

2016 Measure B
Bicycle & Pedestrian Planning Studies
Competitive Grant Application Guideline (Rev.11.21.2022)

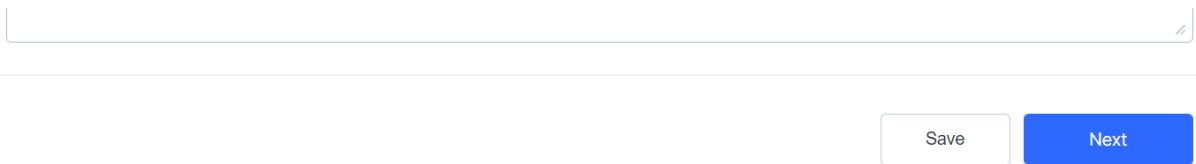
GENERAL

This document provides step-by-step instructions for each section of the 2016 Measure B Bicycle & Pedestrian Planning Studies application. For more questions, please contact 2016 Measure B Program Office: 2016MeasureB@vta.org

The FY22-FY23 application form can be found here: <https://form.jotform.com/222845723080151>

How do I save my draft application online?

1. Scroll to the bottom of the application page and click "Save".

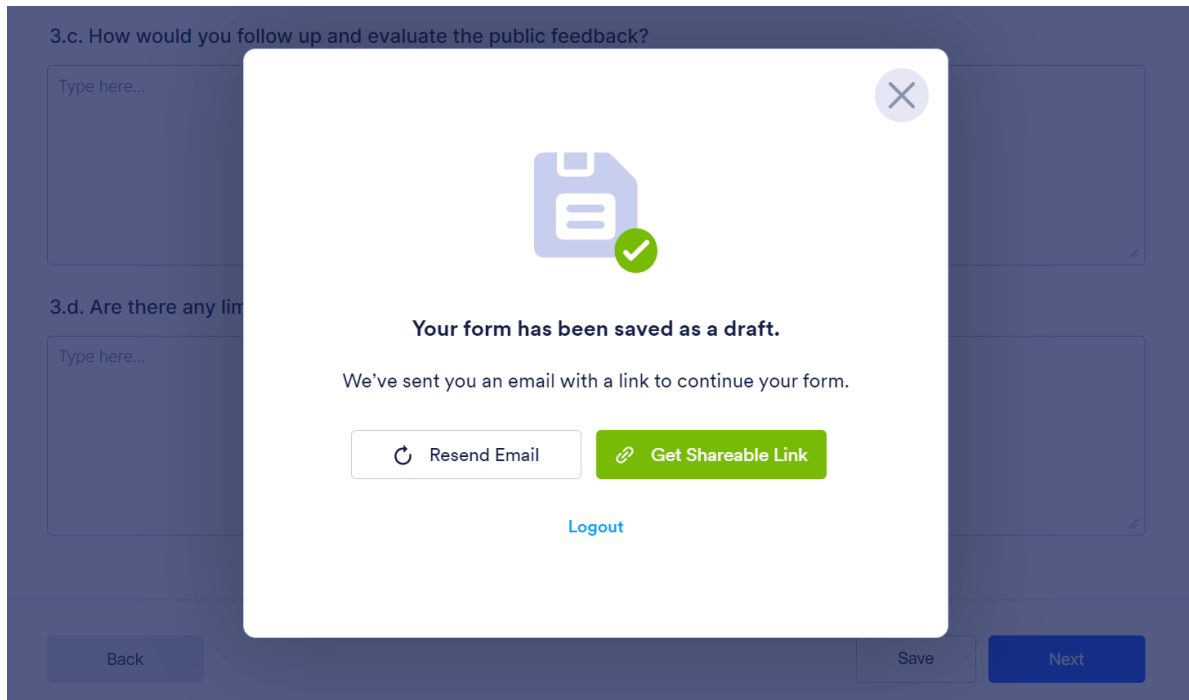


2. You can sign up with your email account so you can have the application link directly emailed to your account, OR "Skip Create an Account" if desired.



3. If you signed up with an email account, when you "Save" your work, a shareable link will be sent to your email address.

2016 Measure B
Bicycle & Pedestrian Planning Studies
Competitive Grant Application Guideline (Rev.11.21.2022)



4. If you 'Skip Create an Account' you will be asked to enter an email address for the shareable link.
5. The shareable link of your application can be shared with your team members to continue working on the same application.

