



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

**2008**

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**B**icycle  
**F**acility  
**P**rogram

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**Grant Application Package  
for Fiscal Year 2008/2009**

**Bay Area Air Quality Management District  
939 Ellis Street, San Francisco, CA 94109  
April 2008**

**Funding for the Bicycle Facility Program is provided through the Bay Area Air Quality Management District's Transportation Fund for Clean Air**

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This document describes the Bay Area Air Quality Management District's (Air District's) Bicycle Facility Program (BFP) and explains how to apply for a grant in the fiscal year (FY) 2008/09 funding cycle. This grant application package includes copies of the:

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*An electronic version of this document and user modifiable copies of the grant application forms are available at:  
[http://www.baaqmd.gov/pln/grants\\_and\\_incentives/bfp/index.htm](http://www.baaqmd.gov/pln/grants_and_incentives/bfp/index.htm)*

## REMINDER CHECKLIST

**Grant Application Submittal Dates:** The Air District will begin reviewing FY 2008/09 BFP grant applications at **4:00 PM** on **Monday, June 16, 2008** and on an ongoing basis while BFP funds are available.

- Review this grant application package, including the BFP Guidelines.
- Attend the joint TFCA Regional Fund / BFP grant application workshop at **9:30 AM on Friday, May 16, 2008 at the Air District's offices**. Attendance at the workshop is not required to apply for funds. Directions to the Air District are available at <http://www.baaqmd.gov/dst/directions/index.htm>.
- Grant applicants are encouraged to discuss their project and any questions they have with Air District staff prior to submitting a grant application.
- Complete the grant application form (Parts 1 through 4, plus 5A and/or 5B, as required by the project components).
- Submit all required attachments and documentation (Bike Plan, Budget, Photo's, etc.) clearly labeled with the grant application.
- Make sure the amount requested is greater then \$10,000 and less than the maximum amount allowable.

## BICYCLE FACILITY PROGRAM SUMMARY

### BACKGROUND

The Bay Area Air Quality Management District (Air District) makes grants through the Bicycle Facility Program (BFP) to encourage bicycling as a strategy to reduce mobile source emissions in the Bay Area. The BFP has been developed as a separate grant program to provide a more streamlined mechanism for funding the implementation of new bicycle facilities in the region. By providing default funding amounts that are in line with past cost-effective projects, the BFP simplifies the grant application, funding, and monitoring processes.

The BFP is funded by the Transportation Fund for Clean Air (TFCA). TFCA revenues are generated through a \$4 surcharge on motor vehicle registrations within the Air District's jurisdiction. The Air District's objectives for the TFCA program are to fund the most cost-effective projects that reduce motor vehicle emissions, and to support the implementation of the transportation control measures and mobile source measures in the *Bay Area 2005 Ozone Strategy*.

### SCHEDULE

The Air District will initially review all grant applications received by **Monday, June 16, 2008**. If the BFP is oversubscribed, projects will be chosen, by lottery, from all eligible applications that were received by **4:00 PM** that day. Grant applicants will be notified, and invited to attend, if a selection lottery becomes necessary. While BFP funds remain available, grant applications will continue to be accepted on an ongoing basis until funds are exhausted or Air District staff begins preparing for the next funding cycle.

#### Schedule for FY 2008/09 BFP Fund Cycle

Friday, May 16, 2008	Joint BFP and TFCA Regional Fund workshop for grant applicants at 9:30 AM. The workshop is scheduled for two hours, with the BFP discussion immediately following the TFCA session.
<b>Monday, June 16, 2008</b>	<b>The Air District begins reviewing grant applications. Grant applications will be accepted on an ongoing basis while FY 2008/09 funding for the BFP remains.</b>
Ongoing – (beginning July 2008)	Grant applicants are notified of the status of their grant application within 30 days of receipt.
Ongoing – (beginning September 2008)	Proposed funding agreements and vouchers are issued within 60 days of a grant application being accepted for BFP funding.

**WHO CAN APPLY**

Any public agency sponsoring an eligible project within the jurisdiction of the Air District is eligible to apply for BFP grants. The Air District encompasses all of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, and Santa Clara Counties, and the southern parts of Solano and Sonoma Counties. Eligible public agencies include cities, counties, transit districts, school districts, and other special purpose agencies. Eligible grant recipients will be responsible for the implementation of the project and must have the authority and capability to complete the project.

