



**Measure A**  
**South Coast Safe Routes to School**  
**Program Guidelines**



**CYCLE 3**  
**FY 16/17 – 18/19**

**Table of Contents**

|   |          |
|---|----------|
| <b>1. Measure A Overview</b>  | <b>1</b> |
| <b>2. Program Description</b>   | <b>1</b> |
| <b>3. Eligible Applicants</b>   | <b>1</b> |
| <b>4. Role of the Santa Barbara County Association of Governments</b> | <b>1</b> |
| <b>5. Role of Scoring Committee</b>                                   | <b>2</b> |
| <b>6. Call for Projects Frequency</b>                                 | <b>2</b> |
| <b>7. Available Funding</b>   | <b>2</b> |
| <b>8. Eligible Project Implementation Activities</b>                  | <b>2</b> |
| <b>9. Pre-Application</b>   | <b>3</b> |
| <b>10. Application</b>  | <b>3</b> |
| <b>11. Evaluation/Scoring Criteria</b>                                | <b>4</b> |
| <b>12. Consideration of Fairness and Equity</b>                       | <b>6</b> |
| <b>13. Timely Use of Funds</b>  | <b>6</b> |
| <b>14. Cooperative Funding Agreement</b>                              | <b>7</b> |
| <b>15. Reimbursement Program</b>                                      | <b>7</b> |
| <b>16. Progress Reports</b>   | <b>7</b> |

## **1. Measure A Overview**

Voter passage in November 2008 of the Road Repair, Traffic Relief and Transportation Safety Measure (referred to as Measure A), will provide approximately \$1.0 billion for transportation needs over 30 years within Santa Barbara County, from 2010-2040. The dedicated sales tax revenue generated will help leverage and match an estimated \$0.5 billion in state and federal funds. Measure A went into effect and revenues began to be collected on April 1, 2010. Funds will be spent in accordance with the Investment Plan that was part of the measure.

The Investment Plan calls for the North County and South Coast to each receive 43.3 percent of revenues, estimated at \$455 million in funding over 30 years, for high priority transportation projects and programs that advisory committees in each region have selected to address the current and future needs of that region.

Per California state law, it is the intent that the revenues provided from the Measure A sales tax program be used to supplement existing local revenues being used for the purposes set forth in the Investment Plan.

## **2. Program Description**

Included in the South Coast subprogram is the Safe Routes to School Program. The purpose of the program is to fund projects through a competitive grant process that increase pedestrian and bicycle safety to, from and near schools on the South Coast.

The Investment Plan requires that each jurisdiction spend a minimum percentage of their local street and transportation improvement funds on eligible alternative transportation projects. Any funding a jurisdiction receives from the Safe Routes to School Program is separate from this requirement and cannot be used to meet these minimum alternative mode percentages.

## **3. Eligible Applicants**

Eligible applicants include the cities of Carpinteria, Goleta and Santa Barbara and the County of Santa Barbara. School districts, universities, colleges, transit agencies, and Caltrans are eligible to compete for funding with a city or county co-sponsor.

*A School district, university, college, transit agency or Caltrans may sign the application as an “applicant” with a local agency signature as co-sponsor. Entities other than those listed above, such as a non-profit organization, can coordinate with a local agency to submit an application, but may not sign the application as an “applicant.” Sponsors must be declared at submittal of the pre-application using the “Measure A Sponsor Agreement” form (available at [www.measurea.net](http://www.measurea.net)). Projects that do not have a signed sponsor agreement form attached to their pre-application at the time of submittal will not be eligible for funding in Cycle 3.*

## **4. Role of the Santa Barbara County Association of Governments**

- a) SBCAG as the Local Transportation Authority (LTA) for Santa Barbara County is responsible for administering the Measure A sales tax program and the South Coast Safe Routes to School Program. SBCAG staff, in coordination with the scoring committee, shall review and recommend applications for available funds to the South Coast Subregional Committee of the SBCAG Board. The Subregional Committee shall recommend projects for funding to the full SBCAG Board. Once projects are approved for funding by the full board, staff will work with sponsors on delivering projects in a timely manner.

- b) Funds requested from the program will supplement, not supplant, local funds that have traditionally been used for safe routes to school, bicycle and pedestrian projects.
- c) After projects have been approved by the SBCAG Board, projects will be programmed in the Measure A Authority Program of Projects under the South Coast Authority Projects section.

**5. Role of Scoring Committee**

SBCAG will establish a scoring committee to evaluate and select projects recommended for funding. The Scoring Committee will be comprised of one representative each from: the Cities of Carpinteria, Santa Barbara, Goleta and the County of Santa Barbara; the Santa Barbara Bicycle Coalition; COAST; the Parent Teachers’ Association; Santa Barbara MTD; Caltrans and the County Office of Education.

