Strategy 3.2. Transit & Rail Access

## 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 and Rail Access 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 5 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. Provide a summary of the project, including specific outcomes or deliverables. **(200 words)**
2. 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.

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. Describe why the strategy-specific components were chosen and how they will be integrated into the entire TCC suite of projects. **(200 words)**

#### Capacity

1. Describe the Lead Entity’s experience implementing projects of similar size and scope, including previous experience, financial stability, and capacity to manage program or grant funds from multiple sources. **(100 words)**
2. Describe the Lead Entity’s collaboration with any project partners included in this application. Include partnerships, coalitions, or agreements with subcontractors. **(200 words)**
3. Is the Lead Entity subject to a board or council? If yes, please describe the board or council approval process and current status of this project. **(200 words)**

#### Project Design and Feasibility

1. Describe the design process for this project, including how the community’s needs were determined and how the project design addresses them. **(500 words).**
2. Describe how the project complies with and/or enhances any existing infrastructure, investment, or planning efforts. **(200 words)**
3. 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)**

#### Implementation

1. Describe how the project promotes resilience in the project area and is itself resilient to climate change. **(300 words)**

Please Address:

* 1. How does the project increase community resilience to climate change?
  2. How does the project increase the resilience of the built environment?
  3. Describe the project specific adaptation measures and design features that will make the project resilient to climate change.

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 or stakeholders had any concerns about this project? If yes, how will they be addressed? **(200 words)**
4. Describe your organizational structure and how you foresee managing the implementation of this Project. Describe the staff resources (including the estimated Full Time Equivalent (FTE) positions) and any other resources that you will dedicate to the TCC Proposal’s implementation. **(100 words)**
5. Describe the timeline and contingencies in place to ensure the project is completed within the proposed time frame and budget. **(300 words)**

#### Additional Strategy-Specific Questions

1. Explain how the project closes a gap, provides connections to, or addresses a deficiency in the transit network. How does the project fit into or enhance any existing transit infrastructure, services, and/or ridership efforts? **(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. Describe the fare structure for the Lead Entity's system and how the project will affect that structure if at all. **(200 words)**
4. If applicable, 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 Narrative

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)**:

* ***Personnel Salary*** ***Total: $X,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.).*

* ***Benefits*** ***Total: $X,XXX***

*Describe any additional benefits. Provide rate or percentage used for personnel.*

* ***Travel***  ***Total: $X,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. 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.*

* + - ***Other Direct Costs/Pre-development*** ***Total: $X,XXX***

Describe any addition direct costs that would be incurred for the project and how it would support the project goals.

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

*Describe subcontractor's role in meeting project goals. 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.*

* + - ***Indirect Costs*** ***Total: $X,XXX***

*Indirect costs are capped at 12%.*

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

*All Projects MUST include a contingency equaling 10% of the Project’s total estimated direct costs (does not include indirect or predevelopment costs). 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.*

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 the relevant question in the following “Readiness Details” section.

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 the relevant question in the following “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. In the table below, 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. For CEQA, documentation of categorical exemption is required even if "Status" is marked as “N/A”. **(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. If “not applicable (N/A)”, please provide an explanation. **(200 words)**
3. Describe all **Permits** (required for construction, operation, etc.) for this project and the plan to obtain them. If “not applicable (N/A)”, please provide an explanation **(200 words)**
4. Upload a **Project Map** that details the planned **Transit Routes** for the proposed TCC project site(s). The Map should include, but not limited to, transit route and stops and their connectivity with, bikeway and pedestrian networks, and key community destinations wherever applicable. Briefly describe the following **(200 Words):**
   1. Transit routes and stops with project locations represented by lines and points as applicable
   2. Locations where the proposed Transit project closes a gap(s), removes a barrier, or creates new routes in the community
   3. Connections with other transportation modes including, but not limited to: bicycle parking facilities at transit stops; rail and transit terminals; ferry docks and landing, and park and ride lots or provisions for transporting bicycles on transit or rail vehicles or ferries
   4. Existing land uses, proposed TCC activity centers, and any existingmajor activity centers. Major activity centers include, but are not limited to: residential neighborhoods, schools, shopping centers, public buildings, major employment centers, places of worship, etc. Please include a description of how the active transportation project will connect these major activity centers.
5. Upload **Project Designs**, and briefly describe.If “not applicable (N/A)”, please provide an explanation. **(100 words)**
6. Describe the Lead Entity’s **Operations and Maintenance Plan** for all installations, 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. Describe any entities responsible and the funding sources available. Address the “useful life” of any equipment, vehicles, and/or infrastructure.
7. Provide a Project Schedule if available. Please note that a Project Schedule is not considered a readiness item and is not required at the time of application. Projects without finalized Project Schedules may still be deemed ‘ready’ for the purposes of this grant. A Project Schedule will be required before the project commences.
8. 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 included in a memorandum of understanding or equivalent agreement and provide a status of the agreement. Upload the draft or completed agreement. **(200 words)**
9. Upload documentation of the Project's **Coordination with Other Transit Services and Plans,** if applicable. Describe the following: **(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
10. Upload documentation of **Increased Ridership** (if applicable, for New or Expanded Service and Increased Ridership projects), and describe how the project will increase ridership and/or transit mode share, and how the connected corridor provides enough capacity to accommodate increased ridership. **(200 words)**:
11. Upload **Letters of Support** as applicable. List below who they are from and why their support is relevant. **(100 words per Letter of Support)**

|  |  |
| --- | --- |
| **Letters of Support Submitted:** | **Why is this support relevant to the TCC project(s)?** |
|  |  |
|  |  |
|  |  |

**END OF DOCUMENT**