

# 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](http://www.bart.gov/SR2B) or email or email [sr2b@bart.gov](mailto: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](http://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:

- 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 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](http://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 <a href="https://xbart.submittable.com/">https://xbart.submittable.com/</a> 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](http://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](mailto: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](http://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](http://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 <a href="#">Equity Priority Communities webpage</a> .	15%
F	Complete Communities	Promote Transit-Oriented Development (TOD) and complete communities per <a href="#">BART's TOD Guidelines</a> .	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](http://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><a href="#">Spatial analysis mapping</a> 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 <a href="#">MTC Resolution No. 4217-Equity Framework for Plan Bay Area 2040</a>.</p> <p>The most recent Equity Priority Communities map is found at <a href="https://mtc.ca.gov/planning/transportation/access-equity-mobility/equity-priority-communities">https://mtc.ca.gov/planning/transportation/access-equity-mobility/equity-priority-communities</a>.</p>
BART Station Access Policy (2016)	<p><a href="#">BART Station Access Policy</a> provides general information about BART's Board-approved Station Access Policy, along with descriptions of station access typologies.</p>
BART Station Profile Study (2015)	<p><a href="#">BART's Station Profile Study</a> defines the station catchment area.</p>
BART Access Studies	<p><a href="#">BART's Access Studies &amp; Projects</a> 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.</p>
BART Transit-Oriented Development Guidelines (2017)	<p><a href="#">BART's TOD Guidelines</a> 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><a href="#">Multimodal Access Design Guidelines</a> 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>

**Table B: Example Resources**

Measures	Method/Source
Metropolitan Transportation Commission's (MTC) Equity Priority Communities	<p><a href="#">Spatial analysis mapping</a> 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 <a href="#">MTC Resolution No. 4217-Equity Framework for Plan Bay Area 2040</a>.</p> <p>The most recent Equity Priority Communities map is found at <a href="https://mtc.ca.gov/planning/transportation/access-equity-mobility/equity-priority-communities">https://mtc.ca.gov/planning/transportation/access-equity-mobility/equity-priority-communities</a>.</p>
BART Station Access Policy (2016)	<p><a href="#">BART Station Access Policy</a> provides general information about BART's Board-approved Station Access Policy, along with descriptions of station access typologies.</p>
BART Station Profile Study (2015)	<p><a href="#">BART's Station Profile Study</a> defines the station catchment area.</p>
BART Access Studies	<p><a href="#">BART's Access Studies &amp; Projects</a> 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.</p>
BART Transit-Oriented Development Guidelines (2017)	<p><a href="#">BART's TOD Guidelines</a> 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><a href="#">Multimodal Access Design Guidelines</a> 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>	
	<b>Total Estimated Costs:</b>	<b>\$0</b>

**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		FY <sup>2</sup> 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
<b>Total Existing Funding:</b>						<b>\$0</b>
Proposed Funding (Uncommitted) - all sources		FY <sup>2</sup> 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
<b>Total Proposed Funding:</b>						<b>\$0</b>
<b>Notes:</b>						
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.						
<b>Total Project Funding (Existing + Proposed):</b>						<b>\$0</b>
<b>Total Estimated SR2B Project Costs <i>(from Cost Estimate worksheet)</i>:</b>						<b>\$0</b>
<b>Project Surplus/ (Shortfall):</b> <b>(Total Project Funding less Total Estimated Project Costs)</b>						<b>\$0</b>
<b>Note: If there is a surplus or shortfall, please provide an explanation in Worksheet C.</b>						
<b>Percent non-BART Match for SR2B Project Segment</b>						<b>#DIV/0!</b>

**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"***

