



Bay Area Air Quality Management District

Grant Opportunity Announcement
Fiscal Year 2009/2010

Bicycle Facility Program (BFP)

Application and Guidance

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

July 2009

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REMINDERS

- Proposed projects must comply with Board-adopted policies (see Appendix A).
- Applicants** must complete the FY 2009/10 BFP Application Form Parts 1 through 6.
- Submit all required attachments and documentation (Bike Plan, maps, Photo’s, etc.) clearly labeled with the grant application.
- In addition to hardcopy submittal, Part 1 must also be emailed to grants@baaqmd.gov.
- BFP and TFCA Regional Fund grant application workshop:
9:30 AM, Friday, August 7, 2009
BAAQMD - 939 Ellis Street, San Francisco
Directions: <http://www.baaqmd.gov/dst/directions/index.htm>.
Attendance at the workshop is free and not required to apply for funds.
- Amount of grant funds requested must be between \$10,000 and \$120,000.
- Visit <http://www.baaqmd.gov/Divisions/Strategic-Incentives/Bicycle-Facility-Program.aspx> for schedule, program updates and other announcements.

OTHER AIR DISTRICT GRANT AND INCENTIVE PROGRAMS

In addition to the BFP, the Air District offers grants and incentives for the following projects types:

- On and Off-Road Heavy-Duty Diesel Vehicles
- Locomotives
- Marine Vessels
- Lower-Emission School Buses
- Alternative Fuel Vehicle and Infrastructure
- Shuttle, Ridesharing and Vanpool
- Light-Duty Vehicle Buy Back
- Wood Stove and Fireplace Change-outs
- Community Grants
- Advanced (Vehicle-based) Technology

For more information on Air District Grants and Incentives contact us:

Website: www.baaqmd.gov/Divisions/Strategic-Incentives.aspx

Email grants@baaqmd.gov

Grants Information Request Line (415) 749-4994

SUMMARY OF CHANGES FOR THE FISCAL YEAR 2009/10 PROGRAM

Changes to the Bicycle Facility Program (BFP) include the following:

Maximum Grant Award Amount

The maximum grant award amount was adjusted to \$120,000 per project.

Eligibility Criterion

The guidance has been updated to reflect the requirement that proposed projects must be identified in an adopted countywide bicycle plan, Congestion Management Program, or the Metropolitan Transportation Commission's Regional Bicycle Plan.

INTRODUCTION

The Bay Area Air Quality Management 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.

On-road motor vehicles, including cars, trucks, and buses, constitute the most significant source of air pollution in the Bay Area. Vehicle emissions contribute to unhealthful levels of ozone (summertime "smog") and particulate matter.

THE TFCA FUND

In 1996, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within the San Francisco Bay Area to fund projects that reduce on-road motor vehicle emissions. The Air District has allocated these funds to its Transportation Fund for Clean Air (TFCA) program to fund eligible projects. The statutory authority for the TFCA and requirements of the program are set forth in California Health and Safety Code Sections 44241 and 44242.

Sixty percent (60%) of TFCA funds are awarded directly by the Air District through a competitive grant program known as the Regional Fund which includes the BFP. The remaining forty percent (40%) of TFCA funds are forwarded to the designated agency within each Bay Area county and distributed by these through the Program Manager program (see www.baaqmd.gov/tfca4pm for details).

THE BICYCLE FACILITY PROGRAM (BFP)

Eligible Projects: Proposed projects must comply with Board-adopted policies (see Appendix A).

Funding Availability: A total amount of \$600,000 will be available for distribution via the BFP in FY 2009/2010. The minimum BFP grant for a single project is \$10,000 and the maximum grant is \$120,000.

Eligible Project Costs: Appendix A: Board approved policies for FY 2009/2010 provides detailed guidance on eligible project costs. All project components must be identified in the grant application and must be included in the project budget in the funding agreement in order to be eligible for reimbursement.

Payment: Payments are made on a reimbursement basis, after project costs are incurred and documented and the Air District receives and approves the Final Report and Final Invoice. Costs incurred prior to the execution of the funding agreement are not eligible for reimbursement. If the actual total project cost is less than the estimated total project cost, the BFP award may be reduced (prorated).

Monitoring & Reporting Requirements: During the project implementation phase, grant recipients must submit semi-annual progress reports. In addition, the grant recipient will be subject to reporting requirements including but not limited to the following:

- Display Air District-approved logos on equipment and signage, where applicable, and outreach materials.
- Credit the Air District in any signage, publicity/media and outreach material about the project.
- Provide before and after photographs of the roadway/corridor on which a bicycle facility is installed.
- Provide before and after bicycle counts using the methodology prepared by the Metropolitan Transportation Commission, *Handbook for Bicyclist and Pedestrian Counts*.

