Strategy 3.2. Transit

## Narrative Questions and Readiness Documentation

### Applicant Information

|  |  |
| --- | --- |
| Lead Applicant |  |
| Jurisdiction |  |
| Proposal Name |  |

### Project Details

|  |  |
| --- | --- |
| Project Number and Name |  |
| Project Lead Entity |  |
| Organization Type |  |
| Project is Quantifiable (Yes or No) |  |
| Project is Ready (Yes or No) |  |

### Instructions**:**

* For **each project** under the Transit Strategy, Applicants must complete a separate set of questions and upload readiness documentation.
* **Word counts** are listed for each question. Responses that exceed the character limit will not be reviewed. Use the Word Count tool “without spaces” to check responses.
* **Maps, figures, and pictures** may also be included as part of the responses. Note that explanations and captions for any visual aids will still count towards the Word Count.
* **Formatting** such as bullet points (●, ○, Ø), lettering (a, b, c), or underline may be used to organize responses. Avoid excessive formatting so that responses are easy to read.
* **Naming conventions** for all application materials have been provided in the TCC Round 4 Implementation Grant Application Instructions.

### Checklist:

Use the checklist below to ensure all materials have been submitted for each Project as part of the application .zip file.

### Application Documents

**Narrative Questions** (this Word document)

**Readiness Documentation** (per Appendix B of the Guidelines)

**Project Workbook** (Excel document)

**Quantification Documentation** (required for quantifiable projects only. Must coordinate with TCC TA provider)

#### Project Eligibility and Summary

1. Indicate all strategy-specific components that are applicable to this project (refer to the TCC Guidelines, Appendix B):

|  |  |  |
| --- | --- | --- |
| Eligible Project Types | Fundable Elements: Quantifiable | Fundable Elements: Non-Quantifiable |
| e.g., New or Expanded Service | e.g., Operation of new or expanded transit service | e.g., Capital or operational expenditures that increase transit mode share such as bus shelters/transit waiting areas and bicycle carrying structures on public transit |
|  |  |  |
|  |  |  |
|  |  |  |

1. Provide a summary of the project, including specific deliverables. **(200 words)**
2. Describe why the strategy-specific components were chosen and how they will be integrated. **(200 words)**

#### Capacity

1. Describe the Lead Entity’s experience implementing projects of similar size and scope.

**(200 words)**

1. Describe the roles of any partners or subcontractors in implementing the project, if applicable. **(200 words)**
2. Describe additional partnerships or coordinated efforts the Lead Entity has developed for implementing the project (e.g., with public agencies, non-profits, key stakeholders).

**(200 words)**

1. Is the Lead Entity subject to a board or council? If yes, please describe the board or council approval status of this project. **(200 words)**

#### Project Design and Feasibility

1. Describe the design process for this project **(500 words).**

Please address:

* 1. How were the community’s needs determined?
  2. How does the project design address the community's needs?

1. Describe how the project complies with and/or enhances any existing infrastructure, investment, or planning efforts. **(200 words)**
2. Describe how the project addresses health and racial equity in the impacted community. Responses can include health disparity data or other outcomes demonstrating disparate impact on communities i.e., asthma rates based on community proximity to freeways **(200 words)**
3. Describe how the project incorporates innovation, indigenous or community-based knowledge and practices in project design. **(200 words)**
4. By checking the box below, the Lead Entity certifies that the proposed project is not required as a part of mitigation or other mandated activities.

This proposed project is not required as a part of mitigation or other mandated activities

#### Implementation

1. Describe how the project incorporates adaptation measures and design features that address the anticipated impacts from climate change. **(200 words)**

Please Address:

* 1. What climate change risks would potentially impact this project?
  2. Describe the adaptation measures and design features that increase the resiliency of the project infrastructure.