Can I edit my submission before the deadline?

Yes, you can. Please refer to the instructions on Page 10 of this document.

PART 1: SPONSOR INFORMATION

Primary Project Sponsor: Primary project applicant; this must be a Member Agency.

Project Co-applicants: List any other partner Member Agencies.

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 of the grant application, and must be an employee of the Primary Project Sponsor.

PART 2: PROJECT INFORMATION & ELIGIBILITY

Project Name: List your project name.

Project Webpage: List a webpage link to your project if there is one.

2016 Measure B
Bicycle & Pedestrian Planning Studies
Competitive Grant Application Guideline (Rev.11.21.2022)

Project Description: Up to 800 characters. Provide a clear definition of your “project”. You should give a high-level project scope, including:

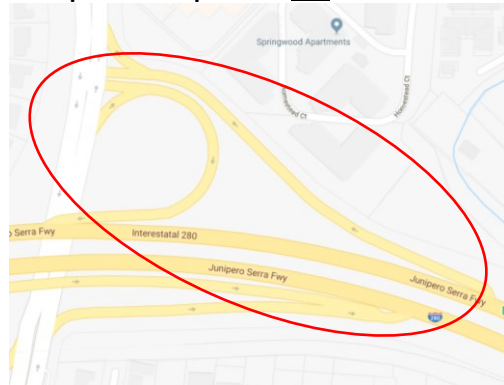
- Study corridor/location
- Study purpose
- What will you study?
- Expected project deliverables/outcomes

For example: The project will be a planning study to evaluate 7 miles of Tasman Drive and Great Mall Parkway from Morse Avenue in Sunnyvale to Montague Expressway in Milpitas. The purpose is to identify opportunities along Tasman Drive and Great Mall Parkway to demonstrate and advance Complete Streets improvements. The study will evaluate transit travel times, signal coordination, timing modifications, multimodal access, safety, and connectivity. The expected outcomes include 10% conceptual engineering design, multi-modal operating concepts, short-term and long-term ways of implementation.

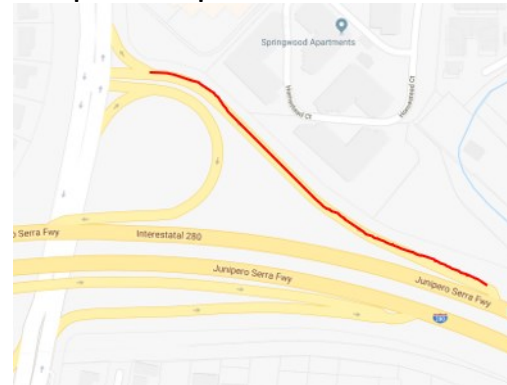
Project Location/Limits: Provide a short description of project limits/locations. The application should be as specific as possible about the endpoints/boundary of the project corridor/area. *For example, Coyote Creek Trail is not sufficient. Identify that the project segment stretches from X to Y, such as from Story Rd to Phelan Ave/St/Rd.*

Project Map: Provide a map that clearly shows the project limits, streets, and cross streets. If the exact project limits are not yet determined, please describe and provide a map of the study area or alignments under consideration. Include a scale on your map.

Example of a map that is not sufficient:



Example of a map that is sufficient:



Project Eligibility: Is the project on [Attachment A](#) of 2016 Measure B?

- If yes, please indicate the project name as identified on Attachment A, i.e. Santa Clara Countywide Bicycle Plan. If no, your project is ineligible for this program.
- Santa Clara Countywide Bicycle Plan Eligibility:
 - If a project is shown on the map of Cross County Barrier Corridors (CCBCs) or Across Barrier Connections (ABCs), it is eligible:
<https://vta.maps.arcgis.com/apps/webappviewer/index.html?id=264b7bdd84f847c591459fdbfc7c5376>

2016 Measure B
Bicycle & Pedestrian Planning Studies
Competitive Grant Application Guideline (Rev.11.21.2022)

- 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>
 - Any bicycle-related project on a CCBC or Priority CCBC is eligible. Projects can also include pedestrian elements.
 - Any project that addresses an ABC by improving a crossing or by providing a new bicycle/pedestrian bridge or undercrossing is eligible.
 - 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:
- Any projects shown on the Focus Areas map are eligible: <https://gis.vta.org/pedaccess/>
 - Projects listed in the plan, but not shown in the Focus Area maps are eligible. <https://www.vta.org/programs/pedestrian-program>
 - 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.
 - Projects should lead to capital improvements on pedestrian conditions, including improved access to transit. The plan provides suggested improvements, but specific details are up to local agencies to develop.

