



**MEMORANDUM**

TO: City Managers  
Planning Directors  
Public Works Directors  
Technical Advisory Committee Members

FROM: Celeste Fiore, Transportation Planner

DATE: June 4, 2018

SUBJECT: FY 2018-FY2022 Vehicle Emissions Reductions Based at Schools (VERBS) Grant Program – Supplemental Call-for-Projects

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This memorandum serves as the Supplemental general Call-for-Projects for the FY2018-2022 Vehicle Emissions Reductions Based at Schools (VERBS) Grant Program funding cycle for infrastructure projects.

The VERBS Program is Santa Clara County’s locally programmed portion of the Metropolitan Transportation Commission’s (MTC) Climate Initiative Safe Routes to School program. VERBS is focused on reducing greenhouse gases by promoting walking, biking, transit, and carpooling to school, targeting grades K-12. The program will build on and expand the existing Safe Routes to School Program efforts and successes within the Santa Clara County.

On August 3, 2017 the Board of Directors for the Santa Clara Valley Transportation Authority approved the initial Cycle 3 VERBS program of projects. However, the program was left undersubscribed.

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| <b><u>PROJECT APPLICATIONS DUE:</u></b> |  |
| <b>Date:</b>                            | <b>MONDAY, JULY 30, 2018</b>   |
| <b>Time:</b>                            | 4:00 PM  |
| <b>To:</b>                              | CELESTE FIORE, PROGRAMMING & GRANTS<br>SANTA CLARA VALLEY TRANSPORTATION AUTHORITY<br>3331 NORTH FIRST STREET, BLDG B2<br>SAN JOSE, CA 95134 |

**FUNDS AVAILABLE**

The competitive FY2018-2022 VERBS Program for infrastructure improvements has approximately \$1.3 million of unprogrammed Congestion Mitigation and Air Quality (CMAQ) funds available. Each application must request a minimum of \$500,000 funds per proposal.

**Note that recipients of these funds must meet criteria for the following programs: CMAQ, VTA, and MTC's Regional Safe Routes to School Grant Programming Policies. These are summarized below.**

### **CMAQ CRITERIA**

All applicants must read and be familiar with the FHWA CMAQ policies contained in the guidance document, especially the Project Eligibility and Ineligibility provisions on pages 11-14. The document can be found at:

[https://www.fhwa.dot.gov/environment/air\\_quality/cmaq/policy\\_and\\_guidance/2013\\_guidance/cm\\_aq2013.pdf](https://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/2013_guidance/cm_aq2013.pdf)

- Provide a minimum 11.47% local match for all projects, which may consist of cash and Member Agency funds needed for staff time to perform the tasks of the project and manage its development;
- Project sponsors are responsible for compliance with the requirements of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- The Implementing Agency is required to submit a complete obligation/transfer package to Caltrans by November 1, of the programming year.

### **VTA CRITERIA**

- CMAQ criteria described above;
- Projects must adhere to the program requirements outlined in the VERBS Grant Program Evaluation Criteria and Procedures-Attachment A.
- Design and construct a bicycle capital project in accordance with the VTA Bicycle Technical Guidelines (where applicable) <http://bit.ly/2o5DJTi>
- Design and construct a pedestrian capital project in accordance with the VTA Pedestrian Technical Guidelines (where applicable) <http://bit.ly/2o2t8rV>
- Submit reports to VTA and invoicing to Caltrans.

### **MTC PROGRAMMING POLICIES**

- Following VTA Board approval, project sponsors must submit the completed project application through MTC's Fund Management System (FMS), including a *Resolution of Local Support* found at: <http://mtc.ca.gov/our-work/fund-invest/federal-funding/obag-2>
- Meet school-based vehicle emissions reduction criteria;
- Project sponsors must submit a MTC *Complete Streets Checklist*. Information found at: <http://completestreets.mtc.ca.gov/>
- Projects must be consistent with the adopted Regional Transportation Plan;
- Requested grant amount per project: minimum = \$500,000; maximum = \$1,000,000.
- Project sponsors must meet all requirements of the MTC Regional Project Delivery Policy: [http://mtc.ca.gov/sites/default/files/MTC\\_Res\\_3606.pdf](http://mtc.ca.gov/sites/default/files/MTC_Res_3606.pdf)

## **APPLICATION PACKET**

VERBS information and documents may be accessed and downloaded from:  
<http://www.vta.org/callforprojects/>

Please follow these steps:

- Step 1.** Complete the attached VERBS application and the Sponsor Checklist
- Step 2.** A complete application packet will consist of five 3-hole punched and bound applications AND one complete efile application on a cd, flash drive or emailed.
- Step 3.** Return the completed application packet to:

Celeste Fiore  
Transportation Planner  
Programming & Grants Department  
3331 N. First Street, Building B-2  
San Jose CA 95134

## **VERBS GRANT PROGRAM SCHEDULE**

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|--|--------------------|
| Call for Projects Released   | June 4, 2018       |
| Application Deadline   | July 30, 2018      |
| Scoring Committee Reviews Proposals  | August 6-10, 2018  |
| Technical Advisory Committee Approval - Projects   | September 12, 2018 |
| Policy Advisory Committee Approval - Projects  | September 13, 2018 |
| Congestion Management Program and Planning Committee   | September 20, 2018 |
| VTA Board Approval - Project Lists   | October 4, 2018    |
| Obligation/FTA transfer request submittal to Caltrans November 1 <sup>st</sup> of the programming year |                    |

## **ATTACHMENTS**

- VERBS Program Application- Sections One - Three
- VERBS Sponsor Checklist
- Attachment A – Evaluation Criteria and Procedures
- Attachment B – Communities of Concern Map
- VERBS Factsheet
- Project Eligibility Matrix