



METROPOLITAN
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COMMISSION

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Memorandum

TO: Partnership Programming and Delivery Working Group
Congestion Management Agencies

DATE: September 17, 2012

FR: Craig Goldblatt, MTC

WI:

RE: MTC Regional Safe Routes to School Program Guidelines for Cycle 2

With the adoption of the Cycle 2 OneBayArea Grant Program last May the Commission approved the continuation of the Regional MTC County Safe Routes to School Program (RSRTS) at Cycle 1 annual funding levels of \$5 million a year over four years (FY 2012-13 through 2015-16). In Cycle 2 \$20 million is available for RSRTS programs. The same policies and approach used in Cycle 1 will stay in place for Cycle 2 funding.

County Fund Distribution

Attachment A presents the CMAQ funding distribution to the counties for CMA decision making. The formula methodology is the same as in Cycle 1, based on county pro-rata shares of total public and private school enrollment for grades K-12. Note that at its discretion, a CMA may choose to augment this amount using its own county OBAG funds. The county OBAG funding, apart from the regional program, needs to comply with performance and accountability policies (i.e. PDA investment minimums, complete streets and general plan housing element policies).

Eligibility

CMAQ funds may fund a broad range of activities and projects permitted under the state and federal¹ safe routes to school programs (See attachment B for eligible project types). MTC is urging CMAs to take advantage of the significant level of flexibility afforded by the regional program by supporting further expansion of the safe routes to school non-infrastructure programs. The RSRTS program has no limitations on grade levels or non-infrastructure uses of funds, as compared to the state and federal programs.

However, there are some limitations using CMAQ funds to support RSRTS activities, given that the main purpose of CMAQ is to address reduction of federally recognized pollutants. Being the first MPO in the country to fund a RSRTS program using CMAQ funds, MTC worked through a number of CMAQ eligibility questions during Cycle 1. In response, FHWA has clarified that a

¹ The recently enacted MAP-21 does not provide funding specifically for federal Safe Routes to School (SRTS) program but allows this project category to be funded as one component under the new Transportation Alternatives Program. SRTS activities will be eligible to compete for funding alongside other programs, including the Transportation Enhancements and Recreational Trail. Caltrans is in the in the process of determining how to handle address this new legislation and how to fund the Caltrans directed Safe Routes to School programs.

number of SR2S activities are not eligible under the CMAQ program. A recap of those issues and determinations follow:

- **Planning activities** are ineligible, which include walking audits. In contrast project development activities that support a tangible improvement or program are eligible. If a sponsor needs funding to conduct walk audits, MTC can offer a limited amount of STP funds that can be programmed in place of CMAQ funds for SR2S planning activities only. If interested, CMAs should request STP funding in their workscope submittal to MTC (see below) specifying how these funds will be used. Alternatively, CMAs may incur costs immediately against their OBAG funded CMA Planning Program fund agreement with MTC, which uses STP funds. STP may underwrite any planning activities needed to implement their Safe Routes to School programs. Caltrans authorization and MTC contracts are already in place to access CMA Planning Program funds.
- **Certain Safety Improvements** such as crossing guards and mobile radar trailers are ineligible for CMAQ funding as they specifically address safety but do not directly lead to changes to travel behavior, resulting in air quality improvement. Also safety improvements such as signage, warning lights, etc. that are oriented to motorists are not eligible. In contrast, safety improvements specifically oriented to bicyclists and pedestrians, such as street crossings, actuated signals are eligible.
- **Material Incentives** have limitations regarding the use of federal funds to pay for items such as raffles, prizes, gift cards, etc. Gifts / free incentives cannot be paid for with federal funds according to federal statutes. The exceptions to the rule are low-cost gifts such as pencils, stickers, paper pads, magnets, helmets, etc. that have little or no monetary value with respect to resale and provide a message / education component. There is no written guidance in this area, so please call me if you have any questions. There are ways to solve this problem by finding non-federal fund sources to purchase incentives, for example the air district's Transportation for Clean Air (TFCA) program. Also the local overmatch portion of your project budget (if greater than 11.47% of the total project cost) can be designated as non-federal participating to allow the purchase of incentives. Lastly the MTC Spare the Air Youth Program offers a limited amount of funding for incentives to Bay Area Safe Routes to School programs. Grants are based on funding availability, and the number of items each program receives is determined according to school enrollment. The incentive items are selected in advance based on input by program sponsors and distributed annually prior to the start of each school year. The application process for next school year's incentives will begin in spring 2013. Interested parties should contact MTC staff member Leslie Lara at llara@mtc.ca.gov for additional information.

School Rideshare Matching Software:

In Cycle 1 some CMAs had expressed an interest in funding ridesharing programs which could directly serve students and school employees. MTC currently offers tools through the regional 511 Rideshare program, which includes a matching system that could also be used for school pool matching. If projects are being considered that include carpool matching, please get in touch with the 511 Rideshare program manager to discuss using this free tool first. Contact Ursula Vogler at 510.817.5785 or uvogler@mtc.ca.gov.