Project sponsors may not be eligible for additional BFP funding if they have unresolved issues related to a project previously funded through the Air District as indicated in guidelines #6-10, including an:

- Outstanding unfulfilled monitoring and reporting obligation,
- Exclusion from future funding due to a failed fiscal or performance audit,
- Unsigned funding agreement from a previous year's grant cycle, or
- Existing project that is not being executed in a manner consistent with its implementation schedule.

**AVAILABLE FUNDS**

A total amount of \$600,000 will be available for distribution via the BFP in FY 2008/09. The minimum BFP grant for a single project is \$10,000 and the maximum grant is 35% of the total funds available (or \$210,000 in FY 2008/09). The BFP grant amount plus matching funds must equal the total amount needed for the project.

**PROJECT TYPES AND FUNDING AMOUNTS**

During FY 2008/09 the Air District has approved maximum funding levels for the following project types, as listed in the table below. A single grant application may combine multiple project types, but must call out each component of the project. The grant amounts listed below are inclusive of all eligible project costs, and constitute the maximum funding available for each component. Project sponsors may request less funding if appropriate for their projects. Payments will only be made on the actual costs of the project.

<b>Project Type / Project Component</b>	<b>Maximum Grant Amount</b>
<b><i>Bikeways</i></b>	
Class I (Bicycle Path)	\$115,000 per mile of path
Class II (Bicycle Lane) – Standard	\$30,000 per mile of roadway
Class II (Bicycle Lane) – Continuous Construction	\$85,000 per mile of roadway
Class III (Bicycle Route)	\$15,000 per mile of route
<b><i>Bicycle Parking Facilities</i></b>	
Bicycle Locker(s) – Mechanical	\$900 per locker
Bicycle Locker(s) – Electronic	\$2,500 per locker
Bicycle Locker(s) – Retrofit Mechanical to Electronic	\$650 per retrofit kit
Bicycle Rack(s)	\$60 per bicycle accommodated
Secure Bicycle Parking	\$130 per bicycle accommodated
<b><i>Bicycle Rack(s) on Public Transportation Vehicles</i></b>	\$750 per rack

The Air District has determined that the above funding levels for each project type meet the TFCA cost-effectiveness criterion for the BFP (\$90,000 of TFCA funds per ton of emissions reduced over the lifetime of a project). These grant amounts reflect historic funding levels for similar projects, adjusted based on information from previous projects and outside literature and performance reviews. The grant amounts are not necessarily intended to pay the full cost of project implementation. Applications that request additional amounts beyond those listed will not be considered.

**Additional Information for Select Project Types:**

A **Class I – Bicycle Path** provides a separated right of way for the exclusive use of bicycles and pedestrians, in which motorized vehicles are prohibited and crossings by pedestrians and automobiles are minimized.

A **Class II – Bicycle Lane** is a paved, on-road bikeway that separates bicyclists from vehicle traffic by a striped lane dedicated for one-way bicycle travel. The grant amounts listed are for two lanes installed on a roadway, to provide for bicycle travel in both directions; *a single bike lane (in one direction only) would qualify for one-half the stated amount.*

- **Class II – Standard** projects include projects that can be completed within the existing roadway width through restriping and realignment of existing lanes and parking spaces.
- **Class II – Continuous Construction** projects entail physical improvements (e.g., the purchase of right-of-ways, non-maintenance paving or the widening of a roadway, relocation of utilities) over the length of the segment.
- Grant amounts for **Continuous Construction** and **Standard Class II** facilities cannot be combined for the same roadway segment but can be applied to different segments along the same bikeway.

\* If a roadway is already striped for wide shoulder and only needs signs, then the project will be considered Class II at Class III award amounts.

A **Class III – Bicycle Route** indicates a preferred route for bicycle travel that is shared with motor vehicles. It should follow roadways where traffic is relatively light and potential conflicts between bicycles and vehicles can be minimized. Bicycle routes must be indicated with signs. Street markings and traffic calming devices and barriers, which route vehicle traffic but allow bicycles to pass through, are also allowed as part of a Class III project.

