GENERAL

This document provides step-by-step instructions for each section of the application.

PART 1: SPONSOR INFORMATION

1. **Primary Project Sponsor:** Primary project applicant; this must be a public agency.
2. **Other Project Sponsor(s):** Co-applicants
3. **Contact Person:** List name, title, department, email and direct phone number. The Contact Person may not have prepared the application, but will be the key contact with regard to the grant, and must be an employee of the public agency.

PART 2: PROJECT INFORMATION & ELIGIBILITY

1. **Project Name:** List project name
2. **Project Limits:** Please provide a map that clearly shows the project limits, streets, and cross streets. The application needs to be specific about the endpoints/boundary of the project corridor/area. Also, provide a short description of project limits/locations.
   For example, Coyote Creek Trail is not sufficient. Identify that the project segment stretches from X to Y, such as from Story Rd to Phelan Ave/St/Rd.

Example of a map that is <u>not</u> sufficient:
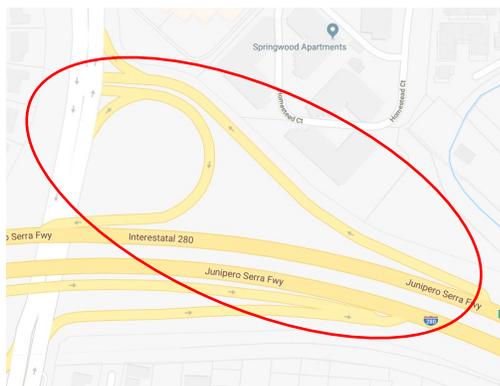
Example of a map that is sufficient:
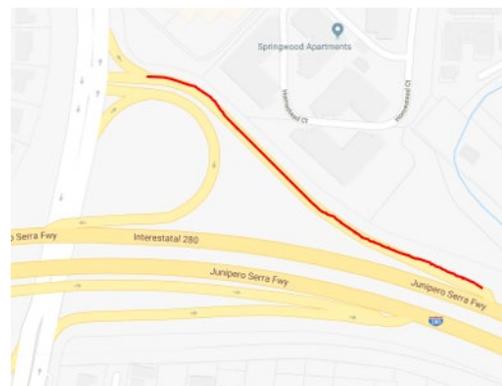
3. **Is project on Attachment A of 2016 Measure B?**
   a. Attachment A of 2016 Measure B can be accessed here: https://www.vta.org/sites/default/files/documents/ResolutionNo%25202016%252006%252017%2520%25282%2529.pdf
   b. If yes, please indicate the exact project name as identified on Attachment A, i.e. Implementation of Santa Clara Countywide Bicycle Plan. If no, your project is ineligible for this program.
   c. Santa Clara Countywide Bicycle Plan Eligibility:
      o If a project is shown on the map of Cross County Barrier Corridors (CCBCs) or Across Barrier Connections (ABCs), it is eligible: http://gis.vta.org/bikeplan/
      o If a project is not shown on the map but listed in the bicycle plan chapters, it is also eligible. https://www.vta.org/projects/santa-clara-countywide-bike-plan-update-2018
      o Any bicycle-related project on a CCBC or Priority CCBC is eligible. Projects can also include pedestrian elements.

- o Any project that addresses an ABC by improving a crossing or by providing a new bicycle/pedestrian bridge or undercrossing is eligible.
- o Specific project designs are up to local jurisdictions. VTA recommends that local jurisdictions review VTA's design expectations for CCBCs and Priority CCBCs in the Countywide Bicycle Plan.

d. Pedestrian Access to Transit Plan Eligibility:
- o Any projects shown on the Focus Areas map are eligible: https://gis.vta.org/pedaccess/
- o Projects listed in the plan, but not shown in the Focus Area maps are eligible. https://www.vta.org/programs/pedestrian-program
- o Note that there are specific projects listed in the plan (projects outside of focus areas) that are not shown on the online Focus Area map.
- o Projects should improve pedestrian conditions, including improved access to transit. The plan provides suggested improvements, but specific details are up to local agencies to develop.

4. **2016 Measure B Funds requested for each phase:**
   Select all project phases that request 2016 Measure B funds and indicate the dollar amount for each applicable phase.

5. **Total 2016 MB Request Amount:** Sum up your grant request amount for each phase. The minimum request is $50,000.

6. **Total Project Cost Estimate:** Provide your project's total cost estimate in 2019 dollars for project phases that request 2016 Measure B funds.

7. **Non-2016 Measure B Contribution %:** This should be calculated as "100% - (Total 2016 MB Grant Request Amount/Total Project Cost Estimate)".

8. **Project Category:** Select the appropriate category.

9. **Project Description**: Be specific on the project phases, improvements and/or any new bicycle or pedestrian infrastructure. Simply stating the project corridor is not acceptable.
   Example: *Mary Avenue Complete Streets Conversion - Convert Mary Avenue between Stevens Creek Blvd and the Don Burnett Bridge to a more bicycle- and pedestrian-friendly "Complete Street". Improvements may include enhanced bike lanes, median islands, narrower travel lanes, widened sidewalks, and landscaping. The project includes all phases from design through construction.*

10. **Is the Complete Street Capital Project Checklist attached?**
    This is a requirement for the application.

