



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Pre-Application Workshop

# Grant Program for Vehicle Trip Reduction

August 13, 2019

Ken Mak  
Supervising Staff Specialist



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Webinar Information

This webinar is being recorded.

The presentation will be posted to the Program Website.

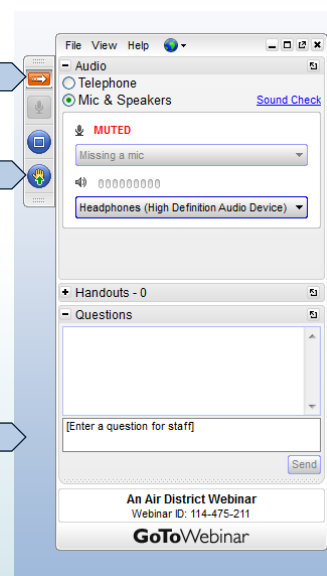
Questions will be answered at the end of the presentation.

Type in questions using the Questions Box.

Show/Hide Control Panel

Raise Hand

Questions Box





BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Overview

1. Introduction & Background
2. Program Overview
  - Eligible Project Categories & Eligible Applicants
  - Key Program Eligibility Requirements & Project Sponsor Obligations
3. Program Process
  - Application Instructions, Evaluation, and Ranking
  - Project Implementation, Operation, Reimbursement
  - Project Recordkeeping and Audit
4. Program Schedule
5. Contact Information and Questions

3

Vehicle Trip Reduction Grant Program

August 13, 2019



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Introduction & Background

Bay Area Air Quality Management District  
(Air District):

- Established in 1955
- Nine Bay Area Counties
- Seven million residents
- 5,340 square miles

Mission:

*"To protect and improve public health,  
air quality, and the global climate."*

NINE COUNTY JURISDICTION OF THE BAAQMD



4

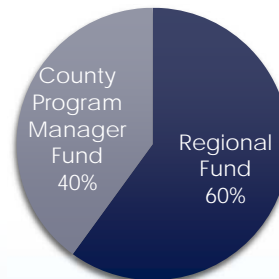
Vehicle Trip Reduction Grant Program

August 13, 2019



## Transportation Fund for Clean Air (TFCA)

- ▶ \$4 DMV surcharge
- ▶ 60% awarded directly by the Air District (Regional Fund & Air District Sponsored Programs)



Trip Reduction			Clean Air Vehicle Projects
Existing Shuttles	Pilot Trip Reduction	Bicycle Facilities	



## Program Overview

**Purpose:** To reduce single-occupancy vehicle (SOV) trips and improve air quality by offering funding for

- **Transportation Service** projects that reduce SOV trips by either connecting commuters to mass transit or encouraging the use of shared modes of transportation.
- **Bicycle Infrastructure** projects that encourage residents and commuters to mode shift to cycling and walking, as alternatives to driving, for short trips and first- and last-mile connections.

**Funding:** Approximately \$6 million; \$3 million max per project category



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

# Eligible Project Categories

Pages 3 & 4

## Service Projects



### PILOT SERVICES

These projects test new emerging on-demand technology-enabled first- and last-mile solutions that connect commuters to mass transit in areas that are underserved and lack other comparable service.



### EXISTING RIDE-SHARING SERVICES

These projects operate and/or promote existing carpool, vanpool, and/or other existing ridesharing services. Projects of this type must be comprised of riders from at least five counties within the Air District's jurisdiction, with no one county accounting for more than 80% of all riders.



### EXISTING SHUTTLE SERVICES

These projects operate existing shuttle routes that link commuters to mass transit in areas that are underserved and lack other comparable service.

## Bicycle Infrastructure Projects



### RACKS & E-LOCKERS

These projects install new bicycle racks or electronic bicycle lockers to support cycling as an alternative to driving.



### BIKEWAYS

These projects construct one or more segments of Class-I or IV bikeways to encourage residents and commuters to shift to cycling as an alternative to driving for short trips and first- and last-mile connections.



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

# Eligible Applicants

Page 3 & Appendix A

Eligible Agencies	
Pilot services projects	Any: <ul style="list-style-type: none"> <li>• congestion management agency,</li> <li>• public transit agency, or</li> <li>• the Metropolitan Transportation Commission</li> </ul>
All other project types	Any public agency

*Other entities may partner with the above Eligible Agencies to implement a project, but an Eligible Agency must serve as the lead applicant and project administrator*



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

# Key Project Eligibility Requirements

## Pages 4 & 5

- Located in the Air District's jurisdiction
- Voluntary and surplus
- Commence within 12 months after contract execution
- Available to all members of the public
- Meet cost-effectiveness thresholds for each project category (table 3):