A **Bicycle Rack** installed with TFCA funds should be anchored in place. Its capacity is determined based on the manufacturer's specifications and the location in which it will be installed. For example, a standard inverted "U" rack holds two bicycles (unless installed in a location where only one bicycle can access the rack).

**Secure Bicycle Parking** facilities provide a secure location for storing bicycles, such as in limited-access bicycle cages and bike stations. BFP funds can be used for the capital costs of bicycle parking, but not the operational costs.

## ELIGIBILITY CRITERIA

An eligible project must meet the following criteria to be considered for funding:

- Result in a new bicycle facility, which is available for public use;
- Be included in an adopted countywide bicycle plan (as described in Guideline 15), Congestion Management Program (CMP), or the Metropolitan Transportation Commission's *Regional Bicycle Plan*. A written statement of intent from the responsible Congestion Management Agency to include the project in the next update of the CMP will also fulfill this requirement;
- Adhere to the applicable design standards in Chapter 1000 of the California Highway Design Manual;
- Reduce motor vehicle emissions through providing an alternative to vehicle trips made for utilitarian purposes (such as work/school commuting, shopping, etc.). In order to ensure that this criteria is met:
  - **Bikeways** must be within one-half mile of at least three major activity centers (as defined in the Grant Application Instructions below), or extend/provide gap closure in a system that already services major activity centers, and;
  - Each **bicycle parking** component must be located at a major activity center;
- Be ready for implementation. A project will only be considered for funding if it will commence (e.g., begin installation, award a construction contract, take delivery of the product, etc.) in calendar year 2009 or sooner; and be completed within two years of the funding agreement execution.
- Have the funding necessary to complete the project available so that the project meets the implementation and completion criteria. Any matching funds must be in place or reasonably secured.

## ELIGIBLE PROJECT COSTS

BFP funds can cover the direct costs associated with carrying out the project, including:

- Salaries, wages, and benefits directly and solely related to implementation of the BFP project;
- Construction and/or installation costs;
- Contractor labor charges related to the BFP project; and
- Capital and materials costs, including project features such as signage, pavement markings (striping and stenciling), bicycle loop detectors and signals, and lighting.

The costs for design, engineering, installation, and preparation of required environmental review documents that directly support project implementation are eligible for BFP funding, although payment will not be made until a project is completed and in service.

Please note that to be eligible for reimbursement, all project costs must be:

- Identified in the grant application and outlined in the funding agreement or voucher,
- Incurred after the funding agreement's effective date or the voucher issue date, and
- Properly documented in the project invoice.

**INELIGIBLE PROJECTS AND COSTS:**

The BFP provides funding to construct new public facilities to encourage a transportation mode shift away from vehicle travel; as such, BFP funds may not be used to cover:

- Maintenance costs, repairs, or rehabilitation,
- Upgrades to existing bicycle facilities,
- Ongoing operations (e.g., staffing a bike station),
- Planning activities that are not directly related to BFP project implementation, or
- Indirect and administrative costs (e.g., completing the grant application, executing a funding agreement, accounting, reporting, record-keeping).

Projects that do not achieve additional emission reductions will not be considered for funding. This includes projects that duplicate existing Air District-funded projects or projects that are required by emission reduction regulations or other legally binding obligations. Such projects must demonstrate that they achieve emissions reductions beyond what is required in order to receive BFP funding.

Finally, payment requests will not be processed (see Guideline #10) if the:

- Funding agreement or voucher for the project has not been fully and properly executed,
- Costs were incurred before the effective date of the funding agreement or date the voucher was executed, or
- Project is no longer eligible for BFP funding (e.g., due to additional information becoming available to indicate that the project does not meet the eligibility requirements).



## OVERVIEW OF THE FUNDING PROCESS

Air District staff will determine the projects to be funded primarily on a **first-come, first-served basis**, with completed grant applications reviewed in the order in which they are received. Once submitted, a grant application cannot be altered or revised without the consent of the Air District. However, air district staff may contact the project sponsor if clarifying information is needed. An application for grant funding will only be considered complete once all required information has been submitted.

Air District staff will notify applicants of the status of their grant application within 30 days of receipt. After an award has been made, staff will plan to generate either a funding agreement (for bikeway projects) or a purchasing voucher (for bicycle parking and public transit projects) within 60 days of acceptance of a project for funding.

