

FUNDING AGREEMENT

between

THE SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

and

[PUBLIC AGENCY]

in connection with the

[PROJECT NAME]

This Grant Agreement (Agreement) is entered into as of the ____ day of _____, 2024, by the San Francisco Bay Area Rapid Transit District (BART) and [PUBLIC AGENCY] (heretofore known as the Agency) in connection with the funding of the [PROJECT NAME] (heretofore known as the Project) in [PROJECT LOCATION] and [OTHER DETAILS] serving the [STATION NAME] BART station (heretofore known as the Station).

RECITALS

1. The Station, located at [ADDRESS/COORDINATES], is owned by BART.
2. The Station is accessed by home-based BART riders who walk, or ride bicycles, representing [WALK PERCENT] and [BIKE PERCENT] of average weekday ridership, respectively. (Source: 2015 BART Station Profile Survey)
3. Safe Routes to BART (SR2B) is a grant program targeting improved active access to BART stations. Grants to local jurisdictions using Measure RR funds will help those partner agencies deliver active access projects for the streets, sidewalks, trails and plazas that serve our riders on their way to and from BART but are not owned by BART.
4. [BRIEF DESCRIPTION OF PROJECT, PROJECT NEED AND READINESS].
5. The Agency has jurisdiction (ownership, standing agreement with property owner or project-specific permission with the property owner) over the aspects of transportation at hand in the Project, including right-of-way and maintenance, traffic signals and pedestrian and bicycle infrastructure.
6. The Agency is the lead on the Project, and has the necessary expertise, experience, and resources to implement the Project.
7. The Project is more fully described in Exhibit A: *Initial Project Report*, of this Agreement.

8. BART wishes to contribute [GRANT AMOUNT] out of the total cost of the Project through a Measure RR-funded SR2B grant to the Agency. Implementation of the Project will make it easier for BART riders to walk and/or bike to and from The Station.
9. The purpose of this Agreement is to provide a procedure and set forth the conditions under which BART will pass through to the Agency the funds necessary to implement the Project, in an amount not to exceed [GRANT AMOUNT].

AGREEMENT

NOW, THEREFORE, BART and the Agency agree as follows:

SECTION 1: AGENCY OBLIGATIONS

- A. The Agency agrees to design and construct the Project as described in Exhibit A of this Agreement.
- B. The Agency certifies that all complementary fund sources are committed to the Project.
- C. The Agency will not proceed with the Project's construction until there has been complete compliance with the requirements of CEQA (Public Resources Code Sections 21000 et seq.) and the Agency's environmental quality regulations; specifically, the Agency retains the absolute discretion to (1) modify the Project to mitigate significant adverse environmental impacts; (2) select feasible alternatives which avoid significant adverse impacts of the Project; (3) require the implementation of specific measures to mitigate the significant adverse environmental impacts of the Project; (4) reject/abandon the Project if its economic and social benefits are outweighed by unavoidable significant adverse environmental impacts; or (5) approve the Project upon a finding that its economic and social benefits outweigh otherwise unavoidable significant adverse impacts.

- D. The Agency agrees to conduct all necessary environmental review for the Project in compliance with the requirements of CEQA (Public Resources Code Sections 21000 et seq.) and the Agency's environmental quality regulations.
- E. The Agency agrees that all work that the Agency performs, or causes to be performed, shall be done in accordance with all applicable laws, statutes, ordinances, rules, regulations or requirements of the federal, state, or local government, and any agency thereof, including all applicable procurement rules and regulations, which relate to or in any manner affect the performance of this Agreement and all attachments to this Agreement. Further, for any portion of the Project considered a "public work," the Agency agrees to comply with all applicable requirements of the California Business and Professions, Civil, Government, Labor, and Public Contract Codes, including prevailing wage provisions. The Agency further agrees that it will comply with all applicable federal and state subrecipient monitoring and reporting requirements.
- F. Throughout the implementation of the Project, the Agency agrees to comply with all Grant and Project Implementation requirements and guidance as noted in Exhibit B of this Agreement: *Safe Routes to BART (SR2B) Grant Program: Cycle 2 Guidelines*.
- G. This Project will be funded in part with Measure RR bond funds. the Agency agrees to use such funds exclusively for improvement of real property, as restricted by the bond rules. Such funds must be used for The Project as described in Exhibit A of this Agreement.
- H. The Agency agrees to provide any additional funding that may be needed to complete the Project beyond the [GRANT AMOUNT] provided by BART as stipulated by the Agency in its grant application submission. The Agency acknowledges that if any portion of the Project is not funded by such additional funding, BART is not obligated to provide any additional grant funds to the Agency and is not liable to the Agency in any way for such funding.

- I. The Agency acknowledges that the design and construction of the Project must maintain or improve access for BART's riders, including those with disabilities, both during and after construction of the Project.
- J. The Agency must acknowledge Measure RR as a funding source in printed and electronic materials describing the Project, such as project identification construction signage, brochures, handbooks, newsletters, social media, and press releases. Project identification signage will conform to BART's *Project Signage Design Manual, Draft v3*, presented as Exhibit C: *BART Project Signage Design Manual, Draft v3*, of this Agreement.
- K. The Agency must complete construction of the Proposed Project and have it open to the public within three and a half years (1,278 days) of the fully executed agreement date.
- L. BART reserves the right to review the Project at key design milestones and propose modifications to the design of the Project to ensure that it is consistent with the initial project scope set forth in Exhibit A of this Agreement and continues to meet the SR2B program goals.
- M. Subject to the limitations in Paragraph B above, the Agency may enter into contract(s) with third parties for the completion of the Work as follows:
 - i. Said contract(s) shall be subject to all of the terms, conditions and limitations set forth in this Agreement.
 - ii. The Agency shall provide notice to BART of its intent to award these contract(s).
 - iii. BART reserves the right to seek concurrence on the [LOCAL AGENCY's] award of any contract funded by this grant program.
 - iv. BART's execution of this Agreement and [LOCAL AGENCY's] award of any contract shall not relieve the Agency of liability to BART for any charges to the grant that are subsequently disallowed or determined by any audit to be unallowable.

- v. BART reserves the right to review and concur on any material contract change order or amendment during the life of the Project.
 - vi. BART shall not be subject to any obligations or liabilities by contractors or subcontractors of the Agency or any other person not a party to this Agreement in connection with this Work, notwithstanding BART's concurrence in the award of any contracts.
 - vii. The Agency agrees that actions by the Agency's partner organizations, contractors or subcontractors, or any other party or agency shall not relieve the Agency of its obligation to fully comply with this Agreement.
- N. Recipients that have programs designed to encourage and facilitate the participation of small businesses in its contracts shall be required to implement those programs on all contracts funded by the SR2B program. To the extent that the Agency does not have a small business program, it will be required to encourage small business participation on all contracts funded by SR2B funds. The Agency will be responsible for including a report of all awards and payments to small businesses (whether as a Prime or Subcontractor) with each invoice to BART.
- O. Prior to commencement of any Project work, the Agency agrees to comply with all insurance requirements provided for in Exhibit B of this Agreement, and to ensure that all of its contractors or third parties performing work are in compliance with such requirements.
- P. The Agency agrees to invoice BART quarterly for actual costs incurred in the implementation of the Project.
- i. Prior to submission of invoices, the Agency must register as an approved BART vendor and have relevant staff participate in a BART-led project reporting and invoicing meeting.

- ii. Invoices will describe the service performed, the period covered, and the amount charged, as shown in the sample invoice included in Exhibit D: *Sample Invoice*, of this Agreement.
- iii. Invoices will include labor detail (if applicable) for direct construction costs and supporting documentation.
- iv. The Agency's invoices to BART pursuant to this Agreement shall segregate costs by activity pursuant to the Initial Project Report in Exhibit A of this Agreement. In addition, each invoice must have sufficient documentation to show SR2B Grant and other funding sources, as initially detailed in the Agency's Initial Project Report. All invoices shall be sent electronically in PDF format to BART's Accounts Payable Department at AP_supplier@bart.gov and copy SR2B@bart.gov and ssharp@bart.gov.
- v. BART will pay the Agency invoices within 30 days of receipt of complete invoice.
- vi. The Agency shall submit final invoices for reimbursement within three months following Project construction completion and acceptance by the Agency.

Q. The Agency agrees to assign a Project Manager to oversee the Project, to see that Project accounts are maintained, and to provide BART with written quarterly progress reports on the Project once agreements are fully executed. The quarterly progress reports to be submitted by the last day of the month following the fiscal year quarter (e.g. quarterly progress report for period July – September should be submitted at the end of October) shall consist of a brief description of the work completed within the quarter, contracting changes (e.g. change orders/amendments to the SR2B funded scope of work), a list of small business contractors, any outstanding impediments to completing the Project, and anticipated work to be completed in the next quarter, in the project report form included in

Exhibit E: *Quarterly Progress Report*, of this Agreement. In addition to the narrative descriptions above, the Agency agrees to submit existing condition photos of the Project with Exhibit A of this Agreement, and construction milestones and project completion photos (as applicable) with the subsequent quarterly report form included in Exhibit E: Quarterly Progress Report of this Agreement. These Project reports shall be sent to:

[BART CONTACT NAME AND EMAIL]

- R. The Agency agrees that BART funds are used only for actual, allowable, necessary and reasonable costs, and that all Work costs, including local match contributions, if any, shall comply with applicable federal, state or local government requirements as well as SR2B Guidelines provided in Exhibit B of this Agreement.
- S. The Agency shall allow representatives of BART's auditors access to all records, books, and documents related to costs or performance under this Agreement, beginning with the execution of this Agreement and extending to three years from the date of final closeout of all Work covered by this Agreement. The Agency's contractors and subcontractors shall be required to maintain all records related to contract or subcontract costs and performance for three years following final payment under the contract or subcontract, and shall allow BART's representatives to have access to all books, records, and documents relative to all costs and performance under the Agreement for audit and inspection purposes. These terms shall be included in all the Agency contracts issued for the Project.
 - i. The Agency shall provide, upon request, copies of all source documents required to verify compliance with the requirements of this Agreement, including but not limited to, approved cost allocation plans, written progress reports, job cost ledgers, and time records.
 - ii. The Agency shall maintain all records related to the Work and its costs for three years from the date of final closeout of the Project.

- T. Subject to the limitations in Paragraph B above, once the Project is completed, the Agency agrees to maintain the Project in the manner in which it maintains all facilities and infrastructure under its jurisdiction. The Agency will own the improvements constructed as part of the Project and assume all liability for them in accordance with law.
- U. Neither BART, nor any director, officer, agent or employee of BART, is responsible for any damages or liability occurring by reason of anything done or omitted to be done by the Agency, its officers, agents and employees, under or in connection with this Agreement. It is also understood that the Agency or its contractors will fully indemnify, hold harmless and defend in any claim or litigation BART, its directors, officers, agents and employees from any damage or liability occurring by reason of anything done or omitted to be done by The Agency, its officers, agents and employees under or in connection with this Agreement, and to pay and satisfy any resulting judgments; except that said indemnity, hold harmless and defense obligations shall not be applicable to any damage or liability occurring due to the negligence or willful misconduct of BART, its directors, officers, agents and employees.
- V. BART, its directors, officers, agents and employees shall be explicitly named as beneficiaries of any indemnity benefitting the Agency from any Agency consultant or contractor in connection with the Project.
- W. The Agency shall ensure that its consultants and contractors shall include BART, its directors, officers, agents and employees as additional insureds under all liability insurance policies required by the Agency in connection with the Project.
- X. The Agency agrees that BART may terminate this Agreement for cause if the Agency is in default of any substantive provision of this Agreement and has failed to cure any such default as provided herein. BART shall serve a 30-day written notice of termination on the Agency setting forth the manner in which the Agency is in default and the manner in which

the alleged default may be cured. If the Agency does not cure a default within 30 days of the receipt of the notice or commence to cure within the 30-day period and diligently prosecute the cure to completion to the satisfaction of BART, BART may, in its discretion, terminate this Agreement. If the Agreement is terminated, the Agency will reimburse BART all unspent funds transmitted to the Agency in accordance with this Agreement prior to termination.

- Y. During the performance of this Agreement, the Agency, its contractors, its sub-recipients, and its subcontractors shall not deny this Agreement's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The Agency shall ensure that the evaluation and treatment of employees and applicants for employment under this Agreement are free of such discrimination. Furthermore, the Agency shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements with all of same that each of them, in turn, include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts they enter into to perform work under this Agreement.

