

# **BICYCLE INFRASTRUCTURE COMPONENT REMOVE II PROGRAM GUIDELINES, POLICIES, AND PROCEDURES**

## **SECTION I INTRODUCTION**

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is seeking applications for incentive funds for the development of a comprehensive bicycle transportation network. The expansion of Bicycle Infrastructure may provide air quality improvements as an alternative to motorized vehicular travel, according to the terms and conditions described in these guidelines.

The purpose of the Bicycle Infrastructure Incentive Component is to encourage the development and expansion of bicycle transportation facilities that promotes the use of bicycles as a safe and viable transportation alternative. Commuter bicycling has numerous benefits for the air quality by reducing motor vehicle emissions, fuel consumption and vehicle miles traveled in the San Joaquin Valley. As a result, this program will assist the SJVAPCD in attaining federal and state air quality standards.

The SJVAPCD is providing incentives to municipalities, government agencies, and public educational institutions interested in the funding of:

### **Transportation routes to support a commuter bicycling network include:**

- **Class I Bicycle Path Construction**
- **Class II Bicycle Lane Striping**

Funds are available for eligible projects that meet specific program criteria on a first-come, first-serve basis until the program funds are exhausted. These guidelines describe the policies and procedures of the Bicycle Infrastructure Incentive Component of the REMOVE II Program. For additional copies of Guidelines, Policies and Procedures or applications only, please call:

**(559) 230-5858**

For further information please contact:

**San Joaquin Valley Air Pollution Control District  
1990 E. Gettysburg Avenue  
Fresno, CA 93726-0244  
(559) 230-5800**

[www.valleyair.org](http://www.valleyair.org)

**SECTION II  
BACKGROUND**

The SJVAPCD is comprised of eight counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and the San Joaquin Valley portion of Kern. The SJVAPCD does not meet the health based National Ambient Air Quality Standards (NAAQS) for ozone and particulate matter ten (10) microns or less in diameter (PM10), and is required to implement strategies that will result in emissions reductions. Reactive organic gases (ROG) and nitrogen oxides (NOx) are precursors that react in sunlight to form ozone. NOx is also important in the formation of secondary PM10. Internal combustion engines are a significant source category that provides an opportunity to pursue substantial emission reductions.

The Bicycle Infrastructure Component provides incentives for the development of bicycle routes including Class I bicycle paths/trails and Class II bicycle lanes. These facilities provide the network for transportation, and the expansion of these bicycle routes are encouraged under this program component. Therefore, the purpose is to promote bicycle rider-ship as a form of alternative transportation by providing a safe, accessible and convenient bicycle transportation network through the development of these commuter bicycling facilities.

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**SECTION III  
ELIGIBLE  
PARTICIPANTS  
AND PROJECTS**

Any municipality, government agency, or public educational institution may apply to receive an incentive under this program.

The incentive amount for bicycle projects will be determined based on California Air Resources Board (ARB) calculation methodology for cost effectiveness and emissions reductions. The maximum funding levels for qualifying bicycle infrastructure projects are established as follows:

Project Category	Maximum Incentives
Class I Bicycle Paths/Trails	Up to \$150,000 per project
Class II Bicycle Lanes	Up to \$100,000 per project

- Only one incentive is available per application, and in addition, applications will be restricted to one project category. Therefore, applicants shall not incorporate more than one project category for a combined grant application. However, separate applications may be submitted for additional project categories.
- Funds will be awarded on a first-come, first-serve basis to all applications that meet the criteria and requirements, while program funds are available. In the event that proposals are submitted on the same day, proposals will be funded in the order of the best overall cost-effectiveness until funds are exhausted.

- Additional funding sources are not a requirement for participation in the Bicycle Infrastructure Incentive Component. Other co-funding is encouraged, and may be useful to cover ineligible portions of the project cost, but is not a requirement. State of California incentives, state and federal tax credits may be available.
- Program funds should not be used for projects that would have proceeded without SJVAPCD assistance. Projects with large cost savings to the system operator would not be eligible, since they should be considered an investment by the agency/organization. Projects where all cost savings accrue to the public users of the system would be eligible.
- Applicants must provide information of all funding sources that have been solicited to fund a project or program. Established SJVAPCD Governing Board guidelines require that applicants shall not use SJVAPCD program funds to supplant other existing potential funding sources.
- SJVAPCD funds may not be utilized for administrative or operational costs. The program will not allow funds to be used to reimburse an applicant for the cost of preparing/submitting an application or for the administration of a project including indirect costs for research foundations and educational institutions.

