

# 2016 MEASURE B PROGRAM MANUAL

September 2021




# Purpose

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This program manual serves as a living document for the cities and the County of Santa Clara (referred as “Member Agencies” hereafter) with information on:

- General Program Guideline
  - *Project eligibility, funding, requirements*
- Project Oversight
- Subcategory Program Structure & Process
- Required Documentations

## How to use this document?

- On the main menu (next page), you can click on the category icon/name to find its information.
- You can always click on the  button on the bottom right of each page to go back to the main menu.
- On the cover page of each program category, you can click on the underlined texts to find relevant program information.



# Program Category Menu



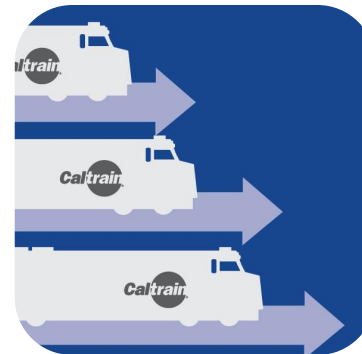
Administration



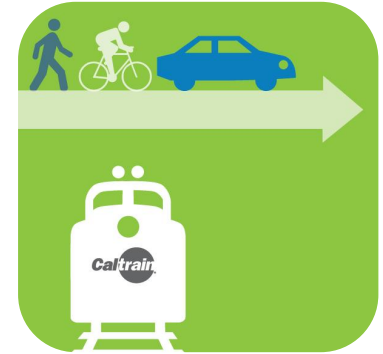
BART Phase II



Bicycle & Pedestrian



Caltrain Corridor  
Capacity  
Improvements



Caltrain Grade  
Separation



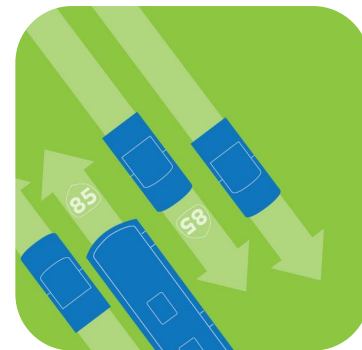
County  
Expressways



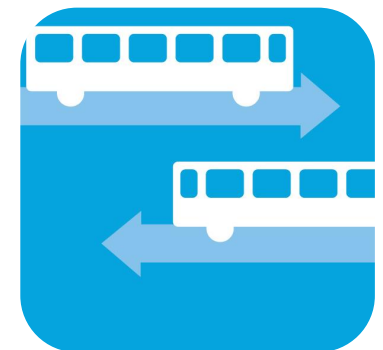
Highway  
Interchanges



Local Streets &  
Roads



State Route 85  
Corridor



Transit  
Operations

# 2016 MEASURE B



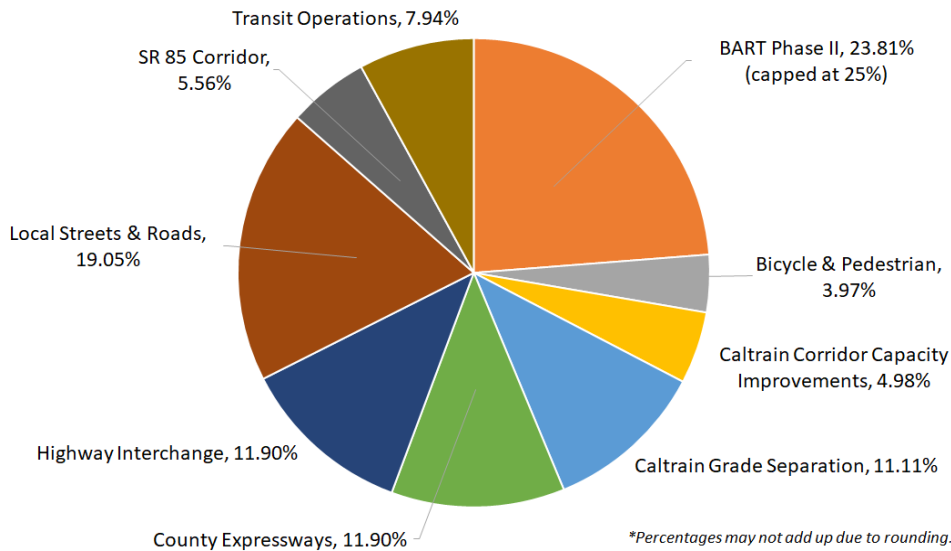
## Administration

- [Program Tax Revenues & Program Allocation](#)
- [Program Categories](#)
- [10-Year Program and Biennial Budget Principles](#)
- [Project Readiness Criteria](#)
- [Agency Resources](#)



# Program Tax Revenues and Program Allocation

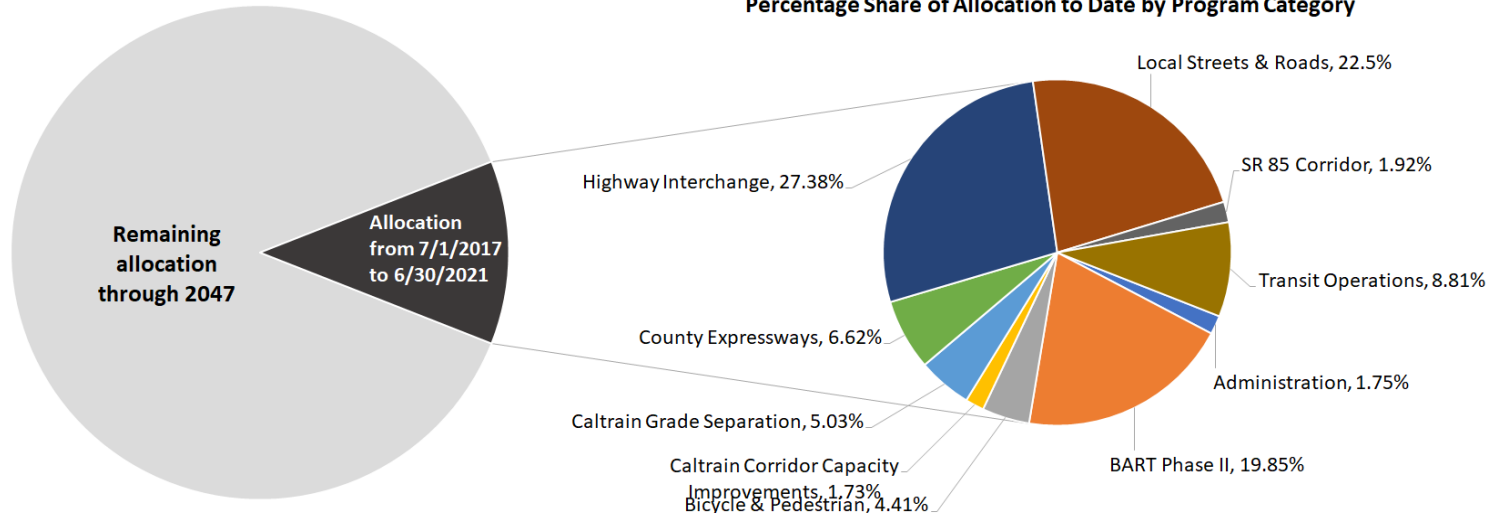
Percentage Share of Program Tax Revenues by Program Category



## PROGRAM TAX REVENUES

Tax revenues received for the 30-year life of the tax, including any interest or other earnings thereon, **less** any funds necessary for satisfaction of debt service and/or cost of borrowing and costs of program administration and oversight, such as costs of grant administration and financial management.

Percentage Share of Allocation to Date by Program Category



# Program Categories

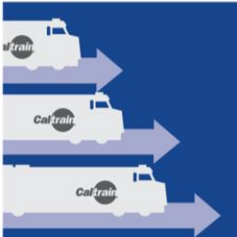
## Need/Capacity Program Categories



BART Phase II



Caltrain Grade Separation



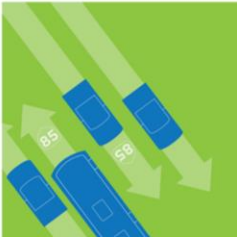
Caltrain Corridor Capacity



Highway Interchanges



County Expressways



SR 85 Corridor

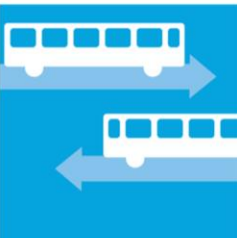
## Formula Based Program Categories



Local Streets & Roads



Bicycle & Pedestrian



Transit Operations



# 10-Year Program and Biennial Budget Principles

- Comply with the language of the ballot measure (including any amendments approved pursuant to the ballot language).
- Invest in all nine program categories throughout the 10-year period, as long as funding remains available in the program category, with the understanding that there may not be allocations in all categories annually.
- Apply ballot-established ratios to Formula-based programs on an annual basis.
- Apply Board-approved project readiness selection criteria to Need/Capacity-based programs for projects to be included in the 10- year Program and Biennial Budget and apply specific project prioritization processes for each program consistent with the 25% cap of Program Tax Revenues on the BART Phase II program category and the ratios applicable to each category.
- Use financing tools, subject to approval by the VTA Board of Directors, to make funding available when projects are ready, subject to available financing capacity.
- Explicitly and transparently consider opportunities from external funders.



# Project Readiness Criteria for Need/Capacity-based Programs

The VTA Board of Directors approved three Project Readiness Criteria as scheduling tools for all the [Need/Capacity-based program categories](#) to determine when a project is ready to be included in the 10-year Program and the Biennial Budget:

| Criterion  | Definition   | Example  |
|--|--|--|
| <b>Criterion #1:<br/>Project delivery status</b>           | Allocations for projects in the 10-year Program will be based on project delivery phases and completion of each phase. Projects must complete prior delivery phase(s) as a prerequisite for allocation of funds in a Biennial Budget for the next phase. | <p>A project for which design funding is requested in the Biennial Budget would need to have completed the environmental phase and have the environmental document approved by the appropriate governing body.</p> <p>A project may be included in the 10-year Program for a specific project delivery phase even if it is not included in the Biennial Budget.</p>  |
| <b>Criterion #2:<br/>Funding status</b>                    | Project must have non-2016 Measure B match funds identified for inclusion in the 10-year Program and secured for a Biennial Budget allocation.   | A project for which design funding is requested in the Biennial Budget would need to have non-2016 Measure B funds identified in the project sponsor’s adopted budget for the design period. If the project is requesting design funding for the 10-year Program, that project must identify a funding plan for the remaining phases of the project.   |
| <b>Criterion #3:<br/>Partner agency /community support</b> | Partner agencies must be identified for inclusion in the 10-year Program. Community, permitting agency and partner agency support must be demonstrated for a Biennial Budget allocation.   | A project for which design funding is requested in the Biennial Budget must have letters of agreement or memoranda of understanding executed with all partner agencies that support the continued development of the project, and legal challenges impacting the project schedule must be resolved before funding is approved in the Biennial Budget. If the project is requesting design funding in the 10-year Program, all partner agencies involved with the project must be identified. |





# Agency Resources

## BRANDING

- Partner agencies are required to use VTA's 2016 Measure B logo in their collateral materials. The logo is available in multiple formats.
- 2016 Measure B Branding Guide can be found here:

<https://www.vta.org/projects/funding/2016-measure-b#accordion-2016-measure-b-logos>

## 2016 MEASURE B TRANSPARENCY WEBSITE

- Visit [2016measureb.vta.org](http://2016measureb.vta.org) for financial details about the projects, funding categories and areas you care about most.
- The site provides a window into the measure's revenue and expenditures, one more example of VTA's commitment to transparency.

## TEMPLATES AND REPORTING FORMS

Templates and reporting forms mentioned in this Program Manual can be found here:

<https://www.vta.org/projects/funding/2016-measure-b#accordion-templates-and-reporting-forms>

### Templates and Reporting Forms

- Capital Projects Complete Streets Checklist
- Capital Projects Complete Streets Checklist Tips
- Project Management Plan Template
- Project Quarterly Progress Reporting Form

Local Streets & Roads Annual Documentation Templates

- Program of Projects
- Pavement Program: Complete Streets Self-Declaration Form
- Pavement Program: Annual Reporting Form
- Congestion Relief: Annual Reporting Form

Bicycle & Pedestrian Education and Encouragement Annual Documentation Templates

- Annual Reporting Template
- Program of Projects



# BART Phase II

- [General Guideline](#)
- [Project Oversight](#)



# BART Phase II General Guideline

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## PROJECT ELIGIBILITY

Project delivery of BART Phase II, including all project phases from planning to construction. The program includes four station projects:

1. Alum Rock/28<sup>th</sup> Street Station
2. Downtown San Jose Station
3. San Jose Diridon Station
4. Santa Clara Station

## REQUIREMENT

1. Compliance with BART Phase II Guidelines
2. Each of BART Phase II stations is considered as an individual capital projects and must comply with VTA's Complete Streets Reporting Requirements.

## ESTIMATED FUNDING

- 23.81% of Program Tax Revenues.
- The funding is also capped at a maximum of 25% of Program Tax Revenues.



# General Oversight

## HIGH LEVEL OF OVERSIGHT

- 2016 Measure B Program Office will perform high level of oversight in each BART Phase II station project.
- FTA will conduct independent project oversight for each BART Phase II station project.

## DOCUMENT CHECKLIST

Submit the following documents per project:

- Capital Project Complete Streets Checklist
- Project Management Plan
- Funding Plan
- Quarterly Progress Reports
- Reimbursement Request (ongoing)

| Requirement                         | High Oversight    |
|-------------------------------------|-------------------|
| Complete Streets Checklist          | Per project phase |
| Project Management Plan             | Required          |
| • <i>Develop with VTA</i>           | ✓                 |
| • <i>Staffing Plan</i>              | ✓                 |
| • <i>Schedule</i>                   | ✓                 |
| • <i>Contracting Plan</i>           | ✓                 |
| • <i>Risk Assessments</i>           | ✓                 |
| Funding Plan                        | Required          |
| Project Team Meetings               | Monthly           |
| Written Progress Reports            | Quarterly         |
| Present at VTA Committees as needed | Required          |



# Bicycle & Pedestrian

- [General Guideline](#)
- [General Oversight](#)
- Education & Encouragement
  - [Program Structure](#)
  - [Eligible Use of Funds](#)
  - [Program Process](#)
  - [Annual Documentation](#)
  - [Example Projects](#)
  - [Example Metrics](#)
- Capital Projects
  - [Program Structure](#)
  - [Program Process](#)
- Planning Studies
  - [Program Structure](#)
  - [Program Process](#)



# Bicycle & Pedestrian Program General Guideline

## PROJECT ELIGIBILITY

- Bicycle and pedestrian projects of countywide significance identified on Attachment A of 2016 Measure B.
- Bicycle and pedestrian educational programs such as Safe Routes to Schools, are eligible for funding.

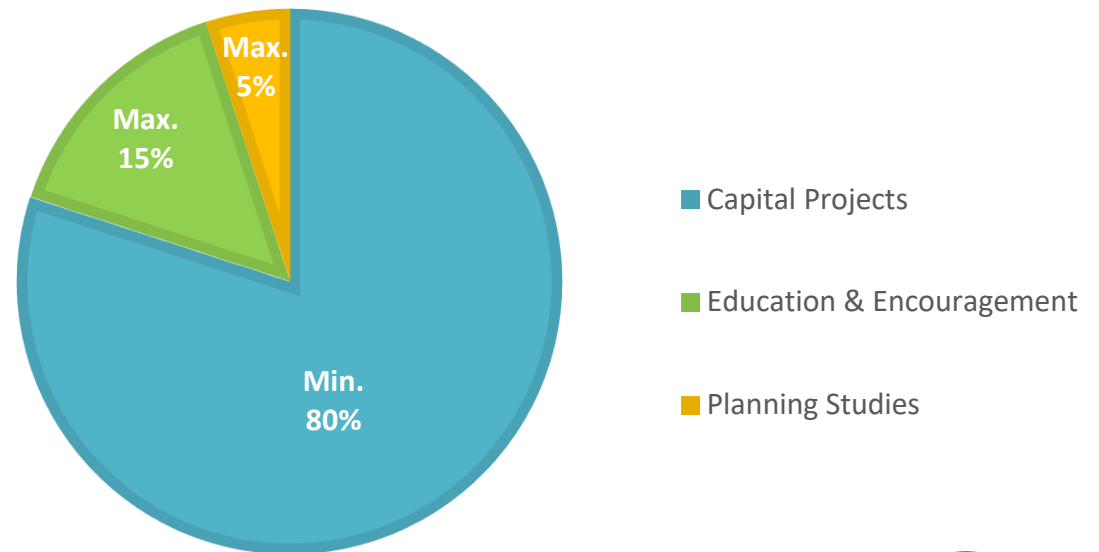
## DISTRIBUTION

- Funds will be distributed on a 2-year cycle.

## ESTIMATED FUNDING

- 3.97% of Program Tax Revenues

Breakdown of Bicycle & Pedestrian Subcategory Funding



# General Oversight

## LOW LEVEL OF OVERSIGHT

- In general, 2016 Measure B Program Office will perform low level of oversight for this program category.
- Please refer to document checklist for each Bicycle & Pedestrian program subcategory.

| Requirement                         | Low Oversight for Programmatic Categories |
|-------------------------------------|---|
| Executed Agreement                  | Master funding agreement                  |
| Complete Streets Checklist          | Annually                                  |
| Project Management Plan             | Optional                                  |
| Funding Plan                        | Optional                                  |
| Project Team Meetings               | Semi-annually, at minimum                 |
| Written Progress Reports            | Annual status report                      |
| Submit Invoices                     | Annually, at minimum                      |
| Present at VTA Committees as needed | Required                                  |



# Education & Encouragement – Program Structure

## ALLOCATION

- Allocate \$250k to County and VTA for countywide coordination.
- Allocate \$10k minimum per city.
- The cities that would've received over \$10k by straight population percentage formula (of all jurisdictions) then split the remaining amount by population percentage.

## ELIGIBLE ACTIVITIES

Eligible program activities include, but are not limited to:

- ✓ Organization and Implementation of K-12 Safe Routes to Schools programs and activities, Vision Zero programs, board and safety campaigns, open streets events, bicycle/pedestrian community events, and crosswalk stings or other activities that educate roadway users on traffic laws.
- ✓ Creation and implementation of active transportation marketing
- ✓ Development and distribution of bike/walk maps
- ✓ Education of walking and bicycling skills to adults and children.
- ✓ Working with law enforcement officials on traffic laws related to biking and walking.
- ✓ Purchase and distribution of bicycle/pedestrian safety equipment in education/encouragement activities.
- ✓ Purchase and distribution of incentives for education/encouragement activities.
- ✓ Any other program or activity approved by VTA in writing.





# Education & Encouragement – Eligible Use of Funds

## ELIGIBLE USE OF FUNDS

Eligible use of funds must satisfy **all** four conditions:

1. Are a staff cost or direct cost for the Member Agency;
2. Are being incurred by the Member Agency in connection of a project provided that VTA has pre-approved such project;
3. Are not related to a capital improvement; and
4. Were not incurred prior to July 1, 2017.

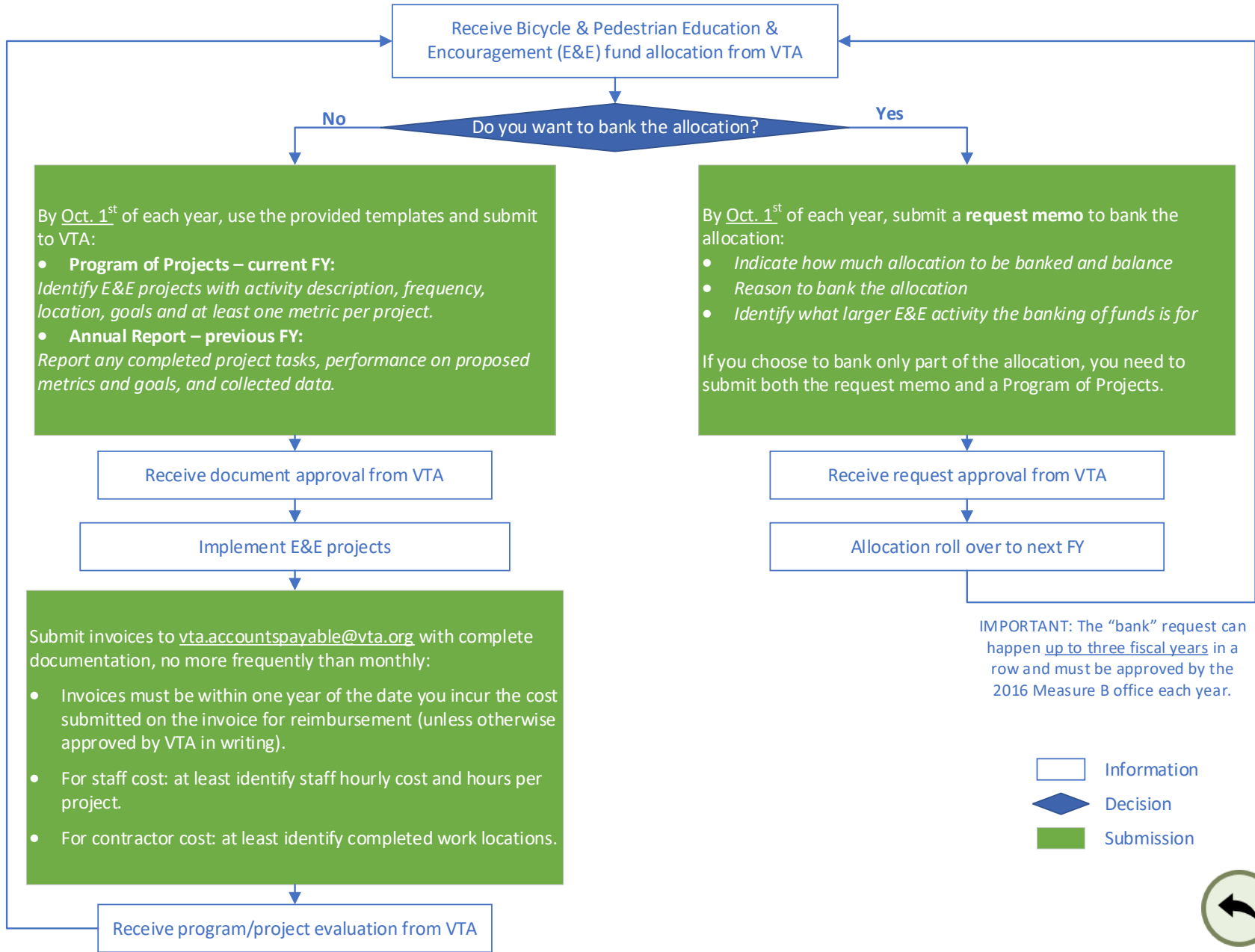
## INELIGIBLE USE OF FUNDS

Examples:

- × Bike/ped infrastructure: any fixed bicycle amenities
- × Training for Member Agency staff
- × Utilities
- × Food for participants at bike/ped education classes
- × Business costs



# Education & Encouragement – Program Process



# Education & Encouragement – Annual Documentation

## DOCUMENT CHECKLIST

- Annual Program of Projects (Due Oct. 1 of each year)
- Annual Report (Due Oct. 1 of each year)
- Collected metrics and project data (if any)
- Request memo to bank E&E allocation (Due Oct. 1 if applicable):
  - Letter must be signed by the director or equivalent position.
  - Indicate allocation amount to bank and balance.
  - Reason of banking the allocation.
  - Explain what larger E&E effort the banking of funds is for.
- Reimbursement Request (ongoing):
  - Cover letter
  - Identify the fiscal year for request, allocation amount and balance
  - Consultant/vendor invoices: you must identify that it is for the E&E effort and include proof of payment
  - Staff costs: you must identify the corresponding E&E projects, with information of staff/position, hours, rate and date. Format can be your standard accounting system format, but not in excel file.

## TEMPLATES LOOK LIKE THIS:

### 2016 Measure B Bicycle & Pedestrian Education & Encouragement Program of Projects

Choose an Agency

Fiscal Year: July 1, 20XX – June 30, 20XX

Instruction:

1. Fill out this form in Microsoft Word. Make sure you indicate the agency and fiscal year above.
2. Submit a draft to VTA for review and approval.
3. After approval, go to "file" and "save as" to save this file as PDF. Please do not print to PDF because it will not preserve the document accessibility. Any attachments to this document should be made accessible and have optical character recognition.
4. Submit the final version in PDF to VTA as official submittal. Due date is October 1<sup>st</sup> of every year.

| Project Title                                   | Project Activities Description   | Project Locations | Frequency | Project Goals*  | Proposed Evaluation Metrics*                      |
|---|--|-------------------|-----------|---|---|
| <i>Example:</i><br>Online media safety campaign | <ul style="list-style-type: none"> <li>• Develop clear and direct campaign slogans, and design marketing materials.</li> <li>• Advertise campaign through online articles and news.</li> </ul> | Online            | Annually  | <ul style="list-style-type: none"> <li>• Increase awareness of the responsibilities of pedestrians, bicyclists and motorist and improve behaviors.</li> </ul> | Project reach: number of people taking the pledge |
|   |  |                   |           |   |   |
|   |  |                   |           |   |   |
|   |  |                   |           |   |   |
|   |  |                   |           |   |   |
|   |  |                   |           |   |   |
|   |  |                   |           |   |   |
|   |  |                   |           |   |   |



2016 Measure B Bicycle & Pedestrian Education & Encouragement Program Annual Reporting

**1. Instruction**  
Submit this form in PDF format to [2016MeasureB@vta.org](mailto:2016MeasureB@vta.org) by October 1<sup>st</sup> of each year to provide a progress update for the 2016 Measure B Bicycle & Pedestrian Education & Encouragement (EE) program.

**2. General information**

|  |  |
|--|--|
| Jurisdiction   |  |
| Date of Submittal  |  |
| Contact - Name/Title   |  |
| Email  |  |
| Phone  |  |
| Allocation to date   |  |
| Reimbursement received to date   |  |
| Remaining allocation (Allocation to date - Reimbursement received to date) ... Allocation banked |  |
| Reporting period (For example: July 1, 2017 - June 30, 2020)                                     |  |

**3. Program Progress Report**

1. Did you choose to bank your allocations of this reporting period?  
 Yes, you may skip Questions 2-4. Please briefly describe if you worked on any preparation for a larger EE effort/activity:

No, please answer Questions 2-4.

Page 1 of 2

2016 Measure B Bicycle & Pedestrian Education & Encouragement Program Annual Reporting

**2. What projects did you work on during the reporting period?**  
Please fill in the table below based on your proposed Program of Projects. You may expand the table as needed.

| Project Title | Completed Project Tasks (What, when, where) | How did you perform on the proposed metrics? | Did you achieve project goals? (Before vs. after) |
|---------------|---|--|---|
|               |   |  |   |
|               |   |  |   |
|               |   |  |   |
|               |   |  |   |

**3. Please provide the collected data and metrics as separate attachments. Do you have any key findings from collected data and metrics?**

**4. What lessons did you learn from the projects?**

Page 2 of 2



# Education & Encouragement - Example Projects

## Safe Routes to School (SRTS)

- SRTS events: pop-up demonstration, walking school bus, Walk n' Roll days, in-class bike/pedestrian education, parent train the trainer, helmet fittings
- SRTS individual school program and activity plans development
- Pre-K Education opportunities: Learn to Ride Balance Bikes
- Grade 1: Advanced Pedestrian Training
- Grade 2: Scooter Training and Traffic Understanding
- Grade 3 & 4: Helmet Safety Training
- Grade 4: Bike Rodeo
- Grade 5 & 6: Middle School Cycling Proficiency
- Grade 7 & 8: Train the Trainer on Helmet Safety
- High School: Implementation into Life Fitness Course
- SRTS teacher education, public meetings, online engagement & outreach Survey
- SRTS outreach & education – standalone website, plans, maps, brochures and incentives

## Marketing and Distribution of Incentives

- Creation and distribution of marketing materials and incentives, such as citywide/countywide maps, bike helmets, bike lights, and/or reflective safety items.
- Development of a Bicycle Friendly Business Program.

## Community Engagement / Safety Education Programs

- Mobility Information Kiosk E-Bike (M.I.K.E) Community Engagement Pilot at parks, schools and other public space.
- Adult bicycle education classes
- Adult education classes videos
- Licensed Cycling Instructor training for community members
- Vision Zero Safety Education Campaign
- Bike/walk counts at specific hot spots
- Pedestrian safety: provide expanded crossing guard hours at schools

## Special Bicycle/Pedestrian Events

- Bike valet at downtown weekly live events during summer
- Bike to Work Day
- Bike to School Day
- Open Streets Events
- Fall Bike Fests: develop bike challenges and purchase incentives
- Family Fun Bike Night Event



# Education & Encouragement - Example Metrics

Member Agencies must propose at least one metric per project based on the project goal(s).

We identified four main categories of proposed metrics:

## 1. Project Reach

- Number of participants/volunteers
- Number of schools/students/teachers/parents/staff/business participating
- Number of views or downloads on the map/website/videos/flyers
- Number of courses offered
- Number of campaign goals and activities developed
- Number of survey respondents
- Number of materials/incentives distributed

## 2. Behavioral or Attitude Change

- Number/rates of parents/caregivers who would allow their students to actively commute to school, by school.
- Before/after data of respondents' feedback on the safety education campaign
- Participants have a more positive opinion of bicycling and feel more confident bicycling after taking courses
- Pop-up survey asking viewers about how they use the map, bicycling habits, and if the map changed their behavior.
- Rates of participants reporting 60 minutes of exercise or more and % of bicyclists, measured by post-event surveys
- Collision analysis reporting

## 3. Mode Shift

- Rates of students walking and biking to school
- Number of bikes parked and percentage change over time
- Number of pedestrians/cyclists counted at hot spots/nearby school intersections
- Survey results of commuting mode change

## 4. Equity

- Number of SRTS activities offered per school
- Number of identified pick-up/drop-off locations or routes designed per school
- Number of visits/events per school/area
- Number of written testimonials letters of appreciation from institutional and school leaders



# Capital Projects – Program Structure

## ALLOCATION

- Competitive grant – see “Program Progress” on the next page.
- 10-year cycle with funds allocated every two years.
- Allocation will be based on project ranking, funding availability and project readiness.
- Call for projects will be posted on: <https://www.vta.org/programs/congestion-management-program/grants>

## PROJECT ELIGIBILITY

- 2016 Measure B Eligible
  - Application must identify source of eligibility
    - *Attachment A of 2016 Measure B*
    - *Countywide Bicycle Plan, etc.*
- Complete Streets Reporting Requirement Attached
- Grant request ≥ \$50,000

## PROJECT CRITERIA

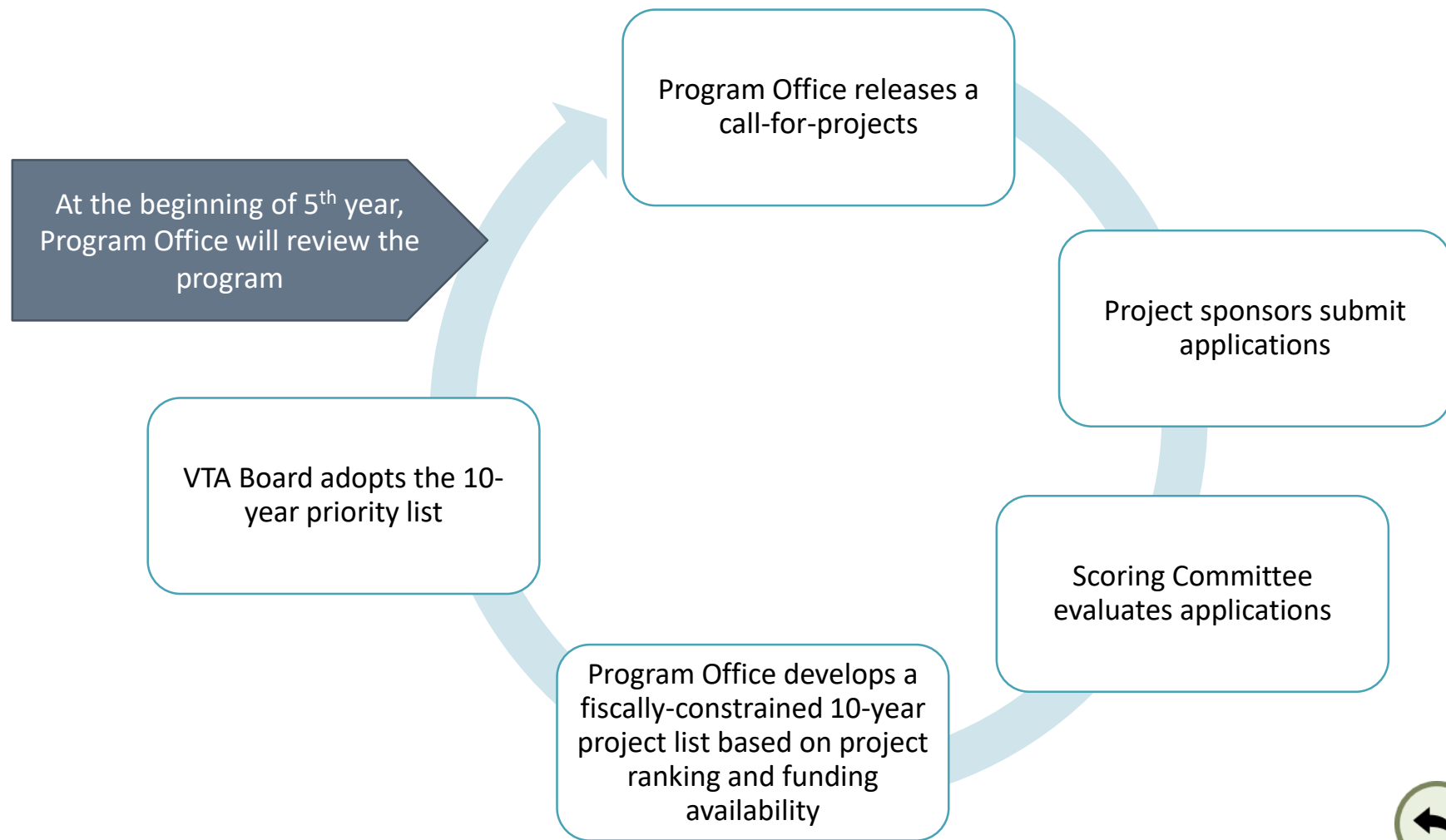
| Criteria   | Max Points |
|--|------------|
| Connections to/Serves Schools, Transit or Employment Centers | 20         |
| Gap Closure/Crosses Barriers                                 | 20         |
| Safety   | 20         |
| ADA Access or Convenience/Comfort                            | 20         |
| Project Readiness/Project Delivery                           | 10         |
| Non-2016 Measure B Contribution                              | 10         |
| Community Engagement   | 5          |
| Current or Projected Usage                                   | 10         |
| Targets Populations with Specific Needs                      | 10         |
| Tiebreaker: Geographic Distribution                          | -          |
| <b>TOTAL</b>   | <b>125</b> |



# Capital Projects – Program Process

## DEVELOPMENT OF A 10-YEAR PRIORITY LIST

The process may repeat up to three times for 30-year program duration.