1. Describe any targeted outreach, education, or engagement activities that will encourage widespread use of the project. **(200 words)**
2. Describe any workforce development or contracting opportunities the project will provide for TCC Project Area residents or local businesses. For example, describe any targeted job training, work hours, or subcontracting plan. **(200 words)**
3. Have residents had any concerns about this project? If yes, how will they be addressed? **(200 words)**
4. Describe the timeline and contingencies in place to ensure the project is completed within the proposed time frame and budget. **(200 words)**

#### Additional Strategy-Specific Questions

1. Explain how the project closes a gap, provides connections to, or addresses a deficiency in the transit network. **(200 words)**
2. Explain how the project ensures that residents of the TCC Project Area will be able to access the project improvements. **(200 words)**
3. How does the project fit into or enhance any existing transit infrastructure, services, and/or ridership efforts? **(200 words)**
4. Describe the fare structure for the Lead Entity's system and how the project will affect that structure if at all. **(200 words)**
5. Provide an estimated timeline for the vehicle and/or equipment procurement and deployment process. Provide estimated dates for the following steps **(100 word limit for explaining each date, if necessary)**:

|  |  |
| --- | --- |
| **Phase** | **Estimated Date** |
| Release the RFP/contract bid |  |
| Award third-party contract |  |
| All vehicles/equipment procured |  |
| First vehicles/equipment deployed |  |
| All vehicles/equipment deployed |  |

#### Budget Summary

1. Provide a high-level budget narrative that summarizes the overall project costs. For each budget category, justify how and/or why the requested budget items help to meet the project deliverables. Organize the budget items under the following cost categories **(500 words)**:
2. Personnel
3. Benefits
4. Travel
5. Equipment
6. Other Direct Costs
7. Subcontractors
8. Indirect Costs
9. Contingency

*Example Budget Items:*

* ***Personnel***  ***Total: $XX,XXX***

Describe the anticipated responsibility of each personnel, as well as the breakdown of personnel time spent across project tasks (e.g., [Personnel Title] will spend XX% of their time coordinating with partners, XX% processing reimbursement requests, etc.). Personnel expenses should be fully burdened labor rates; burdened labor rates refer to the full wages plus overhead costs and any other fees you pay directly to an employee who works for your business.

* ***Travel Total: $XXX***

Define the project staff that are anticipated to travel, the anticipated distance of regular travel (e.g., city, region, or State), the purpose of the travel, and the frequency of travel. During the grant term, travel expenses will be compensated at the [California Department of Human Resources Travel Reimbursement rates](https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx).

* ***Equipment Total: $X,XXX***

Describe the pieces of equipment that would be purchased for the project and how that equipment would support completion of the project goals. Please note that all single pieces of equipment with values equal to or in excess of $5,000 must be accompanied by specific justification and documentation.

* + - ***Subcontractors*** ***Total: $XXX,XXX***

All projects that include subcontractor costs equal to or in excess of $100,000 must be accompanied by specific justification and documentation for the subcontractor expenses.

* + - ***Contingency*** ***Total: $XX,XXX***

All Projects shall include a contingency equaling 10% of the Project’s total estimated cost. If a larger contingency is desired, the applicant must provide justification for the requested contingency amount.

#### Readiness Requirements

Readiness documentation will be evaluated to assess project feasibility, quality, and compliance. Documentation will be reviewed as evidence of the Lead Entity's ability to achieve readiness within the first year of the grant term as well as complete the project within the grant term. All readiness documentation must be uploaded into the project's "Readiness Documentation" folder.

**Readiness Checklist:**

1. In the tables below, fill in the information for each readiness requirement and upload all readiness documentation. Provide a list of all permits required for the project.
2. **Status -** Describe the "Status" of the readiness requirement as either: *Complete, Incomplete, or N/A.*

If the “Status” for any readiness requirement is described as “not applicable (N/A)”, please provide an explanation under “Readiness Details”. For CEQA, documentation of categorical exemption is required even if "Status" is marked as “N/A”.

1. **Date -** Indicate the estimated or past date of completion of the readiness requirement: *(MM/DD/YYYY)*

If the project is not ready at application submission but will be within the first year of the grant term, provide an estimated date of completion. Include a description of the plan to complete each requirement under “Readiness Details”.

