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TO: Interested Parties
FROM: Jon Kaplan, Bicycle and Pedestrian Program Manager
DATE: April 29, 2016
RE: **2016 VTrans Bicycle and Pedestrian Program**

I am happy to announce that we are soliciting applications for projects this year through the Bicycle and Pedestrian Program. 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.

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

- Bicycle lanes (on-road facility delineated with pavement markings and signs)
- Shoulders (generally a minimum of 3-foot wide to accommodate bicyclists)
- Sidewalks
- Pedestrian crossing improvements, including median pedestrian refuge islands
- Pedestrian 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.

Projects with the following emphasis will be considered favorably:

- Facilities that address a documented safety concern such as a high crash location
- Connectivity within overall bicycle and pedestrian networks
- Proximity and access to and within village centers and downtown areas
- Facilities that serve multiple uses e.g. access to businesses, residences and schools

In 2015, we added a “small projects” category that is funded with state dollars only and this type of project is eligible again this year. The intent of these projects is to implement necessary safety improvements like signs, pavement markings, crossing enhancements or on-road bike facilities through striping. These projects may be bid out or done by local forces. This category is not to be used to match federal funds on a larger project.

For a copy of the VTrans 2016 Bicycle and Pedestrian Program Guide and Application, visit the VTrans website: <http://vtrans.vermont.gov/>, and look under the Spotlight heading or go to <http://vtransengineering.vermont.gov/bureaus/mab/local-projects/bike-ped>. You may also obtain a copy or ask any questions about the program or application process by contacting me by phone at (802)828-0059 or email at jon.kaplan@vermont.gov.

As in previous years, there will be pre-application training sessions provided to potential applicants. It is strongly recommended that an official representative of the applicant attend one of these sessions. This year, the sessions will be provided as a webinar and attendees will log on to vtrans.webex.com. The two sessions are scheduled on Tuesday May 24, 6:00 PM to 8:00 PM and Thursday, May 26, 1:00 PM to 3:00 PM. You can participate in the training from any computer connected to the internet.

This year, it is preferred to submit applications in electronic format as Adobe .pdf files. Hard copy applications will still be accepted. Complete applications are **due by 1:00 PM on July 15, 2016**.

I strongly urge you to work with your Regional Planning Commission. These organizations are invaluable resources and can help you refine your project.

The Vermont Agency of Transportation is committed to this program and working with applicants to complete successful projects. This is not a block grant but rather a reimbursement program. Successful applicants will be expected to enter into a grant agreement with VTrans that will lay out respective responsibilities as all projects must be developed in accordance with applicable federal and state rules and regulations.

We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Kaplan". The signature is fluid and cursive, with the first name "Jon" being more prominent than the last name "Kaplan".

Jon Kaplan, P.E.
Bicycle and Pedestrian Program Manager
Municipal Assistance Bureau