SECTION 2: BART AGREEMENTS

- A. In accordance with Section 1.I above, BART may assign a Project Manager to review and provide comments on design plans. Should the BART Project Manager have comments, he or she will provide them within 21 calendar days of receipt of said documents from the Agency.
- B. BART reserves the right of BART staff and its authorized representatives to conduct construction observation of the project site.
- C. BART agrees to pay an amount not to exceed [SPELL OUT AMOUNT] for the work described in Exhibit A of this Agreement to be performed by the Agency.
- D. BART reserves the right to recalculate or proportionately reduce any grant award amount due to the Agency for Project scopes that are modified and/or completed under budget or delays, liquidated damages, or non-compliance with provisions of this Agreement.

SECTION 3: MUTUAL AGREEMENTS

- A. Neither party shall assign this Agreement, or any part thereof, without prior express written consent of the other, and any attempt thereof shall be void and unenforceable.
- B. All notices required hereunder may be given by personal delivery, U.S. mail, courier service (e.g. Federal Express) or via email (SR2B@bart.gov). Written notices shall be effective upon receipt at the following addresses:

To BART:
Station Planning, Safe Routes to BART program
2150 Webster Street, 8th Floor
Oakland, CA 94612
Attn: [BART CONTACT NAME AND EMAIL]

To the Agency:

- C. Nothing in this Agreement is intended to establish the Parties as partners, co-ventures or principal and agent with one another. Neither party may contract or enter into any other agreement in the name of the other.
- D. This Agreement shall be interpreted under and pursuant to the laws of the State of California applicable to contracts to be performed within the State, without reference to conflicts of law principles. This Agreement is made in Oakland, California and any action relating to this Agreement shall be instituted and prosecuted in the courts of the Superior Court of California, County of Alameda.
- E. This Agreement shall be binding upon and inure to the benefit of approved transferees, successors and assigns of each of the Parties to it, except that there shall be no transfer of any interest by any of the Parties to this Agreement except pursuant to the terms of the Agreement.
- F. This Agreement represents the full, complete and entire agreement of the Parties with respect to the subject matter hereof, and supersedes any and all other communications, representations, proposals, understandings or agreements, whether written or oral, between the Parties with respect to such subject matter. This Agreement may not be modified or amended, in whole or in part, except in writing signed by an authorized officer or representative of each of the Parties.

IN WITNESS WHEREOF, the Parties executed this Agreement on or as of the date first written above.

<p>Approved as to form:</p> <p>_____ [], [LOCAL AGENCY] Attorney</p>	<p>[LOCAL AGENCY]:</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p>
<p>Approved as to form:</p> <p>_____ [], BART Attorney</p>	<p>BART:</p> <p>SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p>

EXHIBITS AND APPENDICES

Exhibit A: Initial Project Report

Exhibit B: Safe Routes to BART (SR2B) Grant Program: Cycle 2 Guidelines

Appendix A: Eligibility and Evaluation Criteria

Appendix B: Cost Estimate, Funding Plan, Budget Narrative, and Schedule

Exhibit C: BART Project Signage Design Manual, Draft v3

Exhibit D: Sample Invoice

Exhibit E: Quarterly Progress Report

Exhibit A

Initial Project Report

Safe Routes to BART (SR2B): Initial Project Report (IPR)

Project Name:	<i>Project name corresponding to funding/planning documents.</i>	IPR Date:	<i>Date</i>
Project Manager:	<i>Name of agency representative to the Project.</i>	Target Station(s):	<i>Name of BART station(s) closest to the Project.</i>
Project Sponsor:	<i>Name of lead agency responsible for ensuring delivery of the Project and responsible for addressing any funding shortfalls.</i>	Project #:	57RRR101
Grant Amount:	<i>Total amount of SR2B grant money allocated to the Project.</i>	Project Amount:	<i>Total cost for the Project scope, including SR2B grant money.</i>

Executive Summary

Describe the Project and its benefits in 250 words or less.

Budget

Budget status as of IPR date

Project sponsor may add additional project phases/activities as needed.

Project Phase	Total Project Budget	SR2B Funded Budget
Planning/Conceptual Design (PC)	[\$\$]	N/A
Environmental Studies (ENV)	[\$\$]	N/A
Final Design - PS&E (PSE)	[\$\$]	N/A
Right of Way (ROW)	[\$\$]	N/A
Construction (CON)	[\$\$]	[\$\$]
Construction Management (CM)	[\$\$]	[\$\$]
Total	[\$\$]	[\$\$]

Comments on budget status:

Project funding sources

Project sponsor may add additional funding sources as needed.

SR2B Grant	[\$\$]
Other funds (specify)	[\$\$]
Other funds (specify)	[\$\$]
Other funds (specify)	[\$\$]
Other funds (specify)	[\$\$]
Funding Total	[\$\$]

Comments on funding sources

Project Definition

Project description

Describe how the Project will result in an operable or usable segment. Include a summary of any prior completed phases and/or future phases or segments associated with the SR2B-funded segment.

Project detail

Fill out the Project's objective, scope, assumptions, and dependencies in the table below.

Business Objectives	Describe the Project purpose, including the problem being addressed and specific accomplishment to be achieved and resulting benefits, as well as the value of the project to the region or corridor, and an explanation of the Project as a worthy transportation investment.
Scope	Specific elements of the Project to be implemented
Assumptions	What assumptions are being made for the Project to be implemented?
Dependencies	What needs to be in place for the Project to be implemented?

Project photo documentation

Attach high-quality existing conditions photographs (.jpg, .gif, .png), along with a brief description of each photo, to this report.

Risk Status

Include potential issues that may adversely affect the Project or the ability of the sponsor or implementing agency to carry out the Project, along with measures being taken to mitigate these issues.

Risks	Mitigations

Scheduled Milestones / Deliverables

The Project sponsor may add additional milestones / deliverables as needed.

Milestone	Completion Date	Status
Environmental Studies		
Final Design - PS&E		
Advertise Construction		
Award Construction Contract		
Construction Start		
Construction Complete		
Open for Operation		

Comments on scheduled milestones and/or deliverables

Exhibit B

Safe Routes to BART (SR2B) Grant Program: Cycle 3 Guidelines

Safe Routes to BART (SR2B)

Grant Program: Cycle 3 Guidelines

Applications must be submitted through Submittable
(<https://xbart.submittable.com/submit>) no later than
Thursday, December 14, 2023, by 5:00 PM (PST)

Hard copies will not be accepted and late applications will not be reviewed.

This grant program is funded by Measure RR and open to public agencies within
Alameda, Contra Costa and San Francisco Counties.

SR2B anticipated award announcements: Anticipated no later than January, 2024

San Francisco Bay Area Rapid Transit District (BART)
2150 Webster Street
Oakland, CA 94612
Call for Projects: October 11, 2023 at 10:00 AM (PST)

For more information, visit www.bart.gov/SR2B or email or email sr2b@bart.gov



1 BACKGROUND

1.1 SAFE ROUTES TO BART (SR2B) OVERVIEW

Safe Routes to BART (SR2B) is a Measure RR-funded grant program targeting improved active access to BART stations. SR2B grants assist local jurisdictions and partner agencies in delivering near term, active access infrastructure in the form of transportation capital projects primarily off of BART's property. Projects selected for funding will support BART's 2016 Station Access Policy goals, expand station access choices and improve the overall customer experience to access the BART system.

1.2 MEASURE RR GENERAL OBLIGATION BOND

Approved by voters in 2016, Measure RR authorized BART to issue bonds for \$3.5 billion to rebuild the aging BART system through capital improvements. The General Obligation (GO) Bond includes \$135 million (4% of the \$3.5 billion bond) to deliver capital projects to expand opportunities to safely access BART stations. Seventy-seven million dollars (\$77M) of this amount has been tentatively allocated for the development and construction of active access (walking and bicycling) projects.

1.3 THE OPPORTUNITY

Recognizing the potential of local jurisdictions to improve active access through infrastructure improvements to municipal facilities that demonstrate a clear nexus to BART station access, BART has set aside \$25 million of the \$77 million allocated to active access for the Safe Routes to BART (SR2B) Grant Program. BART has awarded a total of \$5.84 million for Cycles 1 and 2.

1.4 AWARD AMOUNT MINIMUM AND MAXIMUMS

Approximately \$16 million in Measure RR funds will be made available for SR2B's final grant cycle 3 with funding disbursements ranging between approximately \$500,000 and \$3.0 million per agreement. SR2B provides grant funding for construction only (which may include construction management).

2 APPLICATION AND AWARD SCHEDULE*

Activity	Date/Time
Call for projects released	October 11, 2023, at 10:00 AM
Application webinar	October 23, 2023, 2:00-3:30 PM
Deadline for application questions	November 6, 2023
Deadline for applications	December 14, 2023, by 5:00 PM*
Notice of award	Anticipated in January, 2024**
Execute funding agreements	Within 2 months after award **

* Date subject to change. For most current schedule, please visit www.BART.gov/SR2B.

** Specific dates will be provided at a later time.

3 APPLICATION WEBINAR

BART will host an application webinar to review the program with potential applicants and answer questions about the program and the application process. The webinar will cover program requirements, applicant eligibility, project eligibility, the application process, and application evaluation criteria. The proceedings will be recorded and made available on the [SR2B Call for Projects](#) page of BART's website for reference.

4 APPLICATION REQUIREMENTS

Proposed Projects are subject to the Measure RR General Obligation Bond rules and BART's commitments to the public. Appendix A: Eligibility and Evaluation Criteria provides full eligibility requirements, screening and evaluation criteria, but a summary is provided here. For a project to be considered for SR2B funding, applicant agencies and Proposed Projects must meet all eligibility requirements.

For any questions or clarifications needed on any of the application and eligibility requirements, jurisdictions will need to reach out to BART.

4.1 ELIGIBLE APPLICANT CRITERIA

Applicant agencies must:

- be a public agency within Alameda, Contra Costa or San Francisco counties leading a Proposed Project that meets the eligible project criteria;
- have authority (directly or with written permission from the owner) over the elements of the Proposed Project requesting SR2B funds, including right-of-way and maintenance and operations. Must provide proof of authority through title to property, surveyor report or written right-of way agreements (such as encroachment permits, joint-use agreements, easements, rights of entry, possession of utility relocation, letter from property owner indicating ROW process is underway, etc.) over the elements of the Proposed Project requesting SR2B funds, including right-of-way and ability to perform maintenance and operations;

- c. commit to provide at least 30% in matching funds of the total Proposed Project cost (planning, design, environmental, right-of-way, construction and construction management) that has been secured from a non-BART source, not including staff time;
- d. provide a letter of verification of programmed and proposed funding detailed in in Appendix B: Cost Estimate, Funding Plan, Budget Narrative (for example, proof of CIP allocation, grant awards, grant applications);
- e. have a funding plan based on an engineering estimate of the most current design review construction documents. All funds required to deliver the Proposed Project must be secured or have a realistic plan in place to secure the funding. Applicants should provide an estimate based on the most detailed level of design completed; and
- f. demonstrate municipal support and commitment to project delivery within the specified timeframe with, at a minimum, a letter from the City Manager or other executive authority.
- g. demonstrate community support for the Proposed Project by a Citizen Committee or Advocacy Organization. Where operative, Bicyclist and/or Pedestrian Advisory Committees (or equivalent) will be required to provide a letter of support for the Proposed Project. Otherwise, a letter of support from a pedestrian or bicycle advocacy group, such as Bike East Bay, will be required.

4.2 ELIGIBLE PROJECT CRITERIA

To be eligible for this program, Proposed Projects must:

- a. be entirely located within Alameda, Contra Costa, and San Francisco Counties;
- b. deliver near term, enduring, active access infrastructure improvements that demonstrate a clear nexus to access a BART station by walking and/or biking;
- c. maintain or improve safe and comfortable access for BART's customers, including those with disabilities, consistent with the SR2B grant program goals;
- d. have a delivery timeframe (including closeout) of up to three and a half years of the award date by the BART Board of Directors (per milestones outlined in section 7 Project Implementation below); and
- e. have design review construction documents for the Proposed Project that have been completed to 35% or greater. If construction documents are not being used for the Proposed Project (i.e., plans to use in-house labor for project implementation), applicants will need to explain how the design assures project feasibility and enables engineering-level cost estimates.

Proposed Projects may be part of a larger project that does not meet these requirements, but the elements that utilize SR2B funds must meet all stated grant criteria above.

SR2B C3 funds cannot be used to fill funding gaps of previously awarded SR2B projects.

