

GENERAL

This document provides step-by-step instructions for each section of the Bicycle & Pedestrian Planning Studies application.

PART 1: SPONSOR INFORMATION

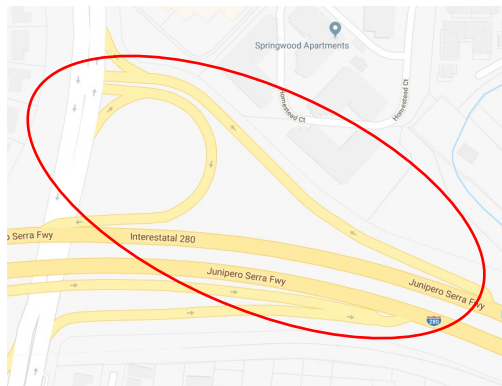
1. **Primary Project Sponsor:** Primary project applicant; this must be a Member Agency.
2. **Project Co-applicants:** List any other partner Member Agencies.
3. **Contact Person:** List name, title, department, email, and direct phone number. The Contact Person may not have prepared the application, but will be the key contact of the grant application, and must be an employee of the Primary Project Sponsor.

PART 2: PROJECT INFORMATION & ELIGIBILITY

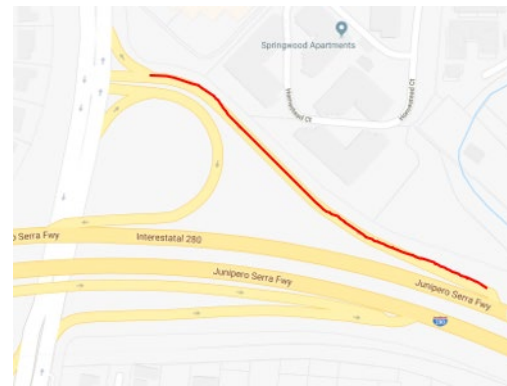
1. **Project Name:** List your project name.
2. **Project Webpage:** List a webpage link to your project if there is one.
3. **Project Location/Limits:** Provide a short description of project limits/locations. Please provide a map that clearly shows the project limits, streets, and cross streets. The application should be as specific as possible about the endpoints/boundary of the project corridor/area. If the exact project limits are not yet determined, please describe and provide a map of the study area or alignments under consideration.

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 not sufficient:



Example of a map that is sufficient:



4. Is the 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%282%29.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:

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- 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/>
 - 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.
- 5. Project Category:** Select the appropriate category.
- 6. Project Description:** Up to 700 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 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.

- 7. 2016 Measure B Request Amount:** Identify your grant request amount for this project. The minimum request is \$50,000.
- 8. Total Project Cost Estimate:** Provide your project's total cost estimate in current dollars.
- 9. Non-2016 Measure B Contribution %:** This should be calculated as "100% - (Total 2016 MB Grant Request Amount/Total Project Cost Estimate)".
- 10. Date:** Application date
- 11. Signature:** Your application must be signed to be accepted.

PART 3: PROJECT DESCRIPTION

3.1 Community Engagement:

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

- (a) If you selected “Yes”, you must provide project-specific communication engagement documentation in part (a). List key user groups that were involved in your community engagement effort for this project, and describe how you reach out to them.

Eligible documentation includes but is not limited to:

- Project meeting photos (screenshots of virtual meeting attendance are acceptable)
- Project links to meeting recordings
- Project meeting minutes and public comment cards
- Project outreach surveys and responses
- Project interactive map comments
- Project outreach on social media and public comments

Letters of support will not be accepted as eligible documentation.

If you have conducted community engagement for a master planning effort that includes this project, you must extract and provide project-specific engagement documentation to score points. Attaching an entire master planning document will not be given points.

If you selected “No”, you can skip to Question 2.

- (b) If applicable, describe how you reach out to the BPAC or equivalent committee in this project.
- (c) Describe the major comments raised by the public about the project area.
- (d) Describe how the project scope address the public comments in part (d).

