Bicycle and Pedestrian Program

For additional Information, see the Program’s website at: http://vtrans.vermont.gov/highway/local-projects/bike-ped

Application Deadline: 1:00 PM, Friday, June 28, 2019
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Grant Preparation Instructions

1. **Read the Overview** to ensure that your project is eligible for a VTrans Bike/Ped Program grant.

2. **Complete the Project Application** based on the type of project for which you are applying (Scoping, Design/Construction, Additional Funding or Small-scale). The forms are set up as a fillable Adobe PDF. If you elect to print the form and fill in by hand, please type or print in blue or black ink. Applications missing requested information will not be considered.

3. **Include a clearly annotated map** (example provided in Attachment E) with the following information:
   
   a. Clearly shows the limits of the proposed project and how it connects to existing bicycling or walking facilities.
   b. Identifies prominent features and/or destinations.
   c. Includes route numbers and/or road names.
   d. Shows any state designated centers.
   e. Other pertinent information can be included if the map remains legible. Photos are not required, but if included should be of good quality, clearly labeled, and easily interpreted.

4. **Use the selection criteria templates** (available at [http://vtrans.vermont.gov/highway/local-projects/bike-ped](http://vtrans.vermont.gov/highway/local-projects/bike-ped)) to answer the appropriate questions for the project type you are applying for: Scoping, Design/Construction, Additional Funding or Small-scale.

5. **Include a current statement of support from the local Regional Planning Commission (RPC),** confirming they have reviewed the application. *Ensure you leave enough time for their review, prior to the application deadline (minimum of 3 weeks.)* See Attachment C for contact information for the RPC in your area.

6. **Include a current letter of support from the governing body of the applicant organization** and a written acknowledgement and source of the local match (20% for Design/Construction or Scoping projects, 50% for Small-scale projects) and commitment to future maintenance responsibility for construction projects.

7. Depending on project type, the following materials are required.
   
   a. **For Federal or state funded construction projects,** include backup detail for the proposed construction costs, in the form of an engineer’s cost estimate if available. Backup must match the construction cost included in the application or an explanation of the difference must be provided.
   
   b. **For construction projects located in or adjacent to a State Highway Right-of-way,** coordination with the District Transportation Administrator (DTA) is required. Include a copy of your correspondence and any comments received from the DTA. The DTA
oversees maintenance of the State Highway System in their district. See Attachment D for DTA contact information.

c. If planning documents or scoping studies are used as references, it is preferred to include appropriate pages only, and clearly identify where the reader should look (for example, “see highlighted section on page 34 of the attached town plan”).

TRAINING SESSIONS

Applicants are strongly encouraged to attend or view a training session that will review the grant application requirements and the project development process.

ATTEND THE WEBINAR

Two sessions will be offered via a live webinar format:

- May 13, 2019
  1:00 PM to 2:30 PM

- May 15, 2019
  5:30 PM to 7:00 PM

Applicants without an internet connection may access the training via phone by calling 1-802-552-8456 and entering the following conference ID: May 13 – 35417001; May 15 - 12794052

To access the May 13 webinar training, log on to Skype for Business at https://meet.lync.com/vermontgov-vermont/jon.kaplan/1Y45JCDN or click the following link:

Join Skype Meeting

To access the May 15 webinar training, log on to Skype for Business at https://meet.lync.com/vermontgov-vermont/jon.kaplan/QB4DF85G

Or click the following link:

Join Skype Meeting

Multiple people can view a training, but one person must sign in online. No RSVP is required.

VIEW RECORDED WEBINAR

The trainings will be recorded and will be available shortly after the second session on the VTrans Bike/Ped Program web page: http://vtrans.vermont.gov/highway/local-projects/bike-ped
Overview

The intent of the VTrans Bicycle and Pedestrian Program is to improve access and safety for people walking and bicycling 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 though the increased use of walking and biking for transportation. The Bike/Ped Program is administered within the VTrans Municipal Assistance Bureau (MAB).