11. **Date:** Application date

PART 3: PROJECT DESCRIPTION

3.1 Connections to schools, transit or employment centers:
   a. Estimate a 1 ½ mile (for bicycle or bicycle/pedestrian projects) or a ½ mile <u>actual</u> biking/walking distance buffer (for pedestrian-only projects) around the project corridor or location. This can be done in GIS or Google maps.
   b. Identify K-12 schools, major companies/employment centers and transit stops/stations within the buffer.
   c. You can find current school enrollment by searching school name(s): https://dq.cde.ca.gov/dataquest/ Please list your data source.

  d. You can estimate the number of jobs by estimating the gross floor area of buildings and floor area per employee by their land uses. It is acceptable to give a range of preciseness to one hundred, for example, 600-700 jobs. Please list your data source.

  e. For existing/planned transit stops/stations, please refer to VTA's new transit plan: https://www.vta.org/projects/2019-new-transit-service-plan

3.2 Provide continuous bicycle/pedestrian travel way where there was previously none:

  a. Select 'Yes' if the project builds new bicycle/pedestrian infrastructure; upgrading existing infrastructure will not count.

  b. % project cost for gap closure: % project cost that will be used to design and build the new bicycle/pedestrian infrastructure.

  c. Identify if the project addresses an Across Barrier Connection in Appendix 6.1 of the Countywide Bicycle Plan or refer to https://gis.vta.org/bikeplan/

3.3 Make cycling or walking safer:

  a. Describe any existing or potential safety issue(s) related to pedestrians and/or cyclists, based on historical data and/or observations.

  b. Crash history: List any crash data and their sources for the most recent five years, if any, within your project area. You can access and develop a map of crashes within your project area https://tims.berkeley.edu/

3.4 ADA Access/Comfort:

  a. Describe any upgrades on existing facilities to meet current ADA requirements; ADA standards: https://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm

  b. List the cost estimate of the upgrades and calculate their percentage of the total cost.

  c. We recommend you refer to one of the Level of Traffic Stress (LTS) methodologies listed in the application.

3.5 Project Timeline:

  a. To determine whether your project is categorically exempt, refer to the regulations under CEQA: http://resources.ca.gov/ceqa/guidelines/art19.html

  b. Check off completed phase(s) for your project.

  c. Typical project milestones include project kick-off, Project Initiation Documentation (PID) sign-off, design completion, construction completion, etc. List any project milestones with anticipated dates to help the scoring committee understand your project timeline.

3.6 Project Cost:

  a. 2016 Measure B Fund Request: Be consistent with Part 2 of the application.

  b. Non-2016 Measure B Funds: Indicate the total amount of non-2016 Measure B funds for this project.

  c. Total Project Cost: This will be a total cost estimate of project phases that request 2016 Measure B funds. Example: If you are just applying for Environmental clearance and/or Design phases, but not the Construction phase, only provide the cost for the Environmental Clearance and/or Design phases. This entry should be consistent with 'Total Project Cost' in Part 1 of the application.

  d. List any anticipated Non-2016 Measure B fund sources, with the fund amount (if known).

3.7 Community Engagement:

  a. Please answer the bullet points on the application form.

  b. Attach your record(s) that document the project's community input/outreach strategy. Eligible records include but are not limited to photos/records of public meetings or workshops, records of comments from public/local stakeholders, and community input survey records/results. Please note that letters of support will not be considered as eligible records.

3.8 Existing or Projected Usage:

  a. Describe your methodology to record existing users or forecast future usage. It needs to be quantifiable and defensible.

  b. Fill in two-way peak hour volume of cyclists and/or pedestrians for your project, depending on the project category (i.e. bicycle-only, pedestrian-only, or bicycle & pedestrian). A bicycle & pedestrian project should include forecast volumes of both cyclists and pedestrians.

3.9 Serves Communities of Concern (CoC):

  a. The 2018 CoC map can be found in https://mtc.maps.arcgis.com/home/item.html?id=1501fe1552414d569ca747e0e23628ff

  b. Indicate whether your project directly connects to a CoC, or if 50% or more of the project limits locate within ½ mile of a CoC. If yes, please attach a map showing both the project limits and the related CoC.

  c. Describe the benefits of your project to the CoC. Include safety and demographics data.

PART 4: ATTACHMENTS

Please send all attachments via email.

  a. Required attachments: Project will not receive points in Part 3.7 or Part 3.9 if community engagement documentation or a map of CoC is not provided, respectively.

  b. Optional attachments: We highly encourage you to submit the listed documents to better inform the project.

PART 5: SUBMISSION

Please follow the instructions in the application form. For more questions, please contact Jane Shinn (jane.shinn@vta.org), or Nicole He (nicole.he@vta.org) at the 2016 Measure B Program Office.