4.3 NUMBER OF APPLICATIONS AND APPLICANTS

Each Eligible applicant may submit only one application per BART station per funding cycle. If applicant submits applications for multiple BART stations, applicant will be required to confirm that jurisdiction has enough resources to advance more than one project if awarded. There are no limits on the number of eligible applicants submitting for an individual station. However, Proposed Projects that demonstrate inter-agency coordination will be prioritized.

Eligible applicants may co-sponsor a Proposed Project with multiple agencies, as long as the eligible applicant is the lead applicant. Applicants may also substitute one station specific application for a multi- station intervention type (systemic improvements such as lighting, high-visibility crosswalks, etc.).

5 APPLICATION PROCESS

BART has made every effort to create as user-friendly an application process as possible, while ensuring that the grant program meets the agency's own requirements for quality, efficiency and transparency.

Before diving into the application process, BART encourages potential applicants to review all of the materials in the Application Materials section of the grant's [Call for Projects](#) web page. Doing so will give applicants a good sense of what resources and talent the application will require.

The SR2B grant program supports BART's goals beyond the simple movement of customers. The program includes goals related to equity, and complete communities, as well as customer experience, safety and security. While we anticipate each Eligible Applicant's Public Works or Transportation departments will generally take the lead on SR2B application development, the application process may require support from an applicant's Planning, Land Use and/or Housing departments.

5.1 APPLICATION INSTRUCTIONS

Eligible Applicants are required to submit their application via the *Submittable* application website, www.xbart.submittable.com. Applicants will be required to sign up for a free *Submittable* account. Technical assistance is available from *Submittable* via phone, email and chat. Contact info is listed on the first page of the SR2B submission page. Applicants must provide enough detail about the Proposed Project in the application so that the review committee has all the Information required to score without doing additional research (e.g., looking up plans and studies, clicking on links, etc.). The quality of application is considered throughout the scoring process.

In addition to the online form, applicants will be asked to upload the following materials.

5.1.1 Proposed Project Description, Drawings and Map(s):

- a. **Summary description** (250 words or less) of the current issues and how the Proposed Project improves bike/ped access to the target BART station(s). If the SR2B funds requested for a particular scope or segment of a larger project, provide the broader project context.
- b. **Easy to read map** showing the Proposed Project area including city streets and project limits as appropriate. For linear projects, please identify the start and end point of locations. If multiple bikeway types are proposed (e.g. cycle track, bike lane), clearly indicate the limits of each bikeway type. Map should also include:
 - Existing facilities, as applicable (e.g. bikeways, sidewalks, crosswalks, traffic signals, etc.). If the Proposed Project is closing a gap, clearly illustrate how the Proposed Project achieves this. Relationship to existing bike or ped plan (as appropriate).
 - Nearby BART station(s) and other transit facilities, activity centers, other locations of interest and regional connections.
 - Map elements: scale, legend, north arrow and clear documentation of items above.
- c. **Most current design drawings.** The most current construction design set (minimum 35%) of no more than five (5) 11"x17" drawings (as PDFs) including plan views and cross sections and any supporting renderings that provide an overview of the Proposed Project scope.

5.1.2 Cost Estimate, Funding Plan, Budget Narrative and Schedule

Applicants must provide their estimate based on an engineer's estimate based on engineer's estimates of the most detailed design review construction documents completed, which should be 35% or higher. Applicants must use the forms provided in Appendix B. If more detailed budgets have been prepared, Applicants are encouraged to provide that information.

5.1.3 Letters of Commitment or Resolution

Provide a signed Letter of Commitment from the applicant's authorized representative (e.g., Chief Executive, Executive Director, or City Manager) or Resolution from the governing body (e.g., City Council, Board of Supervisors, or Board of Directors) that authorizes the submittal of the application; identifies the individual authorized to submit and carry out the proposal; and commits the sponsoring agency to provide all necessary funds to undertake the Proposed Project including matching funds.

A signed letter from the head of the department/division will be required to indicate that the project will be completed within the timeframe provided in the application

5.1.4 Letter of Support for the Proposed Project from a Citizen Committee or Advocacy Organization

Where operative, Bicyclist and/or Pedestrian Advisory Committees (or equivalent) will be required to provide a letter of support for the Proposed Project. Otherwise, a letter of support from a pedestrian or bicycle advocacy group, such as Bike East Bay, will be required.

5.1.5 Letter of Funding Verification

A Letter of Verification outlining available documentation of programmed and proposed matching funding noted in Appendix B (for example, proof of CIP allocation, grant awards, grant applications).

5.1.6 Right of Way Control

Proof of authority through title to property, surveyor report or written right-of way agreements (such as encroachment permits, joint-use agreements, easements, rights of entry, possession of utility relocation, letter from property owner indicating ROW process is underway, etc.) over the elements of the Proposed Project requesting SR2B funds, including right-of-way and ability to perform maintenance and operations.

5.1.7 Environmental Approval

If applicable, proof of completed CEQA documentation, either a copy of exemption by lead agency, applicable negative declaration, or environmental impact report.

5.1.8 Plan

If any part of the Proposed Project is required as part of a plan, please include a copy of the relevant text from the plan and a link to the document if it's available online.

5.1.9 Letters of Support

If available, provide letters of support from other stakeholders, in addition to required Letter of Commitment.

5.1.10 Additional Information

Any additional, clarifying information or important permits secured that support project readiness.

Table A: Application Checklist

Application questions (input into https://xbart.submittable.com/ required)	<input type="checkbox"/>
Map(s) of project area (upload required; PDF, GIF, JPG, or PNG format only; limit five (5) files)	<input type="checkbox"/>
The most current construction design set (minimum 35%) (upload required, PDF format only, limit five (5) files)	<input type="checkbox"/>
Other relevant project graphics and photographs (upload optional; PDF, GIF, JPG, or PNG format only; limit five (5) files)	<input type="checkbox"/>
Letters of Commitment or Resolution (upload required)	<input type="checkbox"/>
Letter of support from a Citizen's Committee or Advocacy Organization (upload required, PDF only).	<input type="checkbox"/>
Letter of funding verification (upload required, PDF only)	<input type="checkbox"/>
Proof of authority over right of way control (upload required, PDF only)	<input type="checkbox"/>
Environmental approvals (PDF only, required where applicable)	<input type="checkbox"/>
Plan: Copy of the relevant text from the plan and a link to the document (required if applicable)	<input type="checkbox"/>
Additional letters of support (upload optional, PDF only, limit of 10 files)	<input type="checkbox"/>
Any additional information (upload optional, PDF only, limit of 10 files)	<input type="checkbox"/>

6 SELECTION, AWARD, AND AGREEMENT

After receiving SR2B applications, BART staff will screen applicants and projects for eligibility. Then, a Selection Committee made up of BART staff and external participants will review the proposals.

The Selection Committee will evaluate the Proposed Projects against the policy and technical criteria outlined in Appendix A, which are directly linked to the Board-adopted 2016 Station Access Policy, also referenced in Appendix A. Once the SR2B Selection Committee scores the project proposals, the BART's General Manager will make a final determination of award. Staff will then provide an update to the BART Board.

Once BART has made its final determination, it will notify successful applicants of their grant award offer, issue a Notice of Proposed Award and prepare a Funding Agreement.

Notices, such as a Notice of Proposed Award, do not constitute a final obligation on the part of BART to fund a project. Only a fully executed funding agreement (i.e., signed by both the Project Sponsor and BART) constitutes BART's award of funds for a project.

Once Project Sponsor receives Notice of Proposed Award, the Project Sponsor will need to submit a W-9 to BART.

7 PROJECT IMPLEMENTATION

After a Funding Agreement has been fully executed, the Project Sponsor may use SR2B funds for construction. This time period to implement the project is referred to as the Implementation Phase.

7.1 MILESTONES

Projects funded through SR2B will be expected to achieve the following milestones to deliver projects:

- a. reach 100% design/bidding documents no later than 1.5 years after funding award has been approved by the BART Board;
- b. award a Notice to Proceed for the project no later than 6 months after 100% design; and
- c. construction complete and project closeout no less than 1.5 years from issuance of a Notice to proceed.

7.2 PROJECT SPONSOR RESPONSIBILITIES

During the Implementation Phase, Project Sponsors must:

- a. be responsible for permitting, environmental documentation and construction of the project;
- b. ensure the project meets all federal, state, and local regulatory requirements, including ADA, stormwater, etc.;
- c. ensure that all aspects of construction comply with the California Business and Professions, Civil, Government, Labor, and Public Contract Codes, including prevailing wage provisions;
- d. acknowledge BART's Measure RR as a funding source in printed and electronic materials describing the project, such as construction signage, brochures, handbooks, newsletters and press releases;
- e. at key design milestones agreed to in the funding agreement, allow BART staff and its authorized representatives up to three weeks to review designs and propose potential modifications;
- f. allow BART staff and its authorized representatives to conduct construction observations of the project and conduct financial audits, including all records related to the project performance and expense incurred; and
- g. Recipients that have small business programs designed to encourage and facilitate the participation of small businesses in its contracts shall be required to

implement those programs on all contracts funded the SR2B program. To the extent that a recipient does not have a small business program, it will be required to encourage small business participation on all contracts funded by SR2B funds since BART needs to track small business participation on any Measure RR funds that are expended. Small business participation will not be factored into the scoring of an application since not all cities have programs.

After construction is complete, Project Sponsor must:

- a. be responsible for operations and maintenance of the project.
- b. monitor the condition of the facilities and maintain the project components in good operating condition.

8 INSURANCE

Insurance requirements are based on a project's scope, and may also include commercial general liability, automobile liability, and automobile physical damage. BART reserves the right to specify different types or levels of insurance in the funding agreement. The typical funding agreement requires that each Project Sponsor provide documentation showing that the Project Sponsor and any sub-awardees meet the insurance requirements for each of their projects.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A VII. BART may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance

Project Sponsors must meet the following insurance requirements:

8.1 LIABILITY INSURANCE

Liability Insurance with a limit of not less than \$1 million per occurrence:

- a. of the type usual and customary to the business of the Project Sponsor; and
- b. on the vehicles, vessels, engines or equipment operated by the Project Sponsor

8.2 PROPERTY INSURANCE

Property insurance:

- a. in an amount of not less than the insurable value of Project Sponsor's equipment funded under the Agreement; and
- b. covering all risks of loss, damage or destruction of such vehicles, vessels, engines or equipment.

8.3 WORKERS' COMPENSATION

Will be as required by California law and employers' liability insurance with a limit not less than \$1 million

9 REIMBURSEMENT PROCESS

SR2B grant funding is paid on a reimbursement basis for eligible costs after all invoiced costs have been incurred and paid for by the Project Sponsor and after BART has reviewed and approved all invoices and required reports.

SR2B grant funds should be expended proportionally with other funding sources or after other funding sources have been expended.

Project Sponsors must submit invoices to BART on a monthly or quarterly basis, which will include a summary of work and all costs of the project for which SR2B funds are being requested for the stated time period. Project Sponsors must use BART's General Invoice Form when submitting a reimbursement request. The Project Sponsor will be responsible for including a report of all awards and payments to small businesses (whether as a Prime or Subcontractor) with each to BART.

Project must submit final invoices for reimbursement within three months after all construction has been completed, and the facility is placed into service.

The Project Sponsor will agree to provide any additional funding that may be needed to complete the project beyond the amount provided by BART as stipulated by the Project Sponsor in its grant application submission. The Project Sponsor will acknowledge that if any portion of the Project is not funded by such additional funding, BART is not obligated to provide grant funds to the Project Sponsor and is not liable to the Project Sponsor in any way for such funding.

If the original, approved project scope receiving SR2B funds is modified and/or completed under budget it may have its award amount recalculated and reduced proportionately, at BART's sole discretion. Project Sponsors may apply for reallocation. However, funds will only be reallocated to efforts that directly support the approved scope of the originally approved outcomes for the grant.

9.1 ELIGIBLE COSTS

Project costs must comply with the requirements of Measure RR GO Bond rules.

Grant funding may only be used to reimburse the Project Sponsor for the approved eligible costs, which are specified in the funding agreement, which have been incurred by the Project Sponsor, and which are directly and solely related to the capital expenses of the project. Funds must be used for construction costs only (which may include Construction Management). Funds must be used for the improvement of real property, subject to independent oversight and annual audits.

