project types with BAAQMD-assigned project codes is provided with the posted application resources. List all of the project types and codes that apply* to this project:

The corresponding Project Information Form for each project type is indicated in italics. These forms are available for download with the application resources (*Select One*):

Bicycle Parking/Storage/Purchase *(Form A)*

Bicycle Facilities/Lanes *(Form B)*

Bike Share *(Form C)*

Alternative Fuel/Electric Vehicle Charging Infrastructure *(Form D)*

Alternative Fuel Vehicle(s), Light-duty, Heavy-duty or Bus *(Form E)*

Existing and Pilot Shuttle or Feeder Bus Service and Pilot Trip Reduction *(Form F)*

Arterial Management (Adaptive/actuated signal timing, coordination and upgrade projects *(Form G)*

**Note:** These projects require case-by-case approval by BAAQMD Board to be eligible. Sponsors should contact Alameda CTC staff to discuss project prior to completing Form G.

Transportation Demand Management: includes commuter and school-based ridesharing, carpool and transit incentives and Guaranteed Ride Home (GRH) programs *(Form H)*

Capital Projects for Trip Reduction (formerly Smart Growth/Traffic Calming (E.g., pedestrian projects, ferry terminals, transit signal priority; bus rapid transit) *(Form I)*

**PART 2: SPONSOR INFORMATION**

Questions about this project application should be directed to:

**Primary Project Contact:**      

**Title:**

**Address:**

**Email:**

**Phone:**      

**Secondary Project Contact:**      

**Title:**

**Address:**

**Email:**

**Phone:**      

**Authority to apply:**

The below applicant confirms, to the best of their knowledge, that the information provided in this application is complete and accurate and formally certifies that they have the authority to submit a funding application on behalf of the sponsor agency.

**Applicant Name:**      

If applicant is neither the primary nor secondary project contact:

**Title:**      

**Email:**      

**phone:**      

**PART 3: DETAILED PROJECT INFORMATION**

*Eligibility Note: Per the BAAQMD TFCA Policies, TFCA-funded projects must achieve surplus emissions reductions, i.e., reductions beyond what are required through applicable existing regulations, ordinances, contracts, or other legally binding obligations and mitigations. Projects that result from or implement existing regulations, obligations, mitigations, etc. are likely ineligible to receive TFCA funding. If you have questions, contact Alameda CTC to discuss prior to completing an application.*

**A. Detailed Project Description:** Provide a detailed yet concise description of the project scope. Include existing conditions and relevant project history. Identify which phase, scope and/or activities are proposed for TFCA funding. *Limit to 250 words or less*.

**B. Project Need, Goals and Benefits:** Briefly outline the need for the project and the project’s goals and benefits. Include how the project specifically addresses the existing need. *Limit to 100 words or less*.

**C. Project Location and Limits:** Describe the location of the project. Include cities, streets and/or project limits, as appropriate.

1. **Countywide Bikeways Network:** Is the project a bicycle facility project located on the [Countywide Bikeways Network](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/1642425/5.2_PPLC_Countywide_Bike_Network_20221114.pdf#page=7) (CBN)?

Yes

No

NA

1. **All Ages and Abilities Policy:** Bike facility projects on the CBN are to comply with [Alameda CTC’s All Ages and Abilities (AAA) Policy](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/1667616/7.18_COMM_Countywide_Bike_Network_20221201.pdf#page=9/). If on the CBN, explain how project meets the AAA Policy:

1. **Priority Areas**: Is project is located within or does it directly benefit an MTC-defined Equity Priority Community, other underserved community, and/or other priority areas? If yes, identify the area(s):

MTC-defined Equity Priority Area (EPC)? [MTC EPC reference map](https://opendata.mtc.ca.gov/datasets/equity-priority-communities-plan-bay-area-2050/explore?location=37.876501%2C-122.370850%2C9.00)

Community Air Risk Evaluation (CARE) Area? [BAAQMD CARE Area reference map](https://www.baaqmd.gov/community-health/community-health-protection-program/community-air-risk-evaluation-care-program)

AB 617 Community? (West or East Oakland) [CARB Community Air Protection Program Communities](https://ww2.arb.ca.gov/capp-communities)

MTC-defined Priority Development Area (PDA)? [MTC PDA reference map](https://opendata.mtc.ca.gov/datasets/5572ccb7bfe2426eae086c35931f1d0e_0/explore)

Other priority areas and/or underserved communities? If Yes, list all that apply:

