



2016 Measure B Program Manual

Updated March 2026



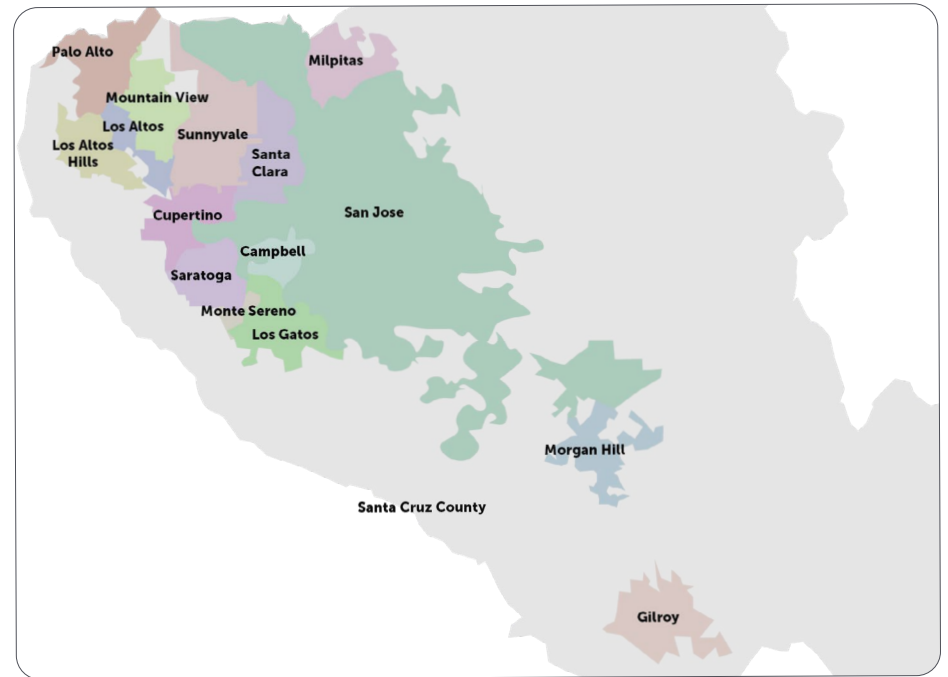
WHO IS THE 2016 MEASURE B PROGRAM MANUAL FOR?

This Program Manual provides guidance for agencies or grantees, which includes the 15 cities/towns, County of Santa Clara, Caltrain, and VTA, that receive 2016 Measure B funds to understand guidelines adopted by the VTA's Board of Directors and to comply with all program requirements.

The following information is provided in this Program Manual:

- **Section 1: About 2016 Measure B** discusses background information of the measure and the guidelines for how funds are distributed to the grantees.
- **Section 2: Program Categories** gives an overview of the nine Program Categories on how funds are distributed to grantees, which projects are eligible for funding, and the requirements that must be met upon receipt of funding.
- **Section 3: Resources** provides reference materials and examples to help grantees navigate the invoicing and reimbursement process, understand reporting expectations and branding requirements, and locate project-specific information.

For questions on information presented in this Program Manual, email 2016MeasureB@vta.org.



A map of cities and towns in Santa Clara County that receive 2016 Measure B funds



VTA light rail and Caltrain electric train in the City of Mountain View

HOW TO NAVIGATE THIS DOCUMENT

To help grantees better understand the materials presented in the 2016 Measure B Program Manual, the information is organized and referenced as follows:

Click on the Table of Contents on the next page to navigate to the project category or subcategory.

PROGRAM CATEGORY

Program categories can be identified by their corresponding colors and text at the bottom of the page throughout the program manual.

RELEVANT DETAILS


How is the fund distributed? Who are the eligible grantees?

FUNDING ALLOCATION PROCESS

How are funds awarded to grantee or to the program category?

ELIGIBLE PROJECTS

What project types are eligible for funding within each program category?



LOCAL STREETS AND ROADS

The Local Streets and Roads program category provides funding for the repair and maintenance of the street systems; however, grantees may use the funds for congestion relief projects if the Pavement Conditions Index (PCI) score in their jurisdiction is at least 70. The PCI score is based on data from the Metropolitan Transportation Commission (MTC). All congestion relief projects must be approved by VTA.

Type of Distribution: Formula

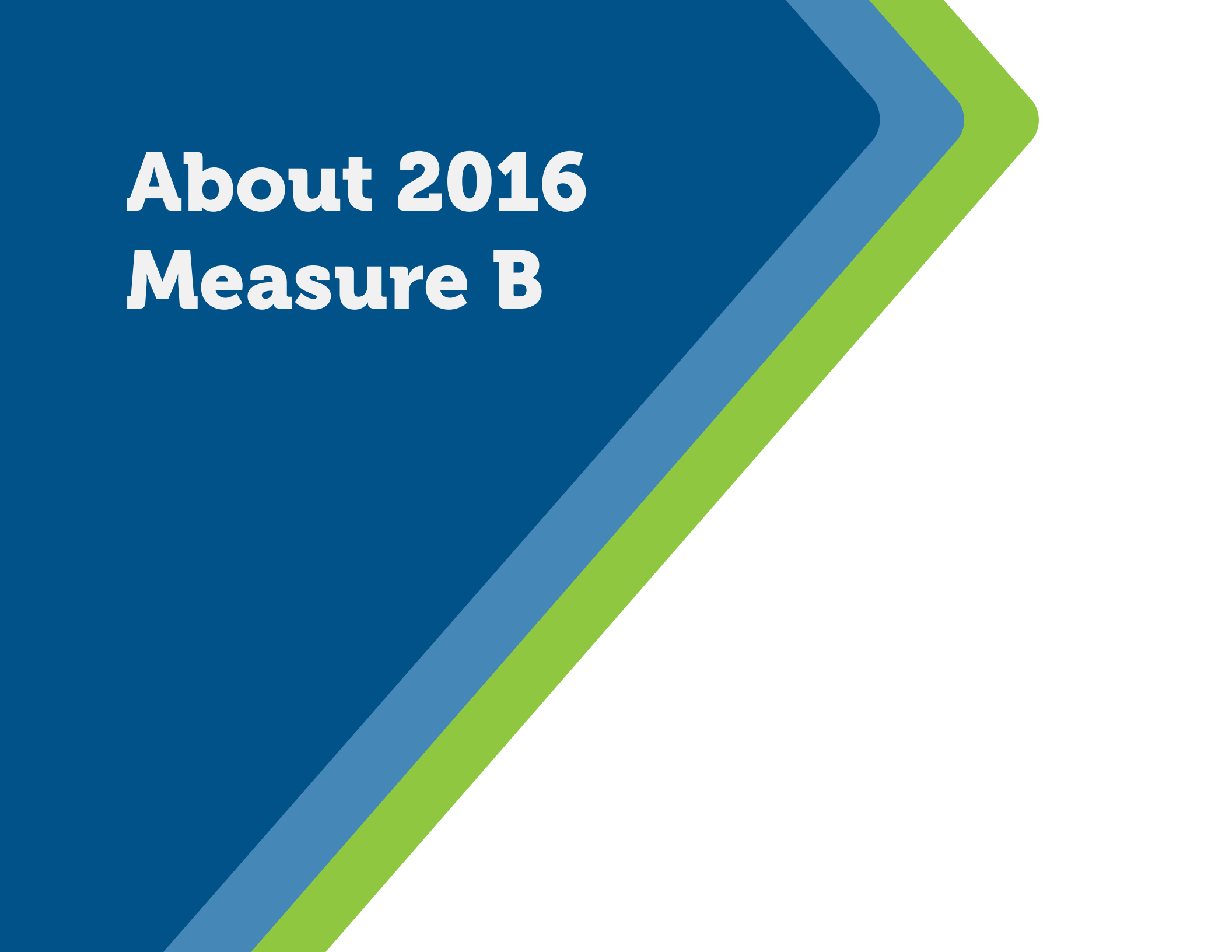
- **Grantees:** 15 cities/towns in Santa Clara County, County of Santa Clara
- **Estimated Funding:** 19.05% of Program Tax Revenue

- **For allocation to cities/towns in Santa Clara County**
 - Determined by the percentage of the city or town's population relative to the total population of Santa Clara County, excluding the population in unincorporated Santa Clara County.
 - Data is based on the latest information from E-1 Estimates Report produced by the State of California's Department of Finance.
- **Eligible Projects:**
 - Maintenance, rehabilitation, reconstruction, minor improvements, minor enhancements, and preservation of roadway infrastructure such as, but not limited to:
 - Pavement rehabilitations
 - Slurry seal
 - Replacement of damaged or raised sidewalks, curbs, and gutters
 - Asphalt resurfacing
 - Congestion relief projects only applicable if PCI score \geq 70 and approved by VTA.