Expenses eligible for reimbursement may include:

- a. material that is directly related to construction of an approved project;
- b. equipment rental that is directly related to construction of an approved project (e.g., dump truck);
- c. fixtures are permissible. Examples of fixtures are permanently affixed signs, elevators, bike racks and lockers;

- d. labor charges (i.e., salaries, wages, and benefits) directly and solely related to the site preparation, construction and the installation; and
- e. permit fees

9.2 INELIGIBLE COSTS

Project-related costs that are not specified as eligible costs in the executed funding agreement will not be considered eligible for reimbursement by grant funds and may not be counted towards the match funding requirement.

The following are examples of ineligible costs:

- a. any work conducted prior to the full execution of a funding agreement, including work that was required for the application;
- b. feasibility and planning studies;
- c. design;
- d. hardware, equipment, or labor costs that are not essential or directly related to the project;
- e. any costs related to the development of new software or applications;
- f. costs related to operation or maintenance;
- g. purchase of equipment as defined by the GO Bond rules - Generally equipment has no permanent connection to a structure or building and can be moved without losing their character or value. Examples of equipment are vehicles, computers, tables, and chairs; and
- h. grant administration (e.g., salaries, wages, benefits, supplies, equipment and other office expenses).

10 REPORTING

During the Implementation Phase, the Project Sponsor is required to monitor the project and submit the following reports to BART:

- a. **Initial Project Report (IPR)** is due with Funding Agreement. Project Sponsors must also include existing conditions photos.
- b. **Quarterly Progress Reports** that shall include narrative, budget update, contracting changes (small business participation, contract change orders and/or amendments) change orders as it relates to SR2B funded scope of work. Project Sponsors will need to provide 2-3 photos of work performed and work completed during period if relevant.
- c. **Final Report:** required for release of the final reimbursement and due within three months from the date the project is placed into public use. Project Sponsor will need to include at least 2-3 post-construction photos in the final report.

The Project Sponsor shall be responsible for reporting awards to prime contractors and subcontractors implementing the project scope receiving SR2B funds to BART when the contract is awarded. If there are any changes to contractors or subcontractors, the Project Sponsor will be required to notify BART.

11 PROJECT EVALUATION

Depending on COVID recovery ridership, BART may evaluate project impacts by collecting baseline counts and/or intercept surveys before project implementation and follow up with data collection after the project is in operation.

12 AUDIT AND RECORDS RETENTION

Project Sponsors must allow BART staff or its authorized representatives to audit the project before the project ends. All SR2B projects will be audited once BART accepts and approves the Project Sponsors' final invoice. BART conducts audits to ensure that all project funds have been spent and project requirements have been met in accordance with the funding agreements, SR2B program guidelines, and SR2B grant program policies. As such, Project Sponsors are required to maintain all project records in a centralized location throughout the project term and for three years following the date of BART's final reimbursement payment.

13 ADDITIONAL INFORMATION, PROGRAM UPDATES AND QUESTIONS

Visit www.bart.gov/SR2B for more information. For specific questions, please attend an application webinar or contact Rachel Factor, Principal Planner & SR2B Project Manager, by email at SR2B@bart.gov (subject "RE: SR2B Program").

Notices about this Program, including announcements about schedule and program updates, will be posted on www.bart.gov/SR2B and sent via e-mail to parties that have signed up to receive SR2B email alerts at www.bart.gov/SR2B.

Appendices

Appendix A: Eligibility and Evaluation Criteria

Appendix B: Cost Estimate, Funding Plan, Budget Narrative, and Schedule

Appendix A: Eligibility and Evaluation Criteria

1 INTRODUCTION AND OVERVIEW

A primary goal of Safe Routes to BART's selection process is to ensure that projects selected for SR2B funds can deliver near-term, tangible benefits to the public as intended by Measure RR. BART has also made every effort to create as user-friendly an application process as possible for the Safe Routes to BART (SR2B) grant program, while ensuring that the process meets the agency's own requirements for quality, efficiency and transparency.

This appendix provides SR2B grant program applicants and other interested parties with a clear understanding of the program's screening requirements and evaluation criteria. Below, prospective applicants will find an outline of the selection process, a detailed review of the eligibility requirements for applicants and Proposed Projects, an explanation of the technical and policy criteria, and a full list of application questions and documentation requirements.

1.1 SELECTION PROCESS OVERVIEW

After receiving SR2B applications, BART staff will screen applicants and Proposed Projects for eligibility. Then, a Selection Committee made up of BART staff and external participants will review the proposals.

The Selection Committee will evaluate the Proposed Projects against the policy and technical criteria outlined in Appendix A, which are directly linked to the Board-adopted 2016 Station Access Policy, also referenced in Appendix A. Once the SR2B Selection Committee scores the project proposals, BART's General Manager will make a final determination of award. Staff will then provide an update to the BART Board.

2 SCREENING CRITERIA

The screening criteria that determine eligibility for Safe Routes to BART are outlined below. Proposed Projects must meet all screening criteria in order to be considered for SR2B funding.

2.1 ELIGIBLE APPLICANT CRITERIA

To be eligible for this program, applicant agencies must:

- a. be a public agency within Alameda, Contra Costa or San Francisco counties leading a Proposed Project that meets the eligible project criteria;

- b. have authority (directly or with written permission from the owner) over the elements of the Proposed Project requesting SR2B funds, including right-of-way and maintenance and operations. Must provide proof of authority through title to property, surveyor report or written right-of way agreements (such as encroachment permits, joint-use agreements, easements, rights of entry, possession of utility relocation, letter from property owner indicating ROW process is underway, etc.) over the elements of the Proposed Project requesting SR2B funds, including right-of-way and ability to perform maintenance and operations;
- c. commit to provide at least 30% in matching funds of the total Proposed Project costs (planning, design, environmental, right-of-way, construction and construction management) that has been secured from a non-BART source, not including staff time;
- d. provide a letter of verification of programmed and proposed funding detailed in in Appendix B: Cost Estimate, Funding Plan, Budget Narrative (for example, proof of CIP allocation, grant awards, grant applications);
- e. have a funding plan based on an engineering estimate of the most current design review construction documents. All funds required to deliver the Proposed Project must be secured or have a realistic plan in place to secure the funding. Applicants should provide an estimate based on the most detailed level of design completed; and
- f. demonstrate municipal support and commitment to project delivery within the specified timeframe with, at a minimum, a letter from the City Manager or other executive authority.
- g. demonstrate community support for the Proposed Project by a Citizen Committee or Advocacy Organization. Where operative, Bicyclist and/or Pedestrian Advisory Committees (or equivalent) will be required to provide a letter of support for the Proposed Project. Otherwise, a letter of support from a pedestrian or bicycle advocacy group, such as Bike East Bay, will be required.

2.2 ELIGIBLE PROJECT CRITERIA

To be eligible for this program, Proposed Projects must:

- a. be entirely located within Alameda, Contra Costa, and San Francisco Counties;
- b. deliver near term, enduring, active access infrastructure improvements that demonstrate a clear nexus to access a BART station by walking and/or biking;
- c. maintain or improve safe and comfortable access for BART's riders, including those with disabilities, consistent with the SR2B grant program goals;

- d. have a delivery timeframe (including closeout) of up to three and a half years of the award date by the BART Board of Directors (per milestones outlined in section 7 Project Implementation below); and
- e. have design review construction documents for the Proposed Project that have been completed to 35% or greater. If construction documents are not being used for the Proposed Project (i.e., plans to use in-house labor for project implementation), applicants will need to explain how the design assures project feasibility and

Proposed Projects may be part of a larger project that does not meet these requirements, but the elements that utilize SR2B funds must meet all stated grant criteria above.

SR2B C3 funds cannot be used to fill funding gaps of previously awarded SR2B projects.

3 EVALUATION CRITERIA

In addition to the general screening criteria detailed in Section 2, the SR2B selection process will use criteria specific to its policy and technical goals. The criteria are summarized in Table A below and detailed in the sections that follow.

In evaluating the proposal against the criteria below, BART and other members of the Selection Committee will take numerous factors into account, including Project information (project description, design, budget, matching funds, timeline, etc.) and the applicant's answers to specific questions related to each criterion.

Table A: Proposed Project Evaluation Criteria and Weights

	Key Criteria	Details	Weight
A	Project Readiness	"Shovel ready:" Project is nearly complete with finished design but has a construction funding gap. Project is a permanent improvement that will likely be completed within 3.5 years of the BART Board award date.	20%
B	Leveraged Funding	Leverage funding sources for project delivery or a realistic plan in place to secure the funding.	10%
C	Connectivity and Mode Shift	Enhance customer experience through improved connectivity for pedestrians and cyclists to safely access BART stations with the goal of increasing the number of people who walk and bike to BART stations.	20%
D	Customer Experience, Safety and Security	Enhance personal safety and security, improve user comfort and sense of place.	15%

E	Equitable Access	Provide equitable access for Equity Priority Communities per MTC's Equity Priority Communities webpage .	15%
F	Complete Communities	Promote Transit-Oriented Development (TOD) and complete communities per BART's TOD Guidelines .	10%
G	Partnerships	Demonstrate local support and collaboration to create more sustainable communities.	10%

A. PROJECT READINESS

Key Criterion: "Shovel ready:" Project is nearly complete with finished design but has a construction funding gap. Project is a permanent improvement that will likely be completed within 3.5 years of the BART Board award date. **(Weight 20%)**

To score well on this criterion, the Proposed Project will be asked to show how it will meet the following objectives.

1. Proposed Project is ready for construction and will be complete in 1.5 years from NTP (projects in design that will reach 100% design/bidding documents within 1.5 years are eligible but will score lower).
2. Environmental review is complete and mitigation strategies are in place.
3. Right of way control is in place (see Application Guidelines Section 5.1.6 for more detail).

Applicants will provide a Budget and Funding Plan (SR2B Grant Program Guidelines, Appendix B: Project Budget and Funding Plan), a brief overview of project delivery risks, their potential impact, and mitigation strategies.

B. LEVERAGED FUNDING

Key Criteria: Leverage funding sources for Project delivery or a realistic plan in place to secure the funding.

Applicants will provide verification of all programmed and proposed funding. Applicants should be aware that the "Leveraged Funding" criteria will consider whether all funds needed to complete the Proposed Project have been secured. It also favors secured funding beyond the required 30% match that is included in the Proposed Project's funding plan.

(Weight 10%)

C. CONNECTIVITY AND MODE SHIFT

Key Criterion: Enhance customer experience through improved connectivity for pedestrians and cyclists to safely access BART stations, with the goal of increasing the number of people who walk and bike to BART stations. **(Weight: 20%)**

This criterion and those that follow, help determine how well the application meets SR2B's stated policy goals. To score well on this criterion, the Proposed Project should show how it achieves as many of the following objectives as possible. The Proposed Project should demonstrate:

1. Its potential to shift people to active access modes by increasing the number of people walking and bicycling to the target BART station(s);
2. Its potential for a high level of use (for example, the project is easily accessible to a high-density area or to a large proportion of the local community);
3. How it will address a significant gap in or barrier to walking and/or biking access;
4. How it will significantly extend an existing high-quality pedestrian and/or bicycle network;
5. How it is a clear example of a best design practice for its mode;
6. A high likelihood for ridership increases at the target BART stations(s); and
7. How it will provide universal access, making accommodations for people with disabilities.

D. CUSTOMER EXPERIENCE, SAFETY AND SECURITY

Key Criterion: Enhance personal safety and security, improve user comfort and sense of place. **(Weight: 15%)**

To score well on this criterion, the Proposed Project should show how it achieves as many of the following objectives as possible. The Proposed Project should:

1. Demonstrate how it will address a known or community-identified safety or security issue;
2. Clearly strive to eliminate traffic fatalities and severe injury collisions, meeting the jurisdiction's Vision Zero policy goals where applicable, by encouraging active access trips to BART;
3. Positively impact the experience of walking or biking by making connections to BART simpler or more intuitive and/or saving time for BART riders;
4. Demonstrate a potential for saving a significant amount of time for BART riders and/or significantly shortening their access path; and
5. Demonstrate a potential for making it significantly simpler or more intuitive to get to the facility in question.

E. EQUITABLE ACCESS

Provide equitable access for Equity Priority Communities per MTC's [Equity Priority Communities webpage](#). **(Weight: 15%)**

To score well on this criterion, the Proposed Project should be located in Equity Priority Communities or demonstrate how it would serve Equity Priority Communities.