# Capital Projects

## FY2020 - FY2030 10-Year Fiscally Constrained List

(Adopted by VTA Board in June 2020.)

| Rank   | Primary Sponsor | Project Name   | Request (\$M) | Recommended (\$M) | Remaining Available (\$M) | Funded?          |
|--|-----------------|--|---------------|-------------------|---------------------------|------------------|
| 1  | Mountain View   | El Camino Real Pedestrian & Bicycle Improvements in Mountain View              | \$ 4.00       | \$4.00            | \$ 76.0                   | Fully Funded     |
| 2  | Santa Clara     | Lafayette Street Class IV Bikeway  | \$ 1.20       | \$1.20            | \$ 74.8                   | Fully Funded     |
| 3  | San Jose        | Guadalupe River Trail Extension to Almaden                                     | \$ 5.40       | \$ 5.40           | \$ 69.4                   | Fully Funded     |
| 4  | San Jose        | Thompson Creek Trail   | \$ 2.41       | \$ 2.41           | \$ 67.0                   | Fully Funded     |
| 5  | VTA             | Bernardo Avenue Undercrossing  | \$ 18.00      | \$ 18.00          | \$ 49.0                   | Fully Funded     |
| 6  | Los Gatos       | Bicycle and Pedestrian Overcrossing over Highway 17                            | \$ 2.75       | \$ 2.75           | \$ 46.2                   | Fully Funded     |
| 7  | San Jose        | Five Wounds Trail from Story Road to Mabury Road                               | \$ 4.14       | \$ 4.14           | \$ 42.1                   | Fully Funded     |
| 8  | Cupertino       | Junipero Serra Trail, Central Segment  | \$ 4.19       | \$ 4.19           | \$ 37.9                   | Fully Funded     |
| 9  | San Jose        | Coyote Creek Trail Completion  | \$ 6.88       | \$ 6.88           | \$ 31.0                   | Fully Funded     |
| 10   | San Jose        | Willow-Keyes (Lelong St - 3rd St) Complete Streets Project                     | \$ 7.05       | \$ 7.05           | \$ 24.0                   | Fully Funded     |
| 11   | Cupertino       | Junipero Serra Trail, East Segment   | \$ 1.94       | \$ 1.94           | \$ 22.0                   | Fully Funded     |
| 12   | Los Gatos       | Winchester Boulevard Complete Streets Final Design                             | \$ 1.74       | \$ 1.74           | \$ 20.3                   | Fully Funded     |
| 13   | Mountain View   | Stevens Creek Trail Extension to W. Remington Drive and MVHS                   | \$ 4.80       | \$ 4.80           | \$ 15.5                   | Fully Funded     |
| 14   | San Jose        | Los Gatos Creek Trail Gap Closure  | \$ 2.59       | \$ 2.59           | \$ 12.9                   | Fully Funded     |
| 15   | Sunnyvale       | Stevens Creek Trail Extension (W Remington Dr to W Fremont Ave) <sup>(1)</sup> | \$ 24.10      | \$ 3.50           | \$ 9.4                    | Partially Funded |
| 16   | Los Gatos       | Kennedy Road Sidewalk and Class II Bike Lanes                                  | \$ 0.83       | \$ 0.83           | \$ 8.6                    | Fully Funded     |
| 17   | VTA             | Bascom Complete Street Improvements (Hamilton to I-880)                        | \$ 6.84       | \$ 6.84           | \$ 1.7                    | Fully Funded     |
| 18   | Los Gatos       | Los Gatos Creek Trail Connector to Highway 9 <sup>(2)</sup>                    | \$ 2.99       | -                 |                           |                  |
| 19   | Santa Clara     | Saratoga Creek Trail (Homeridge Park to Central Park) Project <sup>(2)</sup>   | \$ 2.65       | -                 |                           |                  |
| 20   | Cupertino       | Carmen Road Pedestrian/Bicycle Bridge <sup>(2)</sup>                           | \$ 2.84       | -                 |                           |                  |
| 21   | San Jose        | King Road Complete Streets Project <sup>(2)</sup>                              | \$ 3.30       | -                 |                           |                  |
| 22   | Santa Clara     | Kifer/Walsh Class IV Bikeway <sup>(2)</sup>                                    | \$ 2.70       | -                 |                           |                  |
| 23   | Morgan Hill     | Madrone Channel Trail Improvements - Phase 2                                   | \$ 0.34       | \$ 0.34           | \$ 1.4                    | Fully Funded     |
| 24   | San Jose        | Lower Guadalupe River Access Ramps <sup>(2)</sup>                              | \$ 2.47       | -                 |                           |                  |
| 25   | Cupertino       | Stevens Creek Blvd Class IV Separated Bikeway <sup>(2)</sup>                   | \$ 3.16       | -                 |                           |                  |
| 26   | VTA             | Homestead Road Safe Routes to School Improvements                              | \$ 1.17       | \$ 1.17           | \$ 0.2                    | Fully Funded     |
| <b>Fiscally Constrained List - Total Funds Recommended</b> |                 |  |               | <b>\$ 79.8</b>    |                           |                  |

Notes:

1. Project will be partially funded for Environmental Clearance and Design phases.
2. Projects cannot be fully funded due to limited available funds.





# Planning Studies – Program Structure

## ALLOCATION

- Competitive grant - see “Program Progress” on the next page.
- Funds are allocated every two years.
- Allocation will be based on project ranking, funding availability and project readiness.
- Call for projects will be posted on: <https://www.vta.org/programs/congestion-management-program/grants>

## PROJECT ELIGIBILITY

- 2016 Measure B Eligible
  - Identify source of eligibility
    - *Attachment A of 2016 Measure B*
    - *Countywide Bicycle Plan, etc.*
- Complete Streets Reporting Requirement Attached
- Grant request ≥ \$50,000

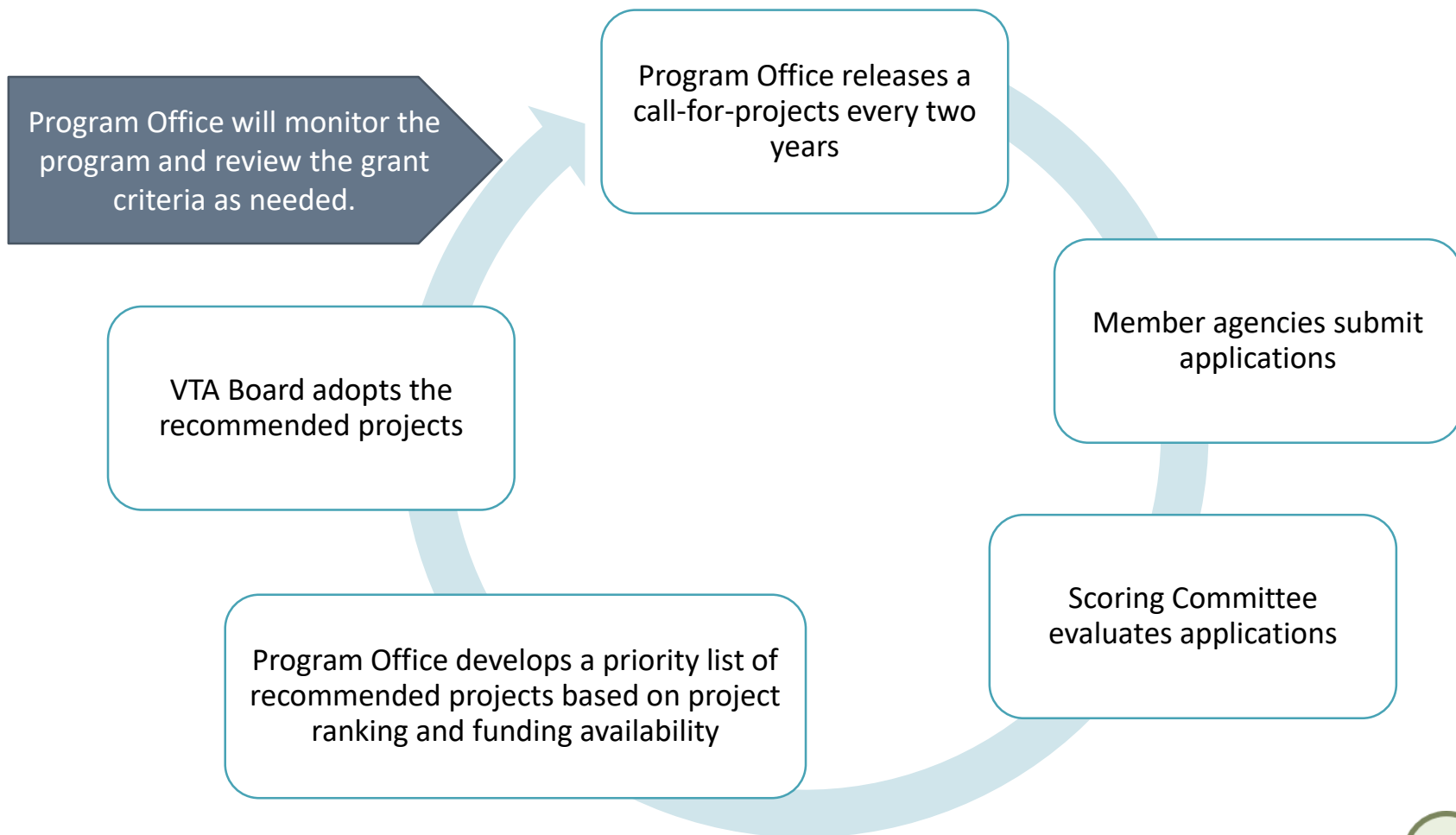
## PROGRAM CRITERIA

| Criterion   | Max Points |
|---|------------|
| Community Engagement                                  | 20         |
| Connections to Schools, Transit or Employment Centers | 20         |
| Gap closure   | 20         |
| Safety  | 20         |
| Targets Communities of Concern                        | 15         |
| Non-2016 Measure B Contribution                       | 5          |
| Tiebreaker: Geographic Distribution                   | -          |
|   | 100        |



