



ALAMEDA COUNTY TRANSPORTATION COMMISSION

Safe Routes to Schools

Capital Grant Pilot 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. At the same time, 75% of schools enrolled in the SR2S program are within ¼ mile of the county's High-Injury Network, the small share of roadways that account for most of the severe collisions. This capital program helps implement SR2S through infrastructure.

Alameda CTC's Safe Routes to Schools Capital Grant Pilot Program (Program) aims to support capital improvements that improve safety for students walking, biking, and taking transit to and from school in Alameda County with an emphasis on the High-Injury Network near schools.

The Program's goals are to:

- Create, support, and enhance safe access and mobility to schools;
- Implement safety countermeasures identified in a School Safety Assessment (SSA) or equivalent local document;
- Remove barriers for students to bike and walk to school; and
- Support capital improvements that are implementation-ready to provide immediate benefits

Projects must be capital improvements that improve safety and accessibility improvements to school(s). Projects may include, but are not limited to, new or modified bicycle/pedestrian facilities, protected intersections, 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.

The Program contains \$4 million in available Alameda CTC Administered Funding through the 2028 Comprehensive Investment Program (CIP). Program funds will be distributed on a competitive basis per these Program Guidelines.

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. Minimum and Maximum Award and Matching Requirements

Project Type	Minimum Request	Maximum Request	Minimum Match
Capital Improvement	\$250,000	\$1,000,000	25% (for each phase requested)

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

- 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, protected intersections, 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.
- Project must meet Project Screening Criteria (see #5 below).

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.

5. Project Screening and Selection Criteria

Project applications must meet the following screening criteria to be considered:

1. Projects must be capital improvements identified in a School Safety Assessment (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, project sponsors must demonstrate how the Project will specifically improve safety at the school(s). Applications for projects not included in an SSA must provide
 - (1) originating planning or similar document and
 - (2) a form of supporting documentation from the school and/or school district such as letters of support or formal endorsements.
2. Project supports safety at or nearby one or more of the schools enrolled in Alameda CTC's Safe Routes to Schools program
3. Project meets the required minimum match, by project category and phase, for the Alameda CTC-administered funds requested.

The primary CIP project selection criteria are as follows:

1. Project Readiness: Project contains a well-defined funding plan, budget, and schedule. Project has no foreseeable implementation issues, has governing body approval, and is supported by the local community. Applicant clearly identifies the ability to coordinate among appropriate internal and external agencies and has identified stakeholders. A project with a completed project initiation, scoping document, or equivalent, and is ready for construction will receive higher priority consideration for readiness.
2. Project Need and Benefits: Project clearly defines school safety needs and how proposed transportation improvement will address this need.

Alameda CTC will consider key project merits and anticipated project performance such as (listed in no particular order):

- Safety: Project's incorporation of key elements of the Safe System Approach, including protecting and separating vulnerable road users; Project's relationship to local safety efforts or initiatives targeted to students in addition to Alameda CTC's programming through SR2S.
 - Safety on the High-Injury Network: Project's ability to address safe road conditions on Alameda CTC's High-Injury Network.
 - Access: Project's ability to enhance mobility and access by closing gaps in active transportation or transit access around schools, with a higher consideration for degree to which project incorporates the latest Public Right-of-Way Accessibility Guidelines (PROWAG) along sidewalks, crosswalks, and around bus stops.
3. Matching Funds: Project has secured or committed funding from other funding sources outside of Alameda CTC's funding resources that is beyond the minimum matching requirement.

Projects will be scored on a scale based on the project's expected outcomes and performance, project readiness, sustainability, and leveraging ability as shown table below.

General Criterion	Criterion Description	Score Scale	Criteria Weight
A. Project Readiness	The project has a well-defined funding plan, budget and schedule; implementation of the project or project phase(s) is feasible, governing body approval and community support are demonstrated; sponsor demonstrates coordination among internal and external agencies, and demonstration of construction readiness.	45	45%
B. Needs and Benefits	The project safety need is clearly defined and demonstrates how the transportation improvement will benefit safety around schools enrolled in the Alameda CTC Safe Routes to Schools program and incorporates a high degree of elements from the Safe System Approach.	35	35%
C. Safety on the HIN	The project demonstrates a significant safety benefit on the High-Injury Network.	10	10%
D. Matching Funds	Commits other identified funds beyond the minimum match requirement for the phase(s) funds are being requested. Up to 10 points assigned, 2 points earned for every additional 5% match beyond minimum match requirement.	10	10%
	Total	100	100%

Additionally, programming recommendations may not be based strictly on the scoring criteria alone. Consideration will be given towards the requirements of the various Alameda CTC administered fund sources, project delivery requirements, geographic equity, and countywide synergies of proposed improvements.

6. Resolution of Local Support

A separate governing body-approved resolution of local support is required to be submitted with each 2028 CIP application.

This resolution affirms approval to submit 2028 CIP application(s), commitment of local matching funds, understanding of Alameda CTC's Project Funding Agreement requirements, and the Project Sponsor's commitment to complete the project as proposed in the 2028 CIP application. Applicants are to adopt a separate resolution for each 2028 CIP candidate project.

A Resolution of Local Support Template is available from the 2028 CIP Resources webpage: <https://www.alamedactc.org/funding/funding-opportunities/>.

7. Application Process

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

1. SR2S Capital Grant Program Application
2. Documentation of School Safety Assessment (SSA) or a similar project level evaluation (see #5 Project Screening and Selection Criteria).
3. Project Vicinity Map clearly showing the location and limits of the proposed improvements in relationship to nearby schools enrolled in the SR2S Program.
4. Project Improvement Map provided in the SSA, or similar project-level evaluation that clearly identifies which improvements are included in the application.
5. Resolution of Local Support
6. Letters of support