The criteria for the **Bicycle Infrastructure Incentive Component** are as follows:

- The bicycle infrastructure project must promote bicycling to reduce vehicle miles traveled (VMT) and traffic congestion (idling time).
- The bicycle infrastructure project should eliminate barriers or gaps within the general (existing) bicycle transportation network of the community. Linkage to existing facilities is highly encouraged.
- The bicycle infrastructure project must contribute to the reduction of motor vehicle emissions and the promotion of clean air.
- The bicycle project must contribute to the development of a widespread alternative transportation network of paths, lanes and routes for commuter bicycling purposes.
- The bicycle project should improve accessibility for bicyclists to utilize the public transit bus system or other options for intermodal transportation purposes.
- The bicycle project must improve the general safety conditions for bicyclists and increase their visibility or awareness to motorists.

The bicycle project must contribute to the reduction of single occupancy vehicle (SOV) travel.

**SECTION IV  
PROGRAM  
REQUIREMENTS**

In addition to the above criteria, the following elements are set forth as program requirements:

- The bicycle infrastructure project shall be based within the geographic area of the SJVAPCD. *(See map in Section VIII)*
- The bicycle infrastructure project will directly support and augment commuter bicycle travel within the boundaries of the SJVAPCD.
- Simple annual reports will be required for two (2) years from the beginning of the bicycle facility operation. The reports shall include such information as commuter traffic data, notable changes to motor vehicle traffic counts, and details regarding any major safety or bike facility problems experienced. In addition, reporting of the facility maintenance, changes in the composition or number of activity centers proximal to the project site, and surrounding bicycle facilities will be required.
- Applicants must not use the possible elimination of an existing project or program to justify their proposal, or in the determination of emission reduction. If a project or program was, or is currently in existence, then no additional emission reductions will be granted. In addition, SJVAPCD funds may not be utilized for administrative or operational costs.
- Bicycle paths or trails should not be designed for recreational purposes. Rather, they must be designed for the primary accommodation to improve transportation access for bicyclists. Bicycle paths/trails should provide convenient links to other bicycle routes within the transportation network to be effective.
- Landscaping, seating accommodations (benches), and general cosmetic or aesthetic features will not be eligible for funding under this incentive program. This program is restricted to the physical materials and structural development of bicycle transportation routes specified in Section One for this grant program.
- Bicycle bridges and tunnels are highly discouraged and will be considered only on a case-by-case basis. Justification must be provided such as specific roadway or freeway conditions that require such structures for accessibility.
- Project sites should target areas where there is a high demand or necessity for bicycle facility development or improvement. These locations should exhibit high traffic flow and commuter travel to areas of frequent activity such as primary/secondary schools, shops, colleges, churches, libraries, downtown commerce, community parks and centers (activity centers).
- Potential project sites should include areas representing disadvantaged communities. Residents in these areas are largely limited economically and are

more likely to benefit and utilize alternative forms of transportation such as bicycling and walking.

- If the bicycle project is not completed within the minimum one (1) year term set forth in this program, the funds may be awarded to other bicycle infrastructure projects by the SJVAPCD.
- The SJVAPCD will not fund any bicycle projects implemented prior to the application process. The bicycle infrastructure plan must be approved by the SJVAPCD prior to construction and procurement of materials.
- Applicant agrees that any emission reductions associated with this program will be claimed and retired by the SJVAPCD in the interest of air quality improvement for the residents of the San Joaquin Valley. Applying agency or organization waives, for all time, the right to claim emission reduction credits which may accrue at any time as a result of this program, and agrees not to apply to the SJVAPCD or any other agency for such credits.
- Evidence of applicable insurance coverage must be provided upon request.
- ARB Methodology will be utilized for calculating the cost effectiveness and emissions reduction values for each project application under review. The calculations will have a direct impact on determining the incentive amount for each approved project under the Bicycle Program. Applicants may evaluate their bicycle project proposal using Cost Effectiveness Analysis Tools from the ARB web site at [www.arb.ca.gov/planning/tsaq/eval/eval.htm](http://www.arb.ca.gov/planning/tsaq/eval/eval.htm) (2003 Edition).

