California State Transportation Agency Call for Projects for the

2015 Transit and Intercity Rail Capital Program

Summary: This call for projects details the application requirements and procedures for obtaining funding for eligible transit and intercity rail projects under the California State Transportation Agency (CalSTA) Transit and Intercity Rail Capital Program, established per the requirements of Senate Bill 862 (2014).

Dates: Applications for funding under this solicitation are due no later than 5:00 p.m. PDT, April 10, 2015. Applications for funding received after 5:00 p.m. PDT on April 10, 2015 will not be considered.

Addresses: Applications must be submitted electronically to tircpcomments@dot.ca.gov. For any required or supporting application materials that an applicant is unable to submit via email (such as oversized engineering drawings or large file sizes), an applicant may submit an original and two (2) copies to Jila Priebe, Caltrans Office of Transit Programs, P.O. Box 942874,Sacramento, CA 94274-0001.

For further information contact: For further information regarding this solicitation, please contact the program electronically at tircpcomments@dot.ca.gov. If prospective applicants would like clarification on any of the requirements of the project application described in this solicitation, questions submitted no later than February 27, 2015 will be considered for response in a Frequently Asked Questions section of the Transit and Intercity Rail Capital Program website located at http://www.dot.ca.gov/hq/MassTrans/tircp.html.

Supplementary Information:

CalSTA recommends that project applicants carefully read this solicitation and the program guidelines in their entirety prior to preparing application materials. The Transit and Intercity Rail Capital Program website contains certain application materials and forms, and may be updated with answers to Frequently Asked Questions or additional materials and forms prior to the due date on this solicitation. The Transit and Intercity Rail Capital Program website also contains the final program guidelines, adopted by CalSTA on February 6, 2015, which provide additional program information and requirements.

Additionally, applicants should note that the project narrative document (excluding supporting reports and materials) may not exceed 30 pages in length (including any appendices).

Section 1: Award Information

1.1 Available Funding

This solicitation utilizes $24,792,000 of State Fiscal Year (FY) 2014-15 budget authority and $100,000,000 of expected FY 2015-16 program authority, for a total solicitation of $124,792,000. Funds awarded to projects will not be available for project use until the year from which the funds are programmed, but may be used in later years, subject to applicable California Transportation Commission requirements. FY

2014-15 funds must be must be allocated by the Commission no later than June 30, 2016 and liquidated no later than June 30, 2020.Projects selected and programmed using FY 2014-15 must demonstrate that they will meet this requirement.

1.2 Application Limits

For the 2015 Transit and Intercity Rail Capital Program solicitation, no single project may request more than one-third of the program funds available – maximum project size is $41,181,000 in the Major Capital Project category. Agencies responsible for service across multiple modes may submit multiple applications, but no more than one per mode, and the submitted projects must be ranked by the applicant based on agency priority.

Applicants are encouraged to identify separate project components that could provide benefits on a stand-alone basis, in order to give CalSTA flexibility in selecting projects or project components. Additionally, CalSTA may choose to recommend funding for less than the amount requested by the application.

CalSTA will recommend awards for projects and may request specific project review and approval milestones as requirements of the award, in consultation with the California Transportation Commission. The funding provided under this program will be made available on a reimbursable basis.

1.3 Application Review Process

Applicants will proceed through a three-part review process:

1. Screening for completeness and eligibility
2. Evaluation of eligible applications by technical panels applying the primary and secondary evaluation criteria
3. Project selection by the CalSTA Secretary applying additional selection criteria

Each application will first be screened for eligibility (requirements outlined in 2015 Transit and Intercity Rail Capital Program Guidelines, Section 6 and 7, with regards to eligible applicants and eligible projects) and completeness (containing all information required in Section 2 of this solicitation).

Eligible and complete applications will then be evaluated by technical panels consisting of subject-matter experts against the evaluation criteria (outlined in 2015 Transit and Intercity Rail Capital Program Guidelines, Section 9). The technical panels will not assign specific numerical scores to applications based on the evaluation criteria. Rather, ratings of “highly recommended,” “recommended,” “acceptable,” or “not recommended” will be assigned for each evaluation criterion upon which the applications are being reviewed. In addition, data that allows comparisons across projects of expected ridership and emissions benefits relative to requested funding will be produced in support of the review process.

The ratings assigned by the technical panels will not in themselves constitute the final award determination, as this is only the second step in the review process. All eligible and complete

applications, regardless of the ratings they receive from the technical panels, will be advanced to the CalSTA Secretary for funding consideration. The CalSTA Secretary will also take into consideration cross-cutting and comparative selection criteria that consider overall program objectives, including geographic equity and exceeding program goals for benefits to disadvantaged communities. CalSTA will recommend project funding to projects that are well-aligned with both the evaluation criteria and program objectives.