11 LOCAL STREETS AND ROADS • 2025

TABLE OF CONTENTS

1	ABOUT 2016 MEASURE B.....5		3	RESOURCES 33
	About 2016 Measure B..... 6			Invoicing..... 34
	Implementing Guidelines.....7			Reporting Forms & Templates 36
2	PROGRAM CATEGORIES9			Branding & Attribution to VTA..... 38
	Program Categories & Adopted Guidelines. 10			Calls for Projects..... 40
	Local Streets and Roads11			2016 Measure B Transparency Website 40
	Bicycle and Pedestrian.....15			
	Transit Operations 21			
	BART Phase II..... 26			
	Caltrain Grade Separations 27			
	Caltrain Corridor Capacity Improvements .. 29			
	Highway Interchanges..... 30			
	SR 85 Corridor31			
	County Expressways..... 32			



About 2016 Measure B

ABOUT 2016 MEASURE B

WHAT IS 2016 MEASURE B?

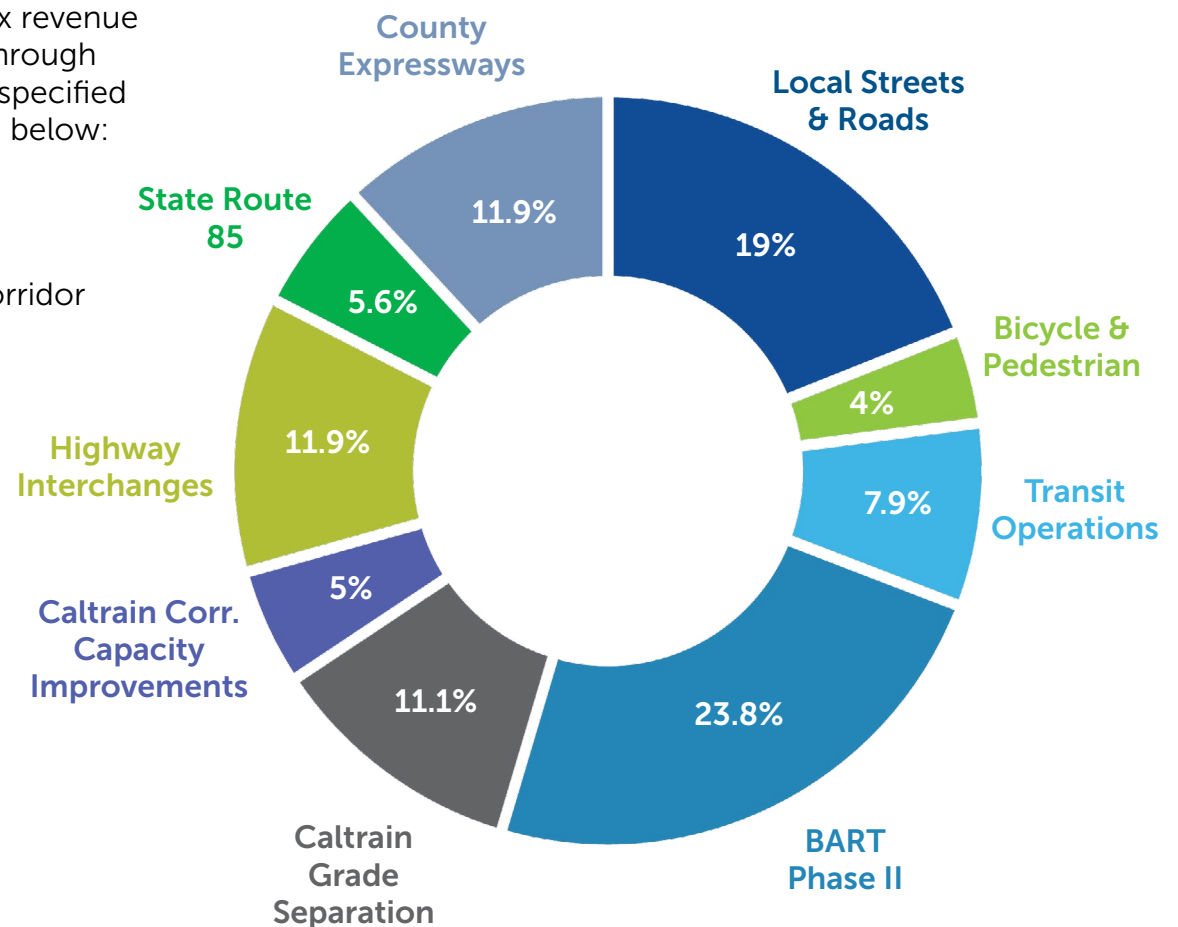
2016 Measure B is a 30-year, half-cent countywide sales tax to enhance transit, highways, and expressways, and active transportation (bicycles, pedestrians, and Complete Streets) in Santa Clara County. Sales tax revenue collection started on April 1, 2017, and will continue through March 31, 2047. The 2016 Measure B ballot language specified nine Program Categories for fund allocations as listed below:

- Local Streets & Roads
- Bicycle & Pedestrian
- Transit Operations
- BART Phase II
- Caltrain Grade Separation
- Caltrain Corridor Capacity Improvements
- Highway Interchanges
- County Expressways
- State Route (SR) 85 Corridor

The 2016 Measure B ballot language can be accessed [here](#). Using the dollar amounts identified for each program category in the ballot, ratios for each program category were calculated. The allocation ratios for each program category are shown in **Figure 1**. The Program Tax Revenues is defined as the tax revenues received over the 30-year life of 2016 Measure B including any interest or other earnings. It is important to note that program category allocations can fluctuate over the 30-year period, provided that the ballot-established ratios are met by March 31, 2047. Unspent funds do not expire at the end of the fiscal year and will roll over into subsequent fiscal years.

VTA, through the 2016 Measure B Program Office, administers the funds to grantees.

Figure 1:
Allocation Ratios by Program Category



IMPLEMENTING GUIDELINES

FORMULA-BASED VS. NEED/CAPACITY-BASED

The 2016 Measure B Program Category Guidelines established two types of distributions for funds: **formula-based** and **need/capacity-based**.

Formula-based distribution means funds are distributed each fiscal year by multiplying the program category's ballot-established ratio by the projected Program Tax Revenue of that fiscal year.

Need/Capacity-based distribution means the project allocations are based on the project's ability to meet VTA Board-adopted Project Readiness Criteria.

10-YEAR PROGRAM AND BIENNIAL BUDGET PRINCIPLES

The VTA Board of Directors (BOD) approved the 2016 Measure B 10-Year Program and Biennial Budget Principles in 2021. The Principles apply to all program categories and guide the development of upcoming Biennial Budgets and 10-Year Programs. The 10-Year Program is a planning document that considers the needs of the program and projects over a 10-Year period. The 10-Year Program is updated in conjunction with the Biennial Budget to provide a more accurate forecast on the expected needs from the measure. For example, the approval of the FY 2024 and FY 2025 Biennial Budget was accompanied by the update of the 10-Year Program allocations for FY 2024 to FY 2033.

The adopted Principles are as follows (*Adopted by the VTA Board of Directors April 1, 2021*):

- 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 all 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, subject to the constraints of the other principles

PROJECT READINESS CRITERIA

The Project Readiness Criteria can be applied to projects under the six **Need/Capacity-based** program categories: BART Phase II, Caltrain Grade Separation, Caltrain Corridor Capacity, Highway Interchanges, County Expressways, and State Route (SR) 85 Corridor. Projects must meet all the criteria listed in **Figure 2** for inclusion in the Biennial Budget and/or the 10-Year Program in their program category.

Applicable Program Categories

- BART Phase II
- Caltrain Grade Separation
- Caltrain Corridor Capacity
- Highway Interchanges
- County Expressways
- State Route (SR) 85 Corridor

Figure 2:
2016 Measure B: Project Readiness Criteria

Criterion	Definition
Criterion #1: Project delivery status	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.
Criterion #2: Funding status	Projects must have non-2016 Measure B match funds identified for inclusion in the 10-Year Program and secured for a Biennial Budget allocation.
Criterion #3: Partner agency/ community support	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.



