



Bicycle and Pedestrian Program



2016 Bicycle and Pedestrian Grant Program Guide

For additional information, see the Program's [website](#).

Application Deadline: 1:00 PM, Friday, July 15, 2016

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Attachment A – Scoping Outline

Attachment B – Sample Project Schedule for Federally funded project

Attachment C – Regional Planning Commission Contact Information

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I. Instructions

1. Read the Overview/Summary to better understand the purpose and objectives of the VTrans Bike/Ped Program and to ensure that your project is eligible for a grant.
2. Complete the Project Application Form, which is a fillable .pdf. If you elect to print the form and fill in by hand, please type or print in blue or black ink. Please provide all requested information. Please place an "N/A" in any space that does not apply to your project. If applying for multiple projects, only one Project Application Form is required.
3. Include a clearly annotated map that supports the application. For Design/Construction and Small-scale projects, the map must show the limits of the proposed facility and any existing facilities. The intent is to clearly indicate how the proposed project compliments the existing bicycle or pedestrian network. Label the name of the road on which the project is located and the name of side roads to aid with orientation.
4. On separate pages, please provide specific information regarding how your proposed project will address each of the Evaluation Criteria described for the appropriate type of project. Answers to all questions are limited; however, you may attach additional supportive documentation which will not count towards the page limit.
5. Please ensure that your application package includes all of the following items in order:
 - (A) Project Application Form
 - (B) Project Map(s)
 - (C) Project Evaluation Criteria Documentation
 - (D) Budget support information (Except Scoping applications)
 - (E) Supporting Documentation (scoping study or equivalent report, maps, and drawings,)
 - (F) Current letter of support from the municipal governing body acknowledging their willingness to provide the local match and future maintenance responsibility
 - (G) Additional pertinent information (e.g., RPC letters of support, documentation from VTrans District office, if applicable).

Please review your package for completeness and accuracy. You may also include a brief cover letter. Any application packages that are not post marked or received by the application deadline will not be eligible for consideration. Applications missing any of the required items above will be considered non-responsive and will not be ranked.

All electronic files must be received or hard copies postmarked or in-hand by 1:00 P.M. Friday, July 15, 2016.

6. Training Sessions – All applicants are strongly recommended to attend or view one of the training sessions that will be offered. The training sessions review the process under which projects will be developed. There will be two sessions offered in a webinar format. Applicants must have an internet connection to participate in the training. The dates and times are: Tuesday May 24, 6:00 PM to 8:00 PM and Thursday, May 26, 1:00 PM to 3:00 PM. You must log on to <https://vtrans.webex.com> to participate in the trainings (multiple people can view a training, but one person must register). The trainings will be recorded and will be available shortly after the second session.

II. Overview/Summary

The intent of the VTrans Bicycle and Pedestrian Program is to improve access and safety for bicyclists and/or pedestrians through the planning, design and construction of infrastructure projects. This is in direct support of the Agency of Transportation's Strategic Goal #3: Provide Vermonters energy efficient travel options, specifically through the increased use of walking and biking for transportation. The Bike/Ped Program is a standalone program that is similar to, but distinct from, the Transportation Alternatives program (<http://vtransengineering.vermont.gov/bureaus/mab/local-projects/transportation-alternatives>). Both programs are administered within the VTrans Municipal Assistance Bureau (MAB).

A. Eligible Projects

The Bike/Ped Program provides funding for either the scoping or design/construction of the following facilities:

- Bicycle lanes (on-road facility delineated with pavement markings and signs)
- Shoulders (generally a minimum of 3-feet wide to accommodate bicyclists)
- Sidewalks
- Pedestrian crossing improvements, including median pedestrian refuge islands and bulb outs
- Pedestrian or bicycle intersection signals
- Improvements that address requirements of the Americans with Disabilities Act
- Shared-use paths (designed for use by both bicyclists and pedestrians)
- Pedestrian-scale lighting (not likely to rank highly as a standalone project, but eligible as a project component)

Projects may be combinations of any of the above facilities. Applications may be for construction of new facilities, reconstruction of existing infrastructure to meet current design standards, or a combination of both. However, projects that consist solely of preventive maintenance (e.g. repaving an existing shared use path) are not eligible.

Projects with the following emphasis will be considered favorably:

- Facilities that address a safety concern such as locations with documented crashes involving pedestrians or bicyclists

- Connectivity to other bicycle and pedestrian facilities
- Proximity and access to and within village centers and downtown areas
- Facilities that serve generators of bicycle/pedestrian traffic including commercial business centers, areas of denser residential development, and schools

Projects that do not have a transportation purpose are not eligible for this funding. One of the prime considerations of eligibility of a project is that it has “independent utility”. Generally, “independent utility” means that as a standalone project, there are clear and logical origins and destinations served by the facility. Examples of ineligible projects include loop trails for fitness or facilities that do not serve population centers and destinations.

For any of the eligible facility types listed, either a scoping study, design/construction, or small-scale project application may be submitted. More details on each type of application, including selection criteria, is provided in the appropriate section of this guide, depending on project type.

Scoping Studies

Many projects that are funded for design and construction are the result of a formal Scoping or Feasibility Study. You should consider applying for a Scoping Study for a project that has not been evaluated yet to look at different alternatives, assess right of way and environmental impacts, and develop realistic cost estimates. Scoping Studies help define projects, generate public support, and provide more confidence that a project will be successfully completed. A Scoping Study may be used to apply for subsequent rounds of design and construction funding that are available.

Activities of a study include:

- Defining the purpose and need of the project;
- Identifying potential impacts on the environmental resources in preparation for a National Environmental Protection Act (NEPA) clearance;
- Initial review of potential right-of-way needs;
- Selecting preferred alternative solutions or phased projects; and
- Estimating project management, design and construction costs.

Design/Construction Projects

Projects applied for under this category will be taking all of the necessary steps to move a concept through the design, permitting and right of way process to advance to construction. The Bike/Ped Program does not fund design only projects. All projects (including scoping studies) must be completed or there is a pay-back provision. Eligible costs for design/construction projects include project management/administration, engineering/permitting, right of way acquisition, construction, and construction inspection.

Small-scale Construction Projects

The intent of this category of eligible project is to address simple, but critical, improvements that will increase access and/or safety of people choosing to bike or walk. These projects will be funded with all State dollars, lessening the requirements to be met before construction can take place. This funding may not be used to provide match to a federally funded project or to add on to a federally funded project. These projects must be small stand-alone improvements. Awards will be for construction only. Applicants will be responsible for the cost of any design and administration that is needed. The general eligibility criteria stated above still apply and it is expected that these projects will likely include crosswalk enhancements, bicycle lane markings/signs, edgeline markings, addressing ADA compliance issues, and critical small gaps in sidewalk networks.

B. Eligible Applicants

Eligible applicants to the Bike/Ped Program include the following:

- a local government
- a regional transportation authority
- a transit agency (VT non-profit rural transit providers have been deemed eligible)
- a natural resource or public lands agency
- a school district or school
- a tribal government
- a regional planning commission

As part of the project development process, successful applicants will be required to sign a grant agreement that commits them to financial responsibility for the local share and for maintenance responsibility for completed construction projects. For scoping studies, the agreement will be for financial responsibility only.

C. Available Funding and Financial Responsibility

Federally funded scoping Project

We anticipate awarding a total of \$4 million in Federal funds in this application cycle for **both** scoping and design/construction projects. The funding share for scoping projects is 50% Federal and 50% Local.

Federally Funded Design/Construction Project

We anticipate awarding a total of \$4 million in Federal funds in this application cycle for **both** scoping and design/construction projects. The funding share for design/construction projects is 80% Federal and 20% Local. To be eligible for funding in the design/construction category, projects must have a completed scoping/feasibility study that conforms to the outline of a scoping study as detailed in Attachment A or equivalent. If a scoping study has not been

completed, but design/construction funding is still being sought, contact Jon Kaplan to clarify what backup material must be provided.

State funded small-scale projects

We anticipate awarding \$300,000 in state funds to small-scale projects. The funding share for the small-scale projects is 50% State and 50% Local. Small-scale projects do not require a scoping study. In-kind match of the construction costs will be allowed on the small-scale projects. Successful applicants will be responsible for any design and administration costs and for the 50% match for construction. It is anticipated that some projects may be constructed with local forces and this will be approved on a case by case basis.

Funding awards will be capped at the amount initially awarded for a specific project. Applicants will be allowed to apply for additional funding as needed in subsequent years of the program. There is no maximum set for the amount of awards.

III. Application Process

Without evidence of the following, projects will not be eligible for consideration:

1. Project applications must be complete and contain all supporting materials as outlined in the application. Please be certain to include a copy of the meeting notice and meeting minutes/notes documenting the public meeting held to provide notice that funding is being applied for.
2. Large-scale, federally funded Design/Construction project applicants must have completed a project Scoping/Feasibility Study or equivalent type of study that identifies project purpose and need, environmental and cultural impacts, right-of-way and utility issues and preliminary project cost estimate. (Refer to Attachment A for an outline of a scoping study). *Applicants must contact VTrans to determine whether an equivalent study will be adequate.*
3. Projects must include a letter of support from the local Regional Planning Commission (RPC). VTrans works in cooperation with the 11 RPCs, which are responsible for regional planning decisions and transportation project prioritization. See Attachment C for contact information for the RPC in your region.
4. Project applications must be accompanied by a current letter of support from the governing body of the applicant organization and a written acknowledgement of the local match (20% for design/construction projects or 50% for scoping or small-scale projects) and future maintenance responsibility for construction projects.
5. Required Public Meeting – All projects must have been presented to the public at a duly noticed public meeting with a quorum of the governing body present prior to the

application deadline. A Selectboard meeting with the application for funding as an agenda item can serve as the public meeting. The meeting must be advertised publicly. The purpose of the meeting is to inform the public about the 2016 application to the Bike/Ped Program. Copies of the meeting advertisement/notice and the minutes of the meeting must be attached to the application.

6. Required Notification to VTrans District Transportation Administrator – Only projects located in or adjacent to a State Highway Right-of-way must submit a description of the project and/or plans to the District Transportation Administrator (DTA) in their region. The DTA is in charge of maintenance of the State Highway System in their district. A copy of your correspondence to the DTA and any comments received from the DTA must be included with the application. See Attachment D for a list and contact information for the DTAs around the state.

A. Project Selection

The Selection Process

Applicants may submit projects under any category for consideration in the bike/ped program (separate applications required, one per category.) The selection process will be based on the thoroughness and strength of the information provided in the project application and supporting materials, responses to the selection criteria and an assessment of project feasibility. Successful applicants will be notified by the end of September 2016.

Selection Criteria and Considerations

Your application will be evaluated according to the criteria described for each project type. Project ranking is based on the degree to which the project meets these criteria. Poor administrative performance on previous Municipal Assistance (Bike/Ped or Transportation Alternatives - TA) grants will affect the competitiveness of an application (points deducted). When application scores are tied within a given category and only one can be selected for funding, preference will be given to the municipality without a recent Bicycle and Pedestrian Program or TA Grant. Otherwise these factors will not influence ranking of applications.

Attach supporting documentation as necessary such as support letters, any engineering plans, scoping/feasibility studies, reports, etc. Be sure to label each attachment clearly.

Selection Committee

The Selection Committee will consist of representatives from VTrans and one or more at-large members. The Selection Committee is charged with reviewing applications and recommends projects to be funded to the Secretary of Transportation.

B. Application Submission

Applicants may apply for one scoping study and one design/construction and one small-scale project per year. If applying for more than one project, separate answers to the selection criteria and supporting documentation must be submitted for each project.

Address all questions and criteria as concisely as possible. If you are unsure of any question or criteria, please contact Jon Kaplan, VTTrans Bicycle and Pedestrian Program Manager by phone at 802 828-0059 or email jon.kaplan@vermont.gov.

Electronic submission of complete applications, including all supporting materials in an Adobe .pdf format is the preferred method of submission. File names shall include the name of the applicant (e.g. Rutland City, Barre Town, Main St Middle School) and what element of the application they include (e.g. project map, criteria questions). Please provide one .pdf file of the Project Application Form and one .pdf file of the criteria responses and supporting information (e.g. maps, plan excerpts, etc.) for each project type applied for. The state email system can handle file attachments up to 40 MB. Applicants may use file transfer programs such as Dropbox or YouSendIt, but should contact Jon Kaplan at jon.kaplan@vermont.gov with adequate lead time to make sure that applications are received on time.

For hard copy submissions, to the extent practical, all materials should be submitted on 8 1/2 by 11" (excluding maps) recycled/recyclable paper and photocopied duplex to minimize use of resources. Twin pocket portfolios or another simple, re-usable binding method is recommended.

If submitting hard copies, submit **seven (7) copies** of the application and all supporting materials to:

Jon Kaplan, Bicycle and Pedestrian Program Manager
VT Agency of Transportation
Municipal Assistance Bureau
1 National Life Drive
Montpelier, VT 05633

Phone: (802) 828-0059

E-mail: jon.kaplan@vermont.gov

Application Submission Deadline: All electronic files received or hard copies postmarked or in-hand by 1:00 P.M. Friday, July 15, 2016. A confirmation email will be provided to all applicants.

Facsimile versions of the application will **not** be accepted.

Copies of the application are available on the web at:

<http://vtransengineering.vermont.gov/bureaus/mab/local-projects/bike-ped>

IV. Scoping Projects

Project Budget - The cost for scoping studies varies depending on the complexity and geographic extent of the project. Generally, scoping studies range from \$20,000 - \$35,000. The costs for administration of a scoping study would also be eligible for reimbursement. If you are unsure what the cost of a scoping study should be, please consult with VTrans.

Project Match Requirements - The funding share for scoping projects is 50% Federal and 50% Local. The local match will be a cash match and project applicants should indicate their ability to contribute at least this much to the project. In-kind match on scoping projects is not allowed, but the value of administrative time on the project may be charged to the project.

Reimbursement – The Bike/Ped Program is a reimbursement program. Applicants submit invoices for completed work and the Agency pays the federal share of the total. For scoping, fifty (50) percent of eligible project costs will be reimbursed up to the award amount. Applicants will be required to assume the remaining 50% of all costs incurred as the required local share plus 100% of any additional funding above the grant amount necessary to complete the project.

Municipal Assistance Guidebook – All Federally funded projects are developed in accordance with the Local Projects Guidebook for Locally Managed Projects. This guidebook can be found at: <http://vtransengineering.vermont.gov/bureaus/mab/local-projects/general/guidebook>.

Evaluation Criteria

Note that the scores and guidance under each criterion are intended to show applicants how the selection committee will be evaluating answers. Applicants should not indicate their own scores when answering the questions. On a maximum of three (3) separate pages, please provide information regarding how your proposed project addresses the evaluation criteria below. **Please limit your answers to a total of no more than three (3) pages.** You may include additional supportive documentation that specifically relates to one or more criteria (e.g. crash data, relevant excerpts from Town Plans, etc.)

- 1. Describe how the project addresses a pedestrian or bicyclist need identified in local or regional planning documents. Describe the need and briefly what the existing conditions are.**

Score	Guidance
5	Project is specifically called out in a municipal planning document such as Town Plan, Capital Program, Downtown/Village Master Plan, Safe Routes to School Travel Plan, or Bicycle/Pedestrian Plan
3	Project is generally supported in a municipal or regional plan.
0	No planning documentation provided to support project.

2. Describe how the project area being studied relates to a complete network of pedestrian and/or bicycle facilities.

Score	Guidance
10	Proposed project addresses an important missing gap in an existing network of pedestrian and/or bicycle facilities.
5	Area being studied extends the limits of an existing network of pedestrian and/or bicycle facilities.
1	Unclear how the project being studied is related to a network of bicycle/pedestrian facilities.

3. Describe how the area being studied is one which would provide access to likely generators of pedestrian and/or bicyclist activity.

Score	Guidance
10	Project provides <u>direct access</u> to one or more of the following: school, densely developed neighborhood, large employer, downtown or village center
5	Project provides access to an outlying area
0	Project is in an isolated area with little or no development or appears to be primarily recreational in purpose

4. Is the project located within a Designated Downtown, Village Center or Neighborhood Development Area (NDA) recognized by the VT Department of Housing and Community Development? Boundaries of those areas can be confirmed in the Smart Growth Mapper at <http://smartgrowth.vermont.gov/>.

Score	Guidance
5	All or part of proposed project is within the boundary of a designated downtown, village center or NDA
3	Proposed project leads up to, but is not within, a designated downtown, village center or NDA
0	Proposed project is not connected to a designated downtown, village center or NDA

5. Is the application complete, well-written, internally consistent, and realistic; does it describe a single, clearly defined project? (NOTE: Applicants do not need to respond to this criterion)

Score	Guidance
5	Project is clearly defined, all required elements of application provided, project will clearly improve access and safety for people choosing to walk or bike
3	Purpose of project is vague or application is missing some required elements.
0	Project purpose unclear or major elements of application missing.

Total possible points for a Scoping application – 30

Post Award Steps

1. Successful applicants are required to sign and return a commitment letter (see Attachment E) indicating that the applicant will be diligent about moving forward with the project in a timely manner.
2. Overall Time frame – Scoping studies typically take about a year to complete once a consultant has been selected. Particularly complex projects or those that involve larger areas or multiple jurisdictions may take longer.
3. Successful applicants are expected to develop projects expeditiously. Grant agreements for scoping projects will have a two (2) year duration unless otherwise approved by VTrans.
4. Grant Agreement - After the award is made, the applicant, in collaboration with the Agency, finalizes a Scope of Work and enters into a Grant Agreement (GA) with the Agency. The GA identifies the responsibilities of both parties and sets the maximum limiting amount of the grant award. By entering into the agreement the applicant agrees to follow FHWA and Agency requirements.
5. Local Project Manager (LPM) – Applicants are required to have a Local Project Manager (LPM). LPMs are responsible for the day-to-day management and administrative duties involved with advancing the project to completion. Applicants can either utilize a qualified staff member to carry out project management, or contract with a private consultant or their Regional Planning Commission. The cost of local project management is an eligible project cost and should be included in the project budget. Each project is assigned an MAB Project Supervisor who collaborates with the Applicant throughout the development of the project. MAB staff will provide the LPM with technical assistance in such areas as funding eligibility, procurement, and coordination with VTrans (if required) to keep the project moving forward in a timely and compliant fashion and to ensure that the federal and state laws, policies and standards are followed.
6. **Coordination with VTrans - For projects within the state highway ROW, municipalities are required to coordinate with the local VTrans District Transportation Administrator (and District Project Manager) to ensure that state operations are considered in the project design.**
7. Design Standards - Projects must be planned and designed in accordance with the standards and guidance provided by: the American Association of State Highway Transportation Officials (AASHTO); the Manual on Uniform Traffic Control Devices (MUTCD); the National Association of City Transportation Officials (NACTO); the Americans with Disabilities Act (ADA) Public Rights of Way Guidelines; the VTrans Pedestrian & Bicycle Facilities Planning and Design Manual; and all other applicable state and federal statutes, standards, specifications and guidelines.
8. Procurement Procedures - Because federal funds are being used for this program, all personal services (i.e. consultants) and construction contractors must be procured properly. The Local

Projects Guidebook outlines the processes required for proper procurement. Sole sourcing of consultants or contractors is not allowed.

V. Federally funded Design/Construction Projects

Project Budget - For Federally funded design and construction projects, the project budget must account for all expected costs including the following:

1. Project Administration – This would include the cost of hiring a Local Project Manager (LPM) to oversee the development of the project all the way through construction.
2. Engineering – The professional design engineer will develop project plans, which generally includes securing any needed environmental permits, identifying any right of way needs, coordinating with utility companies, seeking public input and developing a set of contract documents that can be put out to bid. Engineers also evaluate the bids and are available for design questions during construction. Historical data shows that the engineering cost is typically between 10% and 30% of the construction cost for these projects. For budgeting purposes, we recommend using 20%.
3. Construction – Applicants should use the cost estimate that is part of their completed scoping or feasibility study and use an inflation factor if that has not been incorporated in the estimate. Provide detailed backup for construction costs, not just totals or per foot costs.
4. Construction Inspection – Project applicants are required to provide oversight of the contractor to ensure that the project is built as designed and that all materials meet certification and testing requirements. The cost of hiring a construction inspection professional is an eligible project cost. For budgeting purposes, construction inspection is generally 10-20% of the construction cost.

Partial Funding – One option for larger projects is to provide options for partial funding. If an applicant is willing to accept partial funding by reducing the limits of a project, enough detail must be provided to support the reduced project. This would include estimates for all project budget elements as noted above. Note that projects receiving partial funding must still meet the requirement of having independent utility as described in section II. A. of this guide.

Project Match Requirements - The funding share for design/construction projects is 80% Federal and 20% Local. The local match is generally a cash match and project applicants should indicate their ability to contribute at least this much to the project. Generally, other federal funds may not be used as match. Some applicants assume that their time spent on administering the project will count as “in kind” match for the project. In-kind only applies to VTrans-approved donations of eligible services or materials towards a project. Local officials spending time on the project can be reimbursed for their time, but it is not considered “in-kind”. All in-kind donations must be approved by VTrans in advance after a project has been selected.

Reimbursement – The Bike/Ped Program is a reimbursement program. Applicants submit invoices for completed work and the Agency pays the federal share of the total. For the federally funded construction projects, eighty percent (80%) of the eligible project costs will be paid for with federal transportation funds up to the award amount. Applicants will be required to assume the remaining

20% of all costs incurred as the required local share plus 100% of any additional funding above the grant amount necessary to complete the project.

Payback Provision – Design/construction projects that do not advance to construction are subject to the “payback provision”. All expenses already reimbursed with federal and state funds would have to be paid back.

Audit Requirements – Applicants are responsible for complying with the Single Audit Act for the period during which their Grant Agreement is open. This requires an annual reporting of financial information.

Construction by Local Forces – For Federally funded projects, work by a municipality (where municipal services and labor are used instead of contracting) is called *Force Account Work*. FHWA is clear that this is meant to be approved only in exceptional cases. If an applicant wishes to use Force Account Work, they must present justification and seek approval from VTrans (after being awarded a project.) This would be required even when an applicant proposes completing a small amount of work to offset their match requirements for the project. Generally, FHWA requires that construction work be bid competitively.

Municipal Assistance Guidebook – All Federally funded projects are developed in accordance with the Local Projects Guidebook for Locally Managed Projects. This guidebook can be found at: <http://vtransengineering.vermont.gov/bureaus/mab/local-projects/general/guidebook>.

Evaluation Criteria

Note that the scores and guidance under each criterion are intended to show applicants how the selection committee will be evaluating answers. Applicants should not indicate their own scores when answering the questions. On a maximum of five (5) separate pages, please provide information regarding how your proposed project addresses the evaluation criteria below. **Please limit your answers to a total of no more than five (5) pages.** You may include additional supportive documentation that specifically relates to one or more criteria (e.g. crash data, relevant excerpts from Town Plans, etc.)

- 1. Describe how the project addresses a pedestrian or bicyclist need identified in local or regional planning documents.**

Score	Guidance
5	Project is specifically called out in a municipal planning document such as Town Plan, Capital Program, Downtown/Village Master Plan, Safe Routes to School Travel Plan, or Bicycle/Pedestrian Plan
3	Project is generally supported in a municipal or regional plan.
0	No planning documentation provided to support project.

2. Describe how the project contributes to a system of pedestrian and/or bicycle facilities.

Score	Guidance
10	Proposed project fills in an important missing gap in an existing network of pedestrian and/or bicycle facilities.
8	Proposed project is the first of its kind in the community and is identified as a priority in a planned network
5	Proposed project extends the limits of an existing network of pedestrian and/or bicycle facilities.
1	Proposed project primarily reconstructs existing facilities to meet current standards

3. Describe how the proposed project provides access to likely generators of pedestrian and/or bicyclist activity.

Score	Guidance
10	Project provides <u>direct access</u> to one or more of the following: school, densely developed neighborhood, large employer, downtown or village center
5	Project provides access to an outlying area
0	Project is in an isolated area with little or no development or appears to be primarily recreational in purpose

4. Describe how the project budget was developed.

Score	Guidance
10	Budget addresses all elements of project development and costs are consistent with VTrans Unit Cost Report or based on an engineer’s estimate. Backup for construction costs is provided
5	Budget is incomplete or moderately high or low compared to typical project costs
0	Budget is missing major elements, contains ineligible costs and/or does not provide any backup data

5. Is the project located within a Designated Downtown, Village Center or Neighborhood Development Area (NDA) recognized by the VT Department of Housing and Community Development? Boundaries of those areas can be confirmed in the Smart Growth Mapper at <http://smartgrowth.vermont.gov/>.

Score	Guidance
5	All or part of proposed project is within the boundary of a designated downtown, village center or NDA
3	Proposed project leads up to, but is not within, a designated downtown, village center or NDA
0	Proposed project is not connected to a designated downtown, village center or NDA

6. Please describe how the proposed project addresses unsafe conditions. Be as specific as possible and provide data/documentation in support. Data might include non-motorized counts, traffic volumes, traffic speed, number of lanes, etc.

Score	Guidance
5	Specific documentation of pedestrian and/or bicycle safety problems provided: VTrans bike/ped crash data, police reports, school reports, a road safety audit report, etc.
3	Lack of facilities cited as reason for safety concerns
0	Anecdotal evidence or no documentation of safety concerns provided.

7. To what degree has the project advanced to date?

Score	Guidance
3	Some project design beyond scoping has already been completed (e.g. conceptual or preliminary plans)
2	Project is already a Municipal Assistance (Bike/Ped or TA) project and is seeking additional funding to bridge a gap
0	Project has only had the scoping effort completed and is seeking funding for the next step in development

8. Does the proposed project appear to have potentially significant permitting issues? (E.g. Act 250, stormwater, wetlands, 401 water quality, Section 4f) If so, how have those issues been considered?

Score	Guidance
3	Scoping report does not indicate any permitting issues
1	Project is likely to have some permitting issues
0	Project is likely to have many permitting issues

9. Does the proposed project require complex right of way acquisition? Right of way includes any temporary easements that might be needed to construct the project.

Score	Guidance
3	Project appears likely to be constructed within existing right of way limits of a local road or to not require any right of way acquisition
2	Project appears likely to be constructed within existing right of way limits of a state highway
1	Project requires right of way acquisition.

10. Does the proposed project appear to include complex design issues (e.g. extensive retaining walls, bridges, railroad involvement?) If so, how have those issues been addressed?

Score	Guidance
3	Project is relatively straight forward with no apparent design issues
2	Project involves one complex design issue
1	Project involves multiple complex design issues

11. Is the application complete, well-written, internally consistent, and realistic; does it describe a single, clearly defined project. (NOTE: Applicants do not need to respond to this criterion)

Score	Guidance
5	Project is clearly defined, all required elements of application provided, project will clearly improve access and safety for people choosing to walk or bike
3	Purpose of project is vague or application is missing some required elements.
0	Project purpose unclear or major elements of application missing.

Total possible points for a Design/Construction application - 62

Post Award Steps

1. Successful applicants are required to sign and return a commitment letter (see Attachment E) indicating that the applicant will be diligent about moving forward with the project in a timely manner.

2. Overall Time frame – Federally funded Design/Construction Projects developed by municipalities through the Local Projects section typically take from 2-5 years from the time a grant agreement is signed until they go to construction. It is very unlikely that a project can be accomplished in a shorter time frame. A sample project schedule is shown in Attachment B. The following timeline for a design/construction project indicates how major milestones are likely to be achieved:
 - September 2016 – Announcement of grant awards
 - November 2016 – Grant agreement between VTrans and municipality executed
 - January 2017 – Procurement process to secure LPM and Design Engineer complete
 - July 2017 – Conceptual Plans developed and environmental document secured
 - April 2018 – Preliminary Plans completed
 - October 2019 – Right of Way plans and easements approved and Right of Way cleared
 - April 2020 – Final plans and bid documents completed
 - May 2020 – Project goes out to bid for Construction

3. Successful applicants are expected to develop projects expeditiously. Grant agreements for design/construction projects will have a four (4) year duration. Agreements for scoping projects will have a two (2) year duration unless otherwise approved by VTrans.
4. Grant Agreement - After the award is made, the applicant, in collaboration with the Agency, finalizes a Scope of Work and enters into a Grant Agreement (GA) with the Agency. The GA identifies the responsibilities of both parties and sets the maximum limiting amount of the grant award. By entering into the agreement the applicant agrees to follow FHWA and Agency requirements and be responsible for the long-term maintenance of the project.
5. Local Project Manager (LPM) – Applicants are required to have a Local Project Manager (LPM). LPMs are responsible for the day-to-day management and administrative duties involved with advancing the project to completion. Applicants can either utilize a qualified staff member to carry out project management, or contract with a private consultant or their Regional Planning Commission. The cost of local project management is an eligible project cost and should be included in the project budget. Each project is assigned an MAB Project Supervisor who collaborates with the Applicant throughout the development of the project. MAB staff will provide the LPM with technical assistance in such areas as funding eligibility, procurement, right-of-way acquisition and environmental permitting to keep the project moving forward in a timely and compliant fashion and to ensure that the federal and state laws, policies and standards are followed.
6. Right-of-Way (ROW) Acquisition - Any right-of-way (temporary or permanent) needed for the project must be acquired in compliance with the policy set forth under the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. (For more information, refer to the Local Projects Guidebook for Locally Managed Projects.) For projects within the state highway ROW, municipalities are required to coordinate with the local VTrans District Transportation Administrator (and District Project Manager) and will be required to receive an access permit from VTrans. If property is acquired in advance of project acceptance and it is not done properly, overall project funding could be jeopardized and the project schedule adversely impacted.
7. Design Standards - Projects must be designed in accordance with the standards and guidance provided by: the American Association of State Highway Transportation Officials (AASHTO); the Manual on Uniform Traffic Control Devices (MUTCD); the National Association of City Transportation Officials (NACTO); the Americans with Disabilities Act (ADA) Public Rights of Way Guidelines; the VTrans Pedestrian & Bicycle Facilities Planning and Design Manual; and all other applicable state and federal statutes, standards, specifications and guidelines.
8. Procurement Procedures - Because federal funds are being used for this program, all personal services (i.e. consultants) and construction contractors must be procured properly. The Local Projects Guidebook outlines the processes required for proper procurement. Sole sourcing of consultants or contractors is not allowed.

VI. Small-scale Projects

Project Budget - The cost for small-scale improvements will be for the construction only, including labor, equipment and materials to complete the improvement. As a guideline, applicants may use the University of North Carolina Highway Safety Research Center report “Costs for Pedestrian and Bicyclist Infrastructure Improvements”, which can be found at this link <http://www.pedbikeinfo.org/data/library/details.cfm?id=4877> and on the VTrans Bike/Ped program page.

For the state funded small-scale projects, 50% of the construction cost will be paid up to the award amount, with applicants assuming the remaining 50%. The small-scale projects will also be administered as a reimbursement program.

Evaluation Criteria

Note that the scores and guidance under each criterion are intended to show applicants how the selection committee will be evaluating answers. Applicants should not indicate their own scores when answering the questions. On a maximum of five (5) separate pages, please provide information regarding how your proposed project addresses the evaluation criteria below. **Please limit your answers to a total of no more than five (5) pages.** You may include additional supportive documentation that specifically relates to one or more criteria (e.g. crash data, relevant excerpts from Town Plans, etc.)

- 1. Describe the problem that this project intends to address. Be sure that the project map, photos or other materials clearly show the project area and existing conditions are described.**

Score	Guidance
10	Problem is clearly defined and evidence is provided via photos or other data such as road/traffic characteristics
5	Problem is articulated but without supporting evidence
1	It is unclear why this improvement is needed

- 2. Describe how the project contributes to a system of pedestrian and/or bicycle facilities.**

Score	Guidance
10	Proposed project addresses a key need in an existing network of pedestrian and/or bicycle facilities.
5	Proposed project extends the limits of an existing network of pedestrian and/or bicycle facilities.
1	Proposed project is not connected to a network of pedestrian and/or bicycle facilities

3. Describe how the proposed project has a relatively high benefit/cost ratio. Is it in a location that is critical for people choosing to walk or bike?

Score	Guidance
10	Project is in close proximity to one or more of the following: school, densely developed neighborhood, large employer, downtown or village center
8	Data is provided on current/potential number of users and how the proposed project is likely to impact use.
5	Project is located in an outlying area
0	Project is in an isolated area with little or no development or appears to be primarily recreational in purpose

4. Describe how easy it will be to implement the project.

Score	Guidance
10	Project is straightforward in terms of design, permitting and right of way
5	Project involves some complications like utility conflicts
2	Project requires detailed engineering, permitting or VTrans involvement because it is on the state highway system

5. Is the project located within a Designated Downtown, Village Center or Neighborhood Development Area (NDA) recognized by the VT Department of Housing and Community Development? Boundaries of those areas can be confirmed in the Smart Growth Mapper at <http://smartgrowth.vermont.gov/>.