Section 2: Project Application Contents

The project application document shall be submitted as a PDF addressing each of the following items, addressing each item in order:

1. A cover letter, with signature authorizing and approving the application
2. Project Narrative Document (maximum 30 pages, including appendices)

   The following are the minimum content which will be required in the Project Narrative document. These requirements shall be satisfied through a narrative statement, and may be supported by spreadsheets, tables, maps, drawings and other materials, as appropriate.

   a. Project title page, listing the following elements
      i. Project Title (which should be a brief non-technical description of the project type, scope, and location)
      ii. Location (each city and county relevant to the project)
      iii. Project Mode
         1. Local Bus (inclusive of bus, trolley bus, and rapid bus services primarily operating in mixed traffic)
         2. Bus Rapid Transit
         3. Light Rail
         4. Streetcar
         5. Heavy Rail (commonly referred to as subway or metro)
         6. Commuter Bus
         7. Commuter Rail
         8. Intercity Rail
         9. Feeder Bus associated with Intercity Rail
      iv. Project Category
         1. Major Capital Project ($3 million or greater) [*Note: Major capital projects may have operational or integration elements within their projects.*]
         2. Minor Capital Project (less than $3 million)
         3. Operational or Integration Project (less than $3 million)
         4. Demonstration Project (less than $3 million)
      v. Project priority (if lead applicant is submitting applications for multiple modes)
      vi. Lead Applicant Organization Name
      vii. Co-Applicant Organization Name(s) (if applicable)
      viii. Amount of Transit and Intercity Rail Capital Program Funding Requested
      ix. Proposed Non-Transit and Intercity Rail Capital Program Match Funding (if any)

x. Result of Calculating GHG Emissions Reductions according to Air Resources Board Quantification Methodology (Metric Tons (MT) of CO2 Reduced over the project life divided by Greenhouse Gas Reduction Funds Requested ($))

b. Designate a point of contact for the applicant that is an employee of the eligible applicant, including phone number, mailing address and email address
c. Indicate the amount of Transit and Intercity Rail Capital Program funding requested, the proposed non-Transit and Intercity Rail Capital Program match, and total project cost. Additionally, identify the specific source of all non-Transit and Intercity Rail Capital Program funding, including any requests that are pending approval (such as expected federal New Starts or Small Starts funding) and the timeline for approval. Note if any specific funding source requires obligation or expenditure by a particular date.
    i. If applicable, describe the leveraging and coordination of funding from other greenhouse gas reduction programs such as Caltrans' Low Carbon Transit Operations Program, the Strategic Growth Council's Affordable Housing and Sustainable Communities Program or the Air Resources Board's Low Carbon Transportation funding program.
    ii. If applicable, describe the leveraging and coordination of funding from other federal, state, local or regional sources, with indication as to which of those sources are discretionary and which are non-discretionary.
d. Explain how the applicant meets the applicant eligibility criteria.
e. Provide a brief (6 or fewer sentences) summary of the proposed project, capturing the transportation challenges the proposed project aims to address, as well as the intended outcomes and anticipated benefits that will result from the proposed project.
f. Include a detailed project description that expands on the brief summary required above. This detailed description should provide, at a minimum, additional background on the transportation challenges the project aims to address, the expected users and beneficiaries of the project (including any disadvantaged communities expected to benefit from the project), the specific components and elements of the project, and any other information the applicant deems necessary to justify the proposed project. This section should address project purpose and need.
g. Include a thorough discussion of how the project addresses each of the evaluation criteria (noting where the project does not contribute to particular criteria) listed in Section 9 of the Program Guidelines.
    i. This section should contain a clear demonstration of the expected benefits and the proposed metrics for tracking and reporting on those benefits consistent with the Air Resources Board's Greenhouse Gas Quantification Methodology for the California State Transportation Agency Transit and Intercity Rail Capital Program (dated February 9, 2015) and any additional Air Resources Board guidance and requirements available as of March 13, 2015.
    ii. This section should also indicate an estimate of the useful life of the project for the dominant project asset type (can be separated by project category or phase if elements of the project have independent utility and could be separately funded or placed in service).
    iii. Reference to any connectivity to the planned High-Speed Rail system should be based on the 2014 High Speed Rail Business Plan (located on the California High Speed Rail Authority's website) and any supplementary materials provided on the Transit and Intercity Capital Program website as of March 13, 2015.