The Bike/Ped Program provides funding for three types of projects:
1) Scoping study for a project that has not yet been evaluated (Scoping)
2) Design and Construction of a project using Federal funds (Design/Construction or Additional Funding)
3) Small-scale construction of a project using State fund (Small-scale)

We anticipate awarding Federal funds in this application cycle for scoping and design/construction projects combined and an additional amount of state funds for small-scale projects. Required funding splits are shown in the table below.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Local Funding</th>
<th>Federal Funding</th>
<th>State Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoping</td>
<td>20%</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>Design/Construction</td>
<td>20%</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>Additional Funding (VTrans Federal Aid construction project)</td>
<td>20%</td>
<td>80%</td>
<td>0%</td>
</tr>
<tr>
<td>Small-Scale</td>
<td>50%</td>
<td>0%</td>
<td>50%</td>
</tr>
</tbody>
</table>

Grant Program Timeline

Applicants to the 2019 Bicycle and Pedestrian Grant Program can expect the following time frame for this year’s grant cycle.

- April 30 – Grant program guide and materials available online
- June 28 – Applications due to VTrans
- End of July/Beginning of August – Selection Committee meets
- End of August – Notification to all applicants
- October/November – Grant agreements in place

A. ELIGIBLE APPLICANTS & PROJECTS

Eligible applicants to the Bike/Ped Program include the following:
- a local government
- a transit agency (VT non-profit rural transit providers have been deemed eligible)
- a school district or school
- a regional planning commission (Scoping projects only)
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.

Projects may be combinations of any 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)

Applications may be for construction of new facilities, reconstruction of existing infrastructure to meet current design standards, or a combination of both. Projects that consist of a redundant facility (e.g. a sidewalk on one side of a street that already has a sidewalk) must include good rationale for the proposed facility. However, projects that consist solely of preventive maintenance (e.g. repaving an existing shared use path) are not eligible. Design and cost estimating resources are linked from the VTrans Bike/Ped program page at http://vtrans.vermont.gov/highway/local-projects/bike-ped.

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.

Federally funded construction projects must be completed or there is a pay-back provision.

For any of the eligible facility types listed, applicants may apply for up to two project types. More details on each type of application, including selection criteria, is provided in the appropriate section of this guide.

**Scoping Studies**

Scoping Studies are 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.
Activities of a scoping 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 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. Eligible costs for Design/Construction projects include project management and administration, engineering and permitting, right-of-way acquisition, construction, and construction inspection.

A sub-category of design/construction projects is a request for additional funding for an existing MAB project. Requests for funding under this category must have a right-of-way clearance and be in the process of developing contract plans and bid documents.

**Small-scale Construction Projects**

The intent of this category of projects 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. Projects that involve right of way acquisition, utility relocation or complex structural elements are not good candidates for this category.

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, ADA compliance issues, or critical small gaps in sidewalk networks.

**B. AVAILABLE FUNDING AND FINANCIAL RESPONSIBILITY**

**Federally funded Scoping Project**

**Project Budget** - The cost for scoping studies varies depending on the complexity and geographic extent of the project. Generally, scoping studies range from $25,000 - $40,000. The costs for administration of a scoping study would also be eligible for reimbursement. Applications for costs higher than this range must include justification of the additional
expense. If you are unsure what the cost of a scoping study should be, please consult with VTrans. See Attachment A for the typical outline of a scoping study.

**Project Match Requirements** - 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, 80% of eligible project costs will be reimbursed 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.

**Project Timeline** – It is expected that scoping studies will be completed within two years of executing the grant agreement.

**Federally Funded Design/Construction Project**

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 VTrans to clarify what backup material must be provided.

**Project Budget** - For Federally funded Design/Construction projects, the project budget must account for all expected costs as described below. Project budgets that indicate costs for administration, engineering or construction inspection significantly lower than the typical percentage must include an explanation for this variance.

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. Historical data shows that project administration and engineering costs combined are typically around 20% of 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 project administration and engineering costs combined are typically around 20% of construction.

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 15% 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. Applicants should indicate the limits of the partial funding project on the main project map or provide a separate map to illustrate this. See the example of proper partial funding documentation in Attachment F.

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://vtrans.vermont.gov/highway/local-projects.

Project Timeline – Federally funded design/construction projects generally take 3 – 5 years to complete.

