

**Santa Clara County Vehicle Emissions Reductions Based at Schools (VERBS)
SPONSOR CHECKLIST**

CMAQ Eligibility Criteria	Acknowledges (Initials)
Submit completed obligation/transfer package to Caltrans for federally funded phase(s) by November 1, of the year of funding.	
Provide at least 11.47% of total project cost.	
Complete a federal environmental document.	
MTC Eligibility Criteria	
Requested grant amount per project: minimum = \$500,000; maximum = \$1,000,000.	
Submit Resolution of Local Support.	
Submit a Complete Streets Checklist.	
Meet all requirements of the MTC Regional Project Delivery Policy. (http://mtc.ca.gov/sites/default/files/MTC_Res_3606.pdf)	
Projects must be consistent with the adopted Regional Transportation Plan.	
VTA Criteria	
Design and construct a bicycle capital project in accordance with the VTA Bicycle Technical Guidelines (where applicable). http://bit.ly/2o5DJTi	
Design and construct a pedestrian capital project in accordance with VTA Pedestrian Technical Guidelines (where applicable). http://bit.ly/2o2t8rV	
Submit Reports to VTA and Invoicing to Caltrans.	

By applying for and accepting VERBS CMAQ funding, the project sponsor acknowledges that the agency has and will maintain the expertise and staff resources necessary to deliver the federal-aid project within the project-funding timeframe.

Signature

Printed Name

Date

Title