Audit: 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. The Air District reserves the right to inspect and conduct studies of BFP funded facilities to gather usage data and similar information.

Tentative Schedule for FY 2009/10: The Air District will initially review all grant applications received by 4 pm **Monday, September 14, 2009**, by the end of November 2009. If the BFP is oversubscribed, projects will be chosen, by drawing, from all eligible applications that were received by September 14, 2009. Grant applicants will be notified if a selection drawing becomes necessary. Grant applications will continue to be accepted on an ongoing basis until funds are exhausted.

Tentative Schedule for FY 2009/10:

Monday, September 14, 2009, 4 pm	Air District begins reviewing grant applications
Within 30 days of Air District receipt of application	Air District will notify applicants of the status of their application.
December 2009	<ul style="list-style-type: none">▪ Selection drawing held if program is oversubscribed.▪ Air District will notify applicants selected for award. <i>This notice of selection is not an authorization to begin performance.</i>
Within 60 days of determining awards	Air District will issues funding agreements for signature
By December 31, 2010	Projects must commence in order to remain eligible.
By approximately December 31, 2012	Projects must be completed and funds expended.

WORKSHOP AND ASSISTANCE

Applicants are strongly encouraged to attend the application workshop and to discuss their project with Air District staff prior to submitting an application. The workshop is scheduled for two hours, with the BFP discussion immediately following the TFCA session.

Grant application workshop:

BAAQMD

9:30 AM, Friday, August 7, 2009

939 Ellis Street, San Francisco

Directions: <http://www.baaqmd.gov/dst/directions/index.htm>.

Attendance at the workshop is free and not required to apply for funds.

In addition, Air District staff is available to attend meetings of groups of project sponsors to discuss Air District grant opportunities. To schedule a meeting, please send an email to grants@baaqmd.gov. For more information please contact us and let us know how we can assist you.

BICYCLE FACILITY PROGRAM CONTACTS

Topic	Contact	Contact Information
<ul style="list-style-type: none">Bicycle Facility Projects	Avra Goldman Environmental Planner	agoldman@baaqmd.gov (415) 749-5093
<ul style="list-style-type: none">General Questions	Simrun Dhoot Air Quality Technician	sdhoot@baaqmd.gov (415) 749-5000, ext. 4058
	Karen Schkolnick District Grant Programs Manager	kschkolnick@baaqmd.gov (415) 749-4617
Visit www.baaqmd.gov/Divisions/Strategic-Incentives/Bicycle-Facility-Program.aspx for BFP updates.		

GRANT APPLICATION PROCESS AND INSTRUCTIONS

Applicants must complete the FY 2009/10 BFP Grant Application Form Parts 1 through 6. An electronic version of the application form is available at <http://www.baaqmd.gov/Divisions/Strategic-Incentives/Bicycle-Facility-Program.aspx>.

Grant applications received by September 14, 2009 will be checked for content before being considered a complete submittal. Once submitted, applications may not be altered or revised without the consent of the Air District. The Air District may request additional information from the project sponsor for clarification purposes or to assist in analyzing the proposed project.

SUBMITTAL PROCESS:

- Complete Part 1 in Microsoft Excel and email to grants@baaqmd.gov.
- Submit two (2) hard copies of complete application (all Parts) by mail and/or hand-delivery to:
Karen M. Schkolnick
District Grant Programs Manager, Strategic Incentives Division
Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109
- Application Parts 2 – 6 and attachments sent by email and/or fax will not be accepted.

APPLICATION INSTRUCTIONS:

Part 1: Summary Information: (Excel Form) Provide all information requested. For the Implementation Schedule state approximately 4 major milestones and corresponding dates; include the project start and completion date. Potential milestones include:

- Award construction contract
- Completion of Environmental Impact Report
- Completion of construction
- Installation of bicycle lockers complete

Part 2: Project Description: The grant applicant may include multiple project types / components 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.

In order to be eligible, all project components must be included in an existing countywide or regional bicycle plan or congestion management program (see Policy #2).

Part 3: Project Budget: Policy #18 lists the maximum level of funding available for each project type. Project sponsors may request less funding if appropriate for their project. Requests for funding in excess of the amounts listed will not be considered.