State Funded Small-Scale Construction Project

Project Budget – Funding for small-scale projects is to cover only the construction component of the project. Any administration or design costs are not eligible for reimbursement. Small-scale grant awards are capped at $75,000 ($150,000 construction cost). Applicants may provide more than the required 50% match.

Project Match Requirements - The local match may be either a cash match or the value of project applicant labor and equipment used to construct the project or a combination of these.

Design/Permitting – Successful applicants must provide a project design to VTrans for approval prior to construction. It is not required that this design be completed by an engineer, but it must provide enough detail to ensure that state and national design standards (e.g. sidewalk width, bike lane width) are complied with. Note that for projects proposed in VTrans Right of Way that will require a Highway Access Permit, more detailed design plans may be required by the VTrans Permitting section.

Environmental and Right of Way Requirements – Vermont state statute (22VSA14) requires that any undertaking with state funding must be reviewed for its impact on archaeological or historic resources. This review will be completed by VTrans for small-scale projects and may take up to 60 days. Successful applicants must also obtain any other required environmental permits, e.g. wetlands, river buffers or other natural resources impacted by the project. Project sponsors must also submit, in writing, a statement that confirms that they have all necessary rights to construct the project.

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

**Project Timeline** – It is expected that construction of small-scale projects will be complete within one year of executing the grant agreement.

**Evaluation Criteria & Response Templates**

Applicants may submit projects under any category for consideration in the Bike/Ped Program (separate applications required, one per category.) Formatted templates in MS Word are available for applicants to address the selection criteria. Templates may be found here [http://vtrans.vermont.gov/highway/local-projects/bike-ped](http://vtrans.vermont.gov/highway/local-projects/bike-ped).

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 in the fall of 2019.

**A. SCOPING PROJECTS**

1. **Community Need—15 Points:** How does the project to be scoped contribute to the community bicycling or walking network? Include a description of the type of facility (i.e. sidewalk, bike lanes, shared-use path) to be studied and key origins and destinations to be served. Provide justification for study requests that exceed $40,000.

   *Higher scores are given for quantifiable evidence of safety issues, demonstration of facility as high need via planning documents or connecting segments of an existing network, and increasing access to destinations and/or areas of denser land use.*

**B. FEDERALLY FUNDED DESIGN/CONSTRUCTION PROJECTS**

1. **Community Need—25 Points:** How does the proposed project contribute to an existing or planned bicycle and/or pedestrian network? If the proposed project is a sidewalk along a street that already has a sidewalk, explain why the redundant facility is needed. What destinations or populations are served? What walking and/or bicycling access or safety problem are you trying to solve?

   *Higher scores are given for quantifiable evidence of safety issues, demonstration of facility as high need via planning documents or connecting segments of an existing network, and increasing access to destinations and/or areas of denser land use.*
2. **Economic Development—10 Points**: How does the project contribute to broad local community and economic development goals?

   Higher scores are given for specific references to community planning or economic development documents that support the project.

3. **Well-supported budget —20 points**: How were the project costs developed? Are all required project elements (admin, engineering, construction, inspection) adequately budgeted for? Be sure to include backup documentation for project costs. Include reasonable contingency for inflation over the life of the project.

   Higher scores for well documented costs that include adequate funding for all project phases.

4. **Leverage of local funding —5 points**: Does the project leverage more than the required local match? Are other grant funds or higher than required local funds being used for the project? Be sure to clearly document the total budget including source and amount of all funds contributing to the project.

   Higher scores for projects that provide additional local match or leverage other grant funds.

5. **Complexity—10 points**: What complexities does your proposed project have and how do you plan to address them? Response must address need for right of way, anticipated permitting, natural resource constraints or identified cultural resource (historic or archaeologic) impacts anticipated for the project.

   Higher scores for fewer complexities, or for thorough identification of multiple complexities and specific efforts taken to address them. Complexities include ROW acquisition, significant permitting challenges, design constraints, significant structural components such as bridges or retaining walls, etc.

6. **Project coordination – 5 points**: To your knowledge, are there other state or local projects in the same area that might impact the project timeline and schedule for completion? Is the project on a state-maintained route? Is the funding being used for elements of a larger project funded through other sources?

   Higher score for no conflicting projects, lower score for several coordination needs.