Score	Guidance
5	All or part of proposed project is within the boundary of a designated downtown, village center or NDA
3	Proposed project leads up to, but is not within, a designated downtown, village center or NDA
0	Proposed project is not connected to a designated downtown, village center or NDA

Total possible points for a Small-scale project application - 45

Post Award Steps

- Overall Time frame – It is anticipated that the small-scale projects will go to construction the year after funding is awarded. The following timeline for a small-scale project indicates how major milestones might likely be achieved:
 - September 2016 – Announcement of grant awards
 - November 2016 – Grant agreement between VTrans and municipality executed
 - January 2017 – Design concept presented to VTrans for approval (can be a sketch plan as opposed to engineered drawings.)

- January – April 2017 – Sponsor secures any necessary permits
 - April 2017 – Plan approved and project authorized for construction
 - May – October 2017 – Project construction, final inspection, reimbursement request
2. Grant Agreement - After the award is made, the applicant, in collaboration with the Agency, finalizes a Scope of Work and enters into a Grant Agreement (GA) with the Agency. The GA identifies the responsibilities of both parties and sets the maximum limiting amount of the grant award.
 3. Project design and securing any necessary permits - The applicant will submit a design for approval and will be responsible for any necessary permits. It is anticipated that most of the small-scale projects will be within existing Right of Way, so no property acquisition will be necessary. A project may be proposed within state highway ROW, but that will require coordination with the VTrans District office, permitting section, possibly with other VTrans sections, and will require that the applicant obtain a highway access permit for work within the ROW. See <http://vtransplanning.vermont.gov/permitting-services> for more detailed information about the highway access permit process.

Note: For all projects, minor alterations to the work plan or the approved budget may be allowed but only upon request and approval from VTrans. Substantial alterations are not allowed and the end product must remain the same.

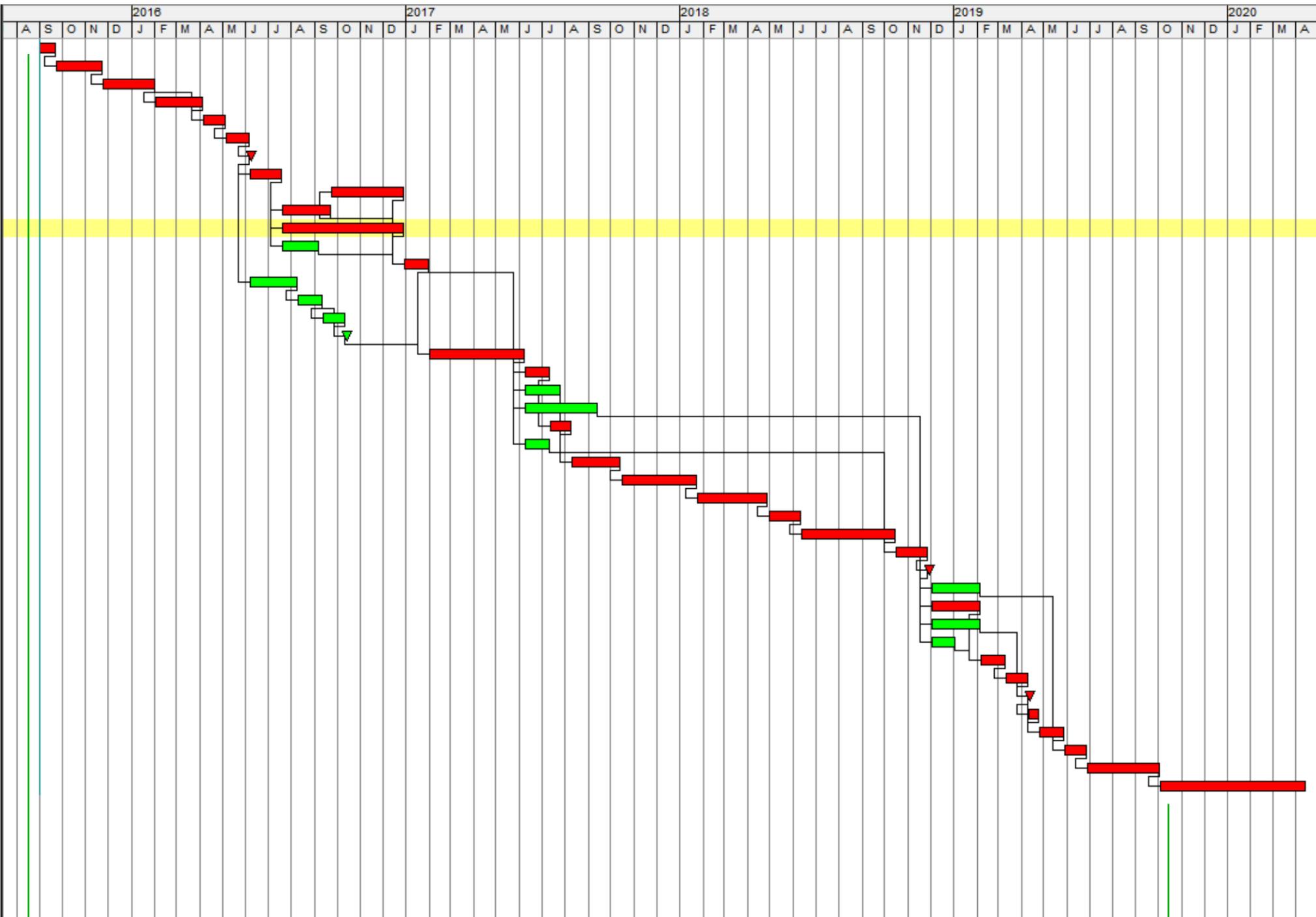
**Attachment A:
VTrans Recommended Outline for Bicycle & Pedestrian Facility Scoping Study**

- I. PURPOSE AND NEED OF THE PROJECT – identify goals and objectives, provide description of existing conditions (how do they hinder the goals?)
- II. PROJECT AREA AND EXISTING CONDITIONS – identify the project area, existing conditions and proposed location of facilities. What other locations were considered? What origins and destinations are served by the proposed facility?
- III. RIGHT OF WAY – identify Town or State Highway right of way (if project parallels a highway) and abutting property owners and assess their level of interest in the project if their property is likely to be impacted.
- IV. UTILITY IMPACTS – What existing underground and/or overhead utilities are in the project area? How will they be impacted by the proposed project? Will they need to be relocated outside the existing right of way?
- V. NATURAL AND CULTURAL RESOURCES – identify constraints and possible design solutions and necessary permits. Include resource maps indicating identified resources and the relationship to the preferred alternative. Develop a resource impact matrix for inclusion in the final report.
 - A. Natural Resources
 1. Wetlands
 2. Lakes/Ponds/Streams/Rivers (stormwater discharge and erosion/sediment control implications)
 3. Floodplains
 4. Endangered Species
 5. Flora/Fauna
 6. Stormwater
 7. Hazardous Wastes
 8. Forest Land
 - B. Cultural Resources
 1. Historic
 2. Archaeological
 3. Architectural
 4. Public Lands
 5. Agricultural Lands
- VI. PRELIMINARY PROJECT COST ESTIMATE – including preliminary engineering, right of way acquisition, construction, project management, and construction inspection costs.
- VII. MAINTENANCE - Discuss anticipated maintenance needs of the proposed project, including how snow removal is likely to be addressed.
- VIII. PUBLIC INVOLVEMENT – Document the extent to which the public supports the project and identify any potential problems.