- **Funding Agreements** (Bikeway Projects): Each grant recipient for bikeway projects shall enter into a binding agreement with the Air District outlining the terms, conditions, and reporting requirements of the grant. Only a fully-executed funding agreement (i.e., signed by both the Air District and the project sponsor) constitutes a final approval and obligation on the part of the Air District to fund a project. The project sponsor has two months to sign and return the funding agreement to the Air District.
- **Vouchers** (Bicycle Parking and Public Transit Projects) Grant awards for bicycle parking and public transit projects follow a more streamlined approach in which the Air District issues a voucher to the project sponsor which constitutes a promise of payment once the project has been completed.
- If a project combines both bikeways and other components, a funding agreement will be issued for the entire project.

All BFP grant recipients must expend the funds awarded within two years of the effective date of the funding agreement, or the date the voucher was issued, unless a longer period is requested in writing by the project sponsor and approved in advance by the Air District (see Guideline #14 for details).

Once a project is fully implemented, the project sponsor submits an invoice and documentation of the expenditure of funds and completion of the project. Air District staff will review the invoice and supporting materials and issue payment. In general, payment will be made in one invoice after the project has been completed and is in service.

### **Additional Requirements**

- During the life of the project, the project sponsor must submit quarterly progress reports.
- Grant recipients are subject to audits of each project funded to ensure that the funds have been spent in accordance with regulatory requirements and the BFP guidelines.

## **Bicycle Facility Program Application Package FY 2008/09**

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- The Air District reserves the right to conduct studies of BFP funding facilities to gather usage, cost-effectiveness, and similar information.
- Projects funded through the BFP will display an Air District-approved logo acknowledging this funding.
- The Air District must be credited in any publicity/media material about the project.
- The project sponsor must meet the insurance requirements set forth in the funding agreement (bikeway projects only).
- The project sponsor must provide before and after photographs of the roadway/corridor on which a bicycle facility is installed (bikeway projects only).

### **AIR DISTRICT STAFF CONTACT**

Grant applicants are encouraged to discuss their grant applications with Air District staff prior to submittal. The primary Air District contact person for the BFP is:

Avra Goldman  
Grant Programs Section  
[agoldman@baaqmd.gov](mailto:agoldman@baaqmd.gov)  
415-749-5093

## GRANT APPLICATION INSTRUCTIONS

All grant applicants must complete all parts of the FY 2008/09 BFP grant application form. The space provided on the form may be expanded to fully answer each question and additional documentation may be included, as needed.

### Project Scope

The grant applicant has flexibility to determine what project types / components to include in one grant application. For example, a single project could include:

- Two segments of Class I Bicycle Paths connected by a Class II Bicycle Lane,
- Multiple bicycle parking facilities at different locations, or
- A combination of bikeways and parking facilities within that jurisdiction.

Each component of the project must be accounted for in the Budget Table (in Part 3 of the grant application) and described in the appropriate Project Information sections (Parts 5A and/or 5B).

### Requirement for a Facility to Serve Activity Centers

Part 5 (A and B) of the grant application requires the project sponsor to identify activity centers serviced by the project. For the purpose of the BFP, major activity centers are locations that attract significant vehicle travel for utilitarian purposes, such as work/school commuting, shopping, organized recreation, etc. Examples of such destinations include, but are not limited to, transit stations, office complexes, educational institutions, shopping centers (e.g., a mall or other shopping complex) or recreation centers (e.g., municipal pool or gym).

- For a **bikeway** to be eligible for funding, it must serve at least three major activity centers. Part 5A of the grant application requests information on all centers within one-half mile of the bikeway.
  - Grant applicants must provide this information for each non-contiguous segment of bikeway being installed.
  - If a bikeway segment is an extension to, or closes a gap within, an existing bicycle network, the project can be funded if the new segment is within three contiguous bikeway miles of the requisite activity centers.
- For **bicycle parking project** components (Part 5B), information is required on the location in which the bicycle racks or lockers will be installed.

**SUBMITTAL**

The Air District will initially review all grant applications that have been received by **4:00 PM, on Monday, June 16, 2008**. Grant applications may be mailed or hand-delivered to the address below. E-mails and faxes will not be accepted. If the BFP is oversubscribed and a lottery is necessary, only grant applications received by **4:00 PM, on Monday, June 16, 2008** will be considered received on the first day, and thus eligible for the lottery.

Submit a printed and signed copy of each grant application to:

Damian Breen  
Grant Programs Manager  
Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, CA 94109

**BICYCLE FACILITY PROGRAM  
FY 2008/09 GRANT APPLICATION FORM**

Complete Parts 1 through 6 of this grant application form. For parts 5A and 5B, provide information on each separate component of your project. A Microsoft Word version of this form is available at [www.baaqmd.gov/pln/grants\\_and\\_incentives/bfp/index.htm](http://www.baaqmd.gov/pln/grants_and_incentives/bfp/index.htm).

**PART 1. SUMMARY INFORMATION**

Project Title: \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_ (should equal BFP plus Matching Funds)

BFP Funding Requested: \$ \_\_\_\_\_ Matching Funds Provided, if any \$ \_\_\_\_\_

Tax ID number (needed for reimbursement if project is awarded a grant):

\_\_\_\_\_

Agency/Project Sponsor: \_\_\_\_\_ Date of Submittal: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address of Primary Contact:

Secondary Contact Person: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

***Individual authorized to enter into a formal agreement with the Air District:***

I, \_\_\_\_\_ (signature), authorize the submittal of this grant application and certify that all information is correct and accurately reflects the project scope, costs, timeline, and availability of funds, and that the Project Sponsor will complete the project as outlined.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: (\_\_\_\_)  
\_\_\_\_\_

Mailing Address (if different from above):

**PART 2. PROJECT DESCRIPTION**

Provide a concise description of the project (who, what, when, where, etc.). Be sure to name any partners and their role in implementing the project, and describe the implementation area for the project (i.e., specific neighborhood or corridor, city, county, etc.):

**PART 3. PROJECT BUDGET**

**A. BFP Funding Request**

List each project component proposed and the amount of BFP funds requested. Please identify each individual component separately (bikeway segment; rack and locker location; and/or type of public transportation vehicle).

Bikeway	Distance	Request per Mile (Guideline # 16)	Amount Requested per Item
<b><i>Class I (Bicycle Path)</i></b>			
•		miles \$	\$
•		miles \$	\$
<b><i>Class II (Bicycle Lane) – Standard</i></b>			
•		miles \$	\$
•		miles \$	\$
<b><i>Class II (Bicycle Lane) – Cont. Construction</i></b>			
•		miles \$	\$
•		miles \$	\$
<b><i>Class III (Bicycle Route)</i></b>			
•		miles \$	\$
•		miles \$	\$
<b>Total #</b>		<b>miles</b>	<b>Total \$</b>

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Bicycle Parking	Bicycle Capacity	Request per Bicycle Capacity (Guideline #16)	Amount Requested
<b><i>Bicycle Locker(s) – Electronic</i></b>			
•		bicycles \$	\$
•		bicycles \$	\$
<b><i>Bicycle Locker(s) – Mechanical</i></b>			
•		bicycles \$	\$
•		bicycles \$	\$
<b><i>Bicycle Lockers(s) – Retrofit</i></b>			
•		bicycles \$	\$
•		bicycles \$	\$
<b><i>Bicycle Rack(s)</i></b>			
•		bicycles \$	\$
•		bicycles \$	\$
<b><i>Secure Bicycle Parking</i></b>			
•		bicycles \$	\$
•		bicycles \$	\$
<b>Total #</b>		<b>bicycles</b>	<b>Total \$</b>

Bicycle Rack(s) on Public Transportation Vehicles	Number of Racks	Request per Rack (Guideline #16)	Amount Requested per Item
•		racks \$	\$
•		racks \$	\$
<b>Total #</b>		<b>racks</b>	<b>Total \$</b>

**B. BFP Covered Project Expenses**

Include a detailed listing of the major costs that the BFP funding would be used cover (i.e., capital purchases, installation costs, personnel expenses). Only costs identified in this grant application will be eligible for reimbursement.

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**C. Matching Funds (should equal amount on cover page)**

Projects eligible for BFP funding must have secured all funding necessary to complete the project. Please specify the amount and source of all matching funds and attach documentation. If pending, please provide an indication of how secure the funds are and how the project will be completed if the funds do not become available.