For the above selected/identified areas and communities, explain how project directly benefits each. If project is not physically located within the identified priority area(s), but directly benefits the area’s residents and/or other underserved areas or communities, explain how:

**PART 4: PROJECT SCHEDULE**

Complete the following schedules, capital and/or operations, as appropriate. Schedules should reflect compliance with the following time constraints placed on projects funded this TFCA cycle. The intent of TFCA is to fund projects that achieve surplus emission reductions within two years. All projects approved for FY 2024-25 TFCA funding should be ready to start (operations or the Construction phase) by December 31, 2025. For this reason, capital projects should be in the Env phase at the time of the TFCA application and estimated complete the Env phase by the time of the TFCA award. For FY 24-25, Alameda CTC may grant project time extensions up to December 31, 2028. Any project time extensions beyond this date must be approved by Alameda CTC and BAAQMD.

|  |  |
| --- | --- |
| **Capital Project Milestones** | **Projected or Actual**  **Date of Completion** (Month/Year) |
| Begin Environmental Studies |  |
| Environmental Approval – CEQA  Document type: |  |
| Environmental Approval – NEPA (if applicable)  Document type: |  |
| Begin Design |  |
| Final PS&E |  |
| Secure Right-of-Way Certification |  |
| Advertise Construction Phase |  |
| Begin Construction *(Award)* |  |
| Notice of Completion *(Accept Contract)* |  |
| Project Closeout *(Submit Final Invoice Final Project Report)* |  |
| **Transit or Program Operations Milestones**  *(Add up to 6 custom milestones)* | **Projected or Actual**  **Date of Completion** (Month/Year) |
| Operations Start |  |
| Custom 1: |  |
| Custom 2: |  |
| Custom 3: |  |
| Custom 4: |  |
| Custom 5: |  |
| Custom 6: |  |
| Operations End |  |
| Operations Closeout *(Submit Final Invoice & Final Project Report)* |  |

**PART 5: PROJECT READINESS**

1. **Is the project dependent upon another uncompleted major capital project?**

Yes → Explain:

No

**B. Capital projects are to have completed the Environmental phase or be close to it at the time of the award of TFCA funds. If the Env phase is not yet complete, explain the status and the remaining steps and timeline to complete.**

**C. List any issues that may impact the project scope, readiness and/or schedule.**

**D. Is the project entirely within the Sponsor’s right-of-way?**

Yes

No → Describe any new right-of-way, permits or easements required and when they will be obtained:

NA

**E. Are there any utility issues related to the proposed project, including any relocations required by or coordinated with the proposed project?**

Yes → Explain:

No

NA

**F. Is there significant local opposition or any pending lawsuits related to the project that may prevent the project from meeting the expected project delivery schedule?**

Yes → Explain:

No

**G. To date, has the community been involved with the development of the project?**

Yes → Describe completed and planned community engagement, including key events and dates. Did any Community Based Organizations (CBOs) participate?

No → Explain why no engagement has been completed to date. If any future community engagement is planned, describe, including with which communities/CBOs, type of events and timing:

**H. Have all affected departments (within the local government agency, transit agencies, and/or other public agencies) been involved in the development of the project and reviewed the project to ensure feasibility?**

Yes → List the departments and agencies:

No → Explain:

**PART 6: TRANSPORTATION CONTROL MEASURES**

TFCA projects must implement one or more of the Transportation Control Measures (TCMs) included in the Air District's [2017 Clean Air Plan](http://www.baaqmd.gov/plans-and-climate/air-quality-plans/current-plans). A TCM is any strategy to reduce demand for motor vehicle travel, promoting efficient vehicles and transit service, and electrifying motor vehicles and equipment. To view a full description of the TCMs listed below, please refer to Chapter 5, Table 5-2, of the Plan.

**A**. **Check all of the relevant TCM(s) the project will implement** *(check at least one)****:***

**TR2** Trip Reduction Programs (includes TDM programs, transit and ridesharing incentives)

**TR3** Local and Regional Bus Service

**TR4** Local and Regional Rail Service

**TR6** Freeway and Arterial Operations

**TR7** Safe Routes to Schools and Transit

**TR8** Ridesharing, Last-Mile Connection

**TR9** Bicycle and Pedestrian Access and Facilities

**TR14** Cars and Light Trucks

**TR19** Medium and Heavy-Duty Trucks

**Other** (Identify TCM and explain below):

**B. Describe how your project will implement the selected TCM(s):**

**C. Describe how this project will reduce motor vehicle emissions by implementing the selected TCM(s):**