SBCAG staff will facilitate the scoring process and will provide programming recommendations on projects selected by the scoring committee. Projects will be proposed for funding based on priority given by the Scoring Committee. The highest and lowest scores will not be used in the committee scoring process; remaining scores will be averaged. The scoring committee has the ability to redirect applications to the Regional Bicycle and Pedestrian Program instead of the Safe Routes to School Program and vice versa, providing the project schedule, funding amounts and timeline remains the same. The Scoring Committee will recommend projects for funding to the South Coast Subregional Committee and the SBCAG Board.

**6. Call for Projects Frequency**

SBCAG shall conduct a call for projects covering three years (Fiscal Years [FY] 2016/17 to 2018/19) for cycle 3 of the South Coast Safe Routes to School Program. There will be a call for projects approximately every three years. The cycle 4 call for projects, covering FYs 2019/20 to 2021/22, will take place during FY 2018/19.

**7. Available Funding**

- The Measure A program includes \$13 million for the South Coast Safe Routes to School Program over the 30-year life of the Measure A program.
- The following are the estimated available amounts for Fiscal Years 2016/17 through 2018/19.

|                  | FY 16/17  | FY 17/18    | FY 18/19    |
|------------------|-----------|-------------|-------------|
| Annual           | \$781,919 | \$457,017   | \$472,852   |
| Cumulative Total | \$781,919 | \$1,238,936 | \$1,711,788 |

Program funding is available in or after the year it is programmed. Funding requests in a particular fiscal year should not exceed the amount of cumulative funding that is available for that fiscal year.

**8. Eligible Project Implementation Activities**

Project implementation activities that are eligible for reimbursement include:

### *Capital Projects*

- Planning and project development
- Preliminary engineering
  - o Environmental clearance
  - o Preparation of Plans, Specifications and Estimate (PS&E)
- Right-of-way
  - o Engineering
  - o Appraisals and acquisition
  - o Utilities
- Construction
  - o Construction costs
  - o Construction engineering
  - o Construction management
- Maintenance

### *Programs*

- Education/Awareness/Outreach
- Encouragement/Marketing
- Safety programs

## **9. Pre-Application**

Project sponsors must complete a pre-application for each project by a date to be announced by SBCAG. Pre-applications will be summarized by SBCAG and posted on the Measure A website. The purpose of the pre-application is to determine the amount of cycle 3 funding that may be requested compared to estimated revenues available and to determine if a project meets eligibility criteria. Using this information, prospective project sponsors may then make an informed decision about the likelihood of their project receiving funding, and decide whether to invest the time in completing a full project application. Entities that require a sponsor, such as a college, nonprofit, or transit agency, must declare a sponsor at the time of pre-application submittal by attaching a signed sponsor agreement to the pre-application.

## **10. Application**

Project sponsors must complete an application for each project by a date to be announced by SBCAG that will request information including but not limited to agency contact information, project or program scope, cost estimates, schedule, partner agencies, and matching funds. Applicants must request a finite amount of funding; no “continuums” of funding may be shown

on applications; however, agencies may check the box inquiring their openness to a change in project scope if they would accept less than their requested amount.

The South Coast Subregional Committee of the SBCAG Board will approve the application prior to a call for projects. After a call for projects is made, applicants will have eleven (11) to fifteen (15) weeks to prepare their application(s). A submittal deadline date will be cited when the call is announced.

Applicants or agencies requiring a co-sponsor may submit a maximum of four (4) applications. Co-sponsoring an application does not count towards this limit. No more than 30% of total Cycle 2 funding available may be requested in a single application.

## **11. Evaluation/Scoring Criteria**

Projects should, to the extent possible, take a comprehensive approach to Safe Routes to School, incorporating as many of the Federal Highway Administration's "5 Es" as possible:

- Engineering - Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.
- Education - Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.
- Enforcement - Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crossings , and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.
- Encouragement - Using events and activities to promote walking and bicycling.
- Evaluation - Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

The Scoring Committee will evaluate applications according to the following criteria:

### CAPITAL PROJECTS CRITERIA

#### 1) Safety

- a) Project will improve safety of pedestrians and/or bicyclists. Priority will be given to projects/programs that directly address demonstrated safety needs.
- b) Project will create or increase the security of physical property for bicyclists, such as bike parking.

#### 2) Demand

- a) Serves a high volume of existing pedestrians and/or bicycle riders, or creates the potential for a high volume of pedestrian and/or bicycle riders.
- b) Serves multiple school routes.

3) Access and Connectivity

- a) Priority to projects that provide interface with other modes of transportation.
- b) Priority to projects that eliminate a gap or overcome an obstacle in a bicycle or pedestrian facility, allowing more convenient and safer travel. This includes bicycle security.

4) Outside Funding

- a) Priority to project(s) that have secured funding from other sources, including, but not limited to, Measure A Local Streets and Transportation Improvement Funds, or will use Measure A funds to leverage other funding.