F. COMPLETE COMMUNITIES

Key Criterion: Promote Transit-Oriented Development (TOD) and complete communities per [BART's TOD Guidelines](#). **(Weight: 10%)**

To score well on this criterion, the existing land-use context and/or zoning within 0.25 miles of the target BART station(s) served by the Proposed Project meet or exceed key targets established in Figure 1 and Table 1 of BART's 2017 TOD Guidelines. Alternatively, the applicant shows how land use and zoning regulations are under way to support the future development of TOD. BART's 2017 TOD Guidelines (referenced in Table B below, set targets for residential density, building height, and parking (vehicle and bike) on BART-owned land and areas surrounding BART stations.

G. PARTNERSHIPS

Key Criterion: Demonstrate local support and collaboration to create more sustainable communities. **(Weight: 10%)**

To score well on this criterion, the Proposed Project has to be a high priority project, as evidenced by identification in earlier planning documents, and significant and diverse stakeholder engagement as evidenced by example letters of support and/or resolution.

Applicants will be required to submit a signed Letter of Commitment from the applicant agency's authorized representative (e.g., Chief Executive or Financial Officer, Executive Director, or City Manager) or Resolution from the governing body (e.g., City Council, Board of Supervisors, or Board of Directors) that authorizes the submittal of the application; identifies the individual authorized to submit and carry out the proposal; and commits the sponsoring agency to provide all necessary funds to undertake the project including matching funds.

The applicant is required to provide letters of support from a city, county or regional active transportation citizen's committee (or equivalent).

If available, the applicant should provide letters of support by elected officials, executive staff and other impacted stakeholders.

4 ***SUBMITTABLE*** APPLICATION PLANNING RESOURCE

Below you will find the questions and supporting notes exactly as they appear in the online application provided on BART's *Submittable* platform. They are duplicated below for planning purposes only. Applicants must submit at <https://xbart.submittable.com/>.

Applicants must provide enough detail about the Proposed Project in the application so that the review committee has all the information required to score without doing additional research (such as looking up plans and studies, clicking on links, etc.). The quality of application is considered throughout the scoring process.

1.0 ELIGIBILITY

IMPORTANT

Read This Before Starting

If you select "No" to any of the 1.0 Eligibility questions below, the Proposed Project is ineligible for funding under the SR2B Grant Program.

1.1 Is the Applicant a Public Agency in the San Francisco, Contra Costa or Alameda Counties?

- Yes
- No

1.2 Is the Proposed Project entirely located within Alameda, Contra Costa, and San Francisco Counties?

- Yes
- No

1.3 Does the Applicant have proof of authority through title to property, surveyor report or written right-of way agreements (such as encroachment permits, joint-use agreements, easements, rights of entry, letter from property owner indicating ROW process is underway, possession of utility relocation etc.) over the elements of the Proposed Project requesting SR2B funds, including right-of-way and ability to perform maintenance and operations?

- Yes
- No

1.4 Will the Applicant commit to providing at least 30% in matching funds of the total Proposed Project costs (planning, design, environmental, right-of-way, construction and construction management) that has been secured from a non-BART source, not including staff time?

- Yes
- No

1.5 Will the Applicant provide a letter of verification for programmed and proposed funding for the Proposed Project?

Eligible Applicants will need to provide a letter, signed by the Department Manager, outlining available funding documentation (for example, proof of CIP allocation, grant awards, grant applications) for the Proposed Project. In addition, they will also need to provide funding details for the Proposed Project using the form in Appendix B of the SR2B Grant Program Guidelines.

- Yes
- No

1.6 Will the Proposed Project deliver near term, enduring, active access infrastructure improvements that demonstrate a clear nexus to access a BART station for riders with disabilities and/or riders who walk or bike?

- Yes
- No

1.7 Will the Applicant submit drawings for the Proposed Project that are either design review construction documents completed to at least 35% or detailed enough to assure project feasibility and enable engineering-level cost estimates?

SR2B funds can only be used for construction activities for the Proposed Project.

- Yes
- No

1.8 Does the Applicant have a funding plan for the Proposed Project based on an engineering estimate of the drawings to be submitted?

Eligible Applicants will be asked to provide an estimate based on the most detailed level of design completed.

- Yes
- No

1.9 Can the Applicant demonstrate municipal support for the Proposed Project with, at a minimum, a letter from City Manager or other executive authority?

- Yes
- No

1.10 Can the Applicant demonstrate community support for the Proposed Project with, at a minimum, a letter from a Citizen Committee or Advocacy Organization?

Where operative, Bicyclist and/or Pedestrian Advisory Committees (or equivalent) will be required to provide a letter of support for the Proposed Project. Otherwise, a letter of support from a pedestrian or bicycle advocacy group, such as Bike East Bay, will be required.

- Yes
- No

1.11 Does the Proposed Project have a delivery timeframe of three and a half (3.5) years or less from the date of the fully executed grant agreement?

Assume agreement fully executed in first half of 2024.

- Yes
- No

APPLICANT SELF-REVIEW

If you answered “Yes” to all of the questions in 1.0 Eligibility questions above, you may proceed to the next section.

If you select "No" to any of the 1.0 Eligibility questions above, the Proposed Project is not eligible for funding under the SR2B Grant Program and you will not be able to proceed to the next section.

2.0 APPLICANT INFORMATION

APPLICATION TITLE

Choose a brief title for this application.

Limit: 15 words

2.1 Lead Applicant Agency Name

2.2 Co-Sponsoring Applicant Agency Name, if applicable

2.3 Lead Applicant Agency Mailing Address

2.4 Proposed Project Contact Name

2.5 Proposed Project Contact Title/Role

2.6 Proposed Project Contact Email

2.7 Proposed Project Contact Phone Number

2.8 Is the person authorized to sign documents on behalf of the Applicant Agency the same as the Proposed Project Contact?

If “no” to 2.8 above, respond to 2.8.1 below.

2.8.1 Provide the full name and title of the person who is authorized to sign documents on behalf of the Proposed Project.

2.9 Does the Lead Applicant Agency acknowledge responsibility for ongoing operations and maintenance costs of the Proposed Project once it is implemented?

If “no” to 2.9 above, respond to 2.9.1 below.

2.9.1 What entity will be responsible for ongoing operations and maintenance once the Proposed Project is complete?

3.0 PROJECT INFORMATION

3.1 Full cost of Proposed Project implementation, inclusive of hard and soft costs.

If the Proposed Project is part of a larger project, identify only the cost for the Proposed Project scope that is requesting SR2B funds.

3.2 Total amount of SR2B funds requested for the Proposed Project.

3.3 Which target BART station(s) will benefit from the Proposed Project?

3.4 What is the current and aspirational station access typology for the target BART station(s) to which the Proposed Project will provide access?

Station access typologies can be found at [BART's Station Access Policy](#) webpage.

Limit: 20 words

3.5 Provide a brief description of the Proposed Project.

Describe the current issues and how the Proposed Project improves walking and/or biking access to the BART station(s). If SR2B funds are requested for a particular scope or segment of a larger project, provide the broader project context.

Limit: 250 words

3.6 Provide an easy-to-read map showing the Proposed Project in context.

Show the Proposed Project and its limits within the area context, including nearby road/path names.

For linear projects, please identify the Proposed Project segment(s). If multiple treatments are proposed (e.g., multi-use path, sidewalk, cycle track, bike lane, etc.), clearly indicate the project limits of each treatment.

Map should also include:

- Existing facilities (e.g., bikeways, sidewalks, crosswalks, traffic signals, etc.). If the Proposed Project is closing a gap, clearly illustrate how the Proposed Project achieves this.
- Relationship of Proposed Project to existing bicycle and/or pedestrian plan (as appropriate).
- Nearby BART station(s), other transit routes, activity centers, other locations of interest, and regional connections.
- Map elements: Scale, legend, north arrow and clear documentation of items above.

Limit of 5 files in PDF, JPG, PNG, and/or GIF formats only.

A. PROJECT READINESS

A1. To what percent complete is the most current drawing set you are submitting for the Proposed Project?

A2. Are you providing construction design drawings for the Proposed Project?

- Yes
- No

If “yes” to A2 above, respond to A2.1 below.

A2.1 Provide the most current construction design drawings for the Proposed Project.

Limit of 10 drawings in PDF format only (maximum of 11”X17” size), including plan views and cross sections and any supporting renderings that provide an overview of the Proposed Project scope.

If “no” to A2 above, respond to A2.2 through A2.5 below.

A2.2 Explain why you are not submitting construction design drawings (i.e., use of in-house labor) and how the drawing set you are submitting in their place assures the feasibility and enables engineering-level cost estimates of the Proposed Project.

Limit: 500 words

A2.3 Provide PDFs of the most current drawing set for the Proposed Project.

Limit of 10 files in PDF format only (maximum of 11”X17” size).

A2.4 Describe an Example Project similar to the Proposed Project that was completed without using construction design drawings and open to the public within the last 5 years. Explain how and why the Example Project was completed without construction drawings as well as how feasibility and cost estimates were determined without more detailed design.

Limit: 500 words

A2.5 Provide design drawings, scope, schedule, budget, and photos of the Example Project that was described in A2.4.

Limit of 20 files in PDF (maximum of 11”X17” size), JPG, PNG and/or GIF formats only. A3. Has environmental documentation (CEQA, NEPA, etc.) for the Proposed Project been approved?

- Yes
- No
- Not applicable

If “yes” to A3 above, respond to A3.1 below.

A3.1. Provide environmental approvals for the Proposed Project.

Proof of completed CEQA/NEPA documentation, either a copy of exemption by lead agency, applicable negative declaration, or environmental impact report.

Limit of 1 file in PDF format only.

If “no” or “not applicable” to A3 above, respond to A3.2 below.

A3.2. Provide more detail, such as anticipated date of environmental documentation approval or reasons why the Proposed Project is not subject to environmental review.

Limit: 250 words

A4. Are there any potential issues that may delay construction of the Proposed Project?

- Yes
- No

If “yes” to A4 above, respond to A4.1 below.

A4.1. Provide a brief overview of delivery risks for the Proposed Project, their potential impact, and mitigation strategies.

Limit: 250 words

A5. Provide proof of right of way control for the Proposed Project.

Proof of authority (directly or with written permission from the owner) over the elements of the Proposed Project. For example: title to property, surveyor report or written right-of way agreements (such as encroachment permits, joint-use agreements, easements, rights of entry, possession of utility relocation, letter from property owner indicating ROW process is underway, etc.).

Limit of 1 file in PDF format only.

B. LEVERAGED FUNDING

B1. Using Appendix B in the SR2B Grant Program Guidelines as a template, provide the Proposed Project’s cost estimate, funding plan, budget narrative and schedule. They should be based on engineering estimates of the most detailed design documents completed.

B2. If a detailed budget for the Proposed Project has been prepared, include it as an additional attachment here.

Limit of 1 file in PDF or Excel (.xls, .xlsx) formats only.

B3. Provide a letter of verification for programmed and proposed funding for the Proposed Project.

A letter signed by the Department Manager of the Applicant Agency documenting available funding for the Proposed Project (for example, proof of CIP allocation, grant awards, grant applications). This is in addition to funding details that the Applicant Agency provides using the form in Appendix B of the SR2B Grant Program Guidelines.

Letters should be addressed to Tim Chan, BART Station Area Planning Group Manager.

Limit of 1 file in PDF format only.

C. CONNECTIVITY AND MODE SHIFT

Applicants are encouraged to respond using resources such as street and access design best practices, mode shift and demand analyses, [BART's Access Studies](#), GIS mapping, and other data sets as appropriate.

- C1. To which key destinations within 0.25 miles of the Proposed Project (e.g., neighborhoods, employment centers, schools, community amenities, other multimodal facilities) would the access improvements connect?

Limit: 250 words

- C2. How will the Proposed Project reduce driving and increase walking and biking to the target BART station(s)? Specifically, what key barriers will be eliminated or reduced to make it easier, safer and more convenient for riders to walk and bike?

Limit: 250 words

- C3. How will the Proposed Project implement best practices for pedestrian, bicycle, and/or universal design to connect the target BART station(s) so that it attracts existing and new BART riders?

Limit: 250 words

D. CUSTOMER EXPERIENCE, SAFETY AND SECURITY

Applicants are encouraged to respond using resources such as street and access design best practices, collision data, BART's Network Gap Studies, GIS mapping, demand analysis, and other data sets as appropriate.

- D1. What demonstrated issue(s) of personal safety, security or comfort would the Proposed Project address?

Examples of ways such issues are demonstrated include citizen complaints, police reports, collision reports, etc.

Limit: 250 words

- D2. In what specific ways would the Proposed Project improve personal safety, security and comfort, making it easier, more convenient and safer for riders to walk or bike to the target BART station(s)?

