



Bay Area Air Quality Management District

Grant Opportunity Program Guidance

Vehicle Trip Reduction Program

This grant program is funded by the Bay Area Air Quality Management District's
Transportation Fund for Clean Air (TFCA)

Initial application deadline is 4 PM, September 10, 2019

*Complete and eligible applications received after this date will be reviewed on a first-come,
first-served basis **until all funds have been awarded***

Open to public agencies only

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, CA 94105

August 2019

<http://www.baaqmd.gov/tripreduction>

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I. Background

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

The Bay Area Air Quality Management District (Air District) is the public agency entrusted with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties.

The California State Legislature created the Air District in 1955 as the first regional air pollution control agency in the country, recognizing that air pollution transcends political boundaries. The nine counties of the Bay Area form a regional air basin, sharing common geographical features and weather patterns, and therefore similar air pollution burdens, which cannot be addressed by counties acting on their own.

TRANSPORTATION FUND FOR CLEAN AIR

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

In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within the Bay Area to fund projects that reduce on-road motor vehicle emissions. The Air District allocates these funds through its Transportation Fund for Clean Air (TFCA) to eligible projects and programs. The statutory authority and requirements of the TFCA 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 to eligible projects and programs implemented by the Air District (e.g., Spare the Air) and through the [TFCA Regional Fund](#). The remaining forty percent (40%) of TFCA funds are forwarded to the designated congestion management agency within each Bay Area county and distributed through the County Program Manager Fund (see www.baaqmd.gov/tfca4pm for details).

II. Trip Reduction Program Overview

Reducing single-occupancy vehicle (SOV) trips is one of the key strategies for improving air quality in the Bay Area and for reducing greenhouse gas emissions from the transportation sector. Funding that supports walking, biking, and the use of mass-transit is an integral part of the Air District’s strategy. For over 25 years, the Air District has provided incentive funding for vehicle trip reduction projects although solicitations issued were frequently for single trip-reduction categories, e.g., only bikeways, or only shuttle services.

For this cycle, the Vehicle Trip Reduction Program (Program) provides Air District’s TFCA funding for a broad range of eligible [transportation service](#) and [bicycle facility](#) projects that reduce SOV trips, including existing shuttle and ridesharing projects, pilot service projects, and bicycle facility projects that install protected bikeway and/or bicycle parking. For Fiscal Year Ending (FYE) 2020, approximately \$6 million in TFCA funding is available for award. Applicants can apply for funding for multiple project categories (e.g., Pilot Services, Bicycle Electronic Lockers, Existing Ridesharing Services) and for multiple routes or

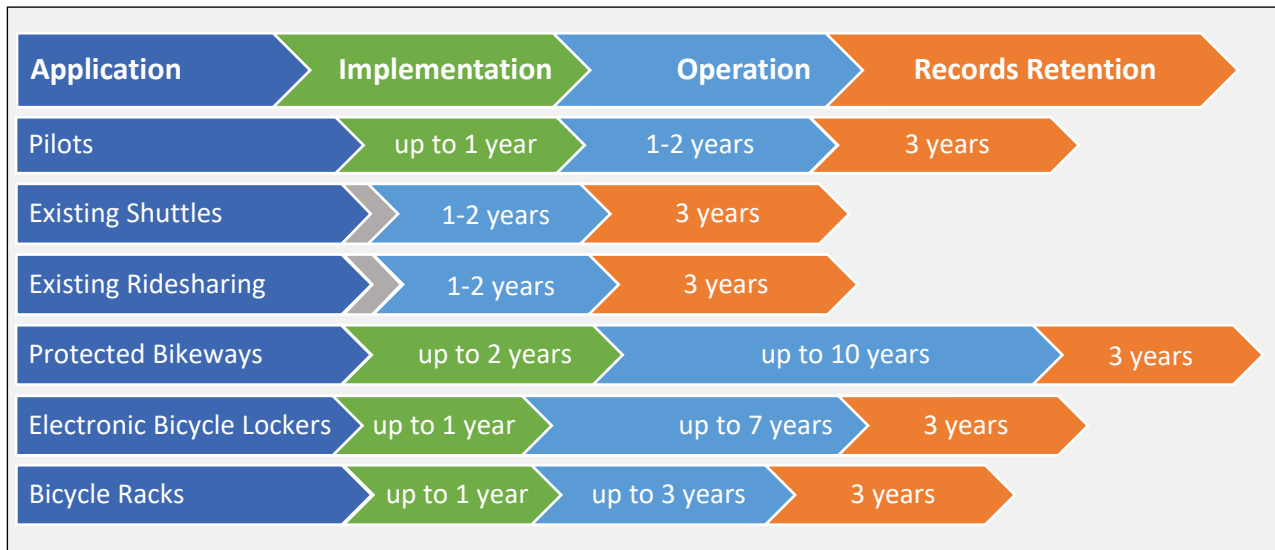
segments (e.g., multiple shuttle routes, multiple bikeway segments) within each [project category](#); these projects elements are collectively referred to in this document as *project components*.

The Air District reserves the right to modify this solicitation at its discretion.

Table 1 provides a visual timeline of different phases for each of the eligible Program project categories. Detailed information about the requirements for each of the project phases is discussed in the following sections.

- Sections III through VIII provide information about the pre-application workshops, eligibility requirements, application review and award process, key requirements, reimbursement process, reporting, audit and records retention, and schedule.
- Section IX lists other project types for which the Air District offers grants and incentives.
- Section X describes how to obtain more information about this Program.

Table 1: Timeline of Project Phases by Project Category



The appendices provide additional project-specific information for each of the eligible project categories.

III. Mandatory Pre-Application Workshop

Applicants must attend at least one pre-application workshop. Workshops will be held online via webinar and are limited to 100 attendees. Registration is required to attend a workshop. The workshops will cover Program requirements, applicant eligibility, project eligibility, the application process, and application evaluation criteria. ***Attendance to any pre-application workshop that occurred before August 2019 will not count toward this requirement.***

The following workshops have been scheduled:

- August 13, 2019, 10 AM ([Register](#))
- August 22, 2019, 3 PM ([Register](#))

Based on demand, additional workshops may be scheduled. Interested parties are encouraged to sign up to receive [TFCAs email alerts](#) and to visit the Air District's [FYE 2020 Vehicle Trip Reduction Program](#) website for Program updates.

IV. Application Requirements and Process

To be considered for funding, applicants and projects must meet all eligibility and Program requirements described in this Guidance. A single applicant may apply for a project with multiple [project components](#); **each project component must independently meet all the applicable requirements** listed in this Guidance.

Note: any project that has previously received TFCAs funding is ineligible for additional funding.

ELIGIBLE APPLICANTS

Applicants must

- be either (1) a congestion management agency, public transit agency, or the Metropolitan Transportation Commission **for pilot services projects** (see [Appendix A](#) for a list of eligible applicants) or (2) a public agency **for all other project categories**. *Other entities may partner with a public agency to implement a project, but the public agency must serve as the lead applicant and project administrator*
- have the legal authority to apply for and to complete the project
- have adequate funds to cover all stages of the proposed project from commencement through completion
- commit to provide at least 10%, or more if needed, of the total Eligible Costs (“matching funds”) in funding that has been secured from a non-Air District source
- attend at least one pre-application workshop for the Program
- be in good standing with the Air District by meeting all the following:
 - has met all applicable contractual requirements for any project funded by the Air District
 - has not failed a TFCAs fiscal or performance audit in the past three years
 - is in compliance with all local, state, and federal air quality regulations

ELIGIBLE PROJECT CATEGORIES

Grant funding is offered for the following project categories:

- **Transportation Service** projects that reduce SOV trips by either connecting commuters to mass transit or encouraging the use of shared modes of transportation. Eligible transportation service projects must fall under one of the following project categories:
 - **Pilot Service** projects that test new/emerging technology-enabled and on-demand first- and last-mile solutions as alternatives to fixed-route shuttle services that connect commuters to mass-transit in areas that lack comparable service
 - **Existing Shuttle Service** projects that operate existing shuttle routes that link commuters to mass transit in areas that are underserved and lack other comparable service

- **Existing Ridesharing Service** projects that operate and/or promote existing carpool, vanpool, and/or other existing ridesharing services
- **Bicycle Facility** projects that encourage residents and commuters to mode shift to cycling and walking, as alternatives to driving, for short trips and first- and last-mile connections. Eligible Bicycle Facility projects must fall under one of the following project categories:
 - **Bicycle Electronic Locker and Rack** projects that install new bicycle racks or electronic bicycle lockers to support cycling as an alternative to driving
 - **Protected Bikeway** projects that construct one or more segments of Class-I or IV bikeways to encourage residents and commuters to shift to cycling as an alternative to driving for short trips and first- and last-mile connections

KEY PROJECT ELIGIBILITY REQUIREMENTS

Projects of all categories must

- achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, contracts, and other legally binding obligations at the time the Air District executes the project’s funding agreement
- not exceed the maximum cost-effectiveness (C-E) limit specified in [Table 3](#)
- be available to all members of the public
- commence by the end of calendar year 2020 or within 12 months from the date of execution of the funding agreement with the Air District, whichever is later
- be located within the Air District’s jurisdiction

In addition to the above general requirements, each project component must meet all project category specific requirements described below.

Transportation Service projects must provide service at least during peak commute hours (5:00 AM – 10:00 AM and 3:00 PM – 7:00 PM)

- **Pilot Service** and **Existing Shuttle Service** projects must serve an area that lacks comparable transportation service
- **Pilot Service** projects must
 - provide first- and/or last-mile connection to a mass transit hub¹
 - be a technology-enabled, shared, multi-passenger transportation service that operates on a demand-response system.² If non-motorized mode, then project does not need to be multi-passenger.
- **Existing Shuttle Service and Ridesharing Service** projects must be an existing service and have at least 18 months of usage/service data at the time of application

¹ A mass transit hub is limited to a rail or Bus Rapid Transit (BRT) station, ferry or bus terminal, or airport.

² A demand-response system can be either a fixed route with an on-demand schedule, a flexible route with a fixed schedule, or a flexible route with an on-demand schedule.

- **Existing Shuttle Service** must
 - provide direct service connections between a mass transit hub and a distinct commercial or employment location
 - have a service schedule that is coordinated to have a timely connection with a corresponding mass transit service
- **Existing Ridesharing Service** projects must benefit riders from at least five counties within the Air District’s jurisdiction, with no one county accounting for more than 80% of all riders

Bicycle Facility projects must be located within ½ mile from at least one of the following existing places: public transit station/stop, bikeshare station, major activity center serving at least 2,500 people/day, or three activity centers (e.g., employment centers, schools, business districts)

- **Bicycle Electronic Lockers and Protected Bikeways** must be installed in locations identified in an adopted countywide bicycle plan, Congestion Management Plan, transportation plan, city general plan or area-specific plan, or in the Metropolitan Transportation Commission’s Regional Bicycle Plan
- **Protected Bikeway** projects must
 - construct one or more segments of Class-I (shared-use path) or Class-IV (cycle track/protected lane) bikeways, new or upgrade improvement from Class-II or Class-III, and have at least one segment with a minimum length of 1/5th of a mile
 - be consistent with California Highway Design Manual standards or conform to the Protected Bikeway Act of 2014 provisions
 - have completed all applicable state and federal environmental reviews and either have been deemed exempt by the lead agency or have been issued the applicable negative declaration or environmental impact report or statement

AWARD CRITERIA AND REQUIREMENTS

Program funding will be awarded according to the following criteria:

- **Minimum Award Amount per project:** each project must qualify for a minimum of \$50,000 per project – combined across all components included in a single application.
- **Maximum Award Amount per applicant:** each applicant is limited to a maximum total award of \$1.5 million in TFCA Regional Funds per calendar year – combined across all programs (e.g., Trip Reduction, Charge, etc.).
- **Match Funding:** Project Sponsors must provide a minimum of 10% match funding from a non-TFCA source. Local/State/federal rebates, discounts, or in-kind contributions will not be accepted as match funding. Only Eligible Costs may be counted toward the match funding requirement.
- No single project category may receive more than \$3 million in total awards.

APPLICATION INSTRUCTIONS

1. Complete and submit an online application along with the required supplemental documents at www.baaqmd.gov/tripreduction. *Note: the application will work best using Google Chrome or Mozilla Firefox browsers.*

2. Submit required supplemental materials with the application. Table 2 at the end of this section provides a checklist of the supplemental documents required for each project category and the requirements of each type of supplemental document is described below:

- **Letter of Commitment or Resolution** - A signed Letter of Commitment from the applicant'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.
- **Proposed Budget** - A line-item budget showing estimated costs during the Implementation and Operational phases. A cost quote must be provided for each new piece of equipment, new vehicle, or technology service platform/third-party service provider.
- **Plan or Agreement** - If any part of the proposed project is **required** as part of a plan or agreement, please include a copy of the relevant text from the plan or agreement and a link to the document if its available online.
- **W-9** - A copy of the applicant's W-9 is **required** to be submitted as a hard copy along with the mailed **paper application**. **DO NOT** upload any W-9s with the electronic submittal.

The following additional materials may be required depending on the project category (see Table 2):

- **Map** - A map showing each proposed service area; shuttle route; bikeway and bicycle parking; and its distance to public transit station/hub, bikeshare station, major activity center, activity centers, and other existing, planned or proposed bikeways, including bikeway class.
- **Schedule** - Provide times of operation and if applicable, estimate the daily number of service trips that will be provided by the service.
- **Vehicle** - If any vehicles will be used to provide the service, documents for each of the vehicles that will be providing service, including:
 - For projects that will use an existing vehicle, a copy of the vehicle's current Department of Motor Vehicle (DMV) registration; and
 - The Executive Order for each new or existing vehicle
- **Financial Sustainability Plan** - A written plan documenting steps that would be taken to ensure that the project will be financially self-sustaining or require minimum public funds to maintain its operation after the Pilot period is completed.
- **Letter of Concurrence from Transit Agencies** - A letter of concurrence from all transit districts or transit agencies that provide service in the area of the proposed route or component, certifying that the service does not conflict with existing service. This requirement is waived if the applicant is a transit agency or district.
- **Environmental Approvals** - Proof of completed environmental review, either a copy of exemption by lead agency, applicable negative declaration, or environmental impact report.
- **Copies of Permits.**
- **Pre-application data** - Data and or studies that will be used by the Air District to evaluate the cost-effectiveness of the proposed project in terms of potential air quality benefit.

- **For Transportation Service Projects**
 - **User Survey Raw Data and Results** - Raw data from the User Survey conducted within the past 12 months (exported into an Excel spreadsheet). Surveys conducted more than 12 months from the date of the application will not be accepted. Surveys should provide a representative sample of the users of the service during commute hours. Only surveys that use Air District approved questions will be considered. Appendices A through C provide sample questions to include in the survey. Project sponsors may modify questions and answer choices after receiving approval from the Air District.
 - **Questionnaire along with supporting documentation** - Documentation that enables the estimation of SOV trip reduction. Supporting documentation would be a study conducted or commissioned by a transit agency or congestion management agency to determine the feasibility of the proposed service.
 - **Annual Boardings** - Documentation showing the total number of annual users (participants or riders) of the service during the peak-commute hour windows. Documentation must justify the assumptions used. 18 months of data are required.
- **For Bicycle Facility Projects**
 - **Bicycle Plan** - Copy of text from an adopted plan that identifies the proposed bikeway segment or parking facility, either a countywide bicycle plan, Congestion Management Plan, countywide transportation plan, city general plan or area-specific plan, or Metropolitan Transportation Commission's Regional Bicycle Plan.
 - **Pre-construction Bike Count** - Raw data of a pre-construction bike-count survey that was conducted within the previous 12 months as part of the application. Each bike-count survey shall collect at least two days of bicycle count data using methodology and count forms from the [National Bicycle and Pedestrian Documentation Project](#).
 - **Annual Average Daily Traffic (AADT)** - AADT of the bikeway's adjacent/parallel major arterial.

Additional materials may also be submitted by applicants to provide clarifying information to help the Air District evaluate the air quality benefits of a proposed project.

3. Mail **one printed and signed hard copy** of the online application and the required supplemental documents to the Air District at the address below.

Mail to:

Bay Area Air Quality Management District
 Strategic Incentives Division
 Attn: Chengfeng Wang, Air Quality Program Manager
 375 Beale Street, Suite 600
 San Francisco, CA 94105

Table 2: Supplemental Application Material Checklist for All Project Categories

Required Supplemental Materials	Pilot Service	Existing Shuttle	Existing Ridesharing	Rack	Electronic Bicycle Locker	Protected Bikeway
Letter of Commitment or Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan or Agreement, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W-9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Concurrence from Transit Agencies	N/A	<input type="checkbox"/>	N/A	N/A	N/A	N/A
Financial Sustainability Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
User Survey Raw Data and Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
Questionnaire to Estimate SOV Trip	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A
Annual Boardings	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bicycle Plan	N/A	N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Approval, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-construction Bike Count	N/A	N/A	N/A	N/A	N/A	<input type="checkbox"/>
Annual Average Daily Traffic (AADT)	N/A	N/A	N/A	N/A	N/A	<input type="checkbox"/>
Additional Information (optional, e.g. permits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Application Evaluation, Award, and Contracting

The Air District will evaluate each proposed project component using the information provided in the application, determine each the project component’s cost-effectiveness in reducing emissions, and rank each project component based on the Program’s evaluation criteria. Typically, projects that request a lower amount of grant funding relative to the amount of pollution potentially reduced will score higher in cost-effectiveness and therefore are more competitive. Applications must be complete to be considered for funding.

Cost-effectiveness (\$/weighted ton) is the ratio of TFCA funds requested to the sum of surplus emissions reduced during a project’s operational phase, of reactive organic gases (ROG), nitrogen oxides (NO_x), and weighted PM₁₀ (particulate matter 10 microns in diameter and smaller). For a project component to be considered eligible, it must not exceed the applicable maximum cost-effectiveness limit in Table 3. Tips for improving a project’s cost-effectiveness are found in Table 4.

Table 3: Maximum Cost-Effectiveness Limits

Project Category	Maximum C-E (\$/weighted ton)
Pilot Services	\$500,000
Existing Shuttle Services	\$200,000; \$250,000 for services in CARE Areas or PDAs
Existing Regional Ridesharing Services	\$150,000
Protected Bikeways	\$500,000
Bicycle Electronic Lockers	\$250,000
Bicycle Racks	\$90,000

Table 4: Examples of Attributes of Cost-Effective Projects

Factors	Factor’s Impact on Emissions or Cost-Effectiveness
Clean Technology	Service that is provided using zero-emissions vehicles with a high utilization rate will be more effective at reducing air pollution.
Matching Funds	Applicant requests relatively low amount of TFCA funds with greater amount of matching funds or proposes a project that can be developed and implemented with relatively low total cost.
Replace SOV	Higher ridership comprised of riders that would have otherwise driven alone means that a project will be relatively more effective at reducing air pollution.
Bikeway Segment Length	Projects with longer segments or that fill in gaps in existing protected bikeway network will be relatively more effective at increasing ridership, and thereby reducing air pollution.
City/town Population	Bicycle projects located in communities with relatively large population (residential, commuters, visitors) will be more effective at increasing ridership, and thereby reducing air pollution.
AADT of Vehicle Traffic	Bicycle projects with relatively greater annual average daily traffic (AADT) on roadways parallel to the proposed bikeway segments will be relatively more effective at increasing ridership, and thereby reducing air pollution.
# of Activity Centers	Projects that have more activity centers within ¼ mile and ½ mile will be relatively more effective at increasing ridership, and thereby reducing air pollution.

Total Bikeway Length Near the Project	Projects with longer length of continuous safe existing bikeways that are connected to the proposed segment(s) and are within 1.5-mile radius of the mid-point of the proposed segment will be relatively more effective at increasing ridership, and thereby more effective at reducing air pollution.
Mass Transit Hub	Projects that provide connections to mass transit and support alternative methods of travel, such as a combined proposal of a bikeway and bicycle parking located in a transit hub, will be relatively more effective at increasing transit ridership and thereby more effective at reducing air pollution.
New Bicycle Parking Facility	Projects that will install new parking near the proposed or an existing bikeway segment(s) will be relatively more effective at increasing ridership, and thereby more effective at reducing air pollution.

Applications for Bicycle Facility projects located within areas designated by the [Community Air Risk Evaluation Program](#) as an Impacted Area (CARE) and/or within areas designated as a [Priority Development Area \(PDA\)](#) will be prioritized in the evaluation process. Transportation Service projects that connect commuters to a mass-transit hub are considered to be located within a CARE and/or PDA and will be prioritized.

If the program is **not oversubscribed by the deadline**, applications will continue to be accepted. The Air District will review these applications and, for applications determined to be complete and eligible, will issue awards on a **first-come, first-served basis**. The Air District will continue to prioritize projects in CARE areas or PDAs such that at least 60% of funds will be awarded to projects located in these areas.

When funding is exhausted, all eligible projects may be placed on a contingency list in case additional funding becomes available.

Applicants with projects that are eligible and that are selected for an award will be issued a **Notice of Proposed Award** and a proposed funding agreement for signature. Once the funding agreement is fully executed (signed by both the Awardee and the Air District), a **Notice to Proceed** will be issued, at which point the project sponsor may begin work on their approved project. Applicants or awardees who have started any work on their project (e.g., sign purchase orders, award contract to service implementor) prior to receiving the Notice to Proceed will have their project disqualified and cancelled. Once the Funding Agreement is fully executed, Awardees become Project Sponsors. Note that permits and environmental reviews, if required, must be obtained **prior to the submittal of application** for a project to be considered eligible.

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. Notices, such as a Notice of Proposed Award, do not constitute a final obligation on the part of the Air District to fund a project.

VI. Project Implementation and Operation

After a Funding Agreement has been fully executed, the Project Sponsor may begin construction of the project’s infrastructure and/or conduct preparatory work necessary to launch the project into service. This time period to implement the project is referred to as the **Implementation Phase**. Existing Shuttle Services and Existing Ridesharing Services do not have an Implementation Phase.

The time period beginning from when the project is placed into service (or the construction of the facility is complete and open for public use) until the operational requirements are met is referred to as the **Operational Phase**.

During the Implementation and Operational Phases, project sponsors **of all project categories** must:

- maintain operation of the service and/or equipment, monitor the condition of the facilities and maintain the project components in good operating condition
- submit applicable implementation, operation, or expenditure reports
- ensure the project meets all federal, state, and local regulatory requirements, including safety, ADA, etc.
- ensure any construction is performed by a contractor licensed in the State of California
- acknowledge the Air District as a funding source in printed and electronic materials describing the project, such as brochures, handbooks, newsletters and press releases, and by affixing the Air District logo on any equipment funded through the Program or vehicles and/or equipment being used to provide the TFCA-funded service
- allow Air District staff and its authorized representatives to conduct physical inspections of the project and conduct financial audits, including all records related to the project performance and expense incurred

In addition to the above general requirements, each project category must meet project category specific requirements.

Project Sponsors of **Pilot Service** projects must:

- conduct all construction and preparatory work necessary to launch the service and make the project available for public use within one year of implementation start date
- operate and collect data continuously for 1-2 years, including a “control” or **non-TFCA funded period**, of a minimum of three months to test the financial feasibility of the service, during which the project sponsor will continue to demonstrate and gather and report results
- participate in Air District led workgroups to share information about their project results and lessons learned
- conduct a user survey using Air District approved questions (questions would be similar to those in the Appendix) within the first six months of operation

Project Sponsors of **Existing Shuttle Service** and **Existing Ridesharing Service** projects must:

- operate continuously for 1-2 years
- conduct a user survey using Air District approved questions (questions would be similar to those in the Appendix) within the first six months of operation

Project Sponsors of **Bicycle Electronic Locker and Rack** projects must:

- conduct all construction and preparatory work necessary to launch the service and make the project available for public use within one year of the implementation start date
- operate continuously for up to three years for racks and up to seven years for electronic lockers (the Air District will determine the time period based on the project)

Project Sponsors of **Protected Bikeway** projects must:

- conduct all construction and preparatory work necessary to launch the service and make the project available for public use within two years of the implementation start date

- conduct a post-completion bike-count (questions and time of count would be similar to those in the Pre-construction Bike Count) within the first year of operation
- operate continuously for up to 10 years (the Air District will determine based on the project)

INSURANCE

From the beginning of the Implementation Phase through the completion of the Operational Phase, project sponsors must meet the following insurance requirements:

Liability Insurance (required for all project categories)

- 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
- on the vehicles, vessels, engines or equipment operated by the Project Sponsor

Property Insurance (required for all project categories)

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

Workers’ Compensation (required for all project categories except Existing Ridesharing Services)

- as required by California law and employers’ liability insurance with a limit not less than \$1 million

Insurance requirements are based on a project’s scope, and may also include commercial general liability, automobile liability, and automobile physical damage. 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 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. 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.

REIMBURSEMENT PROCESS

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 the Air District has reviewed and approved all invoices and required reports. Project sponsors must use the Air District’s General Invoice Form when submitting a reimbursement request.

Projects that are modified and/or completed under budget may have their award amount recalculated and reduced proportionately.

Project Sponsors of **Transportation Service** projects may submit invoices for reimbursement no more often than once per operating quarter and fifteen percent (15%) of the eligible reimbursable funds will be withheld from each payment until after the Air District has received and approved the final report and final invoice. The maximum reimbursement amount is proportionate to the percentage of operations completed at the time reimbursement is requested. For example, if 50% of operations is completed at the time of the first reimbursement request, up to 50% of the total project award may be requested for reimbursement.

Project sponsors of **Bicycle Facility** projects must submit final invoices for reimbursement within three months after all construction has been completed, all equipment has been purchased, installed, and facility is placed into service.

Reimbursement of grant funds for **Protected Bikeway** projects will be made in two installments:

- 85% of the eligible award amount will be paid once a final invoice and expenditure report are submitted.
- 15% of the eligible award amount will be paid after successful submittal of the first operation report, including a post-completion bike-count survey.

Reimbursement of grant funds for **Electronic Lockers and Racks** projects will be made in one installment after the final invoice is approved by the Air District.

ELIGIBLE COSTS

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 and/or operations of the project. Eligible costs differ by project category and are listed below:

For **Pilot Services**, the following costs are eligible for reimbursement with grant funds:

Eligible start-up costs include:

- Purchase or lease of vehicles that provide service
- Installation of new alternative fuel stations
- Outreach activities and materials (not to exceed \$15,000)

Eligible operational costs include:

- Documented hourly labor charges (i.e., salaries, wages, and benefits) and contractor charges directly and solely related to the operation of the service
- Transportation services provided by a third-party

For **Existing Shuttle Services**, the following costs are eligible for reimbursement with grant funds:

- Documented hourly labor charges (i.e., salaries, wages, and benefits) and contractor labor charges

For **Existing Ridesharing Services**, the following costs are eligible for reimbursement with grant funds:

- Marketing and outreach materials (e.g., flyers, email campaigns)
- Financial transit or rideshare subsidies (subsidies exclusively provided to project sponsors' employees do not qualify)

For **Bicycle Facility** projects, the following costs are eligible for reimbursement with grant funds:

- Bicycle racks or electronic bicycle locker hardware, including taxes and delivery fees
- Material that is directly related to construction of an approved project (e.g., concrete, asphalt)
- Equipment rental that is directly related to construction of an approved project (e.g., dump truck)
- Labor charges (i.e., salaries, wages, and benefits) directly and solely related to the site preparation, construction of the protected bikeway(s) (e.g., trenching, painting), and the installation of the bicycle rack(s) or electronic bicycle locker(s) at the approved location
- Permit fees

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**:

- Any work conducted prior to the full execution of a funding agreement, including work that was required for the application
- Feasibility and planning studies
- Hardware, equipment, or labor costs that are not essential or directly related to the project
- Development of new software or applications, any costs related to the development of an app are not eligible
- Grant administration (e.g., salaries, wages, benefits, supplies, equipment and other office expenses), including but not limited to the following types of expenses:
 - Time required to monitor and report on project status, prepare reimbursement requests and account for project and TFCA funds, maintain records, participate in audit proceedings and workgroup activities required by this grant program, and any other requirements specified in the funding agreement
 - Indirect administrative costs, including management fees and overhead (e.g., costs of utilities, office supplies, property fees/leases)