Program Categories

PROGRAM CATEGORIES & ADOPTED PROGRAM GUIDELINES

The 2016 Measure B ballot language specified nine program categories: Local Streets & Roads, Bicycle & Pedestrian, Transit Operations, BART Phase II, Caltrain Grade Separation, Caltrain Corridor Capacity Improvements, Highway Interchanges, State Route (SR) 85, and County Expressways. The Bicycle & Pedestrian and Transit Operations program categories have subcategories. **Figure 3** gives an overview of the program categories and subcategories along with their allocation type.

Figure 3: 2016 Measure B Program Categories and Subcategories





LOCAL STREETS AND ROADS

The Local Streets and Roads program category provides funding for the repair and maintenance of the local street systems; however, grantees may use the funds for congestion relief projects if the Pavement Conditions Index (PCI) score in their jurisdiction is at least 70. The PCI score is based on data from the Metropolitan Transportation Commission (MTC). All congestion relief projects must be approved by VTA.

Type of Distribution: Formula

Grantees: 15 cities/towns in Santa Clara County, County of Santa Clara

Estimated Funding: 19.05% of Program Tax Revenue

Funding Allocation Process:

Allocated on an annual basis, using ballot-established ratios

o For allocation to County of Santa Clara:

- Determined by the percentage of road and expressway lane miles operated and maintained by County of Santa Clara in relation to the county's total roadway mileage
- Data is based on the latest information from the Official County Road Book and Caltrans' California Public Road Data

o For allocation to cities/towns in Santa Clara County

- Determined by the percentage of the city or town's population relative to the total population of Santa Clara County, excluding the population in unincorporated Santa Clara County
- Data is based on the latest information from E-1 Estimates Report produced by the State of California's Department of Finance

Eligible Projects:

- o Maintenance, rehabilitation, reconstruction, minor improvements, minor enhancements, and preservation of roadway infrastructure such as, but not limited to:
 - Pavement rehabilitations
 - Slurry seal
 - Replacement of damaged or raised sidewalks, curbs, and gutters
 - Asphalt resurfacing
- o Congestion relief projects only applicable if PCI score ≥ 70 and approved by VTA

LOCAL STREETS & ROADS

Program Guidelines

The VTA Board of Directors adopted guidelines for each of the nine Program Categories in August 2022 to direct the implementation of each program category and how funds should be allocated. The 2016 Measure B Local Streets & Roads Program Guidelines can be accessed [here](#).

Program Requirements:

The 2016 Measure B Program Office will send the PCI notice to grantees upon publication from the Metropolitan Transportation Commission (MTC). **Figure 4** summarizes the process to help grantees determine the use of Local Streets and Roads funds. If an agency with a PCI of 70 or higher should have their PCI fall below 70, they must redirect all funding to repair and maintenance of the street system in the following cycle.

o For **pavement maintenance and rehabilitation projects**, grantees must submit the following documents to the 2016 Measure B Program Office **by October 1st of each year**:

- **Program of Projects (POP)** - The POP should include projects that are planned for the current fiscal year which can include new projects and any unfinished projects from the previous fiscal year.
- **Maintenance of Effort (MOE) Self-Certification** - A signed memo on official letterhead certifying that the Local Streets and Roads funds are used to enhance and not replace existing investments by the grantee for road system maintenance and repair in the current fiscal year.



Pavement condition of Daniel Maloney Drive in the City of San Jose (Before)



Pavement condition of Daniel Maloney Drive in the City of San Jose (After)

LOCAL STREETS & ROADS

o Pavement projects required documents (continued):

- **Annual Report for Pavement Program** - The report should identify completed projects, any Complete Streets improvements, and project impacts for the previous fiscal year and goals for the current fiscal year.
- **Pavement Program Complete Streets Checklist**

o For **congestion relief projects**, grantees must submit the following documents to the 2016 Measure B Program Office by **October 1st of each year**:

- **Request memo** - A signed memo on official letterhead to request the use of Local Streets & Roads funds for congestion relief projects. Memo needs to include the scope of the intended effort(s), how the efforts(s) will reduce congestion, and the breakdown of how funds will be used between congestion relief vs. pavement maintenance.
- **Annual Report for Congestion Relief Project** - The report should identify completed projects, any Complete Streets improvements, and project impacts for the previous fiscal year and goals for the current fiscal year.
- **Capital Projects Complete Streets Checklist**

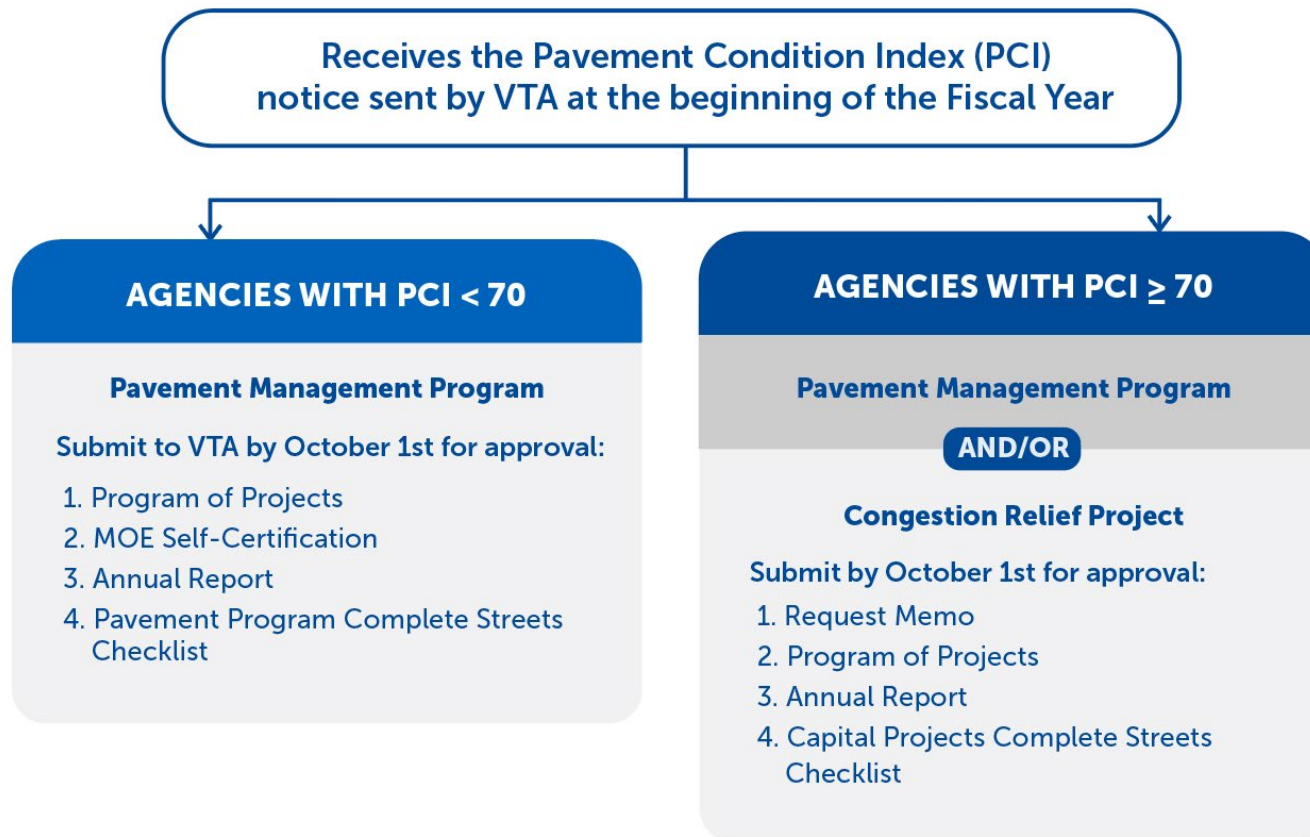


School crosswalk enhancement on D'amico Ave in the City of San Jose (Before)



School crosswalk enhancement on D'amico Ave in the City of San Jose (After)

Figure 4: Local Streets & Roads Program Category Process



- Eligible efforts may include any portion of the project that will fulfill Complete Streets requirements.
- 2016MB funds may only be used to enhance and must not replace current investments for road system maintenance and repair.