iv. If Disadvantaged Communities Benefits are claimed, an explanation of how the project provides direct, meaningful, and assured benefits to a disadvantaged community (see Section 9.3 of Guidelines and Attachment 1).
    1. Reference Attachment 1 to the Guidelines and fill out Form DAC, which indicates the type of project classification (Low Carbon Transportation or Transit Projects) and the particular criteria under which the project qualifies.
    2. Provide a narrative explanation and supporting documentation addressing the direct, meaningful benefits to disadvantaged communities provided by the project, and the method for assuring these benefits will be achieved.

h. A discussion of the proposed project's impact on other projects planned or underway within the corridor.
i. Describe proposed project implementation and project management arrangements. Include descriptions of the expected arrangements for project contracting, contract oversight, change-order management, and risk management.
j. Describe project readiness and reasonability of the schedule for project implementation, including:
    i. Progress towards achieving environmental protection requirements.
    ii. The comprehensiveness and sufficiency of agreements with key partners (particularly infrastructure owning railroads) that will be involved in implementing the project.

3. Statement of Work Document
    a. The Statement of Work document should contain sufficient detail so that both CalSTA and the applicant can understand the expected outcomes of the proposed project and monitor progress toward completing project tasks and deliverables during the grant's period of performance.
    b. The Statement of Work should address:
        i. Project scope
            1. Detailed description of project tasks, deliverables and milestones.
            2. A map of the project location denoting the project site and the location of any disadvantaged communities that will benefit from the project.
        ii. Project costs
            1. Cost estimates should be escalated to the year of proposed delivery
            2. The amount and source of funds committed to the project (including identification of funding for initial operating costs)
            3. The amount of Transit and Intercity Rail Capital Program funds requested by project component and/or phase
        iii. Project schedule, including the project's current status and major delivery milestones.
        iv. Description of funding sources and approach to ensuring ongoing operating and maintenance costs of the project are funded through the useful life of the project (as applicable).
        v. Description of project elements that are separable or scalable based on available funding, while still maintaining independent utility. For example, if an application is for improving service on three routes, each should be broken out and prioritized so that the highest-priority portion of the application could be funded if resources are not sufficient for full project funding.

    c. Project Programming Form (referenced in Section 8 of Program Guidelines)
4. Support Documentation
    a. Certification that cost estimates used are approved by the Chief Executive Officer or other authorized officer of the implementing agency.
    b. Indication of support for project implementation from stakeholders critical to the project, such as host railroads or facility owners.
    c. Letter from the Metropolitan Planning Organization (MPO), or in non-MPO regions, the responsible regional planning agency or agencies, indicating consistency with the applicable Sustainable Communities Strategies or other greenhouse gas reduction policies and programs (see Secondary Evaluation Criteria Item 5 in the Program Guidelines).
    d. If disadvantaged community benefits are claimed, identify the specific disadvantaged community census tracts (for non-rail projects) or ZIP codes containing a disadvantaged community (for rail projects) receiving benefits from the proposed project. At a minimum, provide the census tract(s) or zip code(s) organized by county. If possible, also provide a map illustrating the disadvantaged communities that benefit.
    e. Other documents key to supporting the Project Narrative Document, as referenced by the Project Narrative Document.

Form DAC

Select appropriate project type for establishing disadvantaged community benefits by indicating one of the two project types below, and selecting the appropriate qualifying criteria for providing benefits to a disadvantaged community. Note that the categories cover project types that may not be specifically eligible for the Transit and Intercity Rail Capital Program. This form is based on the specific guidance provided by Air Resources Board related to general types of projects that cover multiple programs funded by the Greenhouse Gas Reduction Fund.

____ 1. Low Carbon Transportation

____ A. Located Within

Evaluate the project to see if it meets at least one of the following criteria for being located in a disadvantaged community census tract and provides direct, meaningful, and assured benefits to a disadvantaged community. Check all that apply.

_____ i. Project provides incentives for vehicles or equipment to those with a physical address in a disadvantaged community

_____ ii. Project provides incentives for vehicles or equipment that will be domiciled in a disadvantaged community

_____ iii. Project provides incentives for vehicles or equipment that reduce air pollution on fixed routes that are primarily within a disadvantaged community (e.g., freight locomotives) or vehicles that serve transit stations or stops in a disadvantaged community (e.g., zero-emission buses)

_____ iv. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services in a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options (e.g., neighborhood electric vehicles, vanpooling, shuttles, smartphone application-based ride-sharing services, bikesharing services)

_____ B. Provides Benefits To (do not select if already selecting "Located Within")

If the project does not meet the above criteria for "located within," evaluate the project to see if it meets at least one of the following criteria for providing direct, meaningful, and assured benefits to a disadvantaged community. Check all that apply.