Limit: 250 words

- D3. Would the Proposed Project be located in an area that is safe, well-lit, traffic calmed, and where existing land uses provide "eyes on the street"?

- Yes
- No

If “no” to D3 above, respond to D3.1 below.

D3.1. Will the Proposed Project include improved lighting, visibility, and/or personal safety?

- Yes
- No

D4. Explain how the Proposed Project would impart a sense of place.

Examples include landscape design, seating, wayfinding, lighting, public art, etc.

Limit: 250 words

D5. Explain how the Proposed Project would address concerns about vehicle speeds and traffic safety, if applicable.

Limit: 250 words

E. EQUITABLE ACCESS

Applicants will need to refer to the Metropolitan Transportation Commission’s (MTC) [Equity Priorities Communities webpage](#) in order to respond.

E1. What percent of the Proposed Project would be in Equity Priority Communities, as designated by MTC?

E1.1. If answered less than 100% in E1 above, explain other ways that the Proposed Project could connect Equity Priority Communities to the target BART station(s).

Disadvantaged communities include, but are not limited to, areas with concentrations of low-income households, people of color, immigrants, people with disabilities, people without access to a private vehicle, youth, and/or senior citizens.

Limit: 250 words

F. COMPLETE COMMUNITIES

Applicants will need to refer to Figure 1 and Table 1 of [BART’s 2017 Transit-Oriented Development Guidelines](#) (TOD Guidelines) in order to respond.

F1. Does the land-use context within 0.25 miles of the target BART station(s) served by the Proposed Project meet or exceed targets identified in Figure 1 and Table 1 of BART’s 2017 TOD Guidelines?

Please provide your answers to Questions F1.1 through F1.6 below.

F1.1. Locally adopted zoning for residential density:

- Exceeds targets
- Meets targets
- Does not meet targets

F1.2. Locally adopted zoning for building heights:

Jurisdictions that use feet rather than stories can determine their answer by using local or State conversion factors.

- Exceeds targets
- Meets targets
- Does not meet targets

F1.3. Locally-adopted elimination of all vehicle parking minimum requirements:

- Less than targets
- Meets targets
- Does not meet targets

F1.4. Locally adopted maximums for residential vehicle parking:

- Less than targets
- Meets targets
- Does not meet targets

F1.5. Locally adopted maximums for office vehicle parking:

- Less than targets
- Meets targets
- Does not meet targets

F1.6. Locally adopted minimums for secure residential bicycle parking:

- Exceeds targets
- Meets targets
- Does not meet targets

F2. If existing land use and/or local zoning do not meet targets in Figure 1 and Table 1 of BART's 2017 TOD Guidelines, please provide details about administrative, political and community initiatives under way to support TOD within 0.25 miles of the target BART station(s).

Examples of administrative initiatives may be specific plans or station area plans completed within the last 5 years, housing elements, and/or zoning updates in progress.

Examples of relevant political and community initiatives are resolutions or other actions prioritizing transit-supportive development.

Limit: 250 words

G. PARTNERSHIPS

G1. Letter of Commitment or Resolution

A signed Letter of Commitment from an authorized representative of the Applicant Agency (e.g., Chief Executive, Executive Director, or City Manager) or Resolution from the Applicant Agency's governing body (e.g., City Council, Board of Supervisors, or Board of Directors) that:

- Authorizes the submittal of the application;
- Identifies the individual authorized to submit and carry out the proposal; and
- Commits the sponsoring agency to provide all necessary funds to undertake the Proposed Project including matching funds.

Letters should be addressed to Tim Chan, BART Station Area Planning Group Manager.

Limit of 1 file in PDF format only.

G2. Describe past, current and future engagement with stakeholders (Caltrans, BART and/or other transit agencies, partner jurisdictions, etc.), and with the community (neighbor/user groups, etc.) in the Proposed Project's development.

Limit: 250 words

G3. Explain how Equity Priority Communities were engaged in planning efforts for the Proposed Project.

Limit: 250 words

G4. List the planning studies with significant stakeholder and community engagement in which the Proposed Project was identified as a local priority.

Limit: 150 words

G5. If any part of the Proposed Project is required as part of a plan, please include a copy of the relevant text from the plan and a link to the document, if it's available online.

Limit of 1 file in PDF format only.

G6. Provide a letter of support for the Proposed Project from a Citizen Committee or Advocacy Organization.

Where operative, Bicyclist and/or Pedestrian Advisory Committees (or equivalent) will be required to provide a letter of support for the Proposed Project. Otherwise, a letter of support from a pedestrian or bicycle advocacy group, such as Bike East Bay, will be required.

Letters should be addressed to Tim Chan, BART Station Area Planning Group Manager.

Limit of 1 file in PDF format only.

4.0 SUPPLEMENTAL DOCUMENTS (OPTIONAL)

4.1. Attach any other relevant graphics and photographs.

Limit of 5 files in PDF, JPG, PNG, and/or GIF formats only.

4.2. Attach additional letters of support for the Proposed Project.

If available, provide letters of support from other stakeholders, in addition to those required in G1 (Commitment or Resolution) and G6 (Citizen Committee or Advocacy Organization).

Letters should be addressed to Tim Chan, BART Station Area Planning Group Manager.

Limit of 10 files in PDF format only.

4.3. Attach additional information for the Proposed Project.

If there's any additional or clarifying information you would like to include with your application, please attach it in a file here. Click "Add another attachment" to upload more than one file.

Limit of 10 files in PDF format only.

5.0 CERTIFICATION

By checking each box and signing below, I certify that:

5.1 I understand that this application is for evaluation purposes only and does not guarantee funding of the Proposed Project.

5.2 The Proposed Project is not subject to binding obligations that requires the Applicant Agency to implement any portion of the Proposed Project.

Such obligations include federal, state, or local regulation, judicial order, agreement, memorandum of understanding, contract, mitigation requirement, or other binding obligation that requires the Applicant Agency to implement any portion of the Proposed Project.

Certification of this condition is preferred, but not required. Applicant will be required to explain if they cannot certify.

If unable to certify 5.2, respond to 5.2.1 below.

5.2.1. Explain why certification is not possible.

Limit: 250 words

5.3 To the best of my knowledge, the information contained in this application and in any documentation accompanying this application or submitted in furtherance of this application is true and accurate.

5.4 I understand that any misstatements or omissions of material facts may disqualify this grant application and any monies awarded based on it.

- 5.5 I understand and agree that no costs funded by this program can be incurred until after the notice of award and after a funding agreement is executed between the Applicant Agency and the San Francisco Bay Area Rapid Transit District.
- 5.6 The Applicant Agency I represent is in compliance and will remain in compliance with all applicable federal, state, and local rules and regulations.
- 5.7 I have the legal authority to apply for funding on behalf of the Applicant Agency and that I am authorized to sign this application on behalf of the Applicant Agency.
- 5.8 I acknowledge reviewing all addenda available on the SR2B website on the date of this application submittal.
- Final addendum will be made available no later than November 20 at www.bart.gov/sr2b.
- 5.9 I confirm that the Applicant Agency has enough staffing resources to complete construction of the Proposed Project and have it open to the public within 3.5 years of the fully executed grant agreement, if awarded.
- 5.10 Certified by (Name and title of authorized representative of Applicant Agency)

Table B: Example Resources

Measures	Method/Source
Metropolitan Transportation Commission's (MTC) Equity Priority Communities	<p>Spatial analysis mapping conducted for MTC's Plan Bay Area 2050 identifies census tracts within the Bay Area that are considered Equity Priority Communities. These were formerly referred to as Communities of Concern (CoC)) as defined by MTC Resolution No. 4217-Equity Framework for Plan Bay Area 2040.</p> <p>The most recent Equity Priority Communities map is found at https://mtc.ca.gov/planning/transportation/access-equity-mobility/equity-priority-communities.</p>
BART Station Access Policy (2016)	BART Station Access Policy provides general information about BART's Board-approved Station Access Policy, along with descriptions of station access typologies.
BART Station Profile Study (2015)	BART's Station Profile Study defines the station catchment area.
BART Access Studies	BART's Access Studies & Projects webpage has links to many resources, such as the Berkeley-El Cerrito Corridor Access Plan, Walk and Bicycle Network Gap Study, and North Concord to Antioch Access Study.
BART Transit-Oriented Development Guidelines (2017)	BART's TOD Guidelines are intended to provide greater clarity around BART's expectations for TOD, both on its property and within the larger station area.
Multimodal Access Design Guidelines (2017)	Multimodal Access Design Guidelines provide guidance and minimum/maximum and recommended standards for planning pedestrian, bike and transit access within BART's station areas. This guide covers the area from the station faregates to the edge of BART's property and applies to connecting intersections.

Table B: Example Resources

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BART Station Access Policy (2016)	<p>BART Station Access Policy provides general information about BART's Board-approved Station Access Policy, along with descriptions of station access typologies.</p>
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BART Transit-Oriented Development Guidelines (2017)	<p>BART's TOD Guidelines are intended to provide greater clarity around BART's expectations for TOD, both on its property and within the larger station area.</p>
Multimodal Access Design Guidelines (2017)	<p>Multimodal Access Design Guidelines provide guidance and minimum/maximum and recommended standards for planning pedestrian, bike and transit access within BART's station areas. This guide covers the area from the station faregates to the edge of BART's property and applies to connecting intersections.</p>

Appendix B: Cost Estimate, Funding Plan, Budget Narrative and Schedule

a. Cost Estimate *(use additional rows, as needed)*

List the estimated cost of each phase/line item for the Proposed Project scope requesting SR2B funds. Add additional phases/activities in the lines provided, as needed. If a detailed project budget has been prepared, please include it as an additional attachment to this application. The total estimated cost will be automatically calculated. SR2B Funds must be used for construction and construction management costs only.

	Project Phase	Estimated Costs
1	Planning/Conceptual Design (PC)	
2	Environmental Studies (ENV)	
2	Final Design - PS&E (PSE)	
3	Right of Way (ROW)	
4	Construction (CON)	
5	Construction Management (CON MGMT)	
6	Other Phase <i>(specify)</i>	
7	Other Phase <i>(specify)</i>	
8	Other Phase <i>(specify)</i>	
9	Other Phase <i>(specify)</i>	
10	Other Phase <i>(specify)</i>	
11	Other Phase <i>(specify)</i>	
	Total Estimated Costs:	\$0

Next: Complete worksheet B, "Project Funding"

Appendix B: Cost Estimate, Funding Plan, Budget Narrative and Schedule

b. Project Funding

Complete the following project funding tables (existing and proposed) for the proposed project scope below. Totals will be calculated automatically. The "Existing Funding" section should only include secured funding sources, i.e. programmed discretionary funds, funds that are committed to the project through a board action, resolution or signed agreement. The "Proposed Funding" section should include the SR2B request along with any other proposed funding that is not secured (add sources as needed). Fiscal Years can be changed if needed, but applicant will need to confirm formulas are still correct.

Project Sponsors must provide a minimum of 30% match funding from a non- BART source. Staff time is not eligible as match funding. SR2B Funds must be used for construction costs and construction management costs only.

Existing Funding (Currently Programmed) - all sources						
Source	Phase(s) ¹	FY ² 24	FY 25	FY26	FY27	Totals
1 Other funds <i>(specify)</i>						
2 Other funds <i>(specify)</i>						0
3 Other funds <i>(specify)</i>						0
4 Other funds <i>(specify)</i>						0
5 Other funds <i>(specify)</i>						0
Total Existing Funding:						\$0

Proposed Funding (Uncommitted) - all sources						
Source	Phase(s) ¹	FY ² 24	FY 25	FY26	FY27	Totals
1 Safe Routes to BART 2023-24 Funding Request	CON					0
2 Safe Routes to BART 2023-24 Funding Request	CON MGMT					0
3 Other funds <i>(specify)</i>						0
4 Other funds <i>(specify)</i>						0
5 Other funds <i>(specify)</i>						0
Total Proposed Funding:						\$0

Notes:	
1. Phase: Choose PC, ENV, PSE, RW, CON or CON MGMT. BART SR2B funding should be directed towards the CON or CON MGMT phases only.	
2. FY: The Fiscal Year is defined as July 1 through June 30.	
Total Project Funding (Existing + Proposed):	
\$0	
Total Estimated SR2B Project Costs (from Cost Estimate worksheet):	
\$0	
Project Surplus/ (Shortfall):	
(Total Project Funding less Total Estimated Project Costs)	
Note: If there is a surplus or shortfall, please provide an explanation in Worksheet C.	
Percent non-BART Match for SR2B Project Segment	
#DIV/0!	

