

## APPLICATION COVER SHEET

**Applications are due Monday April 3, 2007 at 3:00 p.m. at the TALC office.**

**Project Name:**

**Primary Project Agency Name(s):**

**Date Submitted:**

**Date Received** (leave blank):

### Application Checklist:

*Please check all the attachments you have included with your application and add any additional attachments. Clearly label your attachments according to the numbering provided below. All attachments must be easily readable when reproduced in black and white. Please make sure you have included all required attachments and deleted any unused attachments prior to submitting.*

**When filling out the application, please show all methodology, assumptions, and sources used in your calculations. If the information requested in the application is not available, please include a brief explanation why.**

*To check a box, double click on the box and mark "Default Value" as "Checked."*

**Application** (Note: Parts 1 through 9, and 12 through 13, and Part 15 to be completed for all applications. Additionally, Part 10 to be completed only for Project proposals with Access components; Part 11 to be completed only for Project proposals with Transit Station/Stop components; and, Part 14 to be completed only for Plan proposals.)

**Attachment 1:** Map of Project Area (required)

**Attachment 2:** Budget Charts (required; included as a separate Excel file)

*List any additional attachments included in the application:*

**Attachment 3:** (add title)

**Attachment 4:** (add title)

**Attachment 5:** (add title)

**Attachment 6:** (add title)

**Attachment 7:** (add title)

**Attachment 8:** (add title)

An authorized representative of the primary applicant agency must sign below, affirming that the statements in the application package are true and complete to the best of the applicant's knowledge.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PART 1: BASIC PROPOSAL INFORMATION**

**Proposal Name:**

**Sponsoring Agency(ies):**

**Brief Description:** (1-2 sentences.)

**General Location:** (Jurisdiction and/or neighborhood only)

**Project Type:**

*Safe Routes to Transit projects can be capital projects or plans. For Cycle 2, please do not combine capital projects and plans. An agency wishing to submit applications for both a plan and a project should submit two separate applications. Indicate below which type of project this application is:*

- Capital Project--improves safety and/or access for bicyclists and/or pedestrians to regional transit service (ex: bicycle lane, bicycle loop detector, crosswalk, improved intersection signalization, etc.) and/or improves access at a transit station/stop and/or on onboard transit vehicles.
  
- Plan--includes the development of a Plan that specifically addresses bicycle and/or pedestrian access to a regional transit service (ex: station area plan, transit street plan, etc.).

**PART 2: FUNDING REQUEST**

*Please fill out the Budget Charts, included as a separate Excel file, in addition to providing the information requested below. These amounts should match numbers from the Budget Charts, and should be included as Attachment 2 in the application packet.*

**Amount of Funding Requested:**

**Total Project Cost (cost of entire phase of proposed capital project or plan only, not to include other elements/phases associated with the proposal):**

**Amount of Project Cost secured from other sources (please list each source and amount of funding secured):**

**PART 3: GENERAL SPONSOR INFORMATION**

*Project sponsors are expected to jointly cooperate on the design and implementation of project.*

**For the Primary Agency Project Sponsor:**

Primary Sponsoring Agency:

Primary Contact Person:

Phone #:

Fax #:

Title:

Email:

Mailing Address:

Secondary Contact Person:

Phone #:

Fax #:

Title:

Email:

Mailing Address:

**For the Second Project Sponsor (if applicable):**

Second Sponsoring Agency:

Primary Contact Person:

Phone #:

Fax #:

Title:

Email:

Mailing Address:

Secondary Contact Person:

Phone #:

Fax #:

Title:

Email:

Mailing Address:

*Add contact information for additional project sponsors as applicable.*

**PART 4: DETAILED PROJECT INFORMATION**

- A. Project Description:** Provide a detailed and concise project description. Include project location, transit service associated with project, existing conditions and relevant project history. Describe specifically the proposed use of the requested grant funds. *Please limit to 300 words or less.*
  
- B. Project Goals and Benefits:** Briefly outline the project goals and benefits. *Please limit to 100 words or less.*
  
- C. Low-Income, Minority Community:** Please provide recent demographic data (and sources) that describes the percentage of people of color and percentage of people living at or below twice the poverty level in the area served by the proposed project or plan *and* an explanation of how the proposed project/plan will serve these communities. *[Note: MTC defines a "Community of Concern" as a population that is either 70% or more people of color, or one in which 30% or more of the population is at twice the poverty level or lower, or both.]*

#### **D. Maps/Drawings:**

The following must be included as Attachment 1 (if more than one map is included, please list and include as Attachment 1A, 1B, 1C, etc):

- Map (or maps) of project area, with the following:
  - Proposed project. If multiple bikeway types are proposed (e.g. a bicycle route and bicycle lane), clearly indicate the limits of each bikeway type.
  - Existing facilities, as applicable (e.g. bikeways, sidewalks, crosswalks, traffic signals, etc.) If this project is closing a gap, clearly illustrate the facilities connected by the project.
  - Nearby transit facilities, activity centers, other locations of interest, and regional connections.
  - Scale, legend, and clear documentation of the items above.
- For bikeway, sidewalk and pathway projects *only*: Schematic diagrams showing 1) plan view of roadway/facility including striping and stenciling and 2) cross-section of current roadway/facility, both with and without the proposed project.
- For pedestrian project components, include diagrams and/or drawings of proposed facilities
- If new bicycle/pedestrian signage is part of project, include graphics of proