Safe Routes to Transit & Bay Trail Program (SR2TBT)

Guidelines

MTC Resolution No. 4639 Attachment A

June 26, 2024

Metropolitan Transportation Commission
Funding Policy and Programs Section
http://mtc.ca.gov/funding

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Safe Routes to Transit and Bay Trail Program Guidelines

Background
Bay Area voters approved Regional Measure 3 (RM3) on June 5, 2018, and on December 19, 2018, the Bay Area Toll Authority (BATA) adopted a toll schedule phasing in the resulting toll increase. BATA implemented the first and second dollars of the toll increase on January 1, 2019, and January 1, 2022, respectively.

RM3 provides $150 million in funding for a competitive grant program to fund bicycle and pedestrian access improvements on and in the vicinity of the state-owned toll bridges connecting to rail transit stations and ferry terminals. The Metropolitan Transportation Commission (MTC) is listed as the project sponsor and is responsible for administering a competitive grant program for the Safe Routes to Transit & Bay Trail (SR2TBT) program. MTC Resolution No. 4404, Revised, establishes policies and procedures to guide the delivery of capital projects funded by RM3. MTC Resolution No. 4639 establishes MTC's policies, procedures, and project selection criteria specific to the SR2TBT program. This document serves as MTC's Safe Routes to Transit and Bay Trail Program Guidelines.

Development Principles
The following principles will frame the development of MTC's SR2TBT program.
- MTC will work with Bay Area County Transportation Agencies (CTAs), transit operators, regional Active Transportation Working Group, and interested partners to develop the SR2TBT program.
- SR2TBT investments must advance the objectives of the Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS).
- SR2TBT investments must adhere to the approved Regional Measure 3 Policies and Procedures established by MTC Resolution No. 4404.
- MTC will work with project sponsors to seek efficiencies and streamlining for delivering successful SR2TBT projects.
- MTC will not penalize applicants for previous project delivery issues outside the sponsor's control.

Consistency with MTC Regional Policies
> **MTC Resolution No. 4404 Compliance – Regional Measure 3 Policies and Procedures**
> MTC Resolution No. 4404 establishes the general provisions in the management of RM3 funding and establishes the policies and procedures to guide the delivery of capital projects funded by RM3. All projects programmed in the SR2TBT program shall comply with the capital program guidance outlined in Resolution No. 4404 and be managed where allocations are approved based on project sponsor need and readiness and funding availability in the bridge toll program. MTC's goal is to carry out the intent of the regional measure legislation and ensure that programs and projects are delivered.

> **MTC Resolution No. 3606 Compliance – Regional Project Delivery Policy**
> MTC Resolution No. 4404 establishes the timely use of funds and project delivery requirements for all the projects identified in the Regional Measure 3 Expenditure Plan, including SR2TBT projects. SR2TBT program sponsors must adhere to the timely use of funds and project delivery requirements outlined in MTC Resolution No. 4404. Missing critical milestones could result in

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deleting the project from the SR2TBT program. Therefore, the timely use of funds deadlines must be considered when programming the various project phases in the SR2TBT. Further, MTC Resolution No. 3606 details the Regional Project Delivery Policy for regional discretionary funding. Project sponsors must demonstrate and certify that they can meet all the deadlines for the timely use of funds policies as part of the financial plan included in the Initial Project Report for the various fund sources on the project. MTC encourages project sponsors to follow the provisions of the Regional Project Delivery Policy (MTC Resolution No. 3606, Revised.) All projects in the SR2TBT program are subject to the Regional Project Delivery Policy (MTC Resolution No. 3606, Revised), including adopting a Resolution of Local Support for selected projects before allocation. For additional information, refer to http://mtc.ca.gov/our-work/fund-invest/federal-funding/project-delivery.

MTC Resolution No. 4493 Compliance – Complete Streets Policy
MTC's Resolution No. 4493 sets forth MTC's regional policy for implementing Complete Streets, which are transportation facilities that provide safe mobility and improved connectivity to community destinations for all road users, especially for people biking, walking, rolling, and taking transit. The Complete Streets resolution also requires project sponsors to complete a checklist that considers the needs of bicycles and pedestrians for applicable projects. The Complete Streets Checklist is available on MTC's website, which is online at https://mtc.ca.gov/planning/transportation/complete-streets.

MTC Resolution Nos. 4530 and 3434 Compliance – Transit-Oriented Communities and Development Policies
MTC adopted a Transit-Oriented Communities (TOC) Policy that applies to existing and planned transit stops and stations served by key rail, ferry, and bus rapid transit services to support the development of communities around new transit lines and stations. As of the release of RM3 funds and the start of RM3 allocations, the TOC policy is in an initial implementation period, and guidance for compliance with the TOC policy is under development. SR2TBT projects, as appropriate, shall comply with the compliance requirements of the TOC policy beginning with the second call for projects in 2026.

Program Guidelines
MTC adopted Resolution No. 4404 Regional Measure 3 Policies and Procedures in December 2019, which serves as the general provisions for managing RM3 funding. All project sponsors must follow the RM3 policies and procedures and the SR2TBT program guidelines in developing and implementing the SR2TB program. In developing the SR2TBT program, MTC is committed to a broad, inclusive public involvement process consistent with MTC's Public Participation Plan, available at http://mtc.ca.gov/about-mtc/public-participation/public-participation-plan.

Development Schedule
The development of the SR2TBT program will follow the schedule outlined on page 13 of this guidance, which is subject to change.

Applicant and Project Eligibility
Eligible applicants include cities, counties, transit operators, school districts, community colleges, and universities. If an interested applicant does not fall into one of the categories of

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eligible applicants, they may partner with an eligible agency to serve as the project applicant and serve as the project implementor. Applicants partnered with an implementing agency must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency with the application and potential allocation request.

All projects eligible for programming must be selected through a competitive process and meet one or more SR2TBT program goals. Eligible projects for the SR2TBT program include infrastructure, plans, infrastructure projects with non-infrastructure components, and quick-build projects. MTC encourages applicants to apply for projects that provide a transformative benefit to a community. MTC hopes to fund one or more large transformative projects that significantly expand the active transportation opportunities in a community or a region.

- **Infrastructure Projects**: Capital projects that will further the goals of the SR2TBT program. These projects can include funding requests for a capital project's environmental, design, right-of-way, and construction phases.
- **Plans**: The development of community-wide bicycle, pedestrian, or active transportation plans with a targeted focus on safe routes to transit and/or access to the Bay Trail.
- **Infrastructure Projects with Non-Infrastructure Components**: capital projects with education or encouragement components. Applicants should highlight non-infrastructure components throughout the application.
- **Quick-Build Projects**: projects that require minor construction and are typically built with durable, low-to-moderate-cost materials that have moderate design flexibility to anticipate adjustments that may occur based on community feedback. A quick-build project shall aim to immediately implement safety needs, allowing a community to benefit quickly from improvements made and allowing the people affected by the project to provide input and test the improvements before longer-term solutions are permanently installed.

Fund Source and Funding Availability

Regional Measure 3 identifies $150 million in toll revenue for the SR2TBT program. The SR2TBT program will consist of two programming cycles, with the potential for a third should any unprogrammed balances be available. A base funding amount of $50 million will be available for programming in each cycle. Each cycle will also reserve an optional $25 million for a transformative active transportation project. If MTC does not select a transformative project or fully program the available $25 million in either cycle, that amount will roll over to the next cycle, increasing the transformative funding amount to $25 million plus any unprogrammed funds.

Furthermore, if there are project cancellations or savings in the first two cycles, or if the MTC does not allocate the remaining transformative funding in the second cycle, MTC may hold a third competitive cycle to utilize any remaining funds. The program years for the first cycle of the SR2TBT program cover state fiscal years 2024-25, 2025-26, 2026-27, and 2027-28. The program funding amounts and cycle structure are outlined on page 14 of this guidance.

Quick Build Projects Target

MTC has elected to establish a target of $3 million, or greater, per cycle, of SR2TBT funds for quick-build style projects. The goal of the target is to encourage quick build and quick-build

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style project applications throughout the region that will implement interim capital infrastructure improvements that advance the goals of the SR2TBT program. If the $3 million target is not met based on score order, quick-build projects that score five or fewer points under the lowest-scoring funded project may be added to the program recommendations list to meet the target.

Regional Program Priorities

Increasing Active Transportation

The program aims to fund projects to increase the carrying capacity and travel options on Bay Area bridges and along bridge corridors, reduce greenhouse gas emissions, increase active transportation, reduce congestion, and improve real and perceived safety. The Bay Trail project's mission is to complete the vision of the 500-mile walking and bicycling shoreline trail that serves Bay Area residents' recreation and active transportation needs. The goals for Bay Trail projects should increase the carrying capacity and travel options on Bay Area bridges and along bridge corridors by funding projects that will lead to enhanced connections and completion of the Bay Trail. As required in RM3 legislation, projects must provide access improvements on and in the vicinity of the state-owned toll bridges connecting to rail transit stations and ferry terminals.

Transformative Active Transportation Projects
MTC will prioritize transformative active transportation projects in the SR2TBT program. MTC defines an SR2TBT transformative project as a capital project that holds the potential to dramatically enhance the active transportation built environment and increase active transportation use within the Bay Area. Transformative projects should aim to significantly impact how people move by prioritizing modes like walking, cycling, and other non-automobile forms of travel. Elements of a transformative project should include an emphasis on creating safer routes for pedestrians and cyclists, mitigating existing safety concerns or establishing new secure routes for users, increasing accessibility by connecting to essential community resources, and aspiring to influence regional travel patterns by promoting healthier, more sustainable ways of travel.

Bay Trail & Active Transportation Network

All active transportation projects programmed in the SR2TBT program must demonstrate support for the Bay Trail, toll bridge corridors, or public transit and are encouraged to support MTC's Regional Active Transportation Plan, MTC's Regional Safety/Vision Zero Policies, MTC's Bay Trail Gap Closure Implementation Plan, and countywide bicycle plans. MTC's Regional Active Transportation Plan and Caltrans Deputy Directive 64 provide guidance on considering bicycle and pedestrian transportation. MTC's Regional Active Transportation Plan, containing federal, state, and regional policies for accommodating bicycles and non-motorized travel, is available on MTC's Web site at: https://mtc.ca.gov/funding/investment-strategies-commitments/climate-protection/regional-active-transportation-plan. MTC's Bay Trail Gap Closure Implementation Plan is available at MTC's web site at: https://mtc.ca.gov/operations/regional-trails-parks/san-francisco-bay-trail/bay-trail-gap-closure-implementation-plan

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MTC Equity Priority Communities

The MTC region has adopted a measure to define Disadvantaged Communities (DACs) known as "Equity Priority Communities." MTC updated the Equity Priority Communities (EPCs) definition in 2020 as a part of *Plan Bay Area 2050* Equity Framework. MTC encourages sponsors to apply for projects directly benefiting Equity Priority Communities and other marginalized communities.

MTC defines Equity Priority Communities as those census tracts that have a concentration of both people of color and low-income households or that have a concentration of 3 or more of the remaining six factors below (#3 to #8), but only if they also have a concentration of low-income households. The concentration thresholds for these factors are described below.

Disadvantage Factor	% of Regional Population	Concentration Threshold
1. Minority Population	58%	70%
2. Low Income (<200% of Poverty) Population	21%	28%
3. Limited English Proficiency Population	8%	12%
4. Zero-Vehicle Households	9%	15%
5. Seniors 75 Years and Over	6%	8%
6. People with Disability	10%	12%
7. Single-Parent Families	13%	18%
8. Severely Rent-Burdened Households	10%	14%

Based on this definition, 21% of the region's population is located in Equity Priority Communities. MTC consistently uses the definition of Equity Priority Communities for planning and programming purposes. Additional discussion of the Equity Priority Communities definition and methodology are included in the *Plan Bay Area 2050* Equity Analysis Report, available online at https://bayareametro.github.io/Spatial-Analysis-Mapping-Projects/Project-Documentation/Equity-Priority-Communities/. The last link also includes a static map of the EPC locations. An interactive online map is available at https://opendata.mtc.ca.gov/datasets/equity-priority-communities-plan-bay-area-2050.

MTC is currently updating the region's EPC definition using the latest American Community Survey (ACS) data (2018-2022) to help inform long-range planning efforts such as Plan Bay Area 2050+. The updated definition will be available for use in the summer of 2024. Applicants may identify qualifying census tracts to show benefits to MTC EPCs from the 2020 EPC definition or the 2024 EPC updated data. The latest information regarding the EPC update can be accessed on MTC's website at https://mtc.ca.gov/planning/transportation/access-equity-mobility/equity-priority-communities.

Other Disadvantaged Communities and Marginalized Populations
While MTC will prioritize projects benefitting EPCs, program applicants can include alternative definitions and metrics of disadvantage inclusive of and contextually relevant to their communities. Any alternative definitions or metrics should be supported by quantifiable data and align with the overarching goal of supporting MTC's EPCs.

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Community Based Transportation Plans (CBTPs)

Consistent with other regional discretionary funding programs, MTC will continue to advance projects identified in Community Based Transportation Plans (CBTPs). This planning program is a collaborative process involving residents in low-income Bay Area communities, community- and faith-based organizations serving them, transit operators, CTAs, and MTC. Each plan includes locally identified transportation needs and solutions to address them. Each plan reflects the objectives of the program, which are to:

- emphasize community participation in prioritizing transportation needs and identifying potential solutions;
- foster collaboration between local residents, community-based organizations, transit operators, CTAs, and MTC; and
- build community capacity by involving community-based organizations in the planning process.

Project findings are forwarded to applicable local or county-level policy boards and to MTC for consideration in planning, funding, and implementation discussions.

Consistency with One Bay Area Grant Program

The SR2TBT program will reinforce the region's commitment to safety and housing by maintaining consistency with MTC's One Bay Area Grant (OBAG 3) Program framework. Specifically, applicants must submit evidence of an adopted Local Road Safety Plan (LRSP) or equivalent safety plan for the city or county where the proposed project is located. Jurisdictions without an adopted LSRP or equivalent safety plan will be ineligible for funding in the SR2TBT program until they comply.

Additionally, the city or county in which the proposed project is located must have a general plan housing element adopted and certified by the California Department of Housing and Community Development (HCD) for the 2023-2031 Regional Housing Needs Allocation (RHNA) by December 31, 2024. Jurisdictions without a certified general plan housing element will be ineligible for the SR2TBT program until they comply. Furthermore, under state statute, jurisdictions must submit Housing Element Annual Reports by April 1 every year.

Matching & Leveraged Funding

The SR2TBT program will not require matching funds for program applications; however, MTC will prioritize applications that include funding from additional non-regional discretionary funding sources. Applicants must provide a complete (phase-by-phase) project funding plan through construction that demonstrates that the SR2TBT and leveraged funding in the plan (local, federal, state, and private sources) is reasonably expected to be available and sufficient to complete the project. Additionally, applicants must indicate the amounts and sources of leveraged funds in the application cover letter.

Evidence of Transit Coordination

Applicants must demonstrate coordination with affected transit agencies when applying for funding. Evidence of coordination should be a support letter or other discussion showing coordination with affected transit operators. Projects that do not impact transit operations

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should indicate" no impact." Otherwise, an application may be disqualified based on a lack of coordination with affected transit operators.

Project Readiness

Project sponsors must demonstrate they can meet the delivery timeframe of the SR2TBT program. Projects that can be delivered earlier shall receive priority for funding over other projects. Project sponsors must provide sufficient time between the scheduled allocation of environmental funds and the start of design, right-of-way, or construction. Therefore, projects may not have more than one phase programmed per fiscal year, except for the design and right-of-way phases, which may be programmed in the same fiscal year. Exceptions may be made on a case-by-case basis.

Project Application Guidelines

The following sections outline the relevant guidelines and procedures for the SR2TBT program application.

Project Application Process & Requirements

Upon MTC's approval of the SR2TBT program guidelines, MTC will issue a call for projects for the program. Project sponsors must complete an application for each project proposed for funding in the SR2TBT program, consisting of the items on page 15 of this guidance. All application materials, in the form of one electronic copy, must be received by MTC no later than September 30, 2024, to be considered.

Project Evaluation Process and Scoring Criteria

MTC will screen all applications for demonstrated support of the program goals, specifically for projects on or providing connections to the Bay Trail and public transit and for projects that will contribute to congestion relief to the toll bridge corridors. MTC will form a multidisciplinary evaluation committee to review and evaluate projects for eligibility. It will also rank proposed projects based on applicant responses to the application questions below. A maximum of 100 points can be awarded in the evaluation process.

- Transformative Project **(0 points, criteria for transformative funding reserve)**
  Applicants must indicate whether or not they consider their project to be a transformative active transportation project consistent with the intent of the SR2TBT program description and provide a narrative explaining the transformative nature of the project. This question will not be scored, and applicants must respond to this question to be considered in the transformative funding category.

- Safety Countermeasures **(0 to 15 points)**
  Applicants shall describe the project's scope for improving real and perceived safety for active transportation users. Applicants shall also describe the project's scope as it relates to traffic countermeasures, speed, and driver awareness of active transportation users. The evaluation committee will award to the degree to which the proposed project addresses collision rates, high prevailing vehicle speeds, and volumes, poor sight lines for bicyclists and pedestrians, long unprotected crossings, high turning motion speeds, etc. and to the degree to which the project may reduce the number and/or rate or the risk of pedestrian and bicyclist fatalities and injuries, including identifying safety hazards for pedestrians and bicyclists.

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- <u>Demonstrated Project Need</u> **(0 to 15 points)**
  Applicants shall describe the need for the proposed project. The evaluation committee will award points for the degree to which the proposed project's scope has the potential to increase all non-automobile transportation that solves a significant safety problem and closes a gap in the transportation network.

- <u>Support of the Bay Trail Network and Gap Closure Implementation Plan</u> **(0 to 10 points)**
  Applicants shall describe the project's location as it relates to the regional Bay Trail Network, what type of Bay Trail gap (spine, spur, connector) is being closed or improved, and how the project either connects to or closes a gap in the network as it relates to the Bay Trail Gap Closure Implementation Plan prioritization. If applicable, the Bay Trail Fieldwork Review and the condition of the Bay Trail as it relates to the project should also be provided. The evaluation committee will award points for the degree to which the proposed project's scope and location benefit the Bay Trail program.

- <u>State-Owned Toll Bridge Corridor Congestion Relief</u> **(0 to 10 points)**
  Applicants shall describe the project's location as it relates to the region's state-owned toll bridges and how the project would increase the carrying capacity and travel options on Bay Area bridges and along bridge corridors and reduce congestion. The evaluation committee will award points for the degree to which the proposed project's scope and location benefit the region's state-owned toll bridges.

- <u>Public Transportation Accessibility</u> **(0 to 10 points)**
  Applicants shall describe the project's enhancements to improve public transportation accessibility. The evaluation committee will award points for the degree to which the proposed project's scope has the potential to increase all non-automobile transportation trips to public transportation facilities and improve first and last-mile trips from public transportation.