Part 4: Eligibility: Activity Centers Requirement: Part 3.C 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
- Recreation centers (e.g., municipal pool or gym)
- Shopping centers, (e.g., a mall or other shopping complex)
- Educational institutions

Part 5: Certification: Initial and sign.

Part 6: Attachments and Documentation Checklist: Check the boxes in Part 6 of the application for all documentation submitted with the application. To demonstrate inclusion in a countywide or regional bicycle plan or congestion management program, provide ONLY the page(s) that contain information specific to the project being proposed in the application. For bicycle parking facilities, if exact locations are not specified in the plan, include only the page(s) that contain language regarding the implementation of bicycle parking countywide or in the implementation area proposed in the application. ***Please DO NOT submit complete copies of plans.***

**APPENDIX A: BOARD ADOPTED
BICYCLE FACILITY PROGRAM POLICIES FOR FY 2009/2010**

The following policies apply only to the **Bicycle Facility Program**.

BICYCLE FACILITY PROGRAM DEFINITIONS

- “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.
- “Secure bicycle parking” refers to bicycle cages and bicycle parking stations.

GENERAL

1. **Purpose:** The Bicycle Facility Program (BFP) provides incentive funds to help offset the cost of implementing bicycle facility projects in the Bay Area. The BFP is a streamlined program of the Transportation Fund for Clean Air.

ELIGIBILITY

2. **Eligible Projects:** Only projects that result in the cost-effective reduction of motor vehicle emissions within the Air District's jurisdiction are eligible.

Projects must conform to the provisions of California Health and Safety Code (HSC) sections 44220 et seq. and Air District Board of Directors adopted BFP Policies for FY 2009/2010.

Projects must achieve surplus emission reductions, that is, beyond what is currently required through federal and state regulations both at the time the Air District approves a grant award and at the time of the execution of a funding agreement.

Projects must be new bicycle facilities, and included in an adopted countywide bicycle plan, Congestion Management Program (CMP), or the Metropolitan Transportation Commission's Regional Bicycle Plan.

3. **Eligible Recipients and Authority to Apply:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing.
 - A. **Eligible Recipients:** Only public agencies.
 - B. **Authority to Apply:** Applications must include either: 1) a signed letter of commitment from an individual with authority to enter into a funding agreement and carry out the project (e.g., Executive Director or Chief Financial Officer, City Manager, etc.), or 2) a signed resolution from the governing body (e.g., City Council, Board of Supervisors, Board of Directors, etc.) authorizing the submittal of the application and identifying the individual authorized to submit and carry out the project.
4. **Minimum Grant Amount:** \$10,000 per project.
5. **Maximum Grant Amount:** \$120,000 per project.
6. **Readiness:** Projects must commence in calendar year 2010 or sooner. For purposes of this policy, “commence” means to receive delivery of the product provided by the project, or to award a construction contract.

APPLICANT IN GOOD STANDING

7. **In Compliance with Agreement Requirements:** Project sponsors who have failed to meet project implementation milestones or who have failed to fulfill monitoring and reporting requirements for any project funded by the Air District may not be considered eligible for new funding until such time as all of the unfulfilled obligations are met.

8. **Failed Audit:** Project sponsors who have failed either a fiscal audit or a performance audit for a prior Air District funded project will be excluded from future funding for five (5) years. Additionally, project sponsors with open Air District projects will not be reimbursed for those projects 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 funds. A failed performance audit means that a project was not implemented as set forth in the project funding agreement.
9. **Signed Funding Agreement:** Only a fully executed funding agreement (i.e., signed by both the project sponsor and the Air District) constitutes the Air District's award of funds for a project.

Project sponsors must sign a funding agreement within 60 days from the date it has been transmitted to them in order to remain eligible for award of BFP funds. The Air District may authorize an extension of up to a total period of 120 days from the transmittal because of circumstances beyond the project sponsor's reasonable control and at the Air District's discretion.

Project sponsors who failed to return a funding agreement from a previous funding cycle, or forfeit the grant, are not eligible to apply for a 12-month period.
10. **Insurance:** Each project sponsor must maintain general liability insurance, and such additional insurance that is appropriate for specific projects, with coverage amounts specified in the respective funding agreements.