Pre-monitoring and post-monitoring inspections will be required of proposed project sites, equipment and materials. Monitoring data will be required in the form of annual reports to assess the efficacy of the project.

Criteria and requirements may be reviewed, as new information becomes available, and can be revised at the discretion of the Executive Director/Air Pollution Control Officer as needed.

The SJVAPCD reserves the right to deny any applicant an incentive in which the SJVAPCD concludes does not meet the general criteria or requirements described in the general guidelines for this grant program. Determination of funding is at the full discretion of the SJVAPCD.

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**SECTION V  
APPLICATION/  
PROGRAM  
PROCESS**

The application and program participation process is as follows:

1. Develop a bicycle proposal that qualifies under the list of bicycle infrastructure projects to support a commuter bicycle network for this incentive program.
2. You may contact the SJVAPCD to ensure a selected bicycle project is eligible for participation in the program.
3. Complete and provide all the necessary information on the application forms. In addition, any required information or documentation to support the merit of the bicycle infrastructure project to the SJVAPCD (proof of insurance, project maps, project design lay-out, blue-prints, reports, models or displays, etc.).
4. Once the proposed bicycle infrastructure project is formulated, apply to SJVAPCD to obtain authorization to receive an incentive. After the application is approved, the SJVAPCD will set aside funding for your project provided the bicycle infrastructure project meets all eligibility criteria set forth in this document.
5. Sign a simple contract with the SJVAPCD agreeing to facilitate the bicycle project in the San Joaquin Valley, to have appropriate insurance coverage, to provide annual reports on bicycle facility or linkage operation, and other standard provisions.
6. Construct the bicycle path/lane or install the bicycle facility equipment according to the approved project design.
7. Submit copy of invoices, list of the project costs breakdown and the SJVAPCD Request For Payment form, and other required information to the SJVAPCD.
8. SJVAPCD reviews information and processes payment.
9. Applicant fills out a SJVAPCD report form annually for two years.

**Timeframe Goals:**

The SJVAPCD will make every effort to process applications quickly. If numerous applications are received on the first day, it may not be possible to meet the processing goals listed as follows:

1. The application is reviewed by SJVAPCD staff for completeness within thirty (30) working days of receipt of the application. If the application is incomplete, it will be returned to the applicant with a description of areas in which the application is

inadequate. Any revised application that is not returned by the applicant with the requested information within fourteen (14) calendar days is rendered null and void, and resubmittal is required.

2. An evaluation period of approximately thirty (30) working days will follow for staff to assess the emission reductions, cost effectiveness, and validate the project proposal and application meets all the criteria established for the program component. In addition, pre-inspection and post-inspection of the proposed project site may be required.
3. Upon approval of the application, the SJVAPCD will prepare a standard contract for signature by the applicant and the SJVAPCD. The contract process may take a minimum of eight (8) weeks to complete.
4. Applicant submits equipment invoices, receipts, and SJVAPCD Claim(s) for Payment form. The SJVAPCD will issue payment within thirty (30) days after verification that the bicycle infrastructure project has been placed into service.
5. Applicant submits annual reports that contain any changes to vehicle miles traveled, bike facility usage, and describes any major safety or maintenance problems experienced. The SJVAPCD maintains the right to monitor the project periodically to ensure that the bicycle facilities are kept in service.

The ARB states that emissions reductions result from the decrease in emissions associated with auto trips replaced by bicycle trips for commute or other non-recreational purposes. Therefore, the emphasis for all bicycle infrastructure projects should be for the promotion and accommodation of bicycling as a viable alternative transportation method to driving. Benefits include the substantial reduction of motor vehicle trips and emissions in the San Joaquin Valley. Improving the safety, accessibility and convenience for bicycle travel attracts more individuals to consider this transportation alternative as a practical mode for daily commutes.

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**SECTION VI  
INFORMATION  
NEEDED FOR  
APPLICATION**

**T**he applicant must provide detailed information about each bicycle infrastructure project. Additional information may be requested during the review process if needed.

**Applicant Information**

- Organization name, address, contact name, person with contract signing authority, phone, fax and email.

- The geographic area where the bicycle facility or linkages project will be operated. The bicycle infrastructure project must directly augment bicycle commuter travel within the SJVAPCD.