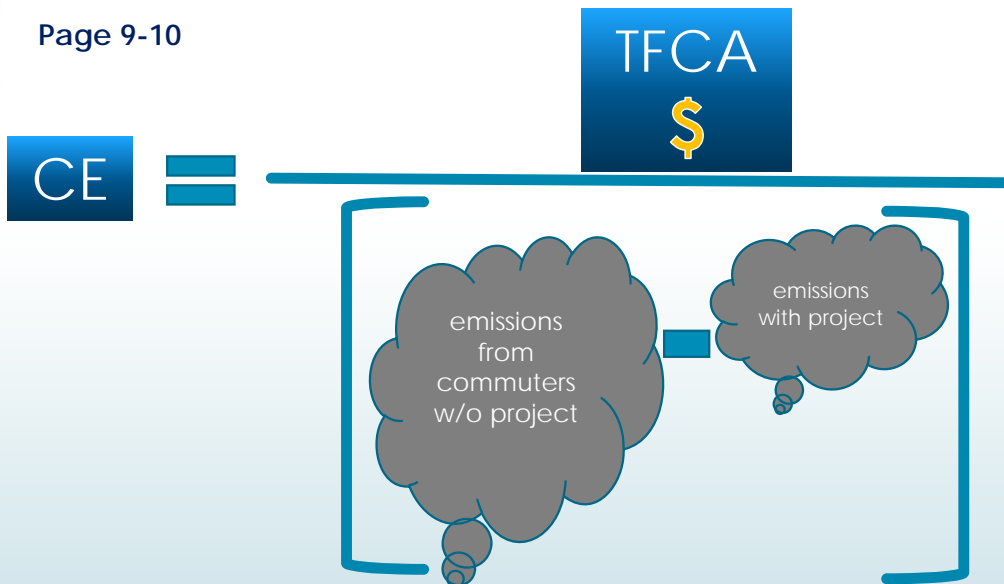
Project Category	Maximum C-E (\$/weighted ton)
<b>Pilot Services</b>	\$500,000
<b>Existing Shuttle Services</b>	\$200,000; \$250,000 for services in CARE Areas or PDAs
<b>Existing Regional Ridesharing Services</b>	\$150,000
<b>Protected Bikeways</b>	\$500,000
<b>Bicycle Electronic Lockers</b>	\$250,000
<b>Bicycle Racks</b>	\$90,000



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

# Cost-Effectiveness

## Page 9-10

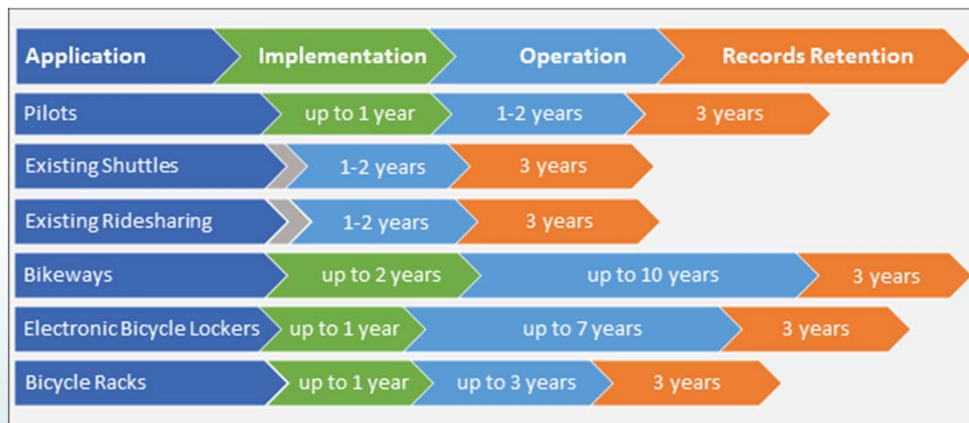




BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Project Process Overview

### Page 2



11

Vehicle Trip Reduction Grant Program

August 13, 2019



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Application Instructions

### Pages 5-8

- Complete and submit an **online application** at [www.baaqmd.gov/tripreduction](http://www.baaqmd.gov/tripreduction)
- Mail one printed and signed hard copy of all application materials to:

**Bay Area Air Quality Management District**  
**Strategic Incentives Division**  
**Attn: Chengfeng Wang, Air Quality Program Manager**  
**375 Beale Street, Suite 600**  
**San Francisco, CA 94105**

- Initial application deadline is **4pm, September 10, 2019**
  - *If the Program is not oversubscribed, complete and eligible applications received after this date will be reviewed on a first-come, first-served basis*
- Refer to the Guidance for required supplemental materials for each project category

12

Vehicle Trip Reduction Grant Program

August 13, 2019



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Pre-Application Data Collection

Pages 6 & 7; appendix A, B, & C

- For all transportation service projects, a user survey must be conducted within the 12 months prior to the date of the application
- For existing transportation services, 18 months of boardings of the service during the peak-commute hour windows
- For bikeway projects
  - A pre-construction bike-count survey must be conducted within the 12 months prior to the date of the application
  - Provide the Annual Average Daily Traffic of the adjacent/parallel major arterial