Source of Funds	Amount	Funding Status (secure, pending)	If pending, anticipated award date
<b>Total Matching Funds</b>			

**PART 4. IMPLEMENTATION SCHEDULE**

Provide a detailed implementation schedule for the proposed project. Include all key milestones, including planning and preliminary activities required for project completion (e.g., environmental review, land acquisition, easements, encroachment permits, etc.). Your implementation schedule must comply with all BFP project timing requirements (i.e., be ready to begin implementation 2008 or sooner and be completed within two years of the Funding Agreement execution).

Activity or Milestone	Completion Date
• Project Start Date	
•	
•	
•	
•	
• Project Completion Date	

**PART 5A. PROJECT INFORMATION: BICYCLE PATHS, LANES, AND ROUTES**

Please answer these questions for each noncontiguous segment of bikeway in this project.

**1) Project Specifications**

- a) Type of Facility (select multiple classes if appropriate)
  - Class I       Class II       Class III
- b) Total length of the proposed facility: \_\_\_\_\_
- c) Describe key design specifications & features:



**2) Eligibility**

- a) Is the project contained in an adopted countywide bicycle plan, Congestion Management Program (CMP), or the Metropolitan Transportation Commission's Regional Bicycle Plan?  YES  NO Attach documentation.
- b) Do all facilities comply with applicable Caltrans design standards (See Chapter 1000 in California Highway Design Manual)?  YES  NO If no, explain:
- c) Are there at least three major activity centers within one-half mile of each contiguous section of bikeway?  YES  NO If no, does this project provide a gap closure in a system that already services major activity centers? Explain:

List those major activity centers and their distance from each bikeway (replicate table for each segment if project continues over multiple segments):

Activity Center	Distance to Bikeway	Daily Trip Volume (if available)

**PART 5B. PROJECT INFORMATION: BICYCLE PARKING FACILITIES AND BICYCLE RACKS ON PUBLIC TRANSPORTATION VEHICLES**

Include information on all locations and components in this project.

**1) Project specifications**

Describe type of lockers or racks to be purchased (including name of the vendor, if known) and expected lifespan of lockers/racks. Attach summary of specifications.

**2) For Bicycle Parking Projects (only)**

- a) Describe location(s) where the proposed lockers/racks will be installed and how those sites were selected.
- b) Describe the anticipated demand and why lockers/racks are needed at project site(s).
- c) Describe how lockers will be assigned to cyclists.

**PART 6. ATTACHMENTS & DOCUMENTATION CHECKLIST**

Ensure that the following attachments are clearly labeled and included with the grant application:

- Documentation that each project component is contained in an adopted countywide bicycle plan, Congestion Management Program, or the Metropolitan Transportation Commission's *Regional Bicycle Plan* (send copies of the plan).
- Documentation that all matching funds have been secured and their source. Explain budget documents.
- Projects including bikeway components should attach "before" photographs of the corridor to house the funded bikeway.
- Bicycle parking and public transit projects should include a summary of the specifications of the racks to be installed.
- Maps (optional and not required, but helpful in visualizing the project).

**Appendix A**  
**BICYCLE FACILITY PROGRAM GUIDELINES**  
**FOR FISCAL YEAR 2008/2009**

The following guidelines apply only to the **Bicycle Facility Program (BFP)**. Each guideline applies to the project type(s) listed immediately following that guideline. "Bikeways" refers to Class-1 bicycle paths, Class-2 bicycle lanes, and Class-3 bicycle routes; "Racks/Lockers" refers to bicycle racks (including those on vehicles and vessels), bicycle lockers, and secure bicycle parking.

**GENERAL**

1. **Purpose:** The purpose of the BFP is to reduce emissions from mobile sources by contributing Air District funding for the implementation of bicycle facilities in the Bay Area, via streamlined processes that are cost-effective in both air-quality and administrative terms. (Bikeways; Racks/Lockers)

**BASIC ELIGIBILITY**

2. **Reduction of Emissions:** A project must result in the cost-effective reduction of motor vehicle emissions within the Air District's jurisdiction to be considered eligible for BFP funding. Projects that are subject to emission reduction regulations or other legally binding obligations must achieve surplus emission reductions to be considered for funding by the BFP. Surplus emission reductions are those that exceed the requirements of applicable regulations or other legally binding obligations at the time the Air District approves a grant award.