BICYCLE AND PEDESTRIAN

The Bicycle and Pedestrian program category provides funding for bicycle and pedestrian projects of countywide significance as identified by the cities/towns, County of Santa Clara, and VTA. The funds will prioritize projects that: connect to schools, transit, and employment centers; fill gaps in the existing bike and pedestrian networks; safely cross barriers to mobility; and make walking or biking a safer and more convenient means of transportation for all county residents and visitors.

This program category is comprised of three subcategories: **Education and Encouragement, Capital Projects, and Planning Studies.** All subcategories have their own sets of requirements.

Type of Distribution: Formula at the Program Category level; formula and competitive for the subcategories

Grantees: 15 cities/towns in Santa Clara County, County of Santa Clara, VTA

Estimated Funding:

3.97% of Program Tax Revenue

o **Distribution of total funds by sub category:**

- $\geq 80\%$ for Capital Projects
- $\leq 15\%$ for Education & Encouragement
- $\leq 5\%$ for Planning Studies

Program Guidelines

The VTA Board of Directors adopted guidelines for each of the nine Program Categories in August 2022 to direct the implementation of each program category and how funds should be allocated. The 2016 Measure B Bicycle & Pedestrian Program Guidelines can be accessed [here](#).



Bike riders on a trail



BICYCLE & PEDESTRIAN

Subcategory: Education & Encouragement

Eligible Activities:

o Activities include, but are not limited to:

- Organization and implementation of K-12 Safe Routes to Schools programs and activities,
- Vision Zero programs
- Open street events and bicycle/ pedestrian community events
- 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



Bike safety activity at an elementary school in the City of San Jose



Safe Routes to School Program in the City of Santa Clara



Funding Allocation Process:

The Education & Encouragement subcategory receives a maximum of 15% of the total program category funds. Allocation is formula-based with funds distributed at the beginning of the Fiscal Year based on the following method:

- 25% allocated to be split between the County of Santa Clara and VTA for countywide coordination
- A minimum allocation amount per city/town, per fiscal year based on the funding agreement
- The remaining balances are distributed based on population data based on the latest information from E-1 Estimates Report produced by the State of California's Department of Finance.

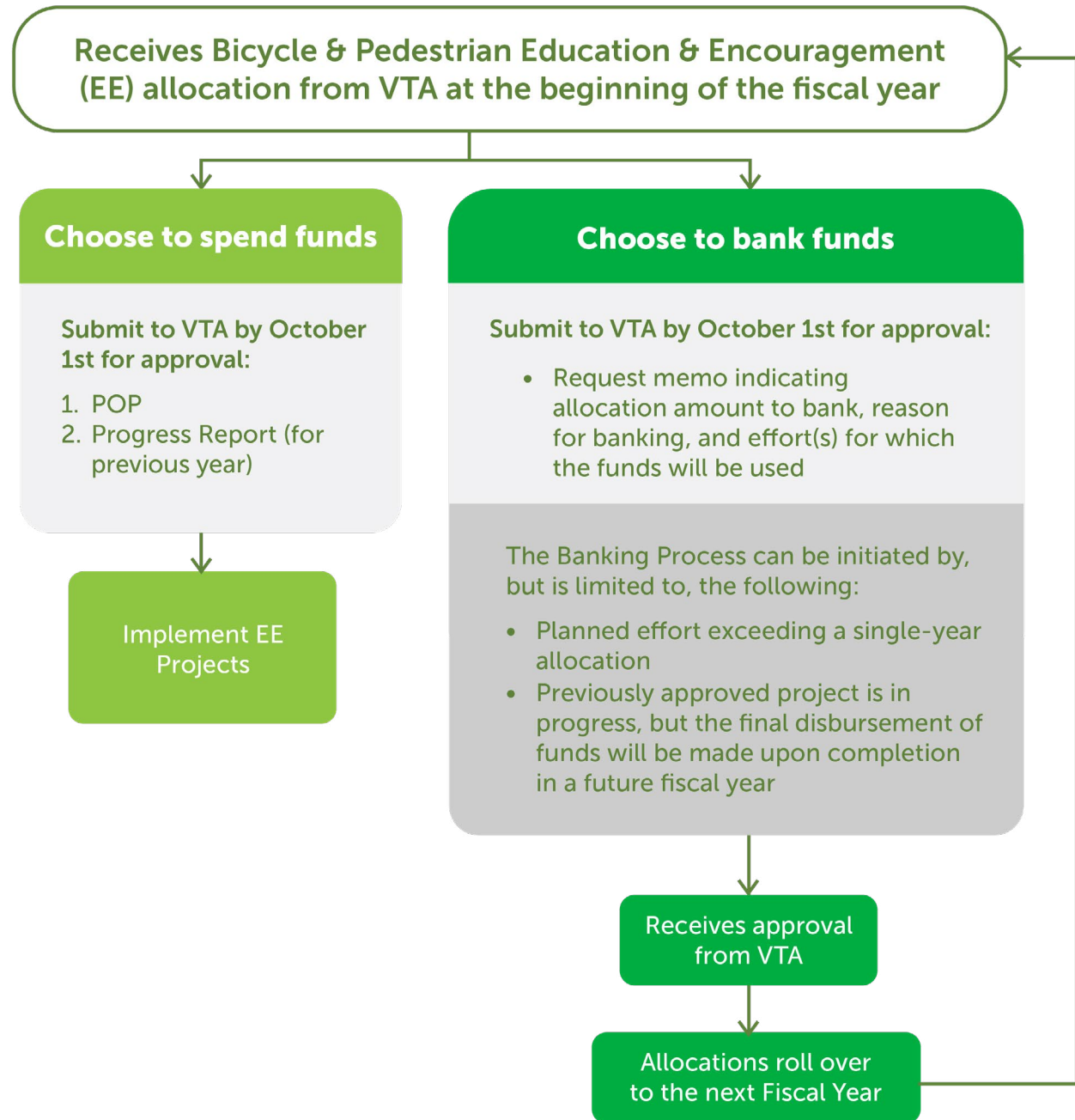
Grantees may "bank" all or a portion of their funding allocation for the fiscal year to accumulate funds for a larger Education & Encouragement activity. Funds may be banked for up to three consecutive fiscal years and must be approved by the 2016 Measure B Program Office each year.

Program Requirements:

- Grantees choosing *to spend funds* must submit the following documents to the 2016 Measure B Program Office **by October 1st of each year**:
 - Progress Report for previous Fiscal Year
 - Program of Projects (POP) for the current Fiscal Year
- Grantees choosing *to bank funds* must submit the following documents to the 2016 Measure B Program Office **by October 1st of each year**:
 - A memo requesting to bank Education & Encouragement allocation on official letterhead signed by a director or equivalent indicating allocation amount to bank, reason for banking, and effort(s) for which the funds will be used.
 - Progress Report for previous Fiscal Year



Figure 5: Education & Encouragement Subcategory Process





Subcategory: Capital Projects

Funding Allocation Process:

Through a competitive grant program with a Call for Projects issued by the 2016 Measure B Program Office. Each Call for Projects will have its own set of VTA Board of Directors-approved screening criteria. The maximum grant award per sponsoring agency can be no more than 50% of the total available funds per Call for Projects per cycle, unless the cycle is under subscribed. A Call for Projects may encompass multiple fiscal years.

Eligible Projects:

Only projects and programs listed in Attachment A of the 2016 Measure B ballot measure.

Program Requirements:

- o Grantees must submit the following documents to the 2016 Measure B Program Office:
 - Capital Projects Complete Streets Checklist
 - Refer to the executed funding agreement for the complete list of program requirements



*Los Gatos Creek Trail Connector to Highway 9
Project in the Town of Los Gatos*



Thompson Creek Trail in the City of San Jose



Subcategory: Planning Studies

Funding Allocation Process:

Through a competitive grant program with a Call for Projects issued by the 2016 Measure B Program Office. The VTA Board of Directors will adopt a project priority list based on the prioritization/scoring of the grant applications.

Each Call for Projects will have its own set of VTA Board of Directors-approved screening criteria. The maximum grant award per sponsoring agency can be no more than 50% of the total available funds per Call for Projects per cycle, unless the cycle is under subscribed. A Call for Projects may encompass multiple fiscal years.

Eligible Projects:

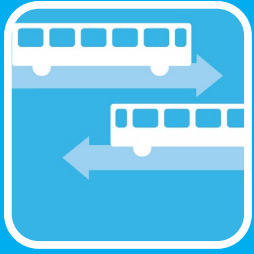
Planning studies that support capital project development for projects listed on Attachment A of the 2016 Measure B ballot language.

Program Requirements:

- Grantees must submit the following documents to the 2016 Measure B Program Office:
 - Planning/Non-Capital Projects Complete Streets Checklist
 - Refer to the executed funding agreement for the complete list of program requirements



Community Outreach for the Walsh Avenue Class IV Bikeway Study in the City of Santa Clara



TRANSIT OPERATIONS

The Transit Operations program category provides funding to increase ridership and improve efficiency of the public transportation system, enhance mobility services for seniors and individuals with disabilities, and improve affordability for the under served and vulnerable constituencies in Santa Clara County.

This program category is comprised of four subcategories: **Frequent Core Bus Network, Innovative Transit Service Models (ITSM), Affordable Fare Programs, and Bus Stop Amenities.** All subcategories have their own sets of requirements.

Type of Distribution: Formula at the Program Category level; formula and competitive for the subcategories

Grantees: Varies by subcategory. See subcategory for additional information.

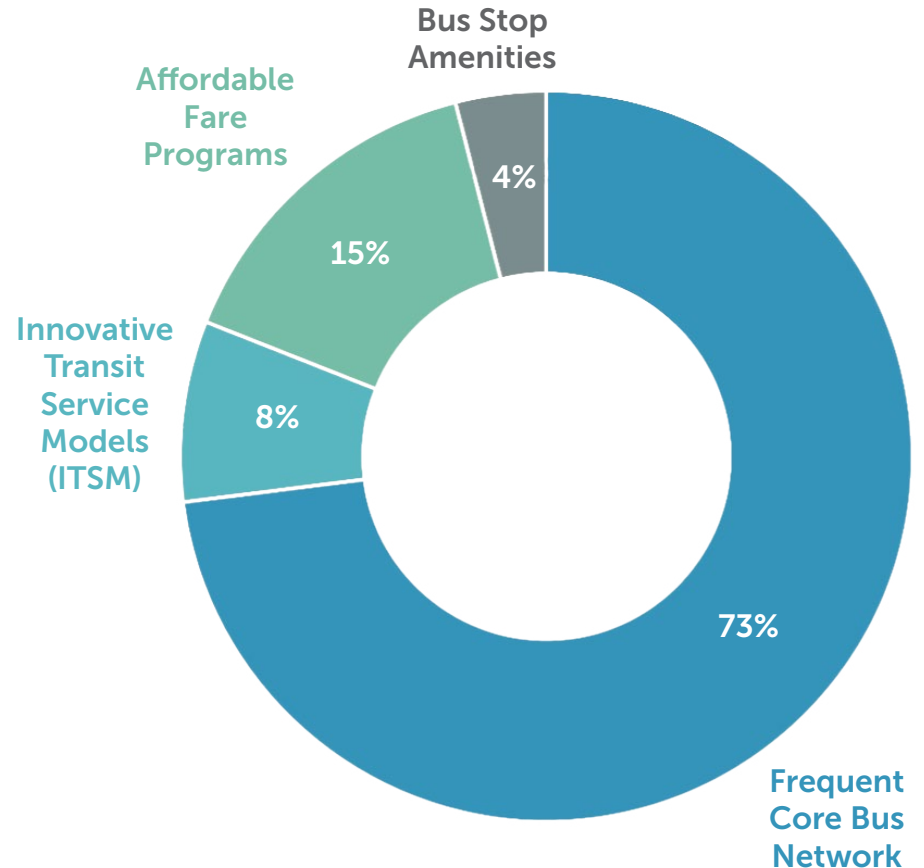
Estimated Funding:

7.94% of Program Tax Revenues

o **Distribution of total funds by subcategory:**

- Frequent Core Bus Network (73%),
- Innovative Transit Service Models (8%)
- Affordable Fare Programs (15%)
- Bus Stop Amenities (4%)

Figure 6:
Transit Operations' Subcategory Funding Distribution



TRANSIT OPERATIONS

Eligible Projects:

Only project and program types listed in Attachment D of the 2016 Measure B ballot measure are eligible. See subcategory for further information.

Program Guidelines:

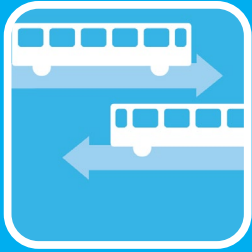
The VTA Board of Directors adopted guidelines for each of the nine Program Categories in August 2022 to direct the implementation of each program category and how funds should be allocated. The 2016 Measure B Transit Operations Program Guidelines can be accessed [here](#).



VTA bus route 57 running from Old Ironsides Station to West Valley College



VTA Orange light rail line at the Fair Oaks Station in the City of Sunnyvale



TRANSIT OPERATIONS

Subcategory: Frequent Core Bus Network

Grantees: VTA

Eligible Projects: This subcategory funds projects only on VTA's core bus network of services. Eligible projects include maintaining or increasing core bus route frequencies and extending evening, late nights, and weekend service.

Funding Allocation Process: Formula; 73% of the total Program Category funds

Program Requirements: As identified in Attachment D of the 2016 Measure B ballot measure

Subcategory: Affordable Fare Programs

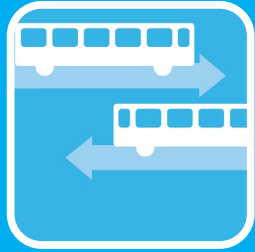
Grantees: VTA

Eligible Projects: This subcategory funds affordable fare programs for seniors, disabled, student, and low-income riders.

Funding Allocation Process: Formula; 15% of the total Program Category funds

Program Requirements:

- Staff must submit the following documents to the 2016 Measure B Program Office:
 - TAP Program annual expenses
 - Youth fare annual report



Subcategory: Bus Stop Amenities

Grantees: VTA

Eligible Projects: This subcategory funds bus stop improvements that increase safety and security, including but not limited to: new and replacement bus shelters, lighting, safe sidewalk connections, and passenger information signs.

Funding Allocation Process: Formula; 4% of the total Program Category funds

Program Requirements:

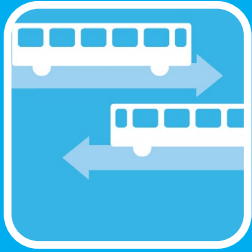
- o Staff must submit the following documents to the 2016 Measure B Program Office:
 - Capital Projects Complete Streets Checklist
 - Annual Report



Bus stop at N. Truman Avenue and Bryant Avenue (Before)



Bus stop at N. Truman Avenue and Bryant Avenue (After)



Subcategory: Innovative Transit Service Models (ITSM)

Grantees: 15 cities/towns in Santa Clara County, County of Santa Clara

Eligible Projects: Transportation services or models that provide first and last-mile connections to public transit. Planning or feasibility studies are not eligible.

Funding Allocation Process: Through a competitive grant program with a Call for Projects issued by the 2016 Measure B Program Office. Available funding is 8% of the total Program Category funds per Biennial Budget cycle.

Each Call for Projects will have its own set of VTA Board of Directors-approved screening criteria. The maximum grant award per sponsoring agency may not be more than 50% of the total available funds per Call for Projects per cycle, unless the cycle is under subscribed. A Call for Projects may encompass allocations from multiple fiscal years.

Program Requirements:

- o Grantees must submit the following documents to the 2016 Measure B Program Office:
 - Ridership and demographic data
 - Refer to the executed funding agreement for the complete list of program requirements



MoGo, the City of Morgan Hill's on-demand rideshare service



BART PHASE II

The BART Phase II program category provides funding for the planning, engineering, construction, and delivery of the BART Phase II Project, the six-mile extension of the regional BART system from the Berryessa Station in San Jose to the City of Santa Clara.

Type of Distribution: Need/Capacity-based

Grantees: VTA

Estimated Funding: 23.8% (capped at 25%) of Program Tax Revenues

Funding Allocation Process:

Allocated on a two-year cycle, in conjunction with VTA's Biennial Budget process and based on compliance with the VTA Board-approved Project Readiness Criteria.

Eligible Activities

Activities relating to the delivery of the BART Phase II Project.