7. **Equity—5 Points**: How does your project directly address the needs of more vulnerable populations, specifically the needs of children, older persons, people with mobility challenges and low or moderate income households?

   Projects that provide direct access to a vulnerable population e.g. a sidewalk from a senior center to a downtown will receive the full 5 points. Lower scores where equity is only addressed in broad terms.
8. **Multi-modal potential — 5 points:** How does your proposed project coordinate with other modes of transportation? Will it improve walking or bicycling access to transit, rail service or park and ride facilities?

Projects that provide direct access to another transportation mode e.g. a sidewalk that connects directly to a transit stop or park and ride will receive the full 5 points.

9. **State designated centers — 5 points:** Is the proposed project within a state designated center?

Higher scores for projects contained primarily within state designated centers (such as downtowns, villages, or neighborhood growth centers recognized by the Vermont Department of Housing and Community Development). Lower scores for projects that lead to, but are not mostly contained within, a designated center. Designated centers can be confirmed on the state Planning Atlas - [http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas](http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas).

10. **Project Commitment—10 Points:** Describe your plan for keeping this project moving forward. How does this project rank as a priority within the community?

Higher scores for identification of a plan for managing the project and clear indication of priority. Lower score for vague or ill-defined management plan.

C. **ADDITIONAL FUNDING FOR EXISTING FEDERALLY-FUNDED PROJECTS**

1. **Project Funding Need – 20 Points:** Describe the situation that led to the need to apply for additional funds.

More points for valid unforeseeable causes of budget increases – e.g. permitting requirements, changes to scope. Less points if poor management of the project or inadequate initial funding request as the sole reason for additional funding need.

2. **Funding Documentation – 10 Points:** Provide any explanatory text regarding documentation of the project budget shortfall. Please attach the additional funding calculator and any other documentation to support project costs being presented.

D. **SMALL-SCALE PROJECTS**

1. **Demonstrated Project Need—15 Points:** What walking and/or bicycling access or safety problem are you trying to solve? Describe the length and/or type of facility being proposed. What key destinations will be served by this project? Describe the project area and how the proposed project will improve conditions.

If applying for a specific pedestrian crossing improvement, such as Rectangular Rapid Flashing Beacons, be sure to include information such as the posted speed, traffic
volumes and other factors that support the need for these devices. See the VTrans Ped Crossing Guide for technical guidance - [http://vtrans.vermont.gov/highway/local-projects/bike-ped](http://vtrans.vermont.gov/highway/local-projects/bike-ped).

*Higher scores are given for quantifiable evidence of safety issues or documented deficiencies such as ADA compliance, demonstration of facility as high need via planning documents or connecting segments of an existing network, and increasing access to destinations and/or areas of denser land use.*

2. **Project Budget—10 Points:** Describe how the project construction budget was developed. Provide detailed budget backup if available.

*Higher scores are given for detailed project budgets that are realistic and have adequate backup.*

3. **Complexity—10 points:** Is the project straightforward and easy to implement? Is it within existing highway right of way? Do you anticipate the need for any environmental permits? Are there design challenges like structures or new subsurface drainage?

*Higher scores for fewer complexities and likelihood that project can be built within existing highway right of way.*

4. **Project coordination – 5 points:** To your knowledge, are there other state or local projects in the same area that might impact the project timeline and schedule for completion? Is the project on a state-maintained route?

*Higher score for no conflicting projects, lower score for several coordination needs.*

5. **Project Commitment—10 Points:** Describe your plan for keeping this project moving forward. How does this project rank as a priority within the community?

*Higher scores for identification of a plan for managing the project and clear indication of priority. Lower score for vague or ill-defined management plan.*

**Application Submission Instructions**

Applicants may only submit applications for a total of two projects per year (must be in different categories). If more than one application is submitted, cover letter must indicate which project is a priority. 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, VTrans Bicycle and Pedestrian Program Manager at 802 498-4742 or [jon.kaplan@vermont.gov](mailto:jon.kaplan@vermont.gov).
1. **Review your package for completeness and accuracy.** You may include a brief cover letter. *Applications must include all of the items on the application checklist that is included in the selection criteria template documents.*