Submittal of Workscope to MTC

The next milestone for the RSRTS Program is the submittal of a final workscope from each CMA **no later than June 30, 2013** outlining its SR2S program. Please include the following:

- **Project Title and Agency Sponsor:** Identify the project title and the project sponsor(s) and agency receiving the federal authorization, project manager(s), and contact information. Note that the agency receiving the federal grant authorization will need to have a master agreement with Caltrans. As a result school districts, nonprofit organizations, etc. will need to look to a city, county, or CMA to sponsor the project and to access SR2S funding. Caltrans has noted that there have been a number of challenges administering and delivering federal and State SR2S projects, with respect to sub-grantees. If applicable, Caltrans will be requiring and reviewing agreements between CMAs and subgrantees, clearly outlining implementation responsibilities as a condition of authorizing your fund requests.
- Provide a **detailed RSRTS project description** along with specific goals and objectives as a result of the funding provided by MTC. Include how many schools, which grades, and how many students are to benefit from this program.
- **Scope of Work and Schedule:** Detail the actions/tasks, work products, estimated completion dates and key partners.
- **Approach to Project Evaluation:** MTC is working to confirm a budget for a Regional Climate Evaluation Program to continue a consultant led evaluation of the RSRTS program. However, Cycle 2 Climate Initiative Investments are still under consideration through the development of Plan Bay Area and ongoing discussions with the Air District and other partners. Until funding commitments can be secured, we advise that there be a contingency item in your budget to fund program evaluation.
- **Project Budget and Funding:** Describe the major resources needed for this project (e.g., staff, consultant, equipment, materials, design, construction, etc.) Provide a detailed budget that shows total project and cost breakdown for each major task/action, including a cost estimate for the project evaluation. Provide a funding table that identifies the amount of RSRTS grant and supplementary OBAG funds requested, amount of local match, and funding source for local match.
- **Project Milestones Under the Federal-Aid Process:** Discuss the milestones, including grant obligations, contract advertisements, and implementation date(s).
- **Documentation Requirements:** details along with a CMA documentation supporting project selection process. This includes on the project selection / decision making process including items such as Board memos, project solicitation and program guidelines / project selection.

Programming in the Transportation Improvement Program:

By July 30, 2013, CMAs need to ensure that the following programming steps take place which are requirements prior to programming RSRTS funding in the TIP:

- **FMS Submittal:** Submit projects to MTC through the online fund management system for TIP inclusion. For any questions about this process contact Sri Srinivasan at (510) 817-5793 or ssrinivasan@mtc.ca.gov and/or Adam Crenshaw at (510) 817-5794 or acrenshaw@mtc.ca.gov
- **Resolution of Local Support:** Project sponsors also are required to adopt a local resolution of support. Sponsors are to use the boiler plate as provided at

http://mtc.ca.gov/funding/STPCMAQ/STP_CMAQ_LocalSupportReso.doc without changing language unless indicated.

Project Delivery Requirements

To ensure timely use of STP and CMAQ funds in our region to prevent loss of funding, project sponsors must ensure that RSRTS funds are obligated in accordance with Cycle 2 OBAG project delivery deadlines.

- Non-infrastructure funds must be obligated (federal authorization/E-76) by March 31, 2015.
- Half of the infrastructure funds, including all funds programmed for the PE) phase must be obligated by March 31, 2015. The remaining funds must be obligated by March 31, 2016

If you have any questions about the MTC Regional Safe Routes to School Program, please contact me at (510) 817-5837 or cgoldblatt@mtc.ca.gov.

Attachment A

**Cycle 2
Safe Routes to School County Distribution
FY 2012-13 through FY 2015-16**

Safe Routes To School County Distribution

County	Public School Enrollment (K-12) *	Private School Enrollment (K-12) *	Total School Enrollment (K-12) *	Percentage	Total Funding
					\$20,000,000
Alameda	214,626	24,537	239,163	21%	\$4,293,000
Contra Costa	166,956	16,274	183,230	16%	\$3,289,000
Marin	29,615	5,645	35,260	3%	\$633,000
Napa	20,370	3,036	23,406	2%	\$420,000
San Francisco	56,454	23,723	80,177	7%	\$1,439,000
San Mateo	89,971	16,189	106,160	10%	\$1,905,000
Santa Clara	261,945	38,119	300,064	27%	\$5,386,000
Solano	67,117	2,855	69,972	6%	\$1,256,000
Sonoma	71,049	5,787	76,836	7%	\$1,379,000
Total:	978,103	136,165	1,114,268	100%	\$20,000,000

