

GENERAL

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

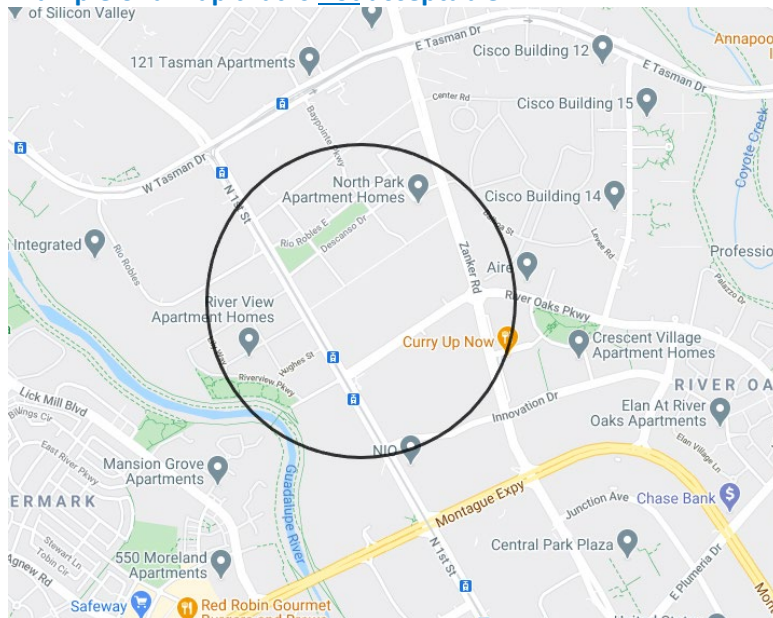
PART 1: SPONSOR INFORMATION

1. **Primary Project Sponsor:** Primary project applicant; this must be a Member Agency.
2. **Project Co-applicants:** List any other partner Member Agencies.
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 Primary Project Sponsor.