Next: Complete worksheet C," Budget Narrative"

Appendix B: Cost Estimate, Funding Plan, Budget Narrative and Schedule

c. Budget Narrative

Provide any necessary and helpful budget explanations below. Limit 250 words. Provide the status and timing for the approval of each unsecured fund source identified in Worksheet B. If there is a funding gap, please describe the funding plan, including probable or alternative funding sources.

Note: Use Alt-Enter for hard returns.



Next: Complete worksheet D, "Timeline"

Exhibit C

BART Project Signage Design Manual



PROJECT SIGNAGE DESIGN MANUAL

BART Communications Department



Introduction

BART construction contracts contain requirements for construction project signs. These can be divided into two types (with some overlap/exceptions). The first is general construction safety, traffic control, and parking signs. These are called out in the BART Facilities Standards (BFS) and in the section referring to “Temporary Controls” (Section 01 57 00). The BFS requires that contractors provide all necessary signs as described in the California MUTCD available at www.dot.ca.gov/trafficops/camutcd/. We will not address these signs in this document.

This document is intended to address the creation of “Project Identification” as mentioned in Section (01 58 00) of the BFS. Some wayfinding and access signs will also be designed, and are described in this manual as well.

In general, the BART Communications Department, working with Planning, Engineering, and Project Management, will design Project Identification signs and will provide print-ready artwork to the contractor/developer.

The contractor/developer will be responsible for the production, purchase, placement, and maintenance of these signs, using the materials described on page 2, as specified by the BART Communications Department.

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Project Identification Signs 4

Access/Temporary Wayfinding Signs 5

Temporary Construction Site Fencing 6

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BART Logo Design Standards 9

Measure RR Logo Design Standards 10

Material Specifications

The following material specifications should be used for signage production. The appropriate material for each sign will be determined by the BART Communications Department.

Artwork, including the BART logo, Measure RR logo, and all graphic artwork will be supplied by the BART Communications Department.

Solid Vinyl Banners

Solid vinyl banners are used inside stations and can also be used outdoors where wind is not a factor.

Materials: 14 oz. UV fade resistant vinyl with grommets and heavy duty zip ties

Size: 120" w x 36" h

Mesh Vinyl Banners

Mesh vinyl banners work best in outdoor areas with frequent high winds.

Materials: Minimum 8 ounce weight, water resistant, PVC coated mesh vinyl material. 13 mil thickness, 1000 x 1000 yarn denier, maximum 40 percent air flow through

Size: 120" w x 36" h

Solid Vinyl Panels

Solid vinyl panels with grommets are attached to fencing with heavy duty zip ties. Without grommets, panels can be attached with adhesive onto plywood panels. (This application requires professional installation at additional cost.)

Materials: 14 oz. UV fade resistant vinyl with grommets and heavy duty zip ties

Size: Each panel is 48" w x 72" h

PVC Signs

Used as stand-alone signs attached to posts or walls.

Materials: 6mm bright white PVC plastic

Size: TBD depending on location

Aluminum Composite Signs

Heavier and more durable than PVC, these semi-permanent signs can be displayed for up to a year. Because of their heavier weight, they should only be attached to sturdy posts or walls.

Materials: 3mm white Alupanel with graffiti resistant coating on top of printed surface

Size: TBD depending on location

A-Frame Signs

Used for temporary wayfinding and access information

Materials: 4mm corrugated plastic

Size: 24" w x 36" h

Construction Fencing

Used to screen work area from public while still identifying as a BART project

Materials: 200 Series Privacy Screen Plus, navy blue, 8' h, 88% blockage. Standard sized, finished with black binding and brass grommets. BART Logo applied/stitched on every 50 linear feet (top of logo 4' 6" above ground): 112 Series Stitch-On Logo, print on flex mesh then sewn onto 200 Series Roll (resource: fencescreen.com)

Project Information Signs

Project information signs tell passengers and neighbors what is being constructed, describe the project benefits, and give an expected completion date. Ideally, a large portion of these signs will include an architectural rendering of the project, if available.

Fabrication and installation of a project information sign will be required in the construction contract.

Placement of the sign will depend on the work location. It can be a stand alone sign mounted on appropriate supports, or attached to a wall, fence, or other structure. Material will be determined by the site location and the amount of time that the sign will need to be displayed.

Sign design will be provided by the BART Communications Department. When submitting project information for your sign, please include answers to these questions:

What is this project?

How is this making BART better?

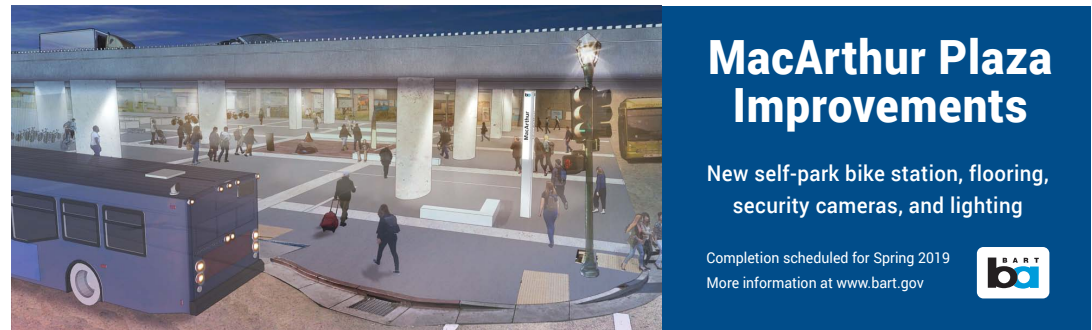
When will the project be finished?

Project renderings should be provided by the project manager at the highest resolution available, since renderings will need to be as large as they'll appear on the sign and will be printed at 150 dpi.



Example of project information sign with architectural rendering

Hung at eye level, so copy is easy to read



Example of project information banner with architectural rendering

When banners are hung overhead, copy should be brief so it's large and easy to read from a distance

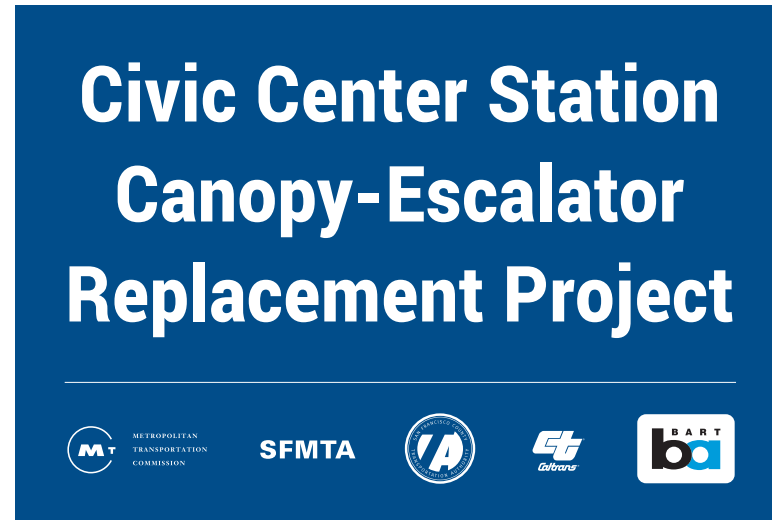
Project Identification Signs

Project identification signs are used for projects that have requirements from funding sources for logo placement/source credit. Typically, these are capital improvement projects that rely on outside funding sources such as local measures, state measures, or federal funding. The funding source should be identified on signage as required, with the appropriate logo, etc. The BART logo should be at the top of the hierarchy.

In addition, some contracts may require identification of the developer, contractor, architect, etc. This information, and appropriate logos, should be sourced and provided by the contractor. Logos should be provided in vector format. Fabrication and installation of a project identification sign or project information sign (or both) will be required in the construction contract.

Placement of the sign will depend on the work location. It can be a stand alone sign mounted on appropriate supports, or attached to a wall, fence, or other structure. Material will be determined by the site location and the amount of time that the sign will need to be displayed.

Sign design files that are ready for production will be provided by the BART Communications Department. When requesting artwork, please include mounting location and size.



Example of project identification sign

Access/Temporary Wayfinding Signs

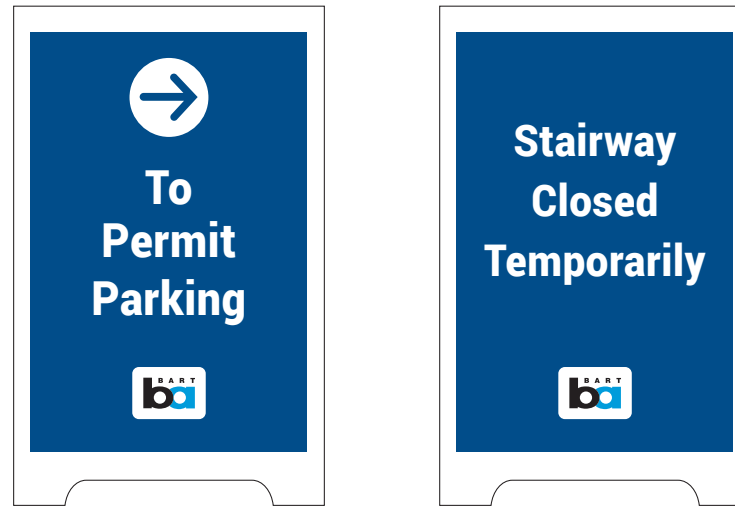
Temporary sidewalk closures, relocated parking areas, relocated pick-up and drop-off areas, and other detours or changes to station access may occur due to construction. To help passengers find their way, the contract requires that signs are provided.

Signs are typically 24" w x 36" h to fit on standard A-frames and are printed on corrugated plastic.

Copy will be provided by the BART Communications Department in consultation with the Project Engineer and/or Contractor. It will include directional arrows and a brief description of the desired action.

The Communications Department will provide artwork and the contractor will be responsible for production and placement of the signs.

In cases where a banner is more appropriate, the Communications Department will modify the artwork accordingly. Standard banners are 120" w x 36" h, and are printed on outdoor-rated matte vinyl with grommets for hanging.



Examples of access/temporary wayfinding A-frame signs



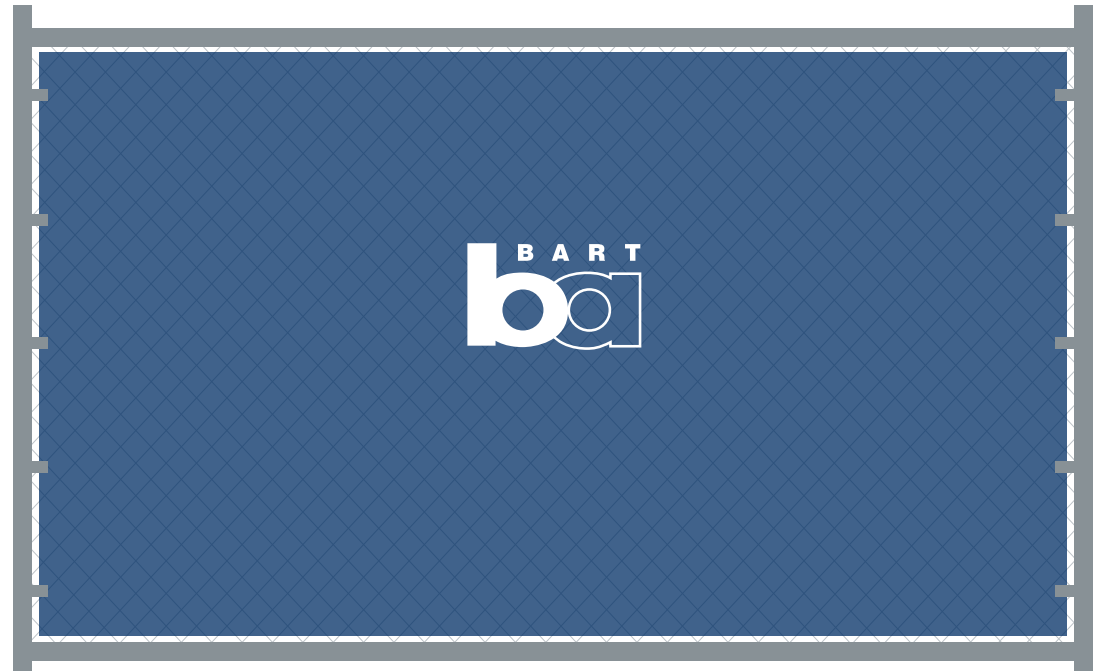
Example of access/temporary wayfinding banner

Temporary Construction Site Fencing

To brand BART construction sites, temporary fencing should be installed (per specifications) that includes a BART logo on every public-facing section.