INELIGIBLE PROJECTS AND COSTS

11. **Duplication:** Projects that have previously received BFP or TFCA funds and therefore do not achieve additional emission reductions are not eligible for BFP funding.
12. **Costs for Maintenance, Repairs, and Operations:** Costs for maintenance, repairs, upgrades, rehabilitation, and operations (e.g., for a bike station), are not eligible for BFP funding, with the exception of retrofits from mechanical to electronic bicycle lockers.
13. **Cost for Planning Activities:** Feasibility studies are not eligible for BFP funding, nor are planning activities that are not directly related to the implementation of a specific BFP project.
14. **Cost of Developing Proposals and Grant Applications:** The costs to develop proposals or prepare applications are not eligible for BFP funding.
15. **Administrative Costs:** Administrative costs are not eligible for BFP funding. Administrative costs include accounting for BFP funds, and fulfilling reporting and record-keeping requirements specified in a BFP funding agreement.

USE OF BFP FUNDS

16. **Eligible Costs:** Costs for design, engineering, installation, and preparation for required environmental review documents that directly support implementation of a project are eligible for BFP funding.
17. **Expend Funds within Two Years:** Project sponsors must expend the awarded funds within two (2) years of the effective date of the funding agreement, unless a longer period is formally (i.e., in writing) approved in advance by the Air District in a funding agreement or as an amendment to the funding agreement.

PROJECT TYPES & GRANT AMOUNTS

18. Maximum Grant Award Amounts:

Eligible project types and corresponding grant amounts

Project Type	Grant Amount
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
Bicycle Locker(s) – 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

The project types and funding levels set forth above 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_x), and weighted particulate matter less than 10 microns in diameter (PM₁₀) emissions reduced.

PROJECT REQUIREMENTS

19. Project Requirements: The following requirements apply to BFP project types.

A. General Project Requirements: Projects must, where applicable, be consistent with design standards published in Chapter 1000 of the California Highway Design Manual.

B. Project-Specific Requirements:

- i) Bikeway grant amounts are for bikeways going in two directions on a roadway; a bikeway going in a single direction would qualify for only one-half the stated amount.
- ii) Bikeway projects must:
 - a. reduce vehicle trips made for utilitarian purposes (e.g., work or school commuting), and
 - b. be one of the following:
 - within one-half mile of at least three major activity centers (e.g., transit stations, office complexes, schools), or
 - provide a gap closure (e.g., a bridge over a roadway) in, or an extension to, an existing bicycle network that already services three major activity centers. The new segment must be within three contiguous bikeway miles of the requisite activity centers. Gap closure projects may apply for TFCA funding under the Smart Growth project type as well as BFP funding.
- iii) Bicycle Racks/lockers projects must serve a major activity center (e.g., transit station, office building, or school).
- iv) Secure Bicycle Parking includes bicycle cages and the capital costs of bicycle parking at bike stations.
- v) Class-2 Bicycle Lane – Continuous Construction projects must entail physical improvements (e.g., non-maintenance paving or the widening of a roadway shoulder) continuously over the length of the segment.
- vi) Class-2 Bicycle Lane – Standard projects include projects other than Continuous Construction, such as striping, marking and loop detectors.
- vii) Grant amounts for Continuous Construction and Standard Class-2 Bicycle Lanes cannot be combined for the same segment.

APPENDIX B: INSURANCE GUIDELINES

This appendix provides guidance on the insurance coverage and documentation typically required for BFP projects. Note that the Air District 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 meets the following requirements for each of its projects.

- a) **Liability Insurance** with a limit of not less than \$1,000,000 per occurrence, of the type usual and customary to the business of the Project Sponsor, and to the operation of any portion of the Project operated by the Project Sponsor.
- b) **Property Insurance** in an amount of not less than the insurable value of Project equipment funded under the Agreement, and covering all risks of loss, damage or destruction of such equipment.
- c) **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A, VII. The Air District may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.

The table lists the types of insurance coverage generally required for each project type. The requirements may differ in specific cases. Project Sponsors should contact the Air District with questions.

Activity	Insurance Required
Bicycle and Pedestrian Facilities, including paths and bike lanes (either striping and signs or construction of roadway shoulders)	Commercial General Liability Automobile Liability (when construction or lane striping is done by truck)
Construction of a bike/pedestrian overpass	Commercial General Liability Automobile Liability Workers Compensation
Installation of bicycle lockers and racks	Commercial General Liability Property Insurance Workers Compensation
Construction of secure bicycle parking facilities	Commercial General Liability Property Insurance Workers Compensation

APPENDIX C: DEFINITIONS OF BICYCLE PROJECT TYPES

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.

Class II – Bicycle Lane: paved, on-road bikeways that separate 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 – Continuous Construction:** entails 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.
- **Class II – Standard:** includes projects that can be completed within the existing roadway width through restriping and realignment of existing lanes and parking spaces.

If a roadway is already striped for wide shoulder and only needs signs, then the project will be considered Class III.

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.

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