2. 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 communities of concern or vulnerable population groups within the project proximity. Describe how you plan to engage these groups.
- (c) Describe how you would follow up on the feedback received.
- (d) Note any limitations or constraints in the community engagement plan.

3. 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.

3.2 Connections to schools, transit, or employment centers:

1. Provide data of school enrollment, employment, and transit:

- Estimate a 1 ½ mile (for bicycle or bicycle/pedestrian projects) or a ½ mile actual biking/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.

- ArcGIS – Network Analysis, Generate Service Areas tool:

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

- QGIS – Network Analysis:

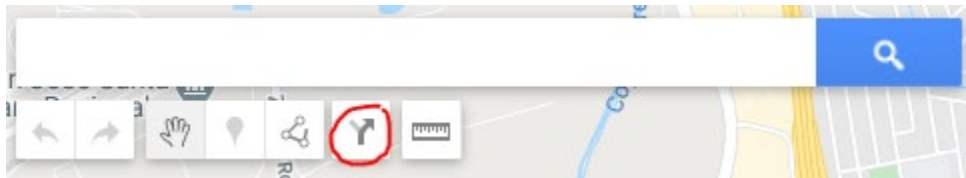
The tool works like the ArcGIS network analysis tool and requires little manual tracing. However, you need to have the basic road network shapefile and your service zone/route file, and some GIS knowledge.

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.>

- 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.

- Identify K-12 schools, major companies/employment centers, and transit stops/stations within the buffer in your map.
- Attach the map to the application.
- You can find current school enrollment by searching school name(s): <https://dq.cde.ca.gov/dataquest/> Please list your data source.

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

- 2. Describe types of bicycle or pedestrian infrastructure improvements that will be studied and identify their potential locations to the best of your knowledge and judgment.**
- 3. Briefly describe how the project improves connection to schools, employment centers, and transit.**

3.3 Gap Closure:

- 1. 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; upgrading existing infrastructure will not count. Skip to Question 2 if you select "No".

- (a) Describe the existing conditions where the infrastructure may be built.
- (b) Describe the type of new infrastructure under consideration that may be built to close the gaps.

- 2. 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?

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

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

- 4. Does the project plan to address an Across Barrier Connection?**

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

<https://gis.vta.org/bikeplan/>

If you answered "YES", you must indicate the location of the Across Barrier Connection.

3.4 Make cycling or walking safer:

- 1. Crash history:**

List any crash data and their sources for the most recent five years, if any, within your project area.

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You can access and develop a map of crashes within your project area:

<https://tims.berkeley.edu/>

You may choose to provide a map that displays crashes within the project proximity.

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

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

3. 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.

3.5 Serves Communities of Concern (CoC):

The 2018 CoC map can be found in:

<https://mtc.maps.arcgis.com/home/item.html?id=1501fe1552414d569ca747e0e23628ff>

1. Indicate whether your project, project study area, or potential project alignments directly connects to a CoC, or if 50% or more of the project limits locate within ½ mile of a CoC.

If yes, you must attach a map showing both the project limits and the related CoC.

2. Describe the benefits of your project to the CoC.

Consider including discussion and data regarding safety and connectivity improvements to the demographics and special user groups within the CoC.

3.6 Project Cost:

1. List 2016 Measure B request and project cost.

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

- 2016 Measure B Fund Request: Your request of 2016 Measure B funds for this project, i.e. a planning study or a feasibility study. Minimum \$50,000.
- Non-2016 Measure B Funds: Identify the total amount of non-2016 Measure B funds for this project.
- Total Project Cost: Identify the total project cost estimate in current dollars based on your definition of “project” in Part 2.
- % Non-2016 Measure B Contribution: Minimum 10%.
 - 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.

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

3. Describe what you plan to do with the 2016 Measure B funds.

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PART 4: ATTACHMENTS

Please identify the attachments, and make clear references to each attachment in your narratives.

Send all attachments to 2016MeasureB@vta.org

- a. Required attachments: Project will not receive points for corresponding questions if no required attachments are provided.
- 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 and email the entire application package to 2016MeasureB@vta.org.

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.