



ATTACHMENT A

GRANT PREPARATION ASSISTANCE: SCOPE OF SERVICES

Overview

TAMC is seeking matching funds for its Measure X projects from various state and federal funding programs such as, but not limited to:

- SB 1 competitive funding programs
- Federal Lands Access Program
- Highway Safety Improvement Program

Task Orders

Work will be conducted via task orders issued by the TAMC project manager. The project manager will create a task order scope of work and estimated budget for negotiations with the consultant team. After negotiations are successfully concluded, the Consultant and TAMC authorized representatives will sign off on the scope of work and budget for the task order and TAMC will issue the notice to proceed.

Typical Services

Typical services performed under this contract, conducted in close coordination with the TAMC project manager, will include the following:

- a. **Information Gathering:** Develop grant approach and assemble existing project data and visual information.
- b. **Technical Analyses:** Perform the required grant application technical work utilizing existing information, including analysis of congestion data and calculation of the project's benefit/cost and air quality improvements. Recommend and perform complementary technical analyses that more fully demonstrate the benefits of the project, for example, health data analysis, greenhouse gas emissions analysis, cost benefit analysis.
- c. **Visual Information:** Work with TAMC staff to assemble and create visual information such as project maps, refinements to project drawings and layouts, photos and/or charts that enhance the quality of the application.
- d. **Draft Grant Application:** Prepare draft grant application utilizing a visually-appealing layout for the project team's review, according to the task order schedule to allow sufficient review time prior to the required project submittal.

- e. **Final Grant Application:** Finalize the application to respond to the project team review comments and transmit in an editable format to the project manager at least one week prior to the required grant due date.

Role of TAMC

TAMC will:

- Provide to the Consultant written and visual project information currently in its possession to facilitate the preparation of the grant applications.
- Set up the various meetings and conference calls to coordinate information-sharing.
- Prepare any required project programming request forms.
- Review and comment on the draft grant applications.
- Finalize the grant applications and submit them as required by the grant application deadlines.

Background Information

The following documents may be helpful as background information:

[Measure X Project Descriptions and Policies](#)

[2017 Integrated Funding Plan](#)

[2017 Integrated Funding Plan - Spreadsheet & Staff Report](#)