1. **File Name(s) -** Provide the file name(s) of the uploaded document(s) that are supporting documentation for the readiness requirements. Upload all readiness documentation per the TCC Implementation Grant Application Instructions

|  |  |  |  |
| --- | --- | --- | --- |
| Readiness Requirement | Status | Date | File Name(s) |
| CEQA |  |  |  |
| Site Control |  |  |  |
| Project Map – Routes |  |  |  |
| Project Map – Major Activity Centers |  |  |  |
| Project Designs |  |  |  |
| Operations and Maintenance Plan |  |  |  |
| Key Partnership Agreement(s) |  |  |  |
| Coordination Documentation |  |  |  |
| Ridership Documentation |  |  |  |
| Letters of Support |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Permits List | Status | Date | File Name(s) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### Readiness Details

1. Provide the readiness status of this project. If all readiness requirements are already complete, then the project is ready at application.

|  |  |
| --- | --- |
| Readiness Status | Project Status (Yes, No, N/A) |
| Ready at Application |  |
| Ready within First Year of Grant Term |  |

1. Describe the **CEQA** compliance required for this project. Include a description of any conditions of approval. **(200 words)**
2. Describe any **Site Control** required for this project (e.g., property acquisition, leasehold, right-of-way, easement, private property permission). Please describe the parties and terms of the arrangement. **(200 words)**
3. Describe all **Permits** (required for construction, operation, etc.) for this project and the plan to obtain them. **(200 words)**
4. Upload a **Project Map – Routes** that shows the project site(s), and briefly describe. **(200 words)**
   1. Transit route/project location represented by lines and stops represented by points as applicable
   2. Access points and destinations for TCC Project Area residents
5. Upload a second **Project Map – Major Activity Centers** that shows the activity centers below, and briefly describe how the proposed project will connect the following **(200 words)**:
   1. Existing land use and major activity centers including, but not limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, etc.
   2. Proposed activity centers throughout the TCC Proposal
6. Upload **Project Designs**, and briefly describe. **(100 words)**
7. Describe the Lead Entity’s **Operations and Maintenance Plan** for all infrastructure, vehicles, and/or equipment, as applicable **(200 words for each)**:
   1. Describe the operations and maintenance plan during the grant term. Describe all funding sources, including any requested grant funds.
   2. Describe the operations and maintenance plan after the end of the grant term.
   3. Describe the funding sources available for operations and maintenance.
   4. Describe any entities responsible for the operations and maintenance after the end of the grant term.
   5. Address the “useful life” of any equipment, vehicles, and/or infrastructure.
8. Provide a Project Schedule if available. Please note that a Project Schedule is not considered a readiness item and are not required at the time of application. Projects without finalized Project Schedules may still be deemed ‘ready’ for the purposes of this grant. Project Schedules will be required before the projects commence.
9. If the project requires a **Key Partnership Agreement(s)** with state agencies and/or local or regional transit operators to implement the project, describe the requirement for the project. List the parties to the memorandum of understanding or equivalent agreement and provide a status of the agreement. Upload the agreement, if complete. **(200 words)**
10. Upload documentation of the Project's **Coordination with Other Transit Services and Plans,** if applicable, and describe **(500 words)**:
    1. The current services of the Lead Entity and explain how the Project addresses its existing service needs and overall operations plan
    2. How this Project will positively and/or negatively impact other services., including: coordination with other service providers, documentation of the assumption and approach to estimating ridership changes
    3. Coordination that has already occurred
    4. Planned coordination for the project implementation phase
11. Upload documentation of **Increased Ridership** (if applicable, for New or Expanded Service and Increased Ridership projects), and describe **(200 words)**:
    1. How the project will increase ridership and/or transit mode share
    2. How the connected corridor provides enough capacity to accommodate increased ridership
12. Upload and describe the **Letters of Support** uploaded with the Application (e.g., from project partners, regional agencies, planning organizations indicating plan consistency). **(100 words)**

**END OF DOCUMENT**