Program Requirements:

- o Grantees must submit the following documents to the 2016 Measure B Program Office upon readiness of the next delivery phase(s) to be included in the Biennial Budget and/or 10-Year Program:
 - Compliance with the Project Readiness Criteria
 - Capital Projects Complete Streets Checklist

Program Guidelines:

The VTA Board of Directors adopted guidelines for each of the nine Program Categories in August 2022 to direct the implementation of each program category and how funds should be allocated. The 2016 Measure B BART Phase II Program Guidelines can be accessed [here](#).



CALTRAIN GRADE SEPARATION

The Caltrain Grade Separation program category provides funding for grade separation projects along the Caltrain corridor in the cities of Sunnyvale, Mountain View, and Palo Alto to increase safety and reduce congestion at intersections.

Type of Distribution: Need/Capacity-based

Grantees: Cities of Sunnyvale, Mountain View, and Palo Alto

Estimated Funding:

11.11% of Program Tax Revenues

o Percentage of total funds allocated to each jurisdiction:

- City of Sunnyvale (25%)
- City of Mountain View (25%)
- City of Palo Alto (50%)

Funding Allocation Process:

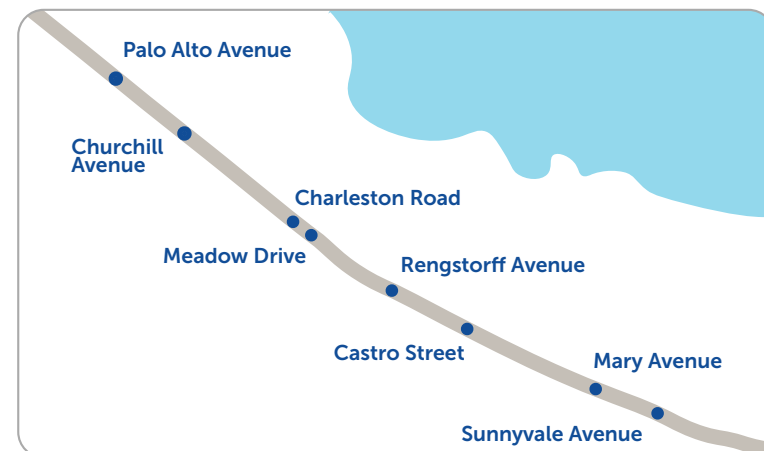
Allocated on a two-year cycle, in conjunction with VTA's Biennial Budget process and based on compliance with the Board-approved Project Readiness Criteria.

Eligible Projects:

Grade separation projects along the Caltrain corridor at eight locations in the cities of Sunnyvale, Mountain View, and Palo Alto in **Figure 7** and as listed here:

1. Mary Avenue (Sunnyvale)
2. Sunnyvale Avenue (Sunnyvale)
3. Rengstorff Avenue (Mountain View)
4. Castro Street (Mountain View)
5. Palo Alto Avenue (Palo Alto)
6. Churchill Avenue (Palo Alto)
7. Meadow Drive (Palo Alto)
8. Charleston Road (Palo Alto)

Figure 7: Eligible Projects under 2016 Measure B Caltrain Grade Separation Program Category



CALTRAIN GRADE SEPARATION

Program Requirements:

- o Grantees must submit the following documents to the 2016 Measure B Program Office upon readiness of the next delivery phase(s) to be included in the Biennial Budget and/or 10-Year Program:
 - Compliance with the Project Readiness Criteria
 - Capital Projects Complete Streets Checklist

Program Guidelines:

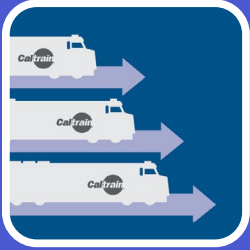
The VTA Board of Directors adopted guidelines for each of the nine Program Categories in August 2022 to direct the implementation of each program category and how funds should be allocated. The 2016 Measure B Caltrain Grade Separation Program Guidelines can be accessed [here](#).



Northbound Caltrain train at the Mountain View Transit Center



Caltrain train at the San Jose Diridon Station



CALTRAIN CORRIDOR CAPACITY IMPROVEMENTS

The Caltrain Corridor Capacity Improvements program category provides funding for improving and increasing Caltrain service in Santa Clara County including additional service to Morgan Hill and Gilroy, station/platform improvements, and service enhancements.

Type of Distribution: Need/Capacity-based

Grantees: VTA, Caltrain

Estimated Funding: 4.98% of Program Tax Revenues

Funding Allocation Process:

Allocated on a two-year cycle, in conjunction with VTA's Biennial Budget process and based on compliance with the Board-approved Project Readiness Criteria.

Eligible Projects:

Projects that fund corridor capacity improvements and increased service in Santa Clara County.

Program Requirements:

- o Grantees must submit the following documents to the 2016 Measure B Program Office upon readiness of the project to be included in the Biennial Budget and/or 10-Year Program:
 - Compliance with the Project Readiness Criteria
 - For capital projects, Capital Projects Complete Streets Checklist

Program Guidelines:

The VTA Board of Directors adopted guidelines for each of the nine Program Categories in August 2022 to direct the implementation of each program category and how funds should be allocated. The 2016 Measure B Caltrain Corridor Capacity Improvements Program Guidelines can be accessed [here](#).



HIGHWAY INTERCHANGES

The Highway Interchanges program category provides funding for congestion relief projects, improved highway operations and freeway access, noise abatement, roadway connection overcrossings, and use of Intelligent Transportation Systems (ITS).

Type of Distribution: Need/Capacity-based

Grantees: 15 cities/towns in Santa Clara County, County of Santa Clara, VTA

Estimated Funding: 11.90% of Program Tax Revenues

Funding Allocation Process:

Allocated on a two-year cycle, in conjunction with VTA's Biennial Budget process and based on compliance with the Board-approved Project Readiness Criteria.

Eligible Projects:

Only projects listed in Attachment B of the 2016 Measure B ballot measure.

Program Requirements:

- o Grantees/ Staff must submit the following documents to the 2016 Measure B Program Office upon readiness of the project to be included in the Biennial Budget and or a 10-Year Program:
 - Compliance with the Project Readiness Criteria
 - Capital Projects Complete Streets Checklist

Program Guidelines:

The VTA Board of Directors adopted guidelines for each of the nine Program Categories in August 2022 to direct the implementation of each program category and how funds should be allocated. The 2016 Measure B Highway Interchanges Program Guidelines can be accessed [here](#).



STATE ROUTE (SR) 85 CORRIDOR

The State Route (SR) 85 Corridor program category provides funding for noise abatement, transit, and congestion relief projects on SR 85.

Type of Distribution: Need/Capacity-based

Grantees: VTA

Estimated Funding: 5.56% of Program
Tax Revenues

Funding Allocation Process:

Allocated on a two-year cycle, in conjunction with VTA's Biennial Budget process and based on compliance with the Board-approved Project Readiness Criteria.

Eligible Projects:

Projects along State Route 85 such as the Noise Reduction Demonstration Program, alternative transportation study, and new transit and/or congestion relief projects.

Program Requirements:

- o Staff must submit the following documents to the 2016 Measure B Program Office upon readiness of the project to be included in the Biennial Budget and/or 10-Year Program:
 - Compliance with the Project Readiness Criteria
 - Capital Projects Complete Streets Checklist

Program Guidelines:

The VTA Board of Directors adopted guidelines for each of the nine Program Categories in August 2022 to direct the implementation of each program category and how funds should be allocated. The 2016 Measure B State Route 85 Program Guidelines can be accessed [here](#).



COUNTY EXPRESSWAYS

The County Expressways program category provides funding for Tier 1 projects identified in the Santa Clara County Expressway Plan aim to relieve congestion, improve safety, and increase the effectiveness of the expressway system.

Type of Distribution: Need/Capacity-based

Grantees: Santa Clara County

Estimated Funding: 11.90% of Program
Tax Revenues

Funding Allocation Process:

Allocated on a two-year cycle, in conjunction with VTA's Biennial Budget process and based on compliance with the Board-approved Project Readiness Criteria.

Eligible Projects:

Only projects and programs listed in Attachment C of the 2016 Measure B ballot measure. VTA worked closely with the County Expressway Planning Study Policy Advisory Board (PAB) to develop the project list.