- IX. COMPATIBILITY WITH PLANNING EFFORTS – Indicate how the proposed improvement is compatible with relevant local Town plans, and regional Transportation or Bike/Ped (if available) plans.
- X. PROJECT TIME LINE – Given the nature of the project what is your best estimate of the time it will take to scope, design and construct the project (or initial phase of the project).
- XI. VIABILITY – Why should VTrans or other funding sources consider this project proposal? Is the project responsive to a community need and is the public good served by spending local, state and federal dollars on this alignment? Are there other considerations that should be made before this project is advanced?

**Attachment B:
Sample Schedule for a Design/Construction Project**

Activity Name	Activity Description	Rem. Dur.	Orig. Dur.	Early Start	Early Finish
010.01	PE Authorization	15	15	01Sep15	22Sep15
010.02	Grant Agreement	44	44	23Sep15	24Nov15
020.01	Procure/Designate LPM	44	44	25Nov15	01Feb16
020.01.01	Procure Design Consultant	44	44	02Feb16	05Apr16
020.02	Local Concerns Meeting	22	22	08Apr16	05May16
030.04.02	Alternatives Presentation/Refinement	22	22	08May16	07Jun16
030.04.03	Alternative Accepted	0	0	07Jun16	07Jun16
030.04.04	NERD Request	30	30	08Jun16	20Jul16
040.01	Section 4F Process	66	66	23Sep16	29Dec16
040.02	Section 106 Process	44	44	21Jul16	22Sep16
040.03	NEPA Coordination	110	110	21Jul16	29Dec16
040.03.04	Natural Resources Clearance	33	33	21Jul16	07Sep16
040.04	NEPA Document Submitted for Approval	22	22	30Dec16	01Feb17
050.01	Develop Draft Conceptual Plans	44	44	08Jun16	09Aug16
050.01.01	VTrans Review of Conceptual Plans	22	22	10Aug16	12Sep16
050.02	Public Meeting/Hearing/Refinement	22	22	13Sep16	12Oct16
050.03	Project Defined	0	0	12Oct16	12Oct16
060.01	Develop Preliminary Plans	88	88	02Feb17	08Jun17
060.01.01	VTrans Review of Preliminary Plans	22	22	09Jun17	11Jul17
060.04.01	Hydraulics Review	33	33	09Jun17	28Jul17
060.05	Environmental Permits	66	66	09Jun17	13Sep17
060.09	ROW Acquisition Authorization	22	22	12Jul17	10Aug17
060.12	Section 1111 (Access) Permit	22	22	09Jun17	11Jul17
080.01	Develop ROW Plans and Documents	44	44	11Aug17	13Oct17
080.01.01	VTrans Review of LTF Draft ROW Plans/Docs	66	66	16Oct17	23Jan18
090.02	Appraisal/Waiver Valuations	66	66	24Jan18	27Apr18
090.02.01	Appraisal/Waiver Valuation Review and Approval	30	30	30Apr18	11Jun18
090.03	Negotiation	88	88	12Jun18	16Oct18
090.04	Final ROW Submittal Review and Approval	30	30	17Oct18	28Nov18
090.05	ROW Clear	0	0	28Nov18	28Nov18
095.01	Procure/Designate Construction Inspector	44	44	03Dec18	05Feb19
100.01	Develop Final Plans	44	44	03Dec18	05Feb19
100.03	Utility Clearance	44	44	03Dec18	05Feb19
100.08	Develop Project Special Provisions and Bid Docs	22	22	03Dec18	03Jan19
100.08.01	VTrans Review of Final Plans	22	22	06Feb19	11Mar19
100.10	Develop Contract Plans	22	22	12Mar19	10Apr19
100.11	PS&E Approval	0	0	10Apr19	10Apr19
110.01	Proposal Preparation	11	11	11Apr19	25Apr19
110.02	Advertisement	22	22	26Apr19	28May19
110.03	Contract Award	22	22	29May19	27Jun19
120.10	Pre-Construction	66	66	28Jun19	02Oct19
120.11	Active Construction	132	132	03Oct19	15Apr20

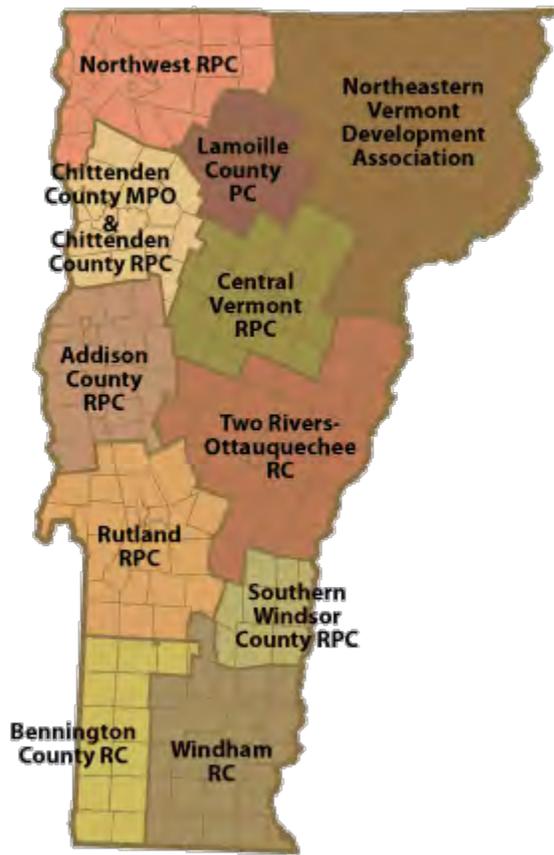


REQUIRED PROJECT STEPS INCLUDING VTRANS REVIEW TIME

4 YEARS FROM AWARD TO CONSTRUCTION

Attachment C – Regional Planning Commissions

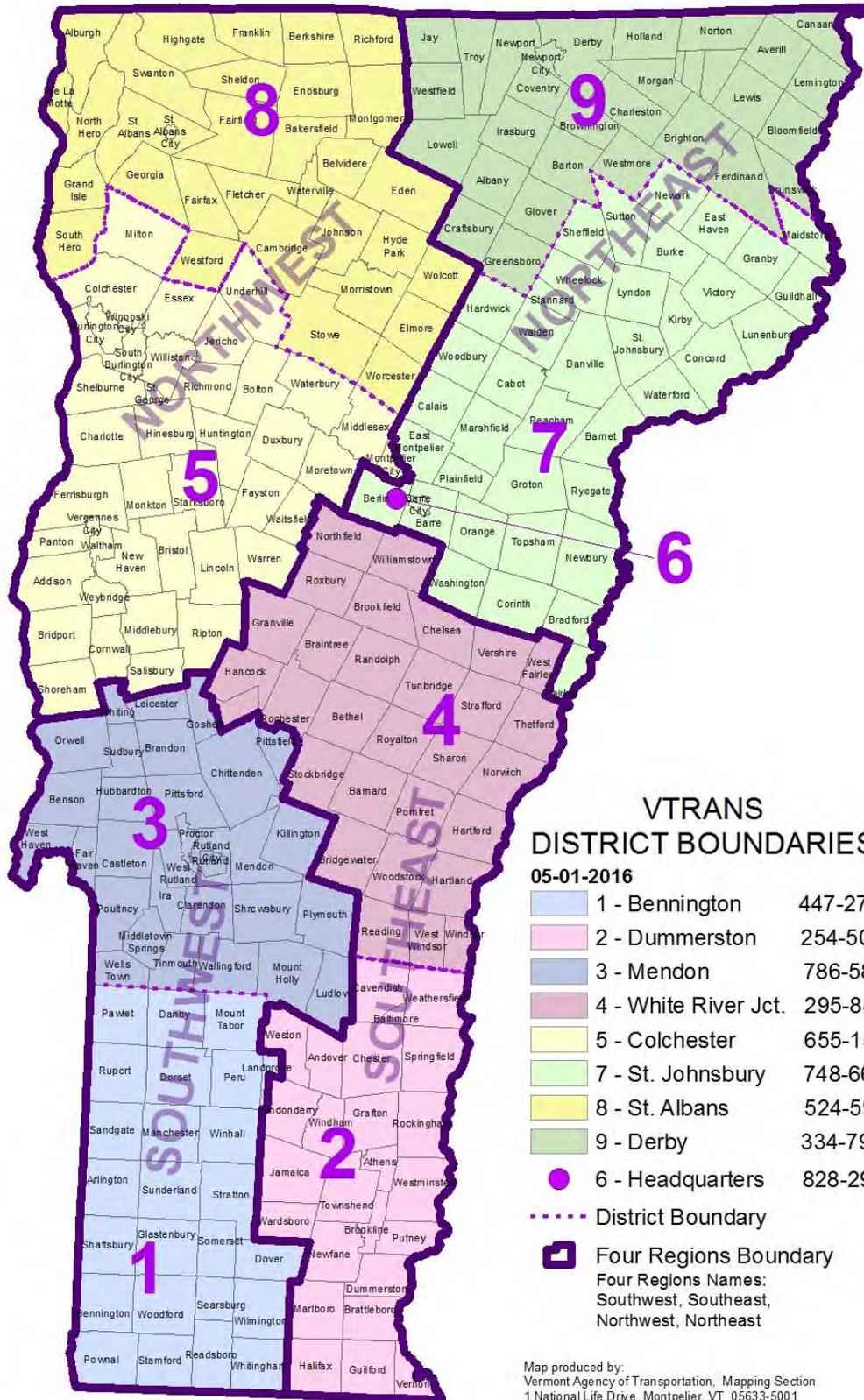
Vermont Regional Planning Commissions



Vermont’s Regional Planning Commissions are important resources for VTrans Bike/Ped Program applicants. It is important to obtain a letter of support from the Commission that represents your region of the State. Contact the Transportation Planners at the numbers listed below. For more information, go to the Vermont Association of Planning and Development Agencies website at: vapda.org.

Addison County Regional Planning Commission	(802) 388-3141
Bennington County Regional Commission	(802) 442-0713
Central Vermont Regional Planning Commission	(802) 229-0389
Chittenden County Regional Planning Commission	(802) 846-4490
Lamoille County Planning Commission	(802) 888-4548
Northeastern Vermont Development Association	(802) 748-5181
Northwest Regional Planning Commission	(802) 524-5958
Rutland Regional Planning Commission	(802) 775-0871
Southern Windsor County Regional Planning Commission	(802) 674-9201
Two Rivers-Ottawaquechee Regional Commission	(802) 457-3188
Windham Regional Commission	(802) 257-4547

Attachment D – District Transportation Administrators



VTRANS DISTRICT BOUNDARIES

05-01-2016

- 1 - Bennington 447-2790
 - 2 - Dummerston 254-5011
 - 3 - Mendon 786-5826
 - 4 - White River Jct. 295-8888
 - 5 - Colchester 655-1580
 - 7 - St. Johnsbury 748-6670
 - 8 - St. Albans 524-5926
 - 9 - Derby 334-7934
 - 6 - Headquarters 828-2961
 - District Boundary
 - Four Regions Boundary
- Four Regions Names:
 Southwest, Southeast,
 Northwest, Northeast

Map produced by:
 Vermont Agency of Transportation, Mapping Section
 1 National Life Drive, Montpelier, VT 05633-5001
 Telephone: 802-828-2600

Attachment E – Project Commitment Form

**Vermont Agency of Transportation
Municipal Assistance Bureau
Grant Recipient
Project Commitments Form (PCF)**

Grant Recipient (*Grantee*): _____

Project Name _____

D-U-N- S Number _____

Accounting System: Automated Non-Automated

Municipal Fiscal Year: Begins _____ Ends _____

Name of full-time Municipal employee in *Responsible Charge* of this project regardless of any additional contracted management services: _____

By signing at the bottom of this document, the *Grantee* agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e. project management and/or engineering.) If both of these services will be procured, the RFP/RFQ for design services must be advertised within one month of the selection of the Local Project Manager (LPM).
4. The *Grantee* shall obtain a detailed proposed schedule from the design consultant, which indicates the time duration for key steps which advance the project to contract plans and bid documents within 1 month of the design contract being executed. Municipal Assistance Bureau staff members will review and verify that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutually-agreeable initial baseline project schedule, against which project progress will be evaluated.
5. We will submit reports at least quarterly that detail project progress, as compared to the baseline schedule. We will notify the VTrans project supervisor of any proposed changes to the baseline schedule in a timely manner. These will be discussed and reviewed. Impacts to key milestones resulting from an approved schedule change will be identified and discussed.
6. Project invoices requesting reimbursement for eligible expenses will be submitted at least quarterly, but may be submitted monthly.
7. We understand that a copy of this PCF will be appended to the grant agreement.

Authorized municipal official (Name and Signature)

Date

Note: When returning this form, please attach the Insurance Certificate of Coverage for the Municipality which is required by VTrans to establish a fully executed Grant Agreement.