PART 2: PROJECT INFORMATION & ELIGIBILITY

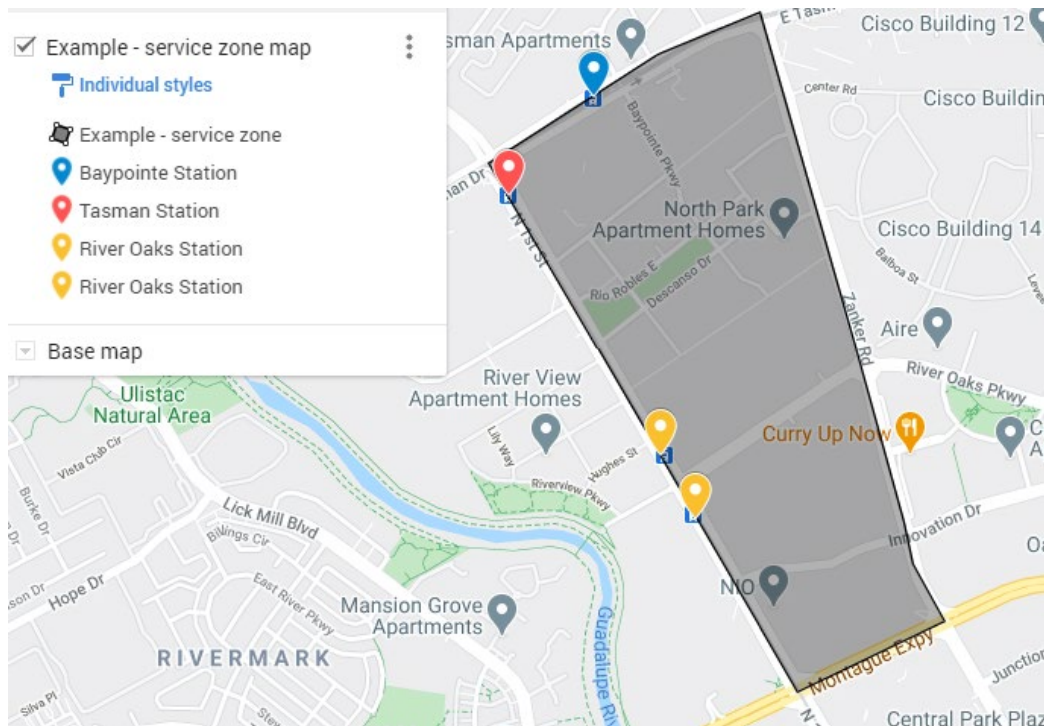
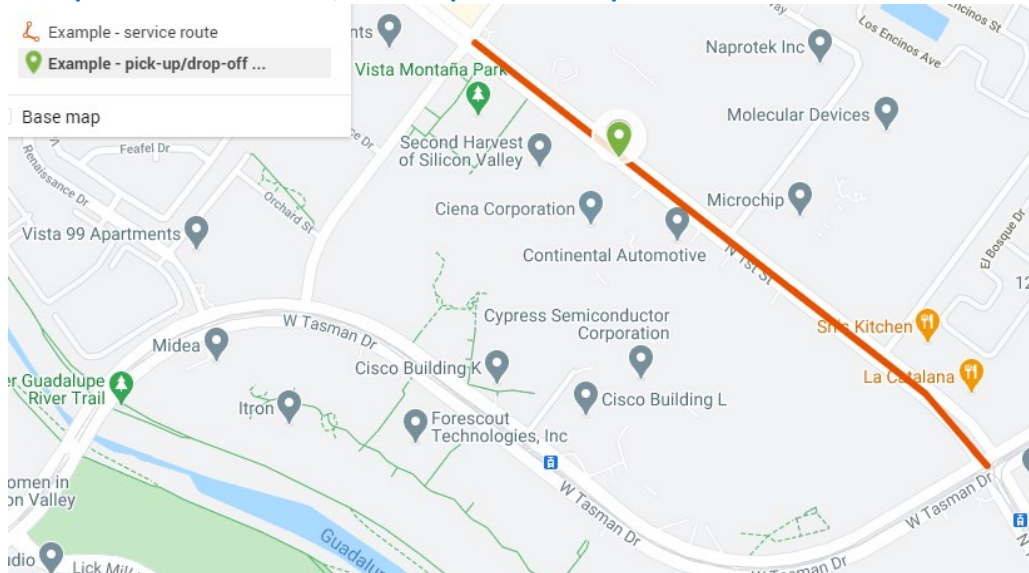
1. **Project Name:** List project name
2. **Project Webpage:** List a webpage link to your project if there is one.
3. **Project Duration:** Specify the duration (month/year) of your project service. The project service can go beyond the two-year grant cycle.
4. **Service Type:** Specify whether the project service is on-demand, fixed-route or other type (i.e. hybrid).
5. **Description of transportation services provided:** You must clearly describe the route and service zone, service span, frequency, number of vehicles needed, target population, and project purpose.
**To be an eligible project, project service must not duplicate existing VTA or another transit provider or city's service. **
6. **Description of geographic areas served:** Please provide a map that clearly shows the service routes/zone. The application needs to be specific about the endpoints/boundary of the project routes/zone. If your service is fixed-route, please also identify pick-up/drop-off points.

Example of a map that is not acceptable:



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Example of a service route/zone map that is acceptable:



- 7. Total Project Cost Estimate:** Provide your project's total cost estimate in current dollars. This includes capital cost, operating costs and any miscellaneous costs.
- 8. 2016 Measure B Funds Request:** Your 2016 Measure B grant request amount for this grant cycle.

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9. **Non-2016 Measure B Contribution %:** This should be calculated as “100% - (2016 MB Grant Request Amount/Total Project Cost Estimate)”.
10. **Date:** Application date
11. **The application form must be signed.**