Program Requirements:

- o Grantees/Staff must submit the following documents to the 2016 Measure B Program Office upon readiness of the project to be included in the Biennial Budget and/or 10-Year Program:
 - Compliance with the Project Readiness Criteria
 - Capital Projects Complete Streets Checklist
 - Refer to the executed funding agreement for the complete list of program requirements

Program Guidelines :

The VTA Board of Directors adopted guidelines for each of the nine Program Categories in August 2022 to direct the implementation of each program category and how funds should be allocated. The 2016 Measure B County Expressways Program Guidelines can be accessed [here](#).

Resources

The image features a decorative graphic on the left side, consisting of three overlapping diagonal stripes that point towards the top right. The top stripe is a dark blue, the middle stripe is a lighter blue, and the bottom stripe is a bright green. The word "Resources" is written in a bold, white, sans-serif font in the upper left area of the dark blue stripe.

INVOICING

Invoice Cover Letter Template

The template may be edited to fit grantees' formatting standards, but all information listed within the template **must be provided**. The link to the template can be accessed [here](#).

Invoicing Frequently Asked Questions (FAQs)

Q: Where should I start if I need guidance on invoicing?

A: The full details on eligible use of funds, reimbursement of project costs, and invoicing are provided in the project's funding agreement between VTA and the grantee.

Q: What do I need to include in my request for reimbursement/invoice?

A: The following are required for a reimbursement request/invoice:

- Cover letter on official letterhead
- Invoice from your agency
- Complete back-up documentation (e.g. consultant/vendor invoices, staff costs with rates and hours, and proof of payment or receipts)

Q: Where do I submit invoices?

A: Invoice packets must be submitted to VTA.AccountsPayable@VTA.org with the appropriate 2016 Measure B Program Office staff or the 2016MeasureB@VTA.org copied on the email.

Q: How often should I submit invoices?

A: Invoices should be submitted to VTA no more frequently than monthly for work completed. Invoices must be submitted within one year of incurred costs for which the grantee requests reimbursement, as outlined in the 2016 Measure B standard funding agreement language.

Q: What are eligible costs?

A: Eligible costs are specific to the project and detailed in the project's funding agreement. All eligible costs must be substantiated with back-up documentation such as consultant/vendor invoices, proof of payment or receipts, and staff costs with position, rates, and hours to be reimbursed. Reach out to the 2016 Measure B Office at 2016MeasureB@VTA.org for any specific questions.

Q: Are travel expenses eligible and what must be provided to substantiate the expenses?

A: Travel expenses related to the implementation of project activities are eligible only if outlined in the project's funding agreement. All travel must be pre-approved by the 2016 Measure B Office in writing prior to incurring the expenses. Details on reimbursement rates and limitations relating to car rentals, flights, food/beverage, hotel, and mileage are included in the funding agreement.

For any mileage requests, the following information must be provided: purpose of travel, date and duration of travel, and start/end points of trip with a map screenshot.

Q: What must be provided to substantiate staff time?

A: Documents must detail the staff name or classification, hourly rate, total amount of hours, and total amount being requested per employee. If all information except the hourly rate is provided, and the hourly rate can be determined from the information submitted, this is acceptable. Staff hours must clearly be expended against the approved 2016 Measure B project(s).

Q: What must be provided to substantiate printing costs?

A: All print products must adhere to the 2016 Measure B branding requirements. Documents substantiating printing costs must detail the quantity of prints, cost per print, digital copies/ photos of any public-facing materials (flyers, mailers, signs, etc.).

Q: When can I expect payment?

A: As stated in the funding agreement language, VTA will remit the amount due to grantees within 30 calendar days of receiving complete and fully documented invoice(s). Reimbursement requests can be delayed if grantees do not meet the invoice requirements outlined in the funding agreement.

REPORTING FORMS AND TEMPLATES

 Templates and reporting forms mentioned in this Program Manual can be found in this section. Click on the forms/templates to access or download.

Complete Streets Checklist

2016 Measure B requires all capital and planning projects to consider Complete Streets improvements and to incorporate pedestrian, bicycle, transit, green infrastructure, or information technology improvements identified in local, regional, or countywide planning documents if they fall within the project limits, unless an exception is declared and approved by the 2016 Measure B Program Office. Grantees must use the appropriate version of the checklist for their project to satisfy the program requirement.

- [Capital Projects Complete Streets Checklist](#)
 - [Planning/Non-Capital Projects Complete Streets Checklist](#)
 - [Local Streets & Roads Pavement Program Complete Streets Self-Declaration Form](#)
- 


Project Management Plan (PMP)

The PMP must include the project's goals, deliverables, budget, and timelines. Grantees must use the appropriate template and answer all questions.

- [PMP for Capital Improvement Projects](#)
 - [PMP for Planning Projects & Studies](#)
 - [PMP for Innovative Transit Service Models Projects](#)
- 

Program of Projects (POP)

The POP must include all projects for which grantees plan to use 2016 Measure B funds on for the upcoming fiscal year.

- [POP for Local Streets & Roads Pavement Program](#)
 - [POP for Local Streets & Roads Congestion Relief](#)
 - [POP for Bicycle & Pedestrian Education & Encouragement](#)
- 

Progress Reports

The Progress Reports must include the reporting period, project status, issues or challenges, updated project schedule, progress for the reporting period, and budget/expenditures. Grantees must ensure the accuracy and completeness of the information. Frequency of the submittal is outlined in the executed funding agreement.

- [Progress Report Form for Capital Improvement Projects](#)
- [Progress Report Form for Planning Projects & Studies](#)
- [Progress Report for Innovative Transit Service Models Projects](#)



Annual Reports

Annual reports must include reporting period, remaining allocation, progress of projects, and Complete Streets accommodations when applicable. All annual reports must be submitted to the 2016 Measure B Program Office by October 1st of each year. Grantees must ensure the accuracy and completeness of the information.

- [Annual Report for Local Streets & Roads Pavement Program](#)
- [Annual Report for Local Streets & Roads Congestion Relief](#)
- [Annual Report for Bicycle & Pedestrian Education & Encouragement](#)



BRANDING AND ATTRIBUTION TO VTA

As per the 2016 Measure B Program Category Guidelines, all collateral materials for projects funded, either fully or partially, by 2016 Measure B must comply with the branding requirements.

All references to the measure must be written as follows: "2016 Measure B".

The 2016 Measure B logo is used to officially denote projects or programs receiving 2016 Measure B funds. The logo must be displayed on all printed and digital materials, including, but not limited to:

- Flyers, brochures, fact sheets, maps, schedules
- Reports, plans, studies
- Signage such as trailheads, billboards, construction sites, etc.
- Celebratory/recognition events, such as groundbreaking or ribbon cutting
- Webpages
- News releases
- Presentations, videos, social media posts

The logo must not be altered in any way, including changes to its color, dimensions, orientation, and angle.

File Download

The 2016 Measure B logo is available in multiple downloadable formats, including .JPEG, .EPS, and .AI. All files can be downloaded from [here](#).

Example Application of Logo



Colors:

- Pantone 2945
- Pantone 298



Colors:

- #000000
- #FFFFFF



Complete Streets Study



VISION
ZERO



Learn more, or visit
MountainView.gov/Miramonte



Branding Frequently Asked Questions (FAQs)

Q: What are the required dimensions/size of the logo?

A: There is no required size, but the logo must be visible/legible and size ratio must not be distorted.

Q: Does the logo need to be printed on a specific type of material?

A: No. Material is dependent on location or placement (e.g., weatherproof if displayed outdoors) and should be consistent with any signage used by the grantees for their project.

Q: Our 2016 Measure B-funded project is not a capital project – is the logo still required?

A: Yes, the logo is required on any project of funding (e.g., digitally included on a study/plan, or on a flyer promoting the project/activity).

Q: Do project materials showcasing the logo need to be approved first?

A: Not necessarily – if the logo has not been distorted and the material is not questionable, there is no need to send for prior approval. However, any questions regarding 2016 Measure B logo usage are welcome.

Q: What is the required duration of posting the logo?

A: Although there is no specified duration of posting, the 2016 Measure B logo must be visible on any project signage put out by the grantee, for however long that may be. The 2016 Measure B logo must accompany any signage related to the project.

Q: What if I'm unsure if the collateral for my project/plan/activity requires a logo?