### **Required Information**

- The amount of funding requested for this grant program.
- The detailed project costs and itemized breakdown.
- Location and description of the proposed project site for bicycle paths and lanes.
- The number of operating days per year for the bicycle facility or transportation network site.
- The average length of the bicycle trips (miles per trip in one direction) specific to this bicycle project site.
- The annual Average Daily Traffic (ADT) volume on the roadway parallel to the bicycle project (trips per day and is usually less than 30,000).
- The project class (1 or 2) and the project facility specifications.
- List the various types of activity centers in the vicinity of the bicycle project.
- Facility and equipment cost components list.
- The length or distance (linear miles or feet) of the project for bicycle path or lane.
- The estimated number of bicycle traffic per day of the project site.
- Maps of the project, design layout, and/or visual displays.

### **Incentive Amounts**

Incentive amounts for bicycle facility and linkage projects will be based on maximum project funding as follows:

<u>Class I Bicycle Path</u> maximum funding: \$150,000.
<u>Class II Bicycle Lane</u> maximum funding: \$100,000.

The determination of incentive funds for bicycle infrastructure projects will be affected by emission reduction and cost effectiveness calculations based on ARB Methodology.

Funds will be awarded on a first-come, first-serve basis to all applications that meet the criteria and requirements, while program funds are available. In the event that the proposals are submitted on the same day, proposals will be funded in the order of the best over-all cost effectiveness until funds are exhausted.

**Cost Effectiveness and Emission Reductions:**

ARB methodology will be utilized for calculating the cost effectiveness and emissions reduction for each project application. These calculations will have a direct impact on the incentive determination for each approved project under this bicycle program. The maximum acceptable cost effectiveness value for any proposed bicycle transportation or linkage project is \$20/lb (ROG, NOx and PM10). However, the SJVAPCD encourages all applicants to achieve a cost effectiveness value less than \$10/lb to increase their funding potential. Historically, these projects have achieved an average cost effectiveness below \$6/lb of emission reduction. Therefore, the project design to minimize the cost per pound of pollutants and the project efficacy to achieve emissions reduction is highly encouraged. Methods to find the cost effectiveness of funding air quality projects and utilization of the Cost Effectiveness Analysis Tools is available at the ARB website: [www.arb.ca.gov/planning/tsaq/eval/eval.htm](http://www.arb.ca.gov/planning/tsaq/eval/eval.htm). The ARB requires the SJVAPCD to utilize the most current Emission Factor Tables for the calculation methodology. The SJVAPCD will utilize the ARB 2004 Emission Factor Tables for project calculations. Please refer to the 2004 Emission Factor Tables available at the SJVAPCD web site.

Please note that the SJVAPCD does not fund all projects identified in the calculation methodologies. Contact the ARB Transportation Strategies Group at (916) 445 – 0098 if you have any questions regarding these methodologies.

**Project Monitoring:**

- Pre-monitoring and post-monitoring inspections may be required of proposed project sites, equipment and materials. Monitoring data will be required in the form of annual reports to assess the efficacy of the project. .

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**SECTION VII  
CONTRACT  
REQUIREMENTS**

**T**hose applicants that receive funding must enter into explicit contracts with the SJVAPCD setting forth specific performance criteria to ensure compliance with statute and audit requirements.

Contract preparation will begin immediately upon SJVAPCD approval of an application. The bicycle infrastructure project must be put into service within one (1) year from the date of contract signature. All projects will be reimbursed only after the bicycle infrastructure is operational, placed into service and verified by the SJVAPCD staff.

Prior to receiving any funds, the grantee must provide the SJVAPCD with the following documents:

1. **SJVAPCD Claim(s) for Payment** with copies of itemized invoices and receipts.
2. **Verification of appropriate signing authority** - The signing authority must be the person authorized in the contract as the person who can act on all fiscal matters on behalf of the funded agency or entity. This may be accomplished by resolution, or the like.
3. **Verification of all insurance requirements identified in the contract** - If self-insured, a letter from a risk manager or the like will be acceptable

The contract will require the applicant to perform adequate record keeping for the SJVAPCD to verify the appropriate use of government funds. It will also include reporting requirements by the applicant. Contract monitoring will be performed by SJVAPCD staff on a periodic basis. Additionally, the SJVAPCD reserves the right to conduct a fiscal audit to ensure appropriate expenditure of funds.

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**SECTION VIII  
MAP OF THE  
SJVAPCD**