Project Category: Select the appropriate category.

2016 Measure B Funding Request Amount: Identify your grant request amount for this project in Year of Expenditure (YOE) dollars. The minimum request is \$50,000.

Total Project Cost Estimate: Provide your project's total cost estimate in YOE dollars.

Non-2016 Measure B Contribution %: This field is auto-populated. Minimum 10% non-2016 Measure B contribution is required. This will be scored up to 5 points of your project application.

Project Schedule: Identify your tentative project schedule and list expected dates for key milestones. Please note that your answer to this question will not affect the scoring but will help the scoring committee understand the project timeline.

PART 3: APPLICATION QUESTIONS

A. Community Engagement (Max. 20 points)

1. Have you solicited any public input specifically for this project?

If "No", skip to Question 2.

- a. If you selected "Yes", you must provide project-specific communication engagement documentation. Eligible documentation includes but is not limited to:
 - Project meeting photos (screenshots of virtual meeting attendance are acceptable)
 - Project links to meeting recordings

2016 Measure B
Bicycle & Pedestrian Planning Studies
Competitive Grant Application Guideline (Rev.11.21.2022)

- Project meeting minutes and public comment cards
- Project outreach surveys and responses
- Project interactive map comments
- Project outreach on social media and public comments

Note: Letters of support and general master planning outreach will not be accepted as eligible documentation.

- b. List key stakeholder groups that were involved in the public engagement process, including how you engaged your Bicycle Pedestrian Advisory Committee or equivalent committee about this project.

2. Community Concern & Project Need

- a. Describe the major comments/concerns/needs raised by the public about the project area and how the project scope addresses these comments/concerns/needs.
- b. If applicable, upload supporting documentation identifying the comments/concerns/needs raised by the public.
- c. Identify how the project's scope addresses the comments/concerns/needs raised by the public in 2.a.

3. How do you plan to engage the community during the planning process?

- a. You can choose to fill in the table to identify community engagement details: timeline, purpose, communication method, target groups and stakeholders, activities, and resources required, or provide this level of details in a separate attachment.
- b. List nearby Equity Priority Communities, vulnerable populations or low-income travel market groups (if any) within the project proximity. Describe how you plan to engage these groups.
- c. Describe how you will allow public input and how that input will be evaluated in the planning process.
- d. Note any limitations or constraints in the community engagement plan.

B. Gap Closure (Max. 20 points)

4. Does the project plan to build any new bicycle or pedestrian infrastructure where there currently is none?

Select 'Yes' if the project builds new bicycle/pedestrian infrastructure. Select 'No' if the project does not close any gaps. You may select 'Other' if you consider any upgrades of existing facilities or special circumstances as gap closure.

5. Describe the existing conditions of the study area.

Photos of existing conditions/maps/field notes are highly encouraged.

6. As best as possible, describe the type of new infrastructure under consideration that may be built to close the gaps.

7. (Answer this question if you selected "Yes" or "Other" in question 4): Please describe how

your project is planning to close a gap. If applicable, describe why you believe that upgrading existing infrastructure should be considered as a gap closure. You may provide additional data to support your argument.

If you select 'Other' in question 4, describe the existing infrastructure and environment around the existing infrastructure:

- (a) Describe the type of upgrades to the existing infrastructure that are under consideration.
- (b) Describe why you believe that upgrading existing infrastructure should be considered as a gap closure. You may provide additional data to support your argument.

8. Describe and quantify how the project can reduce travel distance or time for cyclists and/or pedestrians.

Consider the following:

- a. Does the project propose a shorter bicycle or pedestrian route?
- b. Does the project provide bicycle/pedestrian infrastructure improvements such as improved signal timing to reduce bicycle or pedestrian travel time?

9. Does the project plan to build a new connection cross a major barrier (freeway, waterway, rail line, expressway)?

- a. If you answered "YES", you must identify the location of the major barrier and describe how the new connection closes gap.

10. Does the project plan to address an Across Barrier Connection?

Refer to Appendix 6.1 of the Countywide Bicycle Plan or refer to

https://www.vta.org/sites/default/files/documents/SCCBPAppendices_Final%2520Plan_5.24.2018.pdf

- a. If you answered "Yes", you must indicate the location of the Across Barrier Connection.

11. Upload a map of new planned infrastructure or supporting documents for gap closure discussed in Question 7, and if applicable, identify the location of major barrier and ABC that are mentioned in Question 9 and 10 respectively.

C. Connections to Schools, Transit, Employment Centers or Key Community Destinations (Max. 20 points)

12. Provide a map identifying schools, major employment centers, transit stops, and key community destinations within the project's catchment area:

The catchment area is 1 ½ mile actual (for bicycle or bicycle/pedestrian projects) or a ½ mile actual walking distance buffer (for pedestrian-only projects) around the project corridor or location. This can be done in ArcGIS/QGIS with the "Network Analysis" tool or Google MyMaps.

2016 Measure B
Bicycle & Pedestrian Planning Studies
Competitive Grant Application Guideline (Rev.11.21.2022)

Identify K-12 schools, major companies/employment centers, transit stops/stations or key community destinations within the buffer in your map.

a. ArcGIS – Network Analysis, Generate Service Areas tool:

Refer to <https://desktop.arcgis.com/en/arcmap/latest/extensions/network-analyst/itemdesc-generate-service-areas.htm>

b. QGIS – Network Analysis:

The tool works like the ArcGIS network analysis tool and requires little manual tracing. However, you need to have the basic road network shapefile and your service zone/route file, and some GIS knowledge. You can find the step-by-step guide here:

<https://www.giscourse.com/qgis-network-analysis-capabilities/#:~:text=The%20Network%20Analysis%20tools%20are,consideration%20your%20own%20network%20data.>

c. Google MyMaps:

It requires manual tracing of actual walking/biking distance but little knowledge of GIS. <https://www.google.com/mymaps>

1) Click on the “Add direction” tool (see the red circle in the screenshot below) and select “add biking route” or “add walking route”, and then click on the map with your pick-up/drop-off locations to start tracing your route.



2) Repeat step 1 for every pick-up/drop-off location to estimate and pinpoint the boundary of the actual 1.5 mile-biking or 0.5 mile-walking distance.

13. Describe how the project improves connections to schools, employment centers, transit and key community destinations and how the project potentially increases walking or cycling activities.

14. Complete the chart with quantitative data for schools, employment, regional rail, and transit stops/stations within the catchment area. Identify the key locations of those services.

- School, employment and transit information links are provided on the Jotform application page for your reference. You can also provide your local data.
- 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. Please list your data source.
- For existing/planned transit stops/stations, please refer to VTA’s current system map: <https://www.vta.org/go/maps>

D. Safety (Max. 20 points)

15. List collision history 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/>
You can also provide your local data.

16. If there is a lack of collision history, describe project context and explain why you are conducting a study.

- E.g. It is a new facility; the area is so unsafe that there is no bicycle or pedestrian activity.
- Additional data to support the explanation may be submitted.

17. Describe any existing or potential safety issue(s) related to pedestrians and/or cyclists.

You can refer to and upload historical data and/or qualitative evidence such as photos, field notes, incident reports, or public comments on safety issues.

18. How do you anticipate the project improving safety within the project proximity?

Explain how potential solutions from this project can mitigate/reduce/eliminate pedestrian-involved or cyclist-involved collisions.

E. Equity Considerations (Max. 15 points)

The 2020 EPC map can be found here: <https://opendata.mtc.ca.gov/datasets/MTC::equity-priority-communities-plan-bay-area-2050/explore?location=37.872165%2C-122.370882%2C9.00>

A vulnerable community includes persons with Limited English Proficiency (LEP), persons with disabilities, minority persons, low-income persons, youth and other underserved persons.

19. Choose how your project connects to an EPC, vulnerable community or low-income travel market:

- A) Yes, the project directly connects to an EPC, vulnerable communities, or low-income travel markets.
- B) Yes, 50% or more of the project study area/corridor fall within ½ mile of an Equity Priority Community, vulnerable communities, or low-income travel markets.
- C) No, it does not.

20. If you answered 'Yes' (option A or B) to question 19, attach a scaled-map identifying both the project limits and the related EPC, vulnerable community or low-income travel market.

21. Describe the demographics of the EPC, vulnerable community or low-income travel market as answered in Question 20.

22. Describe the potential negative impacts to the EPC, vulnerable community or low-income travel market (if any) and describe potential mitigations.

23. Describe how your project will benefit the EPC, vulnerable community or low-income travel market.

Consider including discussion and data regarding safety and connectivity improvements to the demographics and special user groups within the EPC, vulnerable community or low-income travel market.

F. Funding

Your answers to this section must be consistent with Part 2 of the application:

24. Upload the project cost estimate by phase/project task.

25. Identify the anticipated non-2016 Measure B fund sources and amounts (if known).

- a) If your application indicates a higher percentage of matching funds than 10%, your agency will be required to provide the matching percentage.
- b) If project costs increase and are anticipated to be over budget, 2016 Measure B funds will not be increased. Your agency is responsible for cost overruns.
- c) If the project is anticipated to be delivered under budget, 2016 Measure B funds will be reduced in proportion to your agency's contribution.

PART 4: ADDITIONAL ATTACHMENTS


You may submit additional attachments to support your application. You must make clear references to your attachment in the narrative answers. Maximize attachment size per upload is 10.6MB.

PART 5: SIGNATURE

IMPORTANT: The application must be signed by Public Works Director, Agency Manager, or equivalent senior-level staff or their designee. You can share the link with the signee to complete the DocuSign. The signee does not need to setup a DocuSign account. Once the signee enters the email address, the signee will be directed to a DocuSign page (see screenshot below).

PART 5: SIGNATURE

IMPORTANT: The application must be signed by Public Works Director, Agency Manager, or equivalent senior-level staff or their designee. You can share the link with the signee to complete the DocuSign.

 Waiting for DocuSign...

Please wait a moment as DocuSign processes your document for signing.

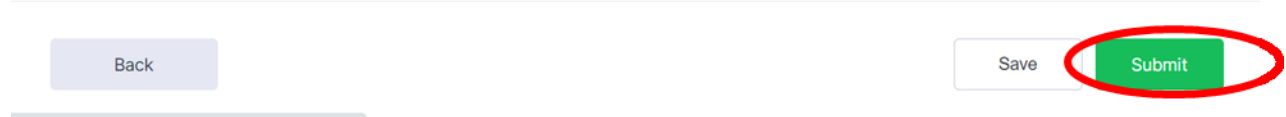
You must click "I agree to use electronic records and signatures".

 Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures. **CONTINUE** **OTHER ACTIONS** ▾

2016 Measure B
Bicycle & Pedestrian Planning Studies
Competitive Grant Application Guideline (Rev.11.21.2022)

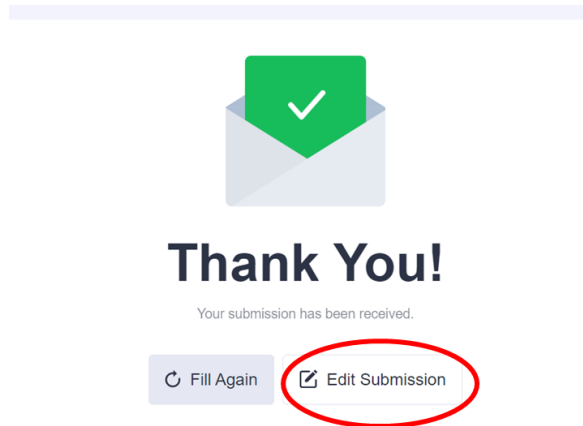
After the signee completes the signature process, he/she will receive a signed copy of the application by DocuSign. You will see the following message on your Jotform application page:

✔ Signing complete!
A copy of the signed document has been emailed to [redacted]@gmail.com



Click “Submit” to officially submit your application.

You will receive a confirmation and “Thank you!” page after submission. If you would like to edit your submission before the deadline, click “Edit Submission” on the “Thank You!” page or go back to the confirmation email in your email inbox.



On the bottom of your confirmation email (sent by Jotform), you should see an option to “edit this submission”.

