



## MEMORANDUM

TO: City Managers  
Planning Directors  
Public Works Directors  
Technical Advisory Committee Members

FROM: Chris Augenstein, Transportation Planning Manager

DATE: May 25, 2006

SUBJECT: Call for Projects, FY 2007/08 Community Design & Transportation (CDT)  
Capital Grant Program

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This memorandum serves as the General Call-for-Projects for the 2007/2008 Community Design & Transportation (CDT) Program funding cycle. These Capital grants are intended to help VTA Member Agencies, the cities, towns, and county of Santa Clara, design and build transit- and pedestrian-friendly projects and include transit- and pedestrian-friendly elements in capital projects related to transit facilities, streets, and core areas such as downtowns. Project eligibility criteria and project applications are included.

**PROJECT APPLICATION DUE DATE:**

**Date: JULY 21, 2006**

**Time: 4:00 PM**

**To: JOHN R. SIGHAMONY, TRANSPORTATION PLANNER  
SANTA CLARA VALLEY TRANSPORTATION AUTHORITY  
3331 NORTH FIRST STREET, BUILDING B  
SAN JOSE, CA 95134**

### **FUNDS AVAILABLE**

The CDT Capital Grant Fund Program will make available approximately \$8,800,000 to VTA Member Agencies. The CDT Planning Grants Program is currently funded for the programming cycles currently scheduled for 2008.

**A minimum 20% local match is required for all projects and may consist of a minimum of 11 in cash contributions with staff time to perform the tasks of the project and manage its development accounting for a maximum of 9%.**

## APPLICATION MATERIAL

Attachment A shows the Board adopted criteria for the CDT Capital Grants and Attachment B is the actual application form.

When submitting an application, please turn in **10 three-hole punched, stapled copies** of the application. After the projects are selected, we will send a sample resolution to all the agencies that must be approved by your City Council within three months of selection.

If you have general questions regarding the CDT Planning Grant Program, please contact me at (408) 321-7093 or [chris.augenstein@vta.org](mailto:chris.augenstein@vta.org). We look forward to receiving your application.

Sincerely,

Chris Augenstein  
Transportation Planning Manager

CDT CAPITAL GRANT SCHEDULE	
	DUE DATES
APPLICATIONS	JULY 21st
SCORING COMMITTEE	TENTATIVELY AUGUST 3rd/4th
ADVISORY COMMITTEE APPROVAL	SEPTEMBER 7th
BOARD APPROVAL	OCTOBER 5th
COUNCIL RESOLUTIONS	JANUARY 5th

# ATTACHMENT A

## VTA Community Design & Transportation Program CAPITAL GRANT PROGRAM EVALUATION CRITERIA AND PROCEDURES

### Program Description

The VTA Capital Grant Program will fund Capital projects that implement the guidelines of the Community Design for Transportation (CDT) Program, Manual of Best Practices for Integrating Transportation and Land Use. Outcomes of this process should be projects that are creative, enhance connections with transit facilities, employ innovative and high-quality design, improve the pedestrian environment, enhance economic vitality, make better use of the land, infrastructure, and resources, and/or improve community connectivity, livability, sustainability, and sense-of-place.

### Who can apply, and how are funds awarded?

VTA Member Agencies may apply for these funds. VTA CDT Capital Grant funds are awarded on a competitive basis. Recipients are required to enter into a funding agreement with VTA to carry out the project. Funding agreements must be received by VTA within three (3) months of award approval by the VTA Board of Directors.

### How Much Funding is Available?

VTA has \$8.8 million for the current CDT Capital Grant Program cycle of FY 07/08. Project sponsors may request a maximum per project of \$1,500,000. A 20-percent local match is required. Local match is defined as the dollars used to match the requested grant amount. The match must consist of a minimum of 11% in cash contributions with staff time accounting for a maximum of 9%. The requested grant funds may be awarded wholly or in part.

### Eligible Projects

All projects must be located in a core, corridor or station area as defined in VTA's CDT Program, and must have a pedestrian and transit component. **No projects may be *Bike Only*.** Capital projects may include but are not limited to:

- **Pedestrian Projects such as:**
  - Improved pedestrian connections with bus stops, transit centers, or train stations
  - Bus stop, transit center, or station area amenity with enhancements
  - Pedestrian grade separations (overcrossings and undercrossings)
  - Pedestrian connections between transit facilities and residential areas, employment areas, or major activity centers
  - Sidewalk enhancements such as widening, special paving or provision of pedestrian amenities
  - Sidewalk Gap closure projects
  
- **Streetscape/Corridor enhancements including:**
  - New sidewalks
  - Sidewalk widening
  - Closing gaps in the pedestrian network

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- Street trees, landscaping, and street furniture
- Small parks, plazas, and public areas
- **Pedestrian-oriented streets or alleys, plazas, paseos & pocket parks related to transit facilities or multimodal streets:**
  - Conversions to a pedestrian only street (or limited vehicular access street)
  - Conversions to a multimodal street (e.g. sidewalk/pedestrian enhancements, bike lanes [must be combined with other improvements], and transit stop/station enhancements, and transit priority treatments)
  - Enhancements of small urban public spaces including landscaping enhancements, and connections with surrounding land uses and activities