Planning activities (e.g., feasibility studies) that are not directly related to the implementation of a specific project are not eligible for BFP funding (Bikeways; Racks/Lockers)

3. **Eligible Recipients:** Only public agencies located within the jurisdiction of the Air District are eligible for BFP grants. Eligible grant recipients must be responsible for the implementation of the project and have the authority and capability to complete the project. (Bikeways; Racks/Lockers)
4. **Minimum and Maximum Funding Amounts:** Only projects requesting \$10,000 or more in BFP funds will be considered for funding. No single project may receive more than 35 percent (35%) of the funds available for the BFP in any given funding cycle. (Bikeways; Racks/Lockers)
5. **Readiness:** A project will be considered for BFP funding only if the project would commence in calendar year 2009 or sooner. For purposes of this policy, "commence" means to begin delivery of the service or product provided by the project, or to award a construction contract. (Bikeways; Racks/Lockers)

**APPLICANT IN GOOD STANDING**

6. **Monitoring and Reporting:** Project sponsors who have failed to fulfill monitoring and reporting requirements for any previously funded Transportation Fund for Clean Air (TFCA) Regional Fund, TFCA County Program Manager Fund, or BFP project will not be considered for new funding for the current funding cycle, and until such time as the unfulfilled obligations are met. (Bikeways; Racks/Lockers)

7. **Failed Audit:** Project sponsors who have failed either the fiscal audit or the performance audit for a prior TFCA-funded or BFP-funded project will be excluded from future funding for five (5) years, or for a different period of time determined by the Air District Air Pollution Control Officer (APCO). Existing TFCA and BFP funds already awarded to the project sponsor will not be released until all audit recommendations and remedies have been satisfactorily implemented. A failed fiscal audit means an uncorrected audit finding that confirms an ineligible expenditure of TFCA or BFP funds. A failed performance audit means that a project was not implemented as set forth in the project funding agreement. (Bikeways; Racks/Lockers)
8. **Signed Funding Agreement:** All grant recipients shall enter into a funding agreement with the Air District as a written, binding agreement to implement the approved project. Only a fully executed funding agreement (i.e., signed by both the Air District and the project sponsor) constitutes a final approval and obligation on the part of the Air District to fund a project. Project sponsors must sign a funding agreement within two months from the date it has been transmitted to them in order to remain eligible for the awarded BFP grant; the Air District may authorize extensions for just cause. Project applications will not be considered from project sponsors who were awarded TFCA or BFP grants in a previous year and have not signed a funding agreement with the Air District by the current application deadline. (Bikeways)
9. **Insurance:** Each project sponsor must maintain general liability insurance, and additional insurance as appropriate for specific projects, with coverage amounts specified in the respective funding agreements.
10. **Payments:** No payment requests associated with the implementation of a BFP project will be processed if: a) the funding agreement or voucher for the project has not been fully and properly executed, b) the costs in the payment request were incurred before the date that the funding agreement or voucher was executed, or c) the project is no longer eligible for BFP funding (e.g., due to additional information becoming available after initial Air District approval of the grant award). (Bikeways; Racks/Lockers)
11. **Implementation:** Project sponsors that have a signed funding agreement for a prior-year TFCA-funded or BFP-funded project, but have not yet implemented that project by the current application deadline will not be considered for funding for any new BFP project. The phrase "implemented that project" means that the project has moved beyond initial planning stages and the project is being implemented consistent with the implementation schedule specified in the project funding agreement. (Bikeways)

#### **INELIGIBLE PROJECTS**

12. **Duplication:** Grant applications for projects that duplicate existing Air District-funded projects and, therefore, do not achieve additional emission reductions will not be considered for funding. (Bikeways; Racks/Lockers)

#### **USE OF BFP FUNDS**

13. **Ineligible Costs:** Costs for maintenance, repairs, upgrades, rehabilitation, operations (e.g., for a bikestation), and developing grant applications for BFP funding are not eligible to be reimbursed with BFP funds. Administrative costs are not eligible for reimbursement with BFP funds. Administrative costs include costs

associated with entering into a funding agreement, accounting for BFP funds, and fulfilling reporting and record-keeping requirements specified in a BFP funding agreement or voucher. (Bikeways; Racks/Lockers)