The BART Communications Department will supply print-ready artwork for an 18-inch logo to be installed with the top of the logo 4' 6" above the ground.

The fencing should meet requirements of the BART Facilities Standards.



Example of temporary construction site fencing

Measure RR Project Signs

The Measure RR logo should appear on all signs that use Measure RR funds for the project.

These examples show the preferred logo placement: the Measure RR logo is on the bottom left, the BART logo is on the bottom right, and this line of copy is between them:

“Project brought to you by
voter-approved Measure RR funds”

This copy should be used with the Measure RR logo whenever possible.

The Measure RR logo is not a stand alone logo, and should always be accompanied by the BART logo everywhere it appears.

The BART Communications Department will provide Measure RR project sign artwork and the contractor will be responsible for production and placement of the signs.



A blue rectangular sign with white text. At the top, the title "BART Track Replacement Project" is centered in a large, bold font. Below the title, there are five rows of information, each with a question on the left and an answer on the right. The questions are: "What is this project?", "How is this making BART better?", "When will the project be finished?", "What is the total budget?", and "How can I learn more?". The answers are: "Rebuild a Lafayette interlocking and replace track.", "Our tracks, interlockings, and fastening systems have been in service for up to 40 years. Replacing them now will make for smoother, quieter, and more reliable service for many years to come.", "Completion is scheduled for February 2020.", "\$13 million (part of our total \$625 million track repair budget)", and "Visit www.bart.gov/tracks." At the bottom of the sign, there are three logos: the Measure RR logo on the left, the text "Project brought to you by voter-approved Measure RR funds" in the center, and the BART logo on the right.

What is this project?	Rebuild a Lafayette interlocking and replace track.
How is this making BART better?	Our tracks, interlockings, and fastening systems have been in service for up to 40 years. Replacing them now will make for smoother, quieter, and more reliable service for many years to come.
When will the project be finished?	Completion is scheduled for February 2020.
What is the total budget?	\$13 million (part of our total \$625 million track repair budget)
How can I learn more?	Visit www.bart.gov/tracks .

 Project brought to you by voter-approved Measure RR funds 

Example of project information sign with Measure RR and BART logos

A blue rectangular banner with white text. At the top, the title "BART Track Replacement Project" is centered in a large, bold font. Below the title, there are three logos: the Measure RR logo on the left, the text "Project brought to you by voter-approved Measure RR funds" in the center, and the BART logo on the right.

 Project brought to you by voter-approved Measure RR funds 

Example of project identification banner with Measure RR and BART logos

Visual Design Standards

Following a standardized design system—where all project signs consistently use the same colors, fonts, and artwork—is the best way to ensure that BART signage looks consistent and professional.

Signage Blue

This color was chosen because it hides dirt, discourages graffiti, and provides good legibility with white copy and logos. This color should be used consistently for BART project signs.



CMYK: 100.70.10.15

PANTONE: 301

Signage Typography

The Roboto font family should also be used consistently for BART project signs.

Roboto and Roboto Condensed are Google fonts, which can be downloaded for free on the Google Fonts site at:

<https://fonts.google.com/specimen/Roboto>
and <https://fonts.google.com/specimen/Roboto+Condensed>

Roboto Light

Roboto Regular

Roboto Medium

Roboto Bold

Roboto Black

Roboto Condensed Light

Roboto Condensed Regular

Roboto Condensed Bold

BART Logo Standards

BART logo art files will be supplied by the BART Communications Department. The BART logo should be the most prominent logo on project signs that also include other government agency or contractor logos.

BART Logo Colors

Use the correct BART logo colors, and don't alter the logo in any way.



CMYK: 100.8.0.6
PMS: Process Blue



CMYK: 0.0.0.100
PMS: Black

BART Logo on a Background

Use the correct logo for the sign print requirements and background color, and always keep plenty of space around the logo so it stands out.



BART color logo on a white background



BART color logo on Signage Blue background (logo is enclosed in a white, curved-edge box)

Measure RR Logo Standards

The Measure RR logo should be included on signage for projects that use Measure RR funds. The Measure RR logo will be supplied by the BART Communications Department. Use the correct colors, and don't alter the logo in any way.

Measure RR Logo Color



CMYK: 100.70.10.15

PMS: 301

Measure RR Logo on a Background



Measure RR blue logo on a white background



Measure RR white logo on Signage Blue background

Exhibit D

Sample Invoice

Safe Routes to BART Grant Invoice Sample

NAME OF PROJECT SPONSOR
ADDRESS OF PROJECT SPONSOR
ADDRESS OF PROJECT SPONSOR
Contact Name
Phone Number
Project Sponsor email

Invoice No.
XXXXXXXXXX?
Invoice Date
xx/xx/xxxx
Purchase Order No:
XXXXXXXXXX

Send To: **San Francisco Bay Area Rapid Transit**
Accounts Payable Department
2050 Webster Street
Oakland, CA 94612

Contact Person: Sonya Sharp (SSharp@bart.gov)

Project Title:	Safe Routes to BART - Jurisdiction - Project Title	Project No:	57RR101
Services for the Period From:	xx/xx/xxxx -xx/xx/xxxx	Terms:	Net 30
<i>Billed Line Items (against Purchase Order Line-Sch, Item/Description)</i>			
1- 1 Safe Routes to BART - Jurisdiction - Project Title		\$	79,000.00
TOTAL AMOUNT DUE THIS INVOICE		\$	79,000.00
<u>BILLING SUMMARY:</u>			
Total Work Plan Budget		\$	750,000.00
Total Billed This Period			(79,000.00)
Previously Billed Amount			(34,000.00)
Amount Remaining		\$	637,000.00

We hereby certify that the funds requested by LOCAL AGENCY are to reimburse LOCAL AGENCY for project costs already incurred and have not been included in a previous invoice

Signature
(Name), Project Manager

Date

NAME OF PROJECT SPONSOR
INVOICE DETAIL ATTACHMENT

Date: xxxxxxxx[?]
Billing Period xx/xx/xxxx -xx/xx/xxxx
Invoice No. xxxxxxxx[?]

			Budget	Amount This Period	Previously Billed	Amount To Date	% Expended
<u>Labor</u>	Hours to Date		\$ 300,000.00	\$ 6,000.00	\$ 14,000.00	\$ 20,000.00	7%
	Current	Previous	To Date			\$ -	#DIV/0!
	120.0 Hrs.	50.0 Hrs.	170.0 Hrs.		\$ -	\$ -	#DIV/0!
						\$ -	#DIV/0!
Total Labor			\$ 300,000.00	\$ 6,000.00	\$ 14,000.00	\$ 20,000.00	7%
<u>Direct Costs</u>						\$ -	#DIV/0!
Demolition			\$ 50,000.00	\$ 13,000.00	\$ 12,000.00	\$ 25,000.00	50%
Concrete			\$ 400,000.00	\$ 60,000.00	\$ 8,000.00	\$ 68,000.00	17%
						\$ -	#DIV/0!
Total Other Direct Cost			\$ 450,000.00	\$ 73,000.00	\$ 20,000.00	\$ 93,000.00	21%
					\$ -	\$ -	
Total Amount Due			\$ 750,000.00	\$ 79,000.00	\$ 34,000.00	\$ 113,000.00	15%
Remaining Balance			\$ 637,000.00				

NAME OF PROJECT SPONSOR

Date: xx/xx/xxxx

PROJECT SPONSOR Funding Breakdown

Billing Period xx/xx/xxxx -xx/xx/xxxx

Invoice No. xxxxxxxxx

Project Funding Sources

	Budget	Amount This Period	Previously Billed	Amount To Date	% Expended
SR2B Grant Funds	\$ 750,000.00	\$ 79,000.00	\$ 34,000.00	\$ 113,000.00	15.07%
Other funds (specify)					#DIV/0!
Other funds (specify)					#DIV/0!
Funding Total	\$ 750,000.00	\$ 79,000.00	\$ 34,000.00	\$ 113,000.00	15.07%

Exhibit E

Quarterly Progress Report

Safe Routes to BART (SR2B) Quarterly Progress Report (QPR)

Project Name:	<i>Project name familiar with project sponsor other funding/planning documents.</i>	QPR Date:	<i>Date this report prepared</i>
Project Manager:	<i>Name of agency representative to the Project</i>	Target Station(s):	<i>Name of BART Station(s) closest to the Project</i>
Project Sponsor:	<i>Name of lead agency responsible for ensuring the delivery of the Project and responsible for addressing any funding shortfalls.</i>	Project #:	57RR101
Grant Amount:	<i>Total amount of SR2B grant money allocated to the Project.</i>	Project Amount:	<i>Total cost for the Project scope</i>
Executed Agreement:	<i>Date that SR2B agreement was fully executed</i>	Complete Project Construction by:	<i>Date by which Project construction must be completed</i>

Executive Summary

	Green (Controlled)	Yellow (Caution)	Red (Critical)	Reason for Deviation
Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments: *Describe project status in 50 words or fewer.*

Budget status as of report date

Project Sponsor may add additional project phases/activities as needed. Refer to the budget submitted in the Initial Project Report (IPR) to provide the Baseline Budget.

Description	Baseline Budget (from IPR Total Project Budget)	SR2B Funded Budget	Cost to Complete	Current Forecast
Planning/Conceptual Design (PC)	[\$\$]	N/A	[\$\$]	
Environmental Studies (ENV)	[\$\$]	N/A	[\$\$]	
Final Design - PS&E (PSE)	[\$\$]	N/A	[\$\$]	
Right of Way (ROW)	[\$\$]	N/A	[\$\$]	
Construction (CON)	[\$\$]	[\$\$]	[\$\$]	
Construction Management (CM)	[\$\$]	[\$\$]	[\$\$]	
Total	[\$\$]	[\$\$]	[\$\$]	

Comments on budget status**Project funding sources status**

Project Sponsor may add additional funding sources as needed.

SR2B Grant	[\$\$]
<i>Other funds (specify)</i>	[\$\$]
<i>Other funds (specify)</i>	[\$\$]
<i>Other funds (specify)</i>	[\$\$]
<i>Other funds (specify)</i>	[\$\$]
Total	[\$\$]

Comments on funding sources**Small Business Enterprise (SBE) participation status (if applicable)**

Project Sponsor may add additional firms as needed.

Company Name	SBE (Yes/No)	Contract	Current SBE Participation
<i>Prime Consultant</i>		\$\$	%
<i>Firm 1</i>		\$\$	%
<i>Firm 2</i>		\$\$	%
<i>Firm 3</i>		\$\$	%
Total		\$\$	%

Comments on SBE participation

Project Definition

Project description

Describe the Project and demonstrate how it will result in an operable or usable segment. Include a summary of any prior completed phases and/or future phases or segments associated with the SR2B-funded segment. Attach any graphic information necessary to communicate the scope and intent of the Project.

Business Objectives	<i>Describe the Project purpose, including the problem being addressed and specific accomplishment to be achieved and resulting benefits, as well as the value of the project to the region or corridor, and an explanation of the Project as a worthy transportation investment.</i>
Scope	<i>Specific elements of the Project to be implemented</i>
Assumptions	<i>What assumptions are being made for the Project to be implemented?</i>
Dependencies	<i>What needs to be in place for the Project to be implemented?</i>
Project photo documentation	<i>Attach high-quality photographs (.jpg, .gif, .png) of work performed or completed during period to this report.</i>

Accomplishments & Plans

Accomplishments during this reporting period

-

Plans for the next reporting period

-

Issues/Changes/Risk Status

Risks: *Include potential issues that may adversely affect the proposed project or the ability of the sponsor or implementing agency to carry out the subject project.*

-

Mitigations: *Describe measures being taken to mitigate risks outlined above.*

-

Scheduled Milestones / Deliverables

Project Sponsor may add additional milestones and/or deliverables as needed. Refer to the schedule submitted in the Initial Project Report (IPR) to provide the Baseline Schedule.

Milestone	Baseline Schedule (from IPR Completion Date)	Current Forecast	Actual	Status
Environmental Studies				
Final Design - PS&E				
Advertise Construction				
Award Construction Contract				
Construction Start				
Construction Complete				
Open for Operation				

Comments on scheduled milestones and/or deliverables