# Planning Studies – Program Process

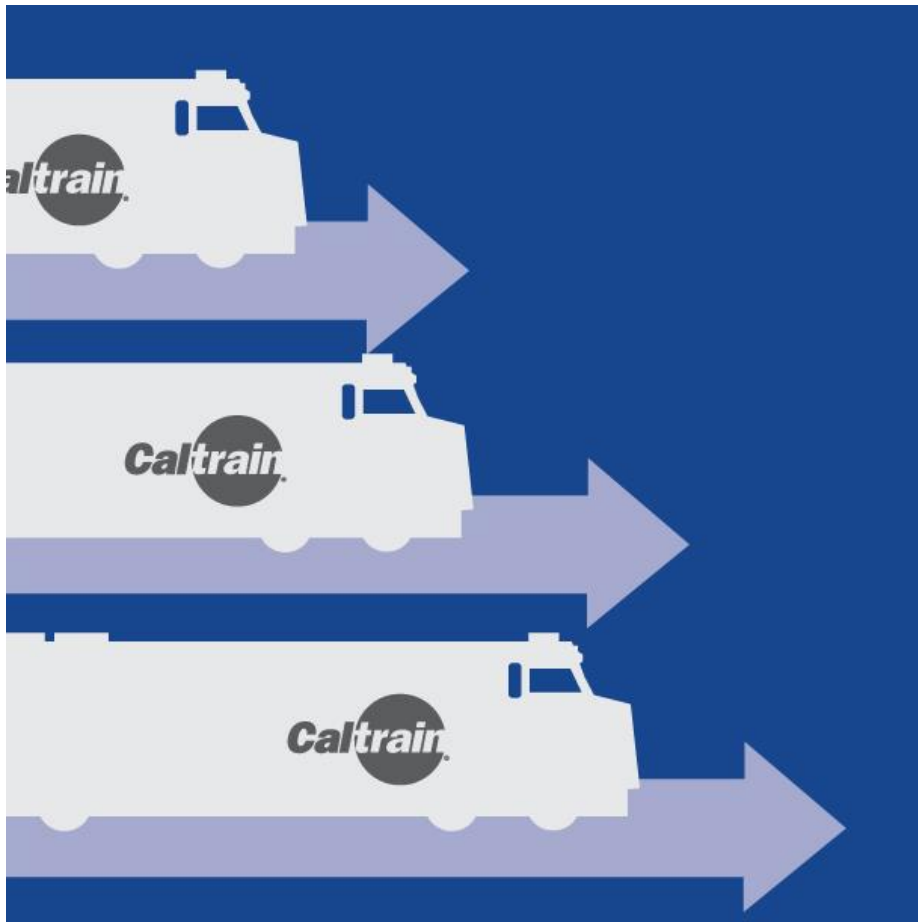
## DEVELOPMENT OF PROJECT PRIORITY LIST



# Planning Studies: FY2020 – FY2021 Program of Projects

| Ranking | Project Name  | Project Sponsor | Project Description  | Estimated Total Project Cost | 2016 MB Funding |
|---------|---|-----------------|--|------------------------------|-----------------|
| 1       | St. John Bike/Pedestrian Bridge Feasibility Study & Designs | San Jose        | Feasibility study of a new bike and pedestrian bridge and associated bicycle route (St. John St. from 13th St. to 28th St) over Coyote Creek.  | \$ 400,000                   | \$ 360,000      |
| 2       | East Channel Trail Study                                    | Sunnyvale       | Planning of a 5.78-mile bicycle/pedestrian facility between Bay Trail and Homestead Road.  | \$ 2,830,000                 | \$ 830,000      |
| 3       | Monroe Street Class II Buffered Bicycle Lane Study          | Santa Clara     | Planning of Class II buffered bicycle lanes on Monroe Street from Lawrence Expressway to San Tomas Expressway.   | \$ 200,000                   | \$ 140,000      |
| 4       | Walsh Avenue Class IV Bikeway Study                         | Santa Clara     | Planning of Class IV bikeway on Walsh Avenue from Bowers Avenue to Lafayette Street.   | \$ 200,000                   | \$ 140,000      |
| 5       | De La Cruz Boulevard Class IV Bikeway Study                 | Santa Clara     | Planning of Class IV bikeway on De La Cruz Blvd. from Central Expressway to Alviso St, Martin Ave from Lafayette St to De La Cruz Blvd, and Coleman Ave from De La Cruz Blvd to Brokaw Rd. | \$ 250,000                   | \$ 175,000      |





# Caltrain Corridor Capacity Improvements

- [General Guideline](#)
- [Project Oversight](#)



# General Guideline

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## ELIGIBLE PROJECTS

- Increased Caltrain service to Morgan Hill and Gilroy, station improvements, level boarding, extended platform and service enhancements
- Caltrain Modernization 2.0

## REQUIREMENTS

- Partner contributions for station improvements, level boarding, extended platforms and service enhancements for Caltrain Modernization 2.0 must be secured prior to allocation of Santa Clara County's contribution.
- Comply with VTA Complete Streets reporting requirements.
- All collateral material will be required to display a 2016 Measure B logo.

## ESTIMATED FUNDING

- 4.98% of Program Tax Revenues



# Project Oversight

## HIGH LEVEL OF OVERSIGHT

- Level of oversight will depend on project cost and 2016 Measure B funding. Most projects are likely to require high to medium levels of oversights.

## DOCUMENT CHECKLIST

- Cost Estimate by Phase and by Cost Type
- Capital Project Complete Streets Checklist
- Project Management Plan
- Funding Plan
- Quarterly Progress Reports
- Reimbursement Request (ongoing)

| Requirement                         | High Oversight    |
|-------------------------------------|-------------------|
| Executed Agreement                  | Per project phase |
| Complete Streets Checklist          | Per project phase |
| Project Management Plan             | Required          |
| • <i>Develop with VTA</i>           | ✓                 |
| • <i>Staffing Plan</i>              | ✓                 |
| • <i>Schedule</i>                   | ✓                 |
| • <i>Contracting Plan</i>           | ✓                 |
| • <i>Risk Assessments</i>           | ✓                 |
| Funding Plan                        | Required          |
| Project Team Meetings               | Monthly           |
| Written Progress Reports            | Quarterly         |
| Submit Invoices                     | Monthly           |
| Present at VTA Committees as needed | Required          |



# Caltrain Grade Separation

- [General Guideline](#)
- [Project Oversight](#)



# General Guideline

## ELIGIBLE PROJECTS

- Grade separation project along the Caltrain corridor in the cities of Sunnyvale, Mountain View, and Palo Alto. Eight eligible projects are identified:

1. Mary Avenue
2. Sunnyvale Avenue
3. Rengstorff Avenue
4. Castro Street
5. Palo Alto Avenue
6. Churchill Avenue
7. Meadow Drive
8. Charleston Rd





# General Guideline

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## REQUIREMENT

- All project sponsors must apply to the State §190 Grade Separation Program.
- Each project will require a minimum of 10% non-2016 Measure B contribution.
- All projects must follow VTA's Complete Streets Reporting Requirements.
- All collateral material will be required to display a 2016 Measure B Logo.

## DISTRIBUTION

- As candidate projects move forward in readiness (ability to expend Measure funds), the project sponsor will submit request for funding.
- Funds will be allocated to projects that most cost-effectively utilize 2016 Measure B funding.
- Funds will be distributed on a reimbursement basis.

## ESTIMATED FUNDING

- 11.11% of Program Tax Revenues



# Project Oversight

## HIGH LEVEL OF OVERSIGHT

- Caltrain will also conduct its oversight on the projects.

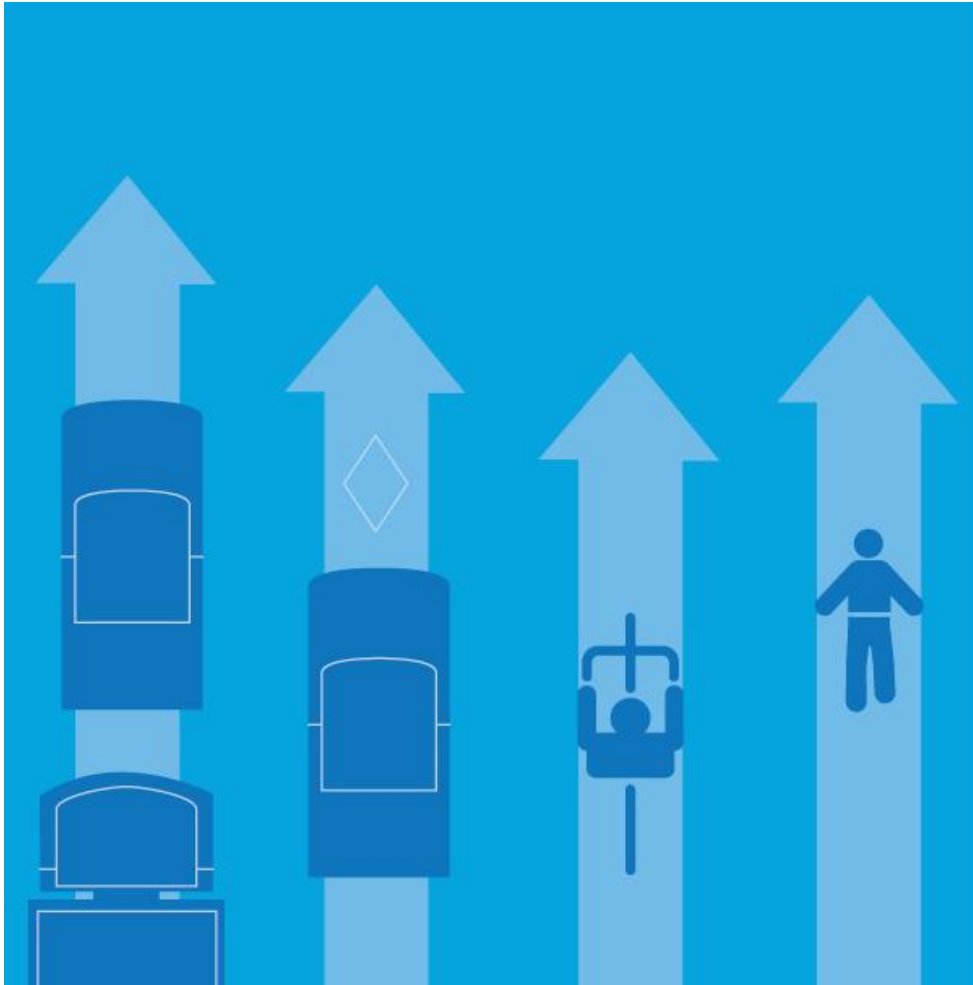
## DOCUMENT CHECKLIST

Submit the following document per project:

- Request for funding
- Capital Project Complete Streets Checklist
- Project Management Plan
- Funding Plan
- Quarterly Progress Reports
- Reimbursement Request (ongoing)

|                                     | High Oversight    |
|-------------------------------------|-------------------|
| Executed Agreement                  | Per project phase |
| Complete Streets Checklist          | Per project phase |
| Project Management Plan             | Required          |
| • <i>Develop with VTA</i>           | ✓                 |
| • <i>Staffing Plan</i>              | ✓                 |
| • <i>Schedule</i>                   | ✓                 |
| • <i>Contracting Plan</i>           | ✓                 |
| • <i>Risk Assessments</i>           | ✓                 |
| Funding Plan                        | Required          |
| Project Team Meetings               | Monthly           |
| Written Progress Reports            | Quarterly         |
| Submit Invoices                     | Monthly           |
| Present at VTA Committees as needed | Required          |





# County Expressways

- [General Guideline](#)
- [Project Oversight](#)



# General Guideline

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## ELIGIBLE PROJECTS

- Only projects and programs currently listed on 2016 Measure B Attachment C are eligible.
- Project timelines will be developed based on the County Expressway PAB adopted criteria, which includes the following:
  - Project readiness
  - Complexity
  - Geographic balance and public impact
  - Timing of other funding sources
  - Additional factors
    - *Safety*
    - *Public support*
    - *Gap closures*

## DISTRIBUTION

- VTA Board of Directors will allocate funding on a 2-year cycle.
- As candidate projects move forward in readiness (ability to expend funds), the County of Santa Clara will submit request for funding.
- Funds will be available on a reimbursement basis.