### **Project Evaluation**

An evaluation of each project will be conducted in consideration of the criteria presented below:

#### ***CDT Program Goals (10 points)***

- This project supports key concepts and principles outlined in Chapters 1 and 2 of VTA's Community Design and Transportation Program (CDT) *Manual of Best Practices for Integrating Transportation and Land Use*. (List the concepts and principles and explain how the project addresses each.)
- Proposal includes an issue statement that clearly identifies the purpose and need - of the capital project along with the desired outcomes.
- Project pertains to a defined physical location.
- The overall project will have identifiable and likely synergistic effects (provision of any single community benefit will likely induce additional community benefits).

#### ***Project Readiness (20 points)***

- A feasibility study has been completed and/or an environmental clearance has been certified.
- The project has secured any necessary rights-of-way or developed contributions
- When does the project need funding? When is construction of the overall project expected to begin?
- How realistic is the project financing?

#### ***Project Scope (10 points)***

- Project describes a collaborative process to be undertaken by the local governmental agency, and/or the transit operator that will be involved in their roles and strategy.
- Project pertains to a physical setting where deficiencies exist (or will exist), and which, if remedied by the proposed project, will provide significant community

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benefit through walkability, pedestrian safety, traffic calming, transit access, bicycle gap closure projects.

### *Project Benefit (20 points)*

The project remedies a current or anticipated problem and will result in significant community benefits in the following categories:

- Walkability
- Streetscape Improvements
- Pedestrian Friendly Economic Development/Access to Daily Needs
- Bicycle Facilities
- Safety & Security for Pedestrians & Bicycles
- Protection of Community Cultural, Historic or Environmental Resources
- Public Transit Access
- Socio-economic Benefits
- Increase in pedestrian and bike trips and decrease in single occupant auto trips or trips lengths
- Traffic Calming
- Community Friendly Parking

### *Transportation/Land Use Development (20 points)*

- The project ensures that streets and other transportation facilities and amenities are integrated into the overall community design and are conducive to a sense of community identity and pride.
- The project preserves historic elements of the community and/or transportation system.
- The project is an element in the development of countywide/regional activity centers that are accessible to transit networks and serves downtowns and/or neighborhood centers.
- The project enhances the sense of permanence and local identity of transit services and facilities (i.e. stations and stops).
- The project is an element in the development of countywide/regional activity centers downtowns and/or neighborhood centers within a pedestrian/bicycle-oriented development or network.

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## *Community Connectivity and Access (20 points)*

- The project enables residents and workers to use a range of travel modes, including transit, walking, and biking to access jobs, shopping, recreation, education and other daily needs.
- The project enables and/or encourages the integration of streets, transit, pedestrian and bicycle ways as part of a system of routes, or provides high priority links in systems outlined by existing plans.
- The project involves development of community-oriented transportation strategies designed to limit the extent to which it is necessary to travel long distances in order to access the basic necessities of life.

## *Application Process*

**Step 1:** VTA will issue a “call for projects”.

**Step 2:** Applicants submit a project proposal to VTA for funding consideration. The project proposal should include the amount of Capital Funds requested, amount and source of local match, brief description of sponsor, how project fulfills evaluation criteria shown above, scope of work that describes each itemized task to be undertaken and the resulting project budget and schedule, project map area, and existing condition photos.

**Step 3:** VTA staff and representatives from VTA’s Technical Advisory Committee, approved by the VTA Board of Directors, evaluates project proposals.

**Step 4:** The VTA Board will approve the CDT Capital Grant projects based upon recommendations provided by the Technical Advisory Committee, VTA staff, and available funding.

**Step 5:** Following Board approval, grant recipients must enter into a funding agreement with VTA to begin their project. Funding agreements must be approved by recipients and received by VTA within three months of VTA Board approval to award.

**ATTACHMENT B  
PROJECT APPLICATION**

<b>Project Title:</b>	
<b>Project Description:</b>	
<b>CDT Capital Grant Requested:</b>	
<b>Local Match:</b>	
<b>Total Project Cost:</b>	
<b>Sponsoring Agency:</b>	
<b>Co-Sponsoring Agency:</b>	
<b>Other Project Partners:</b>	

**ATTACHMENT B  
PROJECT APPLICATION**

**Please submit the following as part of the application:**

- **Short narratives to the CDT Capital Grant project criteria:**
  - a. CDT Program Goals
  - b. Project Readiness
  - c. Project Scope
  - d. Project Benefit
  - e. Transportation/Land Use Development
  - f. Community Connectivity and Access
  
- **A detailed line-item budget for the proposed project.**
  
- **Pictures, Photographs, and Maps that show:**
  - a. Project location and local/regional street, bicycle, and transit facilities within and near the project area.
  - b. Existing Conditions
  - c. Proposed Capital Improvements