REPORTING

Project sponsors are required to monitor and report their projects' status to the Air District during the implementation and operational phases. Project sponsors are required to submit the following reports to the Air District:

- Progress Reports: every six months during implementation phase
- Operation Reports: every six months for **Transportation Service** projects and every 12 months for **Bicycle Facility** projects during operational phase
- Final Report: required for release of the final reimbursement and due within three months from the date of the last day of operations for **Transportation Service** projects or from date the project is placed into public use for **Bicycle Facility** projects

VII. Audit and Records Retention

Project Sponsors must allow Air District staff or its authorized representatives to audit the project before the project ends. All TFCA projects will be audited once the Air District accepts and approves the project sponsors' final invoice. The Air District conducts audits to ensure that all project funds have been spent and project requirements have been met in accordance with the funding agreements, Program guidelines, and 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 the Air District's final reimbursement payment.

VIII. Program Schedule

Table 5 provides tentative dates for the application, evaluation, award and contracting process.

Table 5: Tentative Schedule

Activity	Tentative Dates
Air District announces grant opportunity and issues Program Guidance	August 2019
Online application opens	After the first pre-application webinar
Application deadline	4pm, September 10, 2019
Deadline to receive Board/Council resolutions	Within 30 calendar days after initial application deadline for applications submitted during the competitive phase. <i>Board/Council resolutions must be included in the application that are submitted after the competitive deadline.</i>
Air District issues awards for projects requesting awards of less than \$100,000	After the initial deadline, within 60 calendar days after the application is submitted
Air District Board of Directors considers awards for projects requesting awards of more than \$100,000	After the initial deadline, within 90 calendar days after an application has been submitted
Proposed funding agreements are sent to awardees for signature	Within 30 calendar days after an application has been approved for award
Deadline for Awardees to return signed funding agreement to the Air District	Within 60 days from date the agreement has been issued by Air District
Funding agreements executed by Air District	Within 30 days from the date the Air District receives the funding agreement signed by awardee

IX. For Program Updates and Questions

Visit the [FYE 2020 Vehicle Trip Reduction Program](http://www.baaqmd.gov/tripreduction) website at www.baaqmd.gov/tripreduction for more information. Notices about this Program, including announcements about additional workshops and other Program updates, will be sent via e-mail to parties that have signed up to receive [TFCA email alerts](http://www.surveymonkey.com/r/tfcaemails) at www.surveymonkey.com/r/tfcaemails. For specific questions, please attend a pre-application webinar or contact Chengfeng Wang, Air Quality Program Manager, by email at cwang@baaqmd.gov (subject "RE: Vehicle Trip Reduction Program") or by mail to 375 Beale Street, Suite 600, San Francisco, CA 94105.

X. Other Grant Opportunities

Visit the Air District's website at www.baaqmd.gov/grants or contact us by email at grants@baaqmd.gov to learn about other grant and incentive funding available for the other project types including:

- Residential woodstove & fireplace change-outs
- On-road buses and trucks
- Marine vessels
- Locomotives

- Zero-emissions vehicles, equipment and infrastructure
 - Off-road vehicles & equipment
 - Community grants
 - Agricultural equipment
-

Appendix A: Pilot Services

List of Eligible Applicants for Pilot Services

Major Public Transit Agencies

- AC Transit (Alameda-Contra Costa Transit District)
- ACE (Altamont Corridor Express)
- BART (Bay Area Rapid Transit District)
- Caltrain (Peninsula Corridor Joint Powers Board)
- County Connection (Central Contra Costa Transit Authority)
- FAST (Fairfield and Suisun Transit)
- Golden Gate Transit (Golden Gate Bridge, Highway and Transportation District)
- LAVTA (Livermore-Amador Valley Transit Authority / Wheels)
- Marin Transit
- Petaluma Transit
- Pleasanton Paratransit
- SamTrans (San Mateo County Transit District)
- San Francisco Bay Ferry (WETA/Water Emergency Transportation Authority)
- SFMTA (San Francisco Municipal Transportation Agency)
- Santa Rosa CityBus
- SolTrans (Solano County Transit)
- Sonoma County Transit
- Tri Delta (Eastern Contra Costa Transit Authority)
- Union City Transit
- VINE (Napa County Transportation and Planning Agency)
- VTA (Santa Clara Valley Transportation Authority)
- WestCAT (Western Contra Costa Transit Authority)

Congestion Management Agencies

- Alameda County Transportation Commission
- Contra Costa Transportation Authority
- Transportation of Marin
- Napa Valley Transportation Authority
- San Francisco County Transportation Authority
- City/County Association of Governments of San Mateo County
- Santa Clara Valley Transportation Authority
- Solano Transportation Authority
- Sonoma County Transportation Authority