## ESTIMATED FUNDING

- 11.90% of Program Tax Revenues



# Project Oversight

## HIGH - MEDIUM LEVEL OF OVERSIGHT

- Lawrence Expressway project: high oversight
- Other expressway projects with less than \$10M grant funding will have medium oversight

## DOCUMENT CHECKLIST

Submit the following documents per project:

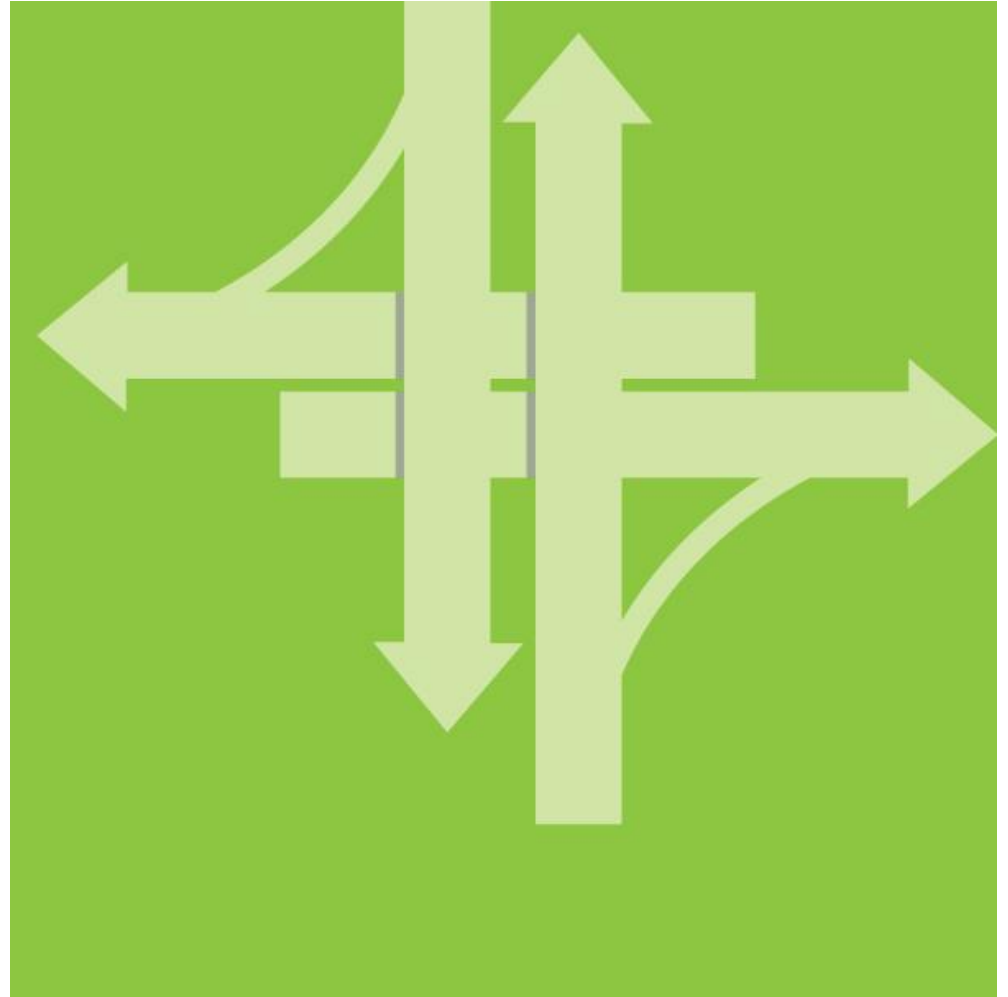
- Request for funding
- Cost Estimate by Phase and by Cost Type
- Capital Project Complete Streets Checklist
- Project Management Plan
- Funding Plan
- Quarterly Progress Reports
- Reimbursement Request (ongoing)

|                                     | High Oversight    | Medium Oversight      |
|-------------------------------------|-------------------|-----------------------|
| Executed Agreement                  | Per project phase | Per project phase     |
| Complete Streets Checklist          | Per project phase | Per project phase     |
| Project Management Plan             | Required          | Required              |
| • <i>Develop with VTA</i>           | ✓                 | Optional              |
| • <i>Staffing Plan</i>              | ✓                 | ✓                     |
| • <i>Schedule</i>                   | ✓                 | ✓                     |
| • <i>Contracting Plan</i>           | ✓                 | ✓                     |
| • <i>Risk Assessments</i>           | ✓                 | ✓                     |
| Funding Plan                        | Required          | Required              |
| Project Team Meetings               | Monthly           | Quarterly, at minimum |
| Written Progress Reports            | Quarterly         | Quarterly             |
| Submit Invoices                     | Monthly           | Quarterly, at minimum |
| Present at VTA Committees as needed | Required          | Required              |



# Highway Interchanges

- [General Guideline](#)
- [Project Oversight](#)



# General Guideline

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## ELIGIBLE PROJECTS

- Only VTA, Caltrans and Member Agencies can serve as an implementing agency.
- Only projects and programs currently listed on 2016 Measure B Attachment B are eligible.

## DISTRIBUTION

- VTA Board of Directors will allocate funding on a 2-year cycle.
- Funds will be distributed through two programs:
  - 1) Capital projects
  - 2) Noise abatement
- Funds will be available on a reimbursement basis.

## ESTIMATED FUNDING

- 11.90% of Program Tax Revenues



# Project Oversight

## HIGH - MEDIUM LEVEL OF OVERSIGHT

- Level of oversight will depend on project cost and 2016 Measure B funding.

## DOCUMENT CHECKLIST

Submit the following documents per project:

- Request for Funding
- Cost Estimate
- Capital Project Complete Streets Checklist
- Project Management Plan
- Funding Plan
- Quarterly Progress Reports
- Reimbursement Request (ongoing)

|                                     | High Oversight    | Medium Oversight      |
|-------------------------------------|-------------------|-----------------------|
| Executed Agreement                  | Per project phase | Per project phase     |
| Complete Streets Checklist          | Per project phase | Per project phase     |
| Project Management Plan             | Required          | Required              |
| • <i>Develop with VTA</i>           | ✓                 | Optional              |
| • <i>Staffing Plan</i>              | ✓                 | ✓                     |
| • <i>Schedule</i>                   | ✓                 | ✓                     |
| • <i>Contracting Plan</i>           | ✓                 | ✓                     |
| • <i>Risk Assessments</i>           | ✓                 | ✓                     |
| Funding Plan                        | Required          | Required              |
| Project Team Meetings               | Monthly           | Quarterly, at minimum |
| Written Progress Reports            | Quarterly         | Quarterly             |
| Submit Invoices                     | Monthly           | Quarterly, at minimum |
| Present at VTA Committees as needed | Required          | Required              |







# Local Streets & Roads

- [Program Structure](#)
- [Program Process](#)
- [Annual Documentation](#)



# Local Streets & Roads – Program Structure

## ALLOCATION

1. Santa Clara County allocation
  - Based on Santa Clara County road and expressway lane mileage percentage of total roadway mileage in county
2. Cities in Santa Clara County
  - Based on population percentage of total population of Santa Clara County less unincorporated Santa Clara County population.

## REQUIREMENTS

- Submit required annual project documents.
- All projects must comply with VTA's Complete Streets Reporting Requirements.
- All collateral material will be required to display a 2016 Measure B logo.
- Agencies will submit project updates to VTA on a regular basis.
- Present updates to the 2016 Measure B Citizen's Oversight Committee as needed.

## ELIGIBLE ACTIVITIES

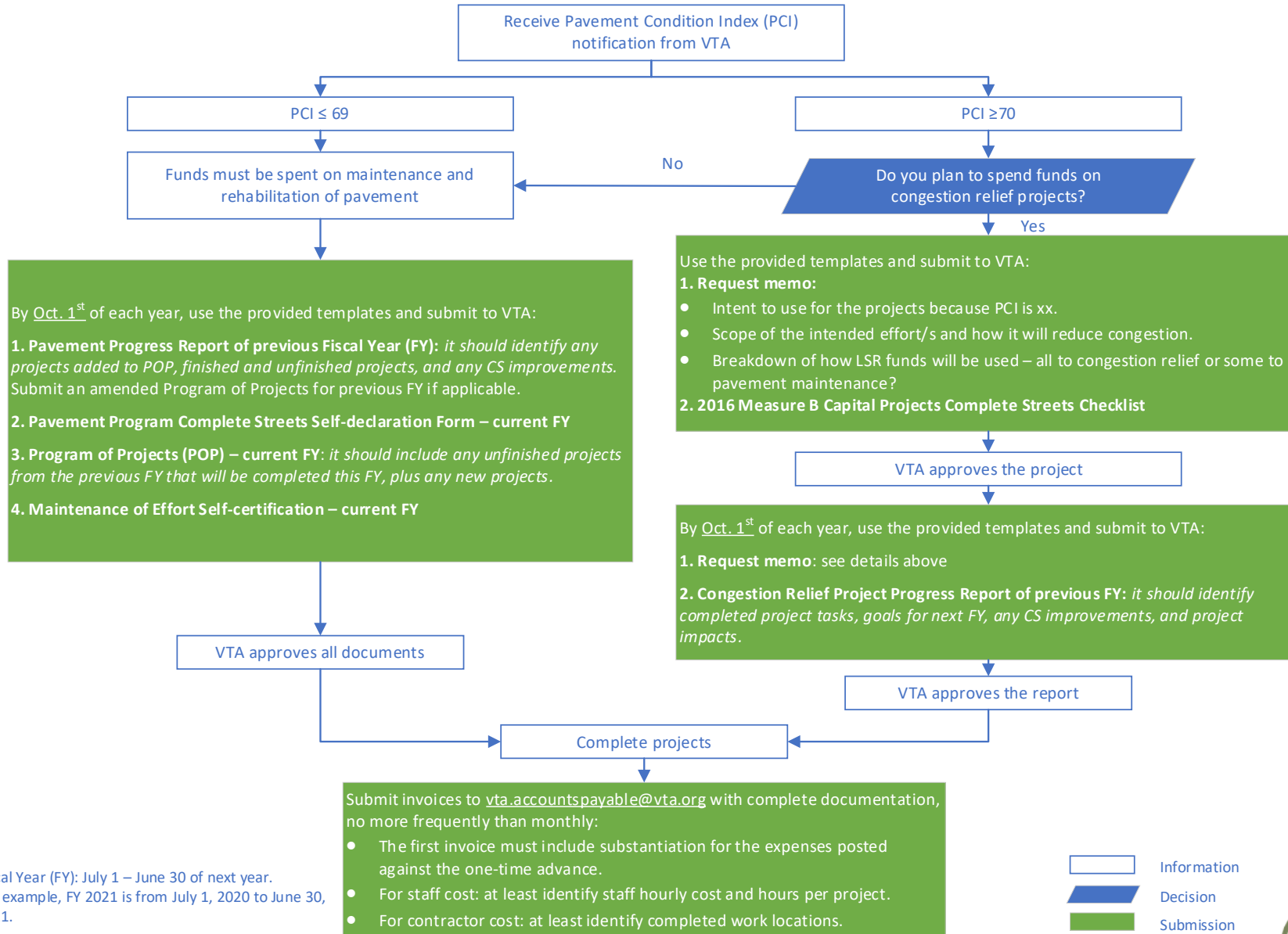
- ✓ Any phase (including but not limited to planning, construction, etc.) and any cost of the maintenance, rehabilitation, reconstruction, minor improvements of, minor enhancements of, and preservation of multi-modal roadway infrastructure.
- ✓ Implementation of "Complete Streets" elements.
- ✓ If the Member Agency has a Pavement Condition Index ("PCI") of 70, it may use funds for other congestion relief projects as permitted by 2016 Measure B.

## ESTIMATED FUNDING

- 19.05% of Program Tax Revenues.



# Local Streets & Roads – Program Process



Fiscal Year (FY): July 1 – June 30 of next year.  
For example, FY 2021 is from July 1, 2020 to June 30, 2021.

Last updated: August 2020.



# Local Streets & Roads – Annual Documentation

## DOCUMENT CHECKLIST

1. Submit the following if you spend any LSR funds on pavement program (due Oct 1<sup>st</sup> of each year):

- Pavement Progress Report for previous FY
- Annual Program of Projects
- Annual Maintenance of Effort
- Annual Complete Streets Self-declaration form

2. Submit the following if you spend any LSR funds on a congestion relief project (due Oct. 1 of each year):

- Request memo to use funds on congestion relief
- Capital Projects Complete Streets Checklist
- Congestion Relief Progress Report For Previous FY

3. Reimbursement Request (ongoing):

- Cover letter (could be your standard format)
- Identify the fiscal year for request, allocation amount and balance
- Identify the pavement projects and locations completed
- Consultant/vendor invoices: you must identify that it is for the pavement effort and include proof of payment
- Staff costs: Identify information of staff/position, hours, rate and date, per pavement project. Format can be your standard accounting system format, but not in excel file.