2. **Submit electronically or by hard copy:**

   a. **Electronic submission of complete applications, including all supporting materials in an Adobe PDF format is the preferred method of submission.**
      
      i. File names shall include the name of the applicant (e.g. Rutland City, Barre Town, Main St Middle School) and either Application Form or Supporting Materials.
      
      ii. **In general, a maximum of two PDF files per project type being applied for will be submitted** (one PDF file of the Project Application Form and one PDF file of all of the criteria responses and supporting information (e.g. maps, plan excerpts, etc.) Scoping studies provided as backup should be provided as a third file. If the scoping study is on a publicly accessible web site, applicants may submit a link to the study.
      
      iii. 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.
      
      iv. VTrans will acknowledge all electronic submissions with an email notification.

   b. 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. **Hard copy applications must be stapled only – no other binding.** If submitting hard copies, submit one (1) copy 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) 498-4742
      E-mail: jon.kaplan@vermont.gov

      3. **All electronic files must be received or hard copies postmarked or in-hand by 1:00 P.M. Friday, June 28, 2019.** A confirmation email will be provided to all applicants. Facsimile versions of the application will not be accepted. Any application packages that are not postmarked or received by the application deadline will not be eligible for consideration.
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. TRAFFIC MANAGEMENT – Discuss the possible impacts, what stakeholders may be impacted and what measures are likely to be needed to address work zone impacts during construction.

VIII. MAINTENANCE - Discuss anticipated maintenance needs of the proposed project, including
how snow removal is likely to be addressed.

IX. PUBLIC INVOLVEMENT – Document the extent to which the public supports the project and identify any potential problems.

X. 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.

XI. 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).

XII. 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 Schedule

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**Typical Federal Aid Construction Project - 4 years from Start to Advertising for Construction Bids**

![Network Diagram](image-url)
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: [http://vapda.com/](http://vapda.com/)

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<th>Regional Planning Commission</th>
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<tr>
<td>Addison County Regional Planning Commission</td>
<td>(802) 388-3141</td>
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<tr>
<td>Bennington County Regional Commission</td>
<td>(802) 442-0713</td>
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<tr>
<td>Central Vermont Regional Planning Commission</td>
<td>(802) 229-0389</td>
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<tr>
<td>Chittenden County Regional Planning Commission</td>
<td>(802) 846-4490</td>
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<td>Lamoille County Planning Commission</td>
<td>(802) 888-4548</td>
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<td>(802) 748-5181</td>
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<td>Northwest Regional Planning Commission</td>
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<td>Rutland Regional Planning Commission</td>
<td>(802) 775-0871</td>
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<td>Southern Windsor County Regional Planning Commission</td>
<td>(802) 674-9201</td>
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<td>Two Rivers-Ottauquechee Regional Commission</td>
<td>(802) 457-3188</td>
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<tr>
<td>Windham Regional Commission</td>
<td>(802) 257-4547</td>
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Attachment D:
District Transportation Administrators
Hinesburg Village South Sidewalk Project

1 inch = 250 feet
(at 8.5"x11" map size)

map date 7/15/2016
by Hinesburg Planning & Zoning

Existing Sidewalk network labeled
Intersecting streets labeled
Project Area labeled
Significant origin/destination labeled
Clear map legend

* designations currently lapsed
Attachment F:
Example Partial Funding Documentation

Applicant Name: Town of Anytown
Project Title: D St. Sidewalk

Full Project Funding
Description: 2000 Feet of Sidewalk from A St. to C St.

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<th>Municipal Project Management</th>
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<td>Construction Inspection</td>
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Total for Full Project $715,000

Partial Project Funding
Description: 1500 Feet of Sidewalk from A St. to B St.

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Note: Construction estimate should have adequate backup documentation

Total for Partial Funding Project $438,000
Attachment G:
Additional Funding Worksheet Example

**Applicant Name:** Town of Anytown  
**Project Title:** D St. Sidewalk

Determining Make Up Funding for an Existing Project

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<th>Description</th>
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<td>Engineering Expenses to Date</td>
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<td>Project Management Expenses to Date</td>
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**Amount Remaining from original award**  
$565,000

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**Total Cost to Complete Project**  
$615,000

**Amount Remaining in Grant Award (or deficit)**  
($50,000)