A: Reach out to the 2016 Measure B Program Office at 2016MeasureB@vta.org



2016 Measure B logo on a speaker podium sign for the groundbreaking celebration of the US 101/SR 25 Interchange Phase I Project



2016 Measure B logo on a ribbon cutting celebration banner for the US 101/De La Cruz Blvd/Trimble Road Interchange Improvements

CALLS FOR PROJECTS

Calls for Projects are only applicable to program categories or subcategories that include competitive grant programs. Program resources including project eligibility and criteria, application instructions, available funding, schedules, and online application form are provided for each Call for Projects. Current or upcoming Calls for Projects under the 2016 Measure B Program can be found [here](#).

2016 MEASURE B TRANSPARENCY WEBSITE

The 2016 Measure B Program Office launched the Transparency Website to share information and updates on the 2016 Measure B with the public, grantees, and VTA committee/Board members. Data on the Transparency Website is updated regularly to ensure that stakeholders have access to the latest information. The following types of information are available:

- Sales tax revenue collected to date
- Funding allocated or authorized for use by VTA's Board of Directors for each Program Category
- Funds expended by grantees
- Allocations and expenditures (unaudited and audited) for each project funded by 2016 Measure B
- Annual Reports, Program of Projects, and Complete Streets Checklists

Users can filter information on the Transparency Website by program category, by grantee, and/or by project name. An additional feature enables users to download and/or print project data.

Questions and/or feedback on the Transparency Website can be submitted to 2016MeasureB@vta.org.

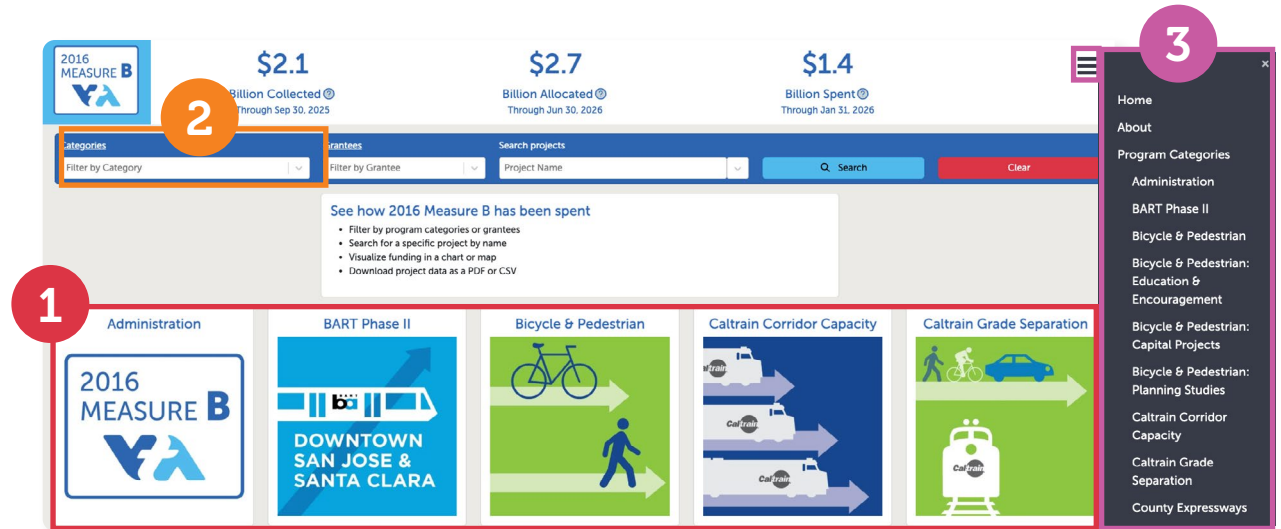


Guidance on Navigating the Transparency Website

How-To-Filter by Program Category

There are three different ways to filter by Program Category:

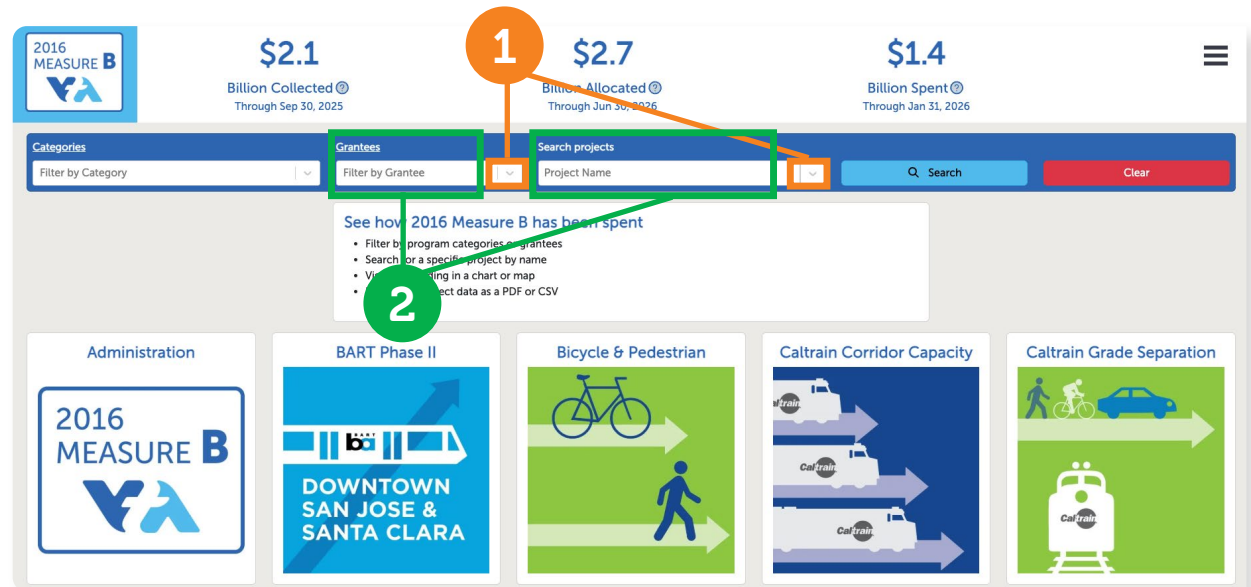
- 1 Logo panels
- 2 Search bar
- 3 Hamburger button at the top-right hand corner of the page



How-To-Filter by Grantee or Project Name

There are two ways to filter by grantee or project name:

- 1 Use the drop-down feature (click on down arrow)
- 2 Type directly into the search bar



How-To: View Documents Submitted by Grantee

All documents submitted by grantees to VTA as part of the 2016 Measure B reporting requirement are posted and available for download on the Transparency Website. Documents include Annual Reports, Program of Projects, and Complete Streets Checklists.

1. Navigate to project page
2. Scroll down to the Related Documents section towards the bottom of the page

Santa Clara County Local Streets & Roads

Category: Local Streets & Roads

[Project Website](#)

Grantee: [Santa Clara County](#)

Total Expenditures:	\$45,913,344
Total Audited Expenditures:	\$20,085,517
Total Unaudited Expenditures*:	\$25,827,827

* Unaudited Expenditures become an Audited Expenditure once the annual audit is completed.



Fiscal Year	Allocations	Awards	Audited Expenditures
2018	\$7,048,768	\$7,048,768	∅
2019	\$5,692,000	\$5,692,000	∅
2020	\$5,648,000	\$5,648,000	∅
2021	\$5,648,000	\$5,648,000	\$369,460
2022	\$7,559,700	∅	\$13,057,862
2023	\$6,755,210	\$7,559,700	\$4,772,202
2024	\$7,441,931	\$14,197,141	\$1,885,992
2025	\$7,735,865	\$7,735,865	∅
2026	\$8,179,206	\$8,179,206	∅
Total	\$61,708,680	\$61,708,680	\$20,085,517

Discrepancies may occur due to the use of rounding.

[Download Table as CSV](#)

Related Documents:

Document Type:

- [Santa Clara County Local Streets & Roads Annual Report FY25](#)
- [Santa Clara County Local Streets & Roads Annual Report FY24](#)
- [Santa Clara County Local Streets & Roads Annual Report FY23](#)
- [Santa Clara County Local Streets & Roads Annual Report FY22](#)
- [Santa Clara County Local Streets & Roads Annual Report FY21](#)
- [Santa Clara County Local Streets & Roads Annual Report FY20](#)

Last Modified: February 26, 2025, 1:12 pm

[Share](#)

[Print](#)

2016
MEASURE B



2016MeasureB@vta.org