- 14. Deadline to Expend Funds:** Any project sponsor awarded a BFP grant for the implementation of a bikeway project must expend the funds awarded within two (2) years of the effective date of the funding agreement, unless a longer period is formally (i.e., in writing) requested by the project sponsor and approved in advance by the Air District. (Bikeways)

Any project sponsor awarded a BFP grant for the implementation of a bicycle rack/locker project must expend the funds awarded according to the implementation schedule specified in the BFP grant documentation. (Racks/Lockers)

**PROJECT-SPECIFIC REQUIREMENTS AND GUIDELINES**

- 15. Eligible Bicycle Facility Projects:**

New bicycle facility projects that are included in an adopted countywide bicycle plan, Congestion Management Program (CMP), or the Metropolitan Transportation Commission's Regional Bicycle Plan are eligible to receive BFP funds. For purposes of this policy, a written statement of intent from the responsible Congestion Management Agency to include the project in the next update of the CMP may substitute for inclusion in the county's CMP. Eligible projects are limited to the following types of bicycle facilities for public use: a) new Class-1 bicycle paths; b) new Class-2 bicycle lanes; c) new Class-3 bicycle routes; d) bicycle racks, including bicycle racks on transit buses, trains, shuttle vehicles, and ferry vessels; e) secure bicycle parking; and e) bicycle lockers. All bicycle facility projects must, where applicable, be consistent with design standards published in Chapter 1000 of the California Highway Design Manual. Costs for design, engineering, installation, and preparation for required environmental review documents that directly support implementation of a project are eligible for BFP funding. (Bikeways; Racks/Lockers)

Bikeway projects must reduce vehicle trips made for utilitarian purposes, such as work/school commuting. Bikeways must be within one-half mile of at least three major activity centers (e.g., transit stations, office complexes, schools), or provide a gap closure in a system that already services major activity centers. Infrastructure and gap closure projects (e.g., bridges over roadways) may apply for TFCA funding under the Smart Growth project type, as well as for BFP funding under Guideline #15. (Bikeways)

Each bicycle rack and locker project must serve an activity center (e.g., transit station, office building, and school). (Racks/Lockers)

- 16. Grant Amounts:** The Air District has determined that the project types and funding levels set forth below meet the TFCA cost-effectiveness (i.e., funding effectiveness) of \$90,000 of BFP funds per ton (\$/ton) of total reactive organic gases (ROG), oxides of nitrogen (NO<sub>x</sub>), and weighted particulate matter less than 10 microns in diameter (PM<sub>10</sub>) emissions reduced. The maximum grant amounts set forth below are not necessarily intended to pay the full cost of project implementation. (Bikeways; Racks/Lockers)

<b>Project Type</b>	<b>Grant Amount</b>
Class-1 Bicycle Path	\$115,000 per mile of path
Class-2 Bicycle Lane – Continuous Construction	\$85,000 per mile of roadway
Class-2 Bicycle Lane – Standard	\$30,000 per mile of roadway
Class-3 Bicycle Route	\$15,000 per mile of route
Bicycle Locker(s) – Electronic	\$2,500 per locker
Bicycle Locker(s) – retrofit mechanical to electronic	\$650 per retrofit kit
Mechanical	\$900 per locker
Bicycle Rack(s)	\$60 per bicycle accommodated
Bicycle Rack(s) on Vehicles	\$750 per rack
Secure Bicycle Parking	\$130 per bicycle accommodated

Class-2 Bicycle Lane grant amounts are for two lanes on a roadway; a single bike lane would qualify for only one-half the stated amount. A Class-2 Bicycle Lane – Continuous Construction project must entail physical improvements (e.g., non-maintenance paving or the widening of a roadway shoulder) continuously over the length of the segment. Class-2 Bicycle Lane – Standard projects include projects other than Continuous Construction, such as striping, marking and loop detectors. Grant amounts for Continuous Construction and Standard Class-2 Bicycle Lanes cannot be combined for the same segment. Secure bicycle parking includes bicycle cages and the capital costs of bicycle parking at bike stations. (Bikeways; Racks/Lockers)