5) Local Support

- a) Project is in a locally or regionally adopted plan; or
- b) Community outreach has been or is being completed; or
- c) There is other demonstrated community support, such as a written Letter of Support.

6) Project Readiness & Schedule

Submitted projects will be ranked based on project readiness. Priority will be given to:

- a) Projects which are fully funded, if application is approved.
- b) Projects which have considered and, if needed, resolved any foreseeable implementation issues.

PROGRAMS CRITERIA

1) Safety

- a) Priority to programs that focus on the safety of pedestrians and/or bicyclists near schools.
- b) Project will create or increase the security of physical property for bicyclists, such as bike parking.

2) Demand

- a) Priority to programs that serve a high number of South Coast students.

3) Outside Funding

- a) Priority to program(s) that have secured additional funds, including, but not limited to Measure A Local Streets and Transportation Improvement Funds, private donations and grants, in-kind donations, and volunteer hours.

4) Local Support

- a) There is demonstrated community support for the program, such as a written Letter of Support.

5) Effectiveness

- a) Program (or similar programs) has been shown to be effective at encouraging bicycling and/or walking, or improving bicycle and/or pedestrian safety near schools.

6) Implementation/Readiness

- a) Priority to programs have considered and, if needed, resolved any foreseeable implementation issues, have partnering agencies (if any) that have fully coordinated on program implementation, and for which program details are substantially determined in order to allow quick implementation once funding is received.

**12. Consideration of Fairness and Equity**

It is the intent of this program to fund a variety of Safe Routes to School projects and programs throughout the South Coast. Prior to each funding cycle, SBCAG will review previously funded projects to determine if program funds are being distributed fairly and equitably throughout the region and between project types. The scoring committee will place a heavy emphasis on the quality of applications when scoring.

If not, appropriate methods to ensure a fair and equitable distribution of funds will be developed with the assistance of local agency staffs and other stakeholders and recommended to the Subregional Committee and full SBCAG Board for approval.

**13. Timely Use of Funds**

To ensure that all funded projects are delivered in a timely manner, project sponsors must follow timely use of funds requirements for projects. If project sponsors do not meet the timely use of funds requirements, then extensions may be requested at the recommendation of the South Coast Subregional Planning Committee and approval of the SBCAG Board.

The timely use of funds schedules are as follows:

**Capital Projects**

Preliminary Engineering, Environmental and Design Projects must begin in the fiscal year they are programmed and be completed by the end of the following fiscal year. Project sponsors will have the opportunity to request one extension of up to 6 months for preliminary engineering, environmental and design projects.

Construction Projects must begin in the fiscal year they are programmed and be completed by the end of the second fiscal year following the fiscal year in which the funds were programmed. Project sponsors will have the opportunity to request one extension of up to 18 months for construction projects.

**Programs**

Programs must begin in the fiscal year they are programmed and be completed by the end of the final program fiscal year. Project sponsors will have the opportunity to request one extension of up to 12 months.



## **Extensions**

The SBCAG Board may extend the deadlines for timely use of funds no more than one time and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and will in no event be for more than the duration of time listed above for each type of project or project phase.

The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to that circumstance. The request should also identify any cost increase related to the delay and how the increase would be funded.

If the same project has been awarded funds in multiple cycles, the extension only applies to the current cycle funding is being billed against. In no circumstances will timely use of funds deadlines be retroactively or preemptively extended.

Any project or project phase granted an extension may not compete for additional funding for a subsequent phase until that project or project phase has been completed and funds are expended.

If any agency does not meet the timely use of funds requirements, then unused funds programmed to the project will be forfeited and be made available for programming in a special or subsequent funding cycle.

### **14. Cooperative Funding Agreement**

Sponsors awarded funding will be required to sign a cooperative agreement with SBCAG for the project defining the scope, estimated cost, schedule for the project, progress reporting requirements, reimbursement process, timely use of funds deadlines, etc.

### **15. Reimbursement Program**

It should be emphasized that the South Coast Safe Routes to School Program is a reimbursement program. Awardees must use their own funds first and submit invoices to SBCAG for reimbursement according to the process described in the cooperative funding agreement. Every third invoice submitted must demonstrate that appropriate Measure A match percentages (in individual cooperative agreements) have been met.

### **16. Progress Reports**

A progress report will be used to document completed activities for all funded projects. Semiannual progress reports must be submitted to SBCAG by January 15<sup>th</sup> and July 15<sup>th</sup> of each fiscal year for which funds are programmed until project or program completion in order for the project to remain eligible for reimbursement. Non-compliance will place the project on the inactive list. A project which remains on the inactive list for one year will forfeit its funds and the funds will be made available for programming in a special or subsequent funding cycle.

Project completion reports must also be submitted to SBCAG within 6 months after a project has been completed.