Attachment B

Safe Routes to Schools Project Eligibility Matrix

State SR2S Program	Federal SRTS Program) ¹	MTC RSRTS Program (CMAQ) ²
Non-Infrastructure Improvements	Non-Infrastructure Improvements	Non-Infrastructure Improvements
<p>Public Outreach and Education/Encouragement/Enforcement:</p> <ul style="list-style-type: none"> • Includes preparing and distributing safety awareness materials to school personnel, students, drivers, and neighboring home and/or business owners. Includes outreach efforts that promote walking and bicycling, to and from school, along the designated school routes. Includes coordinating bicycle rodeos with law enforcement agencies or forming “walking school buses” within neighborhoods. These activities are considered ‘incidental’ and limited to 10% of the construction costs. 	<ul style="list-style-type: none"> • Public awareness campaigns and outreach to press and community leaders, • Traffic education and enforcement in the vicinity of schools, • Student sessions on bicycle and pedestrian safety, health, and environment, and • Funding for training, volunteers, and managers of safe routes to school programs. 	<p>Public Education and Outreach Activities</p> <ul style="list-style-type: none"> • Public education and outreach can help communities reduce emissions and congestion by inducing drivers to change their transportation choices. • Activities that promote new or existing transportation services, developing messages and advertising materials (including market research, focus groups, and creative), placing messages and materials, evaluating message and material dissemination and public awareness, technical assistance, programs that promote the Tax Code provision related to commute benefits, and any other activities that help forward less-polluting transportation options. • Air quality public education messages: Long-term public education and outreach can be effective in raising awareness that can lead to changes in travel behavior and ongoing emissions reductions; therefore, these activities may be funded indefinitely. • Non-construction outreach related to safe bicycle use

State SR2S Program	Federal SRTS Program) ¹	MTC RSRTS Program (CMAQ) ²
		<ul style="list-style-type: none"> • Travel Demand Management Activities including traveler information services, shuttle services, carpools, vanpools, parking pricing, etc.
Infrastructure Improvements	Infrastructure Improvements	Infrastructure Improvements
<p>Pedestrian facilities:</p> <ul style="list-style-type: none"> • Includes new sidewalks, sidewalk widening, sidewalk gap closures, curbs, gutters, and curb ramps. Also includes new pedestrian trails, paths and pedestrian over- and under-crossings. Note: Sidewalk repairs are ineligible. Applicants that propose sidewalk repairs will need to explain why the procedures contained in Streets and Highways Code Section 5611 cannot be exercised to repair the sidewalk. This section allows municipalities to instruct property owners to repair sidewalks on, or fronting, their property. <p>Bicycle facilities:</p> <ul style="list-style-type: none"> • Includes new or upgraded bikeways, trails, paths, geometric improvements, shoulder widening, and bicycle parking facilities, racks and lockers. 	<ul style="list-style-type: none"> • Sidewalk improvements: new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, curbs, gutters, and curb ramps. • Pedestrian and bicycle crossing improvements: crossings, median refuges, raised crossings, raised intersections, traffic control devices (including new or upgraded traffic signals, pavement markings, traffic stripes, in-roadway crossing lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, and pedestrian activated signal upgrades), and sight distance improvements. • On-street bicycle facilities: new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric improvements, turning lanes, channelization and roadway realignment, traffic signs, and pavement markings. • Off-street bicycle and pedestrian facilities: exclusive multi-use bicycle and pedestrian trails and pathways that are separated from a roadway. • Secure bicycle parking facilities: bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters. 	<p>Bicycle/Pedestrian Use:</p> <ul style="list-style-type: none"> • Constructing bicycle and pedestrian facilities (paths, bike racks, support facilities, etc.) that are not exclusively recreational and reduce vehicle trips • Programs for secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both public and private areas • new construction and major reconstructions of paths, tracks, or areas solely for the use by pedestrian or other non-motorized means of transportation when economically feasible and in the public interest

State SR2S Program	Federal SRTS Program) ¹	MTC RSRTS Program (CMAQ) ²
<p>Traffic calming:</p> <ul style="list-style-type: none"> • Includes roundabouts, bulb-outs, speed humps, raised crosswalks, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, and other speed reduction techniques. Note: Improvements to pick-up and drop-off areas are ineligible. The goal of this program is to encourage students to walk and bicycle to school. Exceptions may be granted if the project increases walking and bicycling by students and reduces 	<ul style="list-style-type: none"> • Traffic diversion improvements: separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school. • Traffic calming and speed reduction improvements: roundabouts, bulb-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, and variable speed limits. 	<p>Other:</p> <ul style="list-style-type: none"> • Traffic calming measures
<p>Traffic control devices:</p> <ul style="list-style-type: none"> • Includes new or upgraded traffic signals, crosswalks, pavement markings, traffic signs, traffic stripes, in-roadway crosswalk lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, pedestrian activated signal upgrades, and all other pedestrian- and bicycle related traffic control devices. 		

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²Language from CMAQ Guidance, 2008. Note that CMAQ can fund all specific improvements that are eligible in the State and Federal SR2S Programs with the following exceptions: walking audits and other planning activities, crossing guards and vehicle speed feedback devices, traffic control that is primarily oriented to vehicular traffic rather than bicyclists and pedestrians, and material incentives without an educational message or exceeding a nominal cost.