- <u>Design Alternatives Analysis</u> **(0 to 7 points)**
  Applicants shall describe the design solutions for the proposed project and why they selected the design as the preferred alternative. The evaluation committee will award points to the degree to which the applicant selected the "recognized best" solutions appropriate for the local community, including but not limited to innovative project elements, sustainability, and resilience.

- <u>Consistency with Regional Priorities and Planning Efforts.</u> **(0 to 7 points)**
  Applicants shall describe the project's consistency with previously approved regional priorities and how the project supports *Plan Bay Area 2050*. MTC staff will award points for the degree of the proposed project's consistency with regional priorities, such as:
  - Consistency with *Plan Bay Area 2050* Health and Safety goals & Transportation strategies.
  - Bay Trail build-out and gap closures
  - Regional active transportation network build-out
  - Gap closures in the regional active transportation network
  - Multi-jurisdictional projects
  - Applications only requesting construction phase funds
  - Proximity to Transit-Rich or Connected Community Priority Development Areas (PDAs)

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- Demonstrated Local Engagement & Support **(0 to 7 points)**
Applicants shall describe all the local public participation and engagement efforts to develop the project scope. The evaluation committee will award points for the degree to which the proposed project's scope is influenced and supported by local communities and the public.
- Benefit to MTC Equity Priority Communities **(0 to 5 points)**
Applicants shall describe the project's location as it relates to an MTC Equity Priority Community and how the project would benefit the identified EPC. The evaluation committee will award points for the degree to which the proposed project's scope and location benefit the EPC.
- Leveraged Funding **(0 to 5 points)**
The evaluation committee will award points to projects with higher proportions of non-regional discretionary funds included in the project funding plan.
- Multi-Modal Improvements **(0 to 4 points)**
Applicants shall describe all potential benefits to various active transportation users. The evaluation committee will award points to the degree to which the project includes elements to benefit all active transportation users.
- Completion of Approved Environmental Document **(0 or 3 points)**
While the SR2TBT program funds can go toward the pre-construction phases of projects, including the environmental document phase, the region prefers environmentally cleared projects to promote certainty in project delivery and project scope. Applicants who provide evidence of an approved environmental document consistent with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) will receive additional points. This provision does not apply to planning projects, which receive the full points to this criterion regardless of environmental status at the time of application. These projects must still follow any applicable CEQA and NEPA requirements to receive SR2TBT funding.
- Multi-Jurisdiction Project Sponsorship **(0 to 2 points)**
Applicants shall describe all the local agencies involved with the inception and delivery of the proposed project. The evaluation committee will award points for projects with multiple active co-sponsors, including other public agency sponsors, non-profits, and community sponsors.
- Deliverability Determination **(0 to -3 points)**
MTC staff will review each application's project delivery schedule to ensure they meet the policies described in MTC Resolution Nos. 4404 and 3606. Projects deemed unable to allocate SR2TBT funds within the program's lifespan shall receive a 5-point penalty. Projects MTC deems able to be allocated within the programming years of the program cycle will be held harmless.

Project Delivery Guidelines

Program of Projects

Following the evaluation of the SR2TBT applications, MTC staff will recommend programming projects for the SR2TBT in early 2025 to the MTC Programming and Allocations Committee via an amendment to MTC Resolution No. 4639.

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Allocation and Funding Agreement Process

MTC Resolution No. 4404 establishes the allocation and funding agreement processes for all capital projects identified in the Regional Measure 3 Expenditure Plan, including SR2TBT projects. SR2TBT program sponsors must adhere to the allocation outlined in MTC Resolution No. 4404. The allocation process for RM3 capital projects shall also serve as the process for executing funding agreements, in most cases in lieu of a separate funding agreement for each capital project. These agreements will generally be fully executed through a process of project sponsor governing board certification, followed by Commission allocation action. However, under S&HC Section 30914.7(d)(2), MTC can enter into an agreement between itself and a capital project sponsor addressing specific requirements to be met.

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SR2TBT Program Development Schedule

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Fall & Winter 2023/2024	Program information presented to Metropolitan Transportation Commission (MTC) Working Groups
June 12, 2024	MTC Programming and Allocation Committee (PAC) review of Safe Routes to Transit and Bay Trail Program (SR2TB) Program Guidelines
June 17, 2024	Active Transportation Program (ATP) Applications Due to the California Transportation Commission (CTC) and MTC
June 26, 2024	MTC Commission adoption of SR2TBT Program Guidelines
July 1, 2024	MTC releases SR2TBT Call for Projects
September 30, 2024	SR2TBT Applications Due to MTC
November 1, 2024	CTC releases staff recommendations for ATP Statewide Competitive Program
December 5, 2024	CTC ATP Statewide Program Adoption
January 2, 2025	MTC releases staff recommendation for ATP Regional Program
January 8, 2025	MTC PAC scheduled review and recommendation of the final ATP Regional Program
January 22, 2025	ATP Regional Program Adoption: MTC Commission scheduled approval of ATP regional program and transmittal to CTC for consideration
February 5, 2025	MTC releases staff recommendations for the SR2TBT Program
February 12, 2025	MTC PAC scheduled review and recommendation of the final SR2TBT Program
February 26, 2025	SR2TBT Program Adoption: MTC Commission scheduled approval of the SR2TBT program

Shaded areas indicate key Active Transportation Program milestones.

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SR2TBT Programming Years & Cycle Structure

	Program Years					
Cycle Structure	**2025**	**2026**	**2027**	**2028**	**2029**	**Total**
SR2TBT Base Amount	$50	$0	$50	$0	$0**	$100
SR2TBT Transformative Pot	$25	$0	$25*	$0	$0*	$50
Total SR2TBT Amount	**$75**	**$0**	**$75**	**$0**	**$0***	**$150**

Funds may be available for programming if MTC does not select a transformative project for funding in the previous SR2TBT cycle.

** *Funds may be available for programming in a future cycle if project savings accrue.*

	Programming Years					
Program Year	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**
2025 (Cycle 1)	███	███	███	███		
2027 (Cycle 2)			███	███	███	███
2029 (Cycle 3)*					███	███

* *Funds may be available for programming in a future cycle if project savings accrue.*

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SR2TBT Program Project Application

Project sponsors must submit a completed application for each project proposed for funding in the Safe Routes to Transit and Bay Trail Program. The application consists of the following parts and is available on the Internet (as applicable) at: https://mtc.ca.gov/funding/regional-funding/regional-measure-3

1. Cover letter on Agency letterhead signed by the applicant's Chief Executive Officer or other officer authorized by the applicant's governing board.
   a. If the proposed project is implemented by an agency other than the project sponsor, documentation of the agreement between the two entities must be included.
   b. If proposing matching funds, the letter should include confirmation that these matching funds are available for the proposed project.
2. Project application forms
   a. Safe Routes to Transit and Bay Trail Program Application Form, available at https://mtc.ca.gov/funding/regional-funding/regional-measure-3, including back-up documentation, as applicable, such as:
      i. Map of the Project Area
      ii. Evidence of benefits to an MTC Equity Priority Community
      iii. Environmental Certification Documentation
      iv. Evidence of project location on the Regional Active Transportation Network
      v. Evidence of project location on the Bay Trail Network
      vi. MTC Regional Active Transportation Plan compliance
      vii. MTC Transit Oriented Communities Policy compliance
      viii. Community-Based Transportation Plan evidence
      ix. Transit Agency Coordination evidence
3. Project Budget and Expenditure Plan forms
   a. Available at: https://mtc.ca.gov/funding/regional-funding/regional-measure-3
4. OBAG 3 Housing Element and Local Road Safety Plan compliance
5. MTC Complete Streets Policy - Complete Streets Checklist
   a. Available at: https://mtc.ca.gov/planning/transportation/complete-streets

Note: Selected projects must also provide a Resolution of Local Support and an Initial Project Report before allocation.