13

Vehicle Trip Reduction Grant Program

August 13, 2019

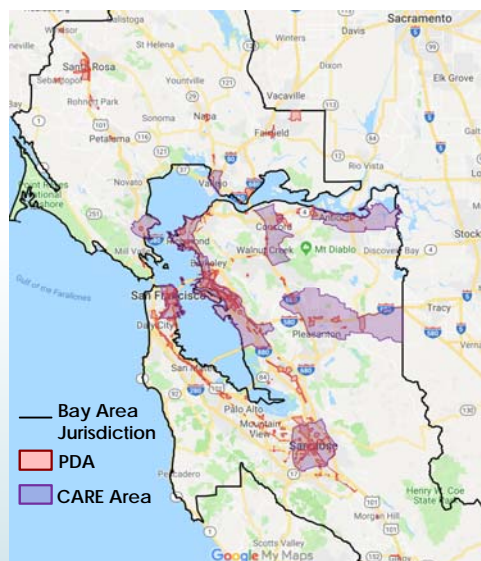


BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Application Evaluation

Pages 9 & 10

- Application checked for eligibility
- Projects received by the deadline are ranked based on **cost-effectiveness (CE)**
- Projects will be prioritized if they are located within areas designated by the **Community Air Risk Evaluation Program as an Impacted Area (CARE)** and/or within areas designated as a **Priority Development Area (PDA)**



14

Vehicle Trip Reduction Grant Program

August 13, 2019



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Project Implementation & Operation

### Pages 10-12

- Contract obligations
- Adherence to all applicable laws & regulations
- Licensed contractor(s)
- Insurance
- Reports and data collection
- Inspection and audit
- Acknowledgement of Air District as a funding source



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Reporting & Data Collection

### Pages 11-12 & 14

#### Transportation Services

- **Workgroups** (Pilot Services only)
- **User survey** during first six months of operational phase
- **Progress reports** every six months during implementation (Pilot Services only)
- **Operations reports** every six months (September 1 / March 1)

#### Bicycle Facilities

- **Post-completion bike count** within the first year of operation (bikeways only)
- **Progress reports** every six months during implementation
- **Operations reports** every 12 months (March 1)





BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Reimbursement & Eligible Costs

Pages 12-14

Eligible Costs			
Pilot Services	Existing Shuttles	Existing Ridesharing	Bicycle Facilities
Purchase or lease of vehicles	Documented hourly labor charges and contractor labor charges	Marketing and outreach materials	Bicycle racks or electronic bicycle locker hardware, including taxes and fees
Installation of alternative fuel stations		Financial transit or rideshare subsidies	Material directly related to construction
Outreach activities and materials (max \$15,000)			Equipment rental directly related to construction
Documented hourly labor charges and contractor charges			Labor charges
Transportation services provided by a third party			Installation of the bicycle rack or bicycle locker
			Permit fees



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## Audit and Records Retention

Page 14

All TFCA projects subject to audit after the Air District accepts and approves the final invoice

Project Sponsors must maintain **all project records** throughout the project term and for three years following the final payment.

Examples of project records include:

- Reports
- Survey results and results of other required data collection activities
- Documentation of acknowledgment of the Air District, including photos of required Air District logos
- Copies of invoices showing eligible costs incurred
- Proof of payment of eligible costs incurred (e.g. check copies)



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

# Tentative Program Schedule

Page 15

Activity	Tentative Dates
Air District announces grant opportunity and issues Program Guidance	August 2019
Online application opens	After the first pre-application webinar
Application deadline	4pm, September 10, 2019
Deadline to receive Board/Council resolutions	Within 30 calendar days after initial application deadline for applications submitted during the competitive phase. <i>Board/Council resolutions must be included in the application that are submitted after the competitive deadline.</i>
Air District issues awards for projects requesting awards of less than \$100,000	After the initial deadline, within 60 calendar days after the application is submitted
Air District Board of Directors considers awards for projects requesting awards of more than \$100,000	After the initial deadline, within 90 calendar days after an application has been submitted
Proposed funding agreements are sent to awardees for signature	Within 30 calendar days after an application has been approved for award
Deadline for Awardees to return signed funding agreement to the Air District	Within 60 days from date the agreement has been issued by Air District
Funding agreements executed by Air District	Within 30 days from the date the Air District receives the funding agreement signed by awardee



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

# Thank You!

[www.baaqmd.gov/tripreduction](http://www.baaqmd.gov/tripreduction)

Contact:  
Chengfeng Wang  
Air Quality Program Manager  
[grants@baaqmd.gov](mailto:grants@baaqmd.gov)  
(415) 749-8647