PART 3: PROJECT DESCRIPTION

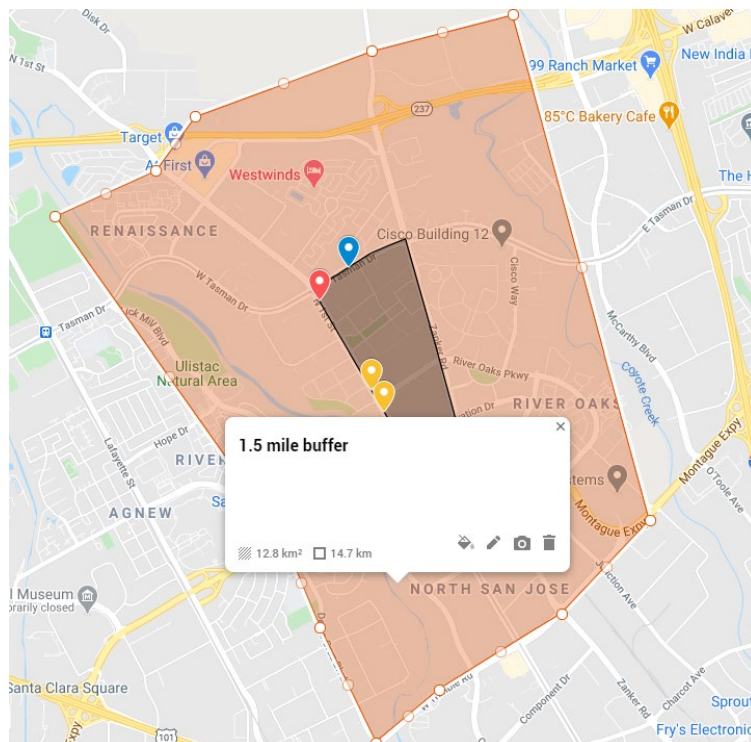
3.1 Innovation (Max. 20 pts):

- (a) Select two most innovative aspects of your project. Each aspect can be awarded up to 10 points.
- (b) With respect to your selection in part (a), articulate how your project is innovative and different from existing technology/service model/partnership/etc.
- (c) Describe how your service can help recover transit ridership during/after COVID-19 pandemics.

3.2 First/Last Mile Connections to Frequent Transit (Max. 20 pts):

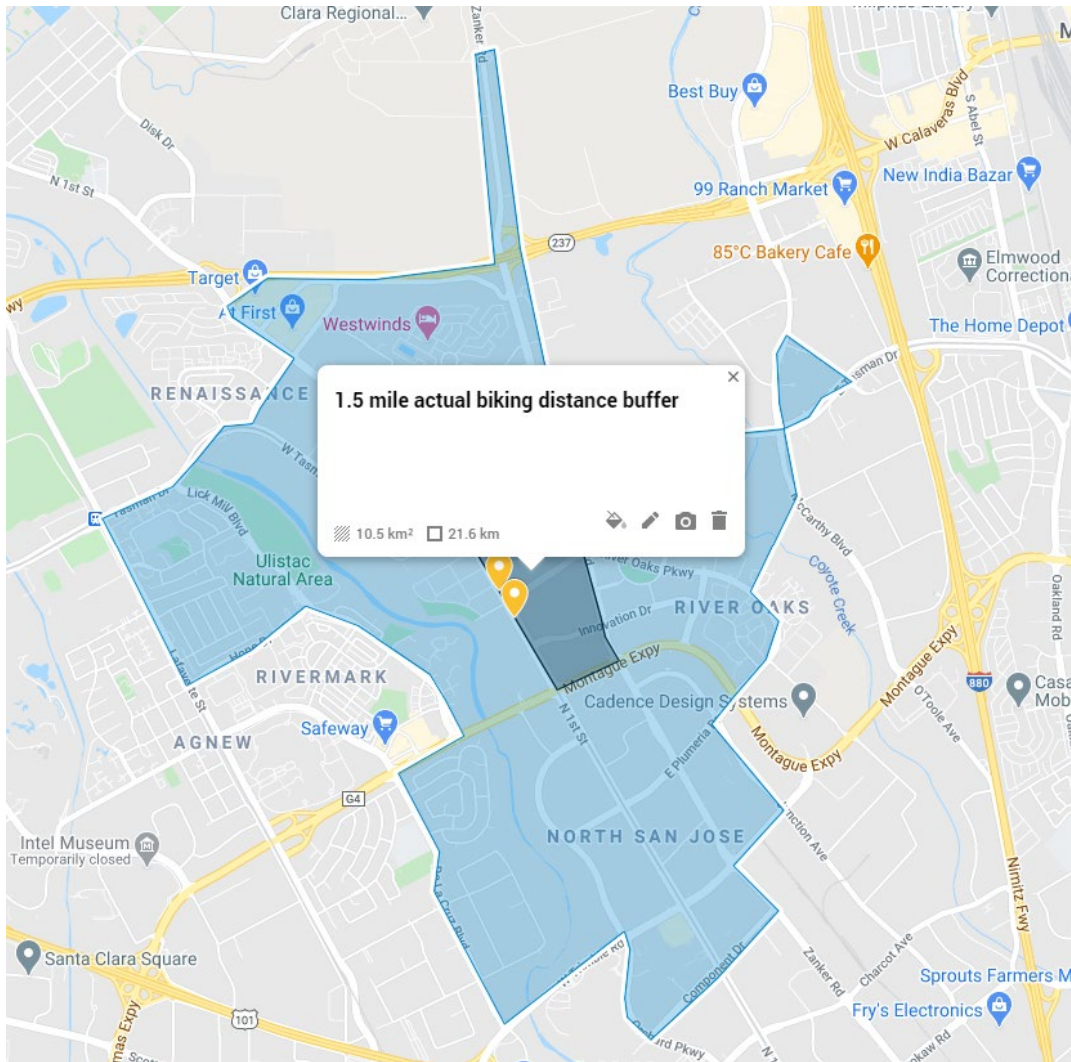
- (a) Select ‘Yes’ if the project accommodates bicycles or ‘No’ if it does not. This will influence your catchment area.
- (b) List proposed pick-up/drop-off locations.
- (c) Identify the number of residents, employment and transit stops within the catchment area.
The catchment area is based on actual walking/biking distance.

Example of wrong catchment area: You should not simply create a 1.5 mile buffer area.



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Example of catchment area based on 1 ½ mile actual biking distance:



3.3 Benefits to vulnerable/transit-dependent population (Max. 20 pts):

- (a) Describe the target demographics, their mobility challenges and needs. Evidence of quantitative data/study is highly recommended.
- (b) You should first explain how you estimate vulnerable/transit-dependent population within the catchment area, and then provide an estimate.
- (c) Describe the project benefits to vulnerable/transit-dependent population. Please also consider the COVID-19 impacts to those vulnerable/transit-dependent population.

3.4 Affordable Service (Max. 10 pts):

- (a) List proposed fare structure.
- (b) Provide additional fare information if applicable.

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3.5 Underserved Market (Max. 10 pts):

Describe how your project provides new/supplementary service to a geographic area that currently has infrequent or no transit service.

3.6 Project Timeline (Max. 5 pts):

- a. Select 'yes' if you have completed a feasibility/planning study. Completion of a feasibility/planning study means that you should have a thorough understanding of existing conditions, demand forecast, service goals, operating model (including service hours, routes, area, fares, drivers, booking options and fleet size), and timeline.
- b. Select 'yes' if you have secured vehicles, equipment and/or labor services required for this project.
- c. Provide an estimated project timeline. The project must be implemented within 1 year of the grant award.

3.7 Project Cost (Max. 10 pts): The answers must be consistent with your answers in Part 2.

Provide a breakdown of project cost estimates. Please list all of your assumptions. List any anticipated Non-2016 Measure B fund sources, with the fund amount (if known).

- a. 2016 Measure B Fund Request: List your grant request amount.
- b. Non-2016 Measure B Funds: Cash and in-kind direct staff labor will be considered as Non-2016 Measure B contribution.
- c. Total Project Cost: Total project cost includes both capital cost and operating cost, as well as other miscellaneous costs. Any estimate of labor costs should comply with all applicable federal, state, and local wage and hour laws.
- d. % Non-2016 Measure B contribution: % Non-2016 Measure B contribution should be calculated as $(\text{Non-2016 Measure B funds} / \text{Total Project Cost}) \times 100\%$.

3.8 Cost-effectiveness (Max. 15 pts)

- a. Fill out the table to give an estimated cost per passenger trip.
- b. Describe how you estimated total operating cost. List all of your assumptions.
- c. Describe how you forecasted ridership. List all of your assumptions.

PART 4: ATTACHMENTS

Please send all attachments via email. You should make clear references to any attachments in your narratives.

PART 5: SUBMISSION

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