Metropolitan Planning Organization

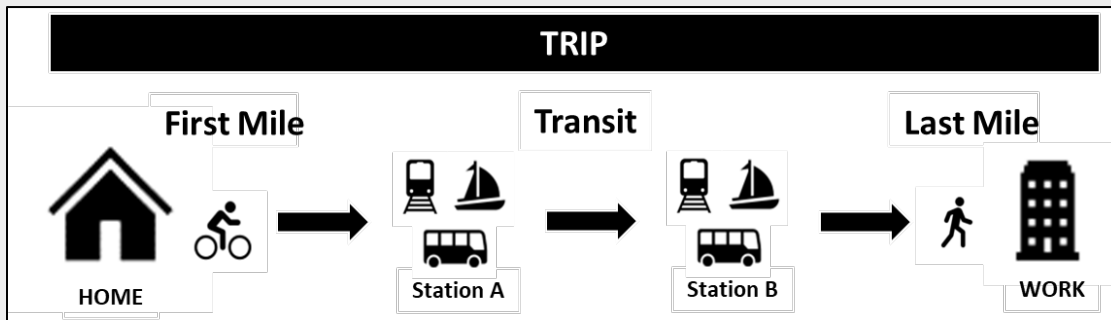
- Metropolitan Transportation Commission

Pre-application data

Applicants must include in their application for Pilot Services either (1) user survey raw data obtained from potential project users as a file exported into Excel or (2) a completed Questionnaire along with supporting documentation.

Pilot Services Sample Survey Questions

- 1) What is your home's zip code? _____
- 2) What is your workplace's zip code? _____
- 3) How many days a week do you use each of the modes of transportation for your work commute?
 - a. Drive alone _____ days/week
 - b. Carpool or vanpool _____ days/week
 - c. Walk or bike _____ days/week
 - d. Ride a bike or scooter _____ days/week
 - e. Rideshare or Taxi _____ days/week
 - f. Other (please specify): _____ days/week
- 4) If you drive alone or take a carpool/vanpool for your work commute, would you use transit instead if there was a service available [describe your proposed service] that connects you to [specify the transit station that your service connects to]?



- Yes []
 - Which of the following transit stations would you be using for Station A (see graphic above)?
[list station(s) that project would service]
 - Which of the following transit stations would you be using for Station B (see graphic above)?
[list station(s) that project would service]
- No [] Please explain why: _____
- Maybe [] Please explain why: _____

Questionnaire: Documentation must be included to support the following estimates:

- 1) Number of SOV trips reduced per day (1-way) during peak commute period due to proposed service,
- 2) Average length (1-way) of SOV trip (i.e., distance from home to workplace),
- 3) Average length (1-way) of trip on the pilot service,
- 4) Average distance to the closest mass transit station, and
- 5) How the proposed service will reduce SOV trips?

Appendix B: Existing Shuttle Services

Pre-Application Data

Applicants must include in their application for Existing Shuttle Services the user survey raw data obtained from potential project users as a file exported into Excel.

Existing Shuttle Services Sample Survey Questions

- 1) What is the primary purpose of your trip today? (select one)
 - a. Commute to or from workplace
 - b. Running errands
 - c. Recreational purposes
 - d. Other (please specify): _____
- 2) What is the distance from your starting location to your final destination?
 - a. Miles: _____ (one way)
- 3) If this Shuttle/Feeder Bus service wasn't available, how would you make your trip today?
 - a. Drive alone
 - b. Carpool
 - c. Walk or Bike
 - d. Take another transit service (please specify): _____
 - e. Other (please specify): _____
- 4) Did you drive or ride in a passenger car as any part of your trip today?
 - a. Yes – drove alone: How far did you drive? Miles: _____ (one-way)
 - b. Yes – if as part of a carpool, how far did you carpool? Miles: _____ (one-way)
 - c. No

Appendix C: Existing Ridesharing Services

Pre-Application Data

Applicants must include in their application for Existing Shuttle Services the user survey raw data obtained from potential project users as a file exported into Excel.

Existing Ridesharing Services Sample Survey Questions

- 1) What is the distance from your starting location to your final destination? Miles: _____ (one-way)
- 2) Before using the ridesharing service, what mode of transport did you use for your commute?
 - a. Drive alone
 - b. Carpool or Vanpool
 - c. Walk or Bike
 - d. Take a transit service (please specify): _____
 - e. Other (please specify): _____
- 3) If you are using carpool or vanpool, or taking a transit service, how far do you travel to get to your carpool or vanpool pick-up location, or to the transit station? Miles: _____ (one-way)
- 4) If you are using carpool or vanpool, or taking a transit service, how do you travel to the carpool or vanpool pick-up location, or to the transit station?
 - a. Drive alone
 - b. Walk or Bike
 - c. Take another transit service (please specify): _____
 - d. Other (please specify): _____
 - e. Other (please specify): _____