## TEMPLATES LOOK LIKE THIS:

### • Pavement Program:

2016 Measure B Local Streets and Roads Pavement Program Complete Streets Self-Declaration Form July 2020 Ver. 2

**Instructions**

- Purpose of this form is to serve as cue to include Complete Streets items and to document agency practices and decisions. VTA will post completed forms online.
- Submit form when requesting 2016 Measure B Local Streets and Roads (LSR) funding for pavement management programs.
- Attach separately an initial list of street segments for which funding is requested.

→ NOTE:

- Electronic signatures are preferred. If the signature is hand-written, please convert the signature page with optical character recognition and tag the signature appropriately. Follow the steps in <https://helpx.adobe.com/acrobat/using/enable-accessibility.html>.
- After completing the form in Microsoft Word, please Go to "File" and "Save as Adobe PDF". Click on "Options" and make sure "Enable Accessibility and Follow with Tagged Adobe PDF" is on. Do not print to PDF because it will not preserve the document's accessibility.
- All attachments should be made accessible and have optical character recognition.

**Part A: Local Agency Information**

1. Jurisdiction:

2. Date of submital:

3. Person to contact with questions about this form:

Name:

Email:

Phone:

**Part B: General Funding Request Information**

4. Fiscal year for which funding is requested:

Example format: Use FY20 for fiscal year spanning July 1, 2019 through June 30, 2020

5. Is your pavement condition index (PCI) 70 or higher?



No  Yes

6. What types of projects will be built using this LSR funding request?

Check all that apply:

Pavement management/maintenance (repair)

→ If checked,  check here to confirm list of street segments is attached

2016 Measure B Local Streets & Roads Pavement Program Annual Reporting

**1. Instruction**

Submit this form in PDF format to [2016MeasureB@vta.org](mailto:2016MeasureB@vta.org) by October 1<sup>st</sup> of each year to provide a pavement management/maintenance progress update for the 2016 Measure B Local Streets & Roads (LSR) program.

**2. General information**

|  |  |
|--|--|
| Jurisdiction   |  |
| Date of Submital   |  |
| Contact – Name/Title   |  |
| Email  |  |
| Phone  |  |
| Allocation to date   |  |
| Reimbursement received to date                               |  |
| Remaining allocation   |  |
| Reporting period (For example: July 1, 2017 – June 31, 2020) |  |

**3. Pavement Progress Report**

1. Did you add or remove any projects on the proposed Program of Projects? If so, please submit the amended Program of Projects with justifications.

2. Did you complete the proposed Program of Projects for this reporting period? If you only partially completed the Program of Projects, you may include a separate attachment of completed projects and locations.

Page 1 of 3

### • Congestion Relief:

2016 Measure B Complete Streets Checklist July 2020 Ver 02.1

**INSTRUCTIONS**

- Use this form for capital projects that receive 2016 Measure B funding and congestion relief projects funded through 2016 Local Streets and Roads funds.
- Pavement programs funded by 2016 Measure B Local Streets and Roads should use the Pavement Program Self-Declaration Form.
- Submit form to VTA when requesting funding. Submit an updated form with each new funding request.
- Trend completion and infrastructure management programs funded by 2016 Measure B are not required to fill out this form.
- VTA will post the completed form online.

**IMPORTANT NOTES**

- If requesting a project-level exception (Part 3), only fill in Parts 1, 2, and 3.
- Electronic signatures are preferred. If the signature is hand-written, please convert the signature page with optical character recognition and tag the signature appropriately. Follow the steps in <https://helpx.adobe.com/acrobat/using/enable-accessibility.html>.
- After completing the form in Microsoft Word, please Go to "File" and "Save as Adobe PDF". Click on "Options" and make sure "Enable Accessibility and Follow with Tagged Adobe PDF" is on. Do not print to PDF because it will not preserve the document's accessibility.
- Please identify any attachments (i.e. project map, lot sheet, etc.) separately from this form.
- All attachments should be made accessible and have optical character recognition.

**PART 1: SPONSOR INFORMATION**

Project Sponsore(s)

Person to contact regarding this form:

Name & Title

Email

Phone



**PART 2: PROJECT INFORMATION**

Project name

Project starts (if map is attached)

Project purpose & need (why?) (to what?)

Project description (what?) (to what?)

2016 Measure B Local Streets & Roads Roadway Congestion Relief Project Annual Reporting

**1. Instruction**

Submit this form in PDF format to [2016MeasureB@vta.org](mailto:2016MeasureB@vta.org) by October 1<sup>st</sup> of each year to provide a congestion relief project progress update for the 2016 Measure B Local Streets & Roads (LSR) program.

**2. General information**

|  |  |
|--|--|
| Jurisdiction   |  |
| Date of Submital   |  |
| Contact – Name/Title   |  |
| Email  |  |
| Phone  |  |
| Allocation to date   |  |
| Reimbursement received to date                               |  |
| Remaining allocation   |  |
| Reporting period (For example: July 1, 2017 – June 31, 2020) |  |

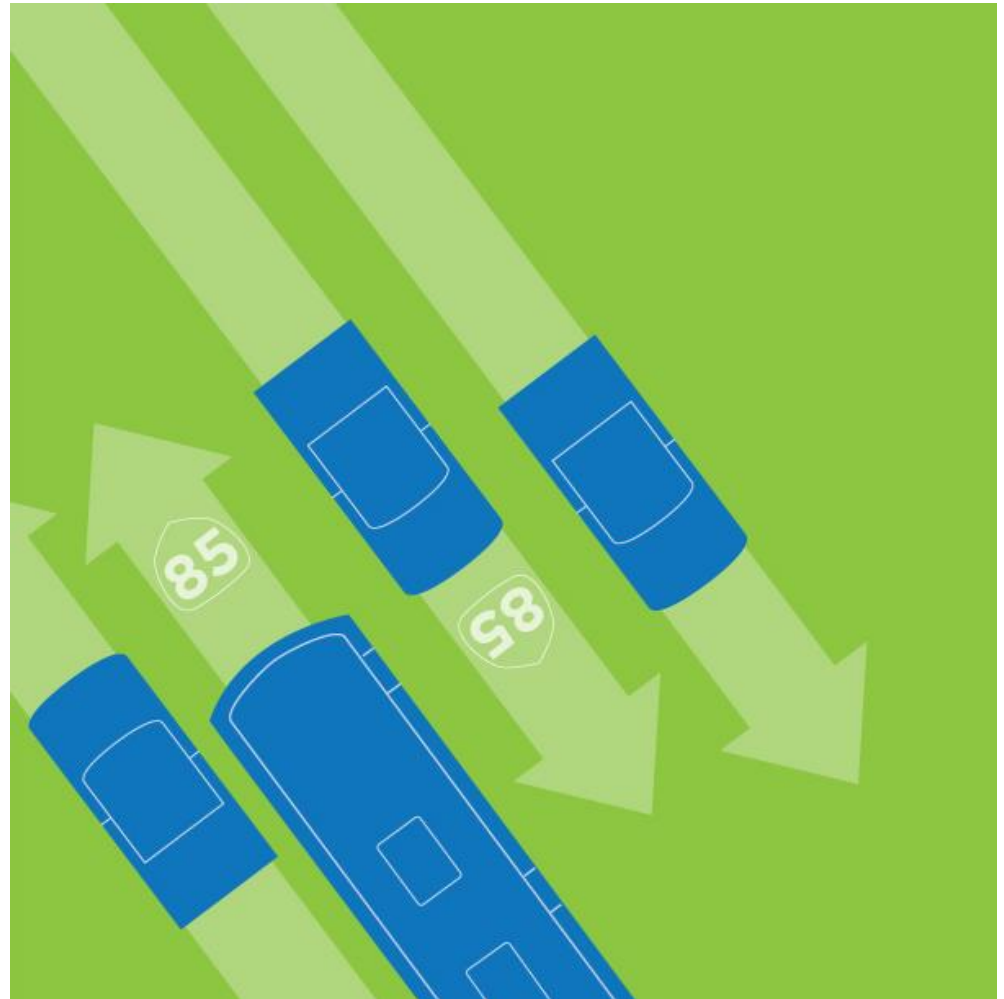
**3. Congestion Relief Project Progress Report**

1. What project tasks did you complete during the reporting period? You may include a separate attachment of completed project tasks.

Page 1 of 3

# State Route 85 Corridor

- [General Guideline](#)
- [Project Oversight](#)



# General Guideline

---

## ELIGIBLE PROJECTS

- New transit and congestion relief projects on SR 85, including a new transit lane from SR 87 in San Jose to U.S. 101 in Mountain View.
- SR 85 Noise abatement program
- SR 85 study of transportation alternatives that include, but are not limited to, Bus Rapid Transit with infrastructure, Light Rail Transit, and future transportation technologies that may be applicable.

## DISTRIBUTION

- VTA Board of Directors will allocate funding on a 2-year cycle.
- Funds will be available on a reimbursement basis.

## ESTIMATED FUNDING

- 5.5% of Program Tax Revenues



# Project Oversight

## LEVEL OF OVERSIGHT

- Level of oversight will depend on project cost and 2016 Measure B funding. Most projects are likely to require high to medium levels of oversights.

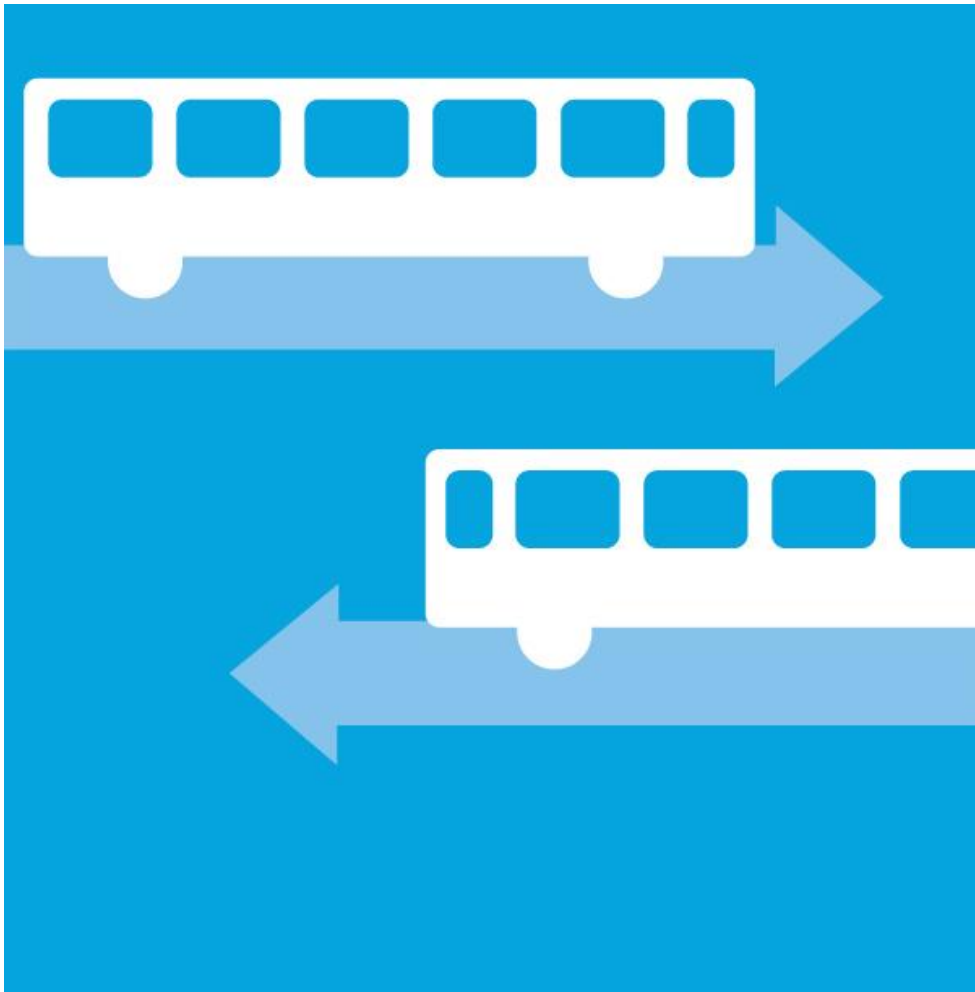
## DOCUMENT CHECKLIST

Submit the following documents per project:

- Cost Estimate
- Capital Project Complete Streets Checklist
- Project Management Plan
- Funding Plan
- Quarterly Progress Reports

|                                     | High Oversight    | Medium Oversight      | Low Oversight             |
|-------------------------------------|-------------------|-----------------------|---------------------------|
| Executed Agreement                  | Per project phase | Per project phase     | Per project phase         |
| Complete Streets Checklist          | Per project phase | Per project phase     | Per project phase         |
| Project Management Plan             | Required          | Required              | Required                  |
| • Develop with VTA                  | ✓                 | Optional              | Optional                  |
| • Staffing Plan                     | ✓                 | ✓                     | ✓                         |
| • Schedule                          | ✓                 | ✓                     | ✓                         |
| • Contracting Plan                  | ✓                 | ✓                     | ✓                         |
| • Risk Assessments                  | ✓                 | ✓                     | ✓                         |
| Funding Plan                        | Required          | Required              | Required                  |
| Project Team Meetings               | Monthly           | Quarterly, at minimum | Semi-annually, at minimum |
| Written Progress Reports            | Quarterly         | Quarterly             | Quarterly                 |
| Present at VTA Committees as needed | Required          | Required              | Required                  |





# Transit Operations

- [General Guideline](#)
- Innovative Transit Service Models
  - [Program Structure](#)
  - [Program Process](#)
- [Enhance Core Network](#)
- [Expand Mobility & Affordable Fares](#)
- [Improve Amenities](#)





# Transit Operations Program General Guideline

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## PROJECT ELIGIBILITY

Only projects that are currently listed in the 2016 Measure B resolution Attachment D are eligible:

1. Expand Mobility & Affordable Fares
2. Enhance Core Network
3. Innovative Service Transit Models
4. Improve Amenities

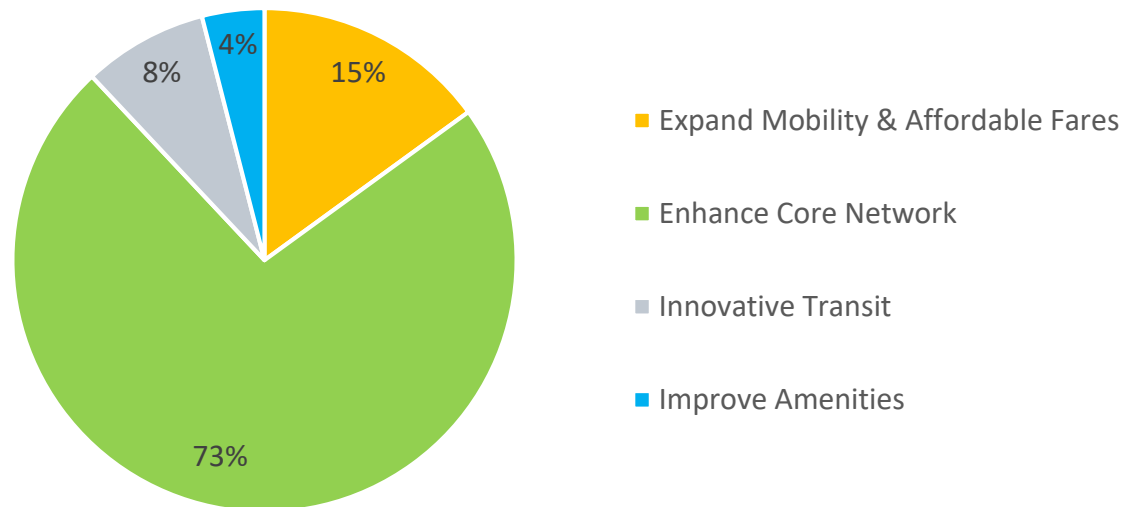
## DISTRIBUTION

- Funds will be distributed on a 2-year cycle.

## ESTIMATED FUNDING

7.9% of Program Tax Revenues

Breakdown of Transit Operations Subcategory Funding



# Innovative Transit Service Models – Program Structure

## ALLOCATION

- Competitive grant - see “Program Progress” on the next page.
- Call-for-projects occur every two years. It will be posted on:  
<https://www.vta.org/programs/congestion-management-program/grants>
- Allocation will be based on project ranking, funding availability and project readiness.

## PROJECT ELIGIBILITY

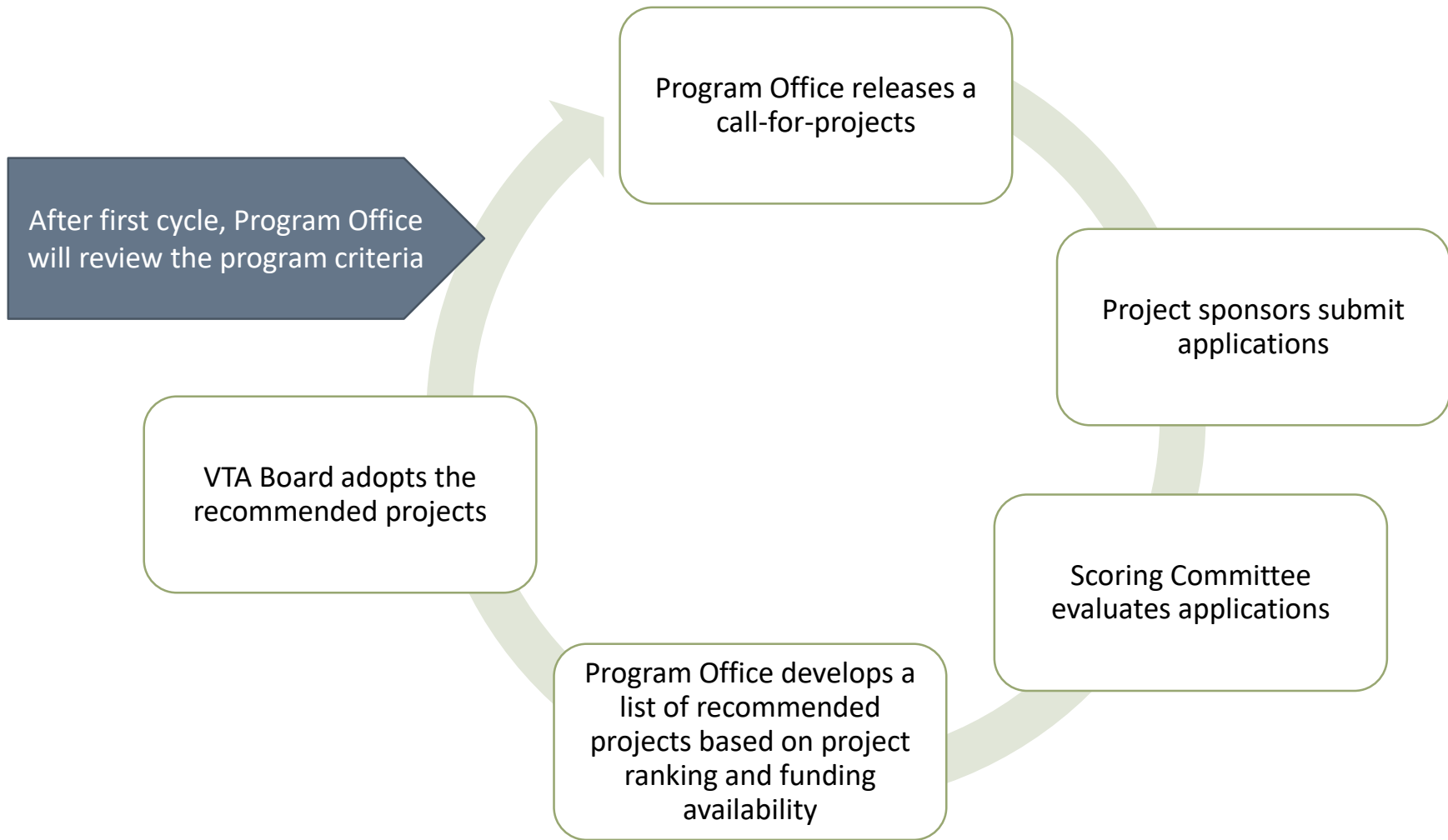
- Eligible projects are transportation services or models that provide first and last-mile connections to public transit. Planning or feasibility studies are not eligible.
- Project must score at least 75 points out of 110 points.
- Minimum grant request: \$250,000.
- Maximum grant request: 50% of the total available funds per call for projects per cycle.

## PROGRAM CRITERIA

| Criterion                                      | Max Points |
|--|------------|
| Innovative service/business model              | 20         |
| First/last mile connections                    | 20         |
| Serves vulnerable/transit-dependent population | 20         |
| Affordable service                             | 10         |
| Serves underserved market                      | 10         |
| Project readiness                              | 5          |
| Non-2016 Measure B Contribution                | 10         |
| Cost-effectiveness                             | 15         |
| <b>TOTAL</b>                                   | <b>110</b> |



# Innovative Transit Service Models – Program Process



# Enhance Core Network

## PURPOSE

- To upgrade service frequency on VTA's top core network routes to 15 minutes or faster.
- To improve convenience, reliability, connectivity, ridership, farebox recovery and support local land use plans.
- To improve the quality of transit service for vulnerable, underserved and transit-dependent populations as well as existing riders.
- To attract new riders which would decrease vehicle miles traveled, traffic congestion and pollution.

## EXAMPLES

- ✓ Expanding the number of high frequency core routes
- ✓ Expanding the schedule of existing services
- ✓ Enhancing frequency of services during early mornings, evenings and weekends
- ✓ Supporting service changes of core routes



# Expand Mobility & Affordable Fares

## PURPOSE

- To develop and expand senior and disabled transportation mobility programs and services.
- To provide mobility options such as coordinated eligibility services and enhanced mobility options in a secure and safe manner for the most vulnerable and underserved residents.
- To establish permanent and augment discount fare programs to increase transit access for low-income, underserved and vulnerable population unable to afford standard fares.

## DOCUMENT CHECKLIST

Submit the following documents:

- Fare sales quarterly report
- TAP program expense annual report

## EXAMPLES

- ✓ Transit Assistance Program (TAP)



# Improve Amenities

## PURPOSE

- To support system wide improvements to VTA bus stops, transit centers and stations
- To increase safety, security, and access with lighting and access improvements

## DOCUMENT CHECKLIST

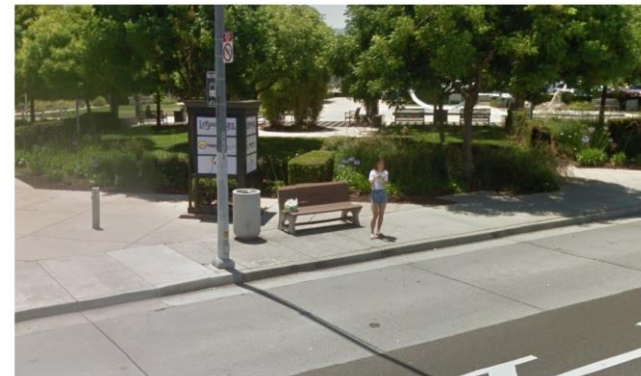
Submit the following document per project:

- Request for funding
- Capital Project Complete Streets Checklist
- Quarterly Progress Reports

## EXAMPLES

- ✓ VTA Bus Stop Improvement Program:

New and replacement shelters, lighting, access improvements including safe sidewalk connections, passenger information signs and security.



2016  
MEASURE **B**