____ i. Project provides incentives for vehicles or equipment to those with a physical address in a ZIP code that contains a disadvantaged community census tract

____ ii. Project provides incentives for vehicles or equipment that operate primarily in "impacted corridors," [Note: the Air Resources Board will publish a list of "impacted corridors" based on its assessment of which freight corridors have a substantial air quality impact on disadvantaged communities.]

____ iii. Project provides incentives for vehicles or equipment that primarily serve freight hubs (e.g., ports, distribution centers, warehouses, airports) located in a ZIP code that contains a disadvantaged community census tract

____ iv. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services that are accessible by walking within one-half mile of a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options (e.g., neighborhood electric vehicles, vanpooling, shuttles, bikesharing services).

____ 2. Transit Projects

Projects will achieve greenhouse gas reductions by reducing passenger vehicle miles travelled through incentives, infrastructure, or operational improvements (e.g., providing better bus connections to intercity rail, encouraging people to shift from cars to mass transit).

____ A. **Located Within**

Evaluate the project to see if it meets at least one of the following criteria for being located in a disadvantaged community census tract and provides direct, meaningful, and assured benefits to a disadvantaged community. Check all that apply.

____ i. Project provides improved transit or intercity rail service for stations or stops in a disadvantaged community (e.g., new transit lines, more frequent service, greater capacity on existing lines that are nearing capacity, improved reliability, bus rapid transit service for disadvantaged community residents)

____ ii. Project provides transit incentives to residents with a physical address in a disadvantaged community (e.g. . vouchers, reduced fares, transit passes)

____ iii. Project improves transit connectivity at stations or stops in a disadvantaged community (e.g. network/fare integration, better links between transit and active transportation)

____ iv. Project improves connectivity between travel modes for vehicles or equipment that service stations or stops in a disadvantaged community (e.g., bicycle racks on transit vehicles)

____ v. Project creates or improves infrastructure or equipment that reduces air pollution at a station, stop or transit facility in a disadvantaged community (e.g., auxiliary power, charging stations)

____ vi. Project creates or improves infrastructure or equipment that reduces air pollution on regular routes that are primarily within a disadvantaged community (e.g., rail electrification, zero-emission bus)

____ vii. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services in a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options associated with transit (e.g., neighborhood electric vehicles, vanpooling, shuttles, smartphone application-based ride-sharing services, bikesharing services)

____ viii. Project improves transit stations or stops in a disadvantaged community to increase safety and comfort (e.g., lights, shelters, benches)

____ B. Provides Benefits To

If the project does not meet the above criteria for "located within," evaluate the project to see if it meets at least one of the following criteria for providing direct, meaningful, and assured benefits to a disadvantaged community.

____ i. Project provides improved local bus transit service for riders using stations or stops that are accessible by walking within one-half mile of a disadvantaged community (e.g., more frequent service, greater capacity on existing lines that are nearing capacity, improved reliability, bus rapid transit service)

____ ii. Project improves local bus transit connectivity for riders using stations or stops that are accessible by walking within one-half mile of a disadvantaged community (e.g., better links to active transportation, bicycle racks on local bus)

____ iii. Project provides improved intercity rail (and related feeder bus service), commuter bus or rail transit service for riders using stations or stops in a ZIP code that contains a disadvantaged community census tract (e.g., new lines, express bus service)

____ iv. Project provides improved intercity rail (and related feeder bus service), commuter bus or rail transit connectivity for riders using stations or stops in a ZIP code that contains a disadvantaged community census tract or within one-half mile of a disadvantaged community (e.g., network/fare integration, better links between local bus and intercity rail, bicycle racks on rail)

____ v. Project will increase intercity rail (and related feeder bus service), commuter bus or rail transit ridership, with at least 25 percent of new riders from disadvantaged communities

____ vi. Project provides greater mobility and increased access to clean transportation for disadvantaged community residents by placing services that are accessible by walking within one-half mile of a disadvantaged community, including ride-sharing, car-sharing, or other advanced technology mobility options associated with transit (e.g., neighborhood electric vehicles, vanpooling, shuttles, bikesharing services)

____ vii. Project improves transit stations or stops that are accessible by walking within ½ mile of a disadvantaged community, to increase safety and comfort (e.g., lights, shelters, benches)

____ viii. Project includes recruitment, agreements, policies or other approaches that are consistent with federal and state law and result in at least 25 percent of project work hours performed by residents of a disadvantaged community

____ ix. Project includes recruitment, agreements, policies or other approaches that are consistent with federal and state law and result in at least 10 percent of project work hours performed by residents of a disadvantaged community participating in job training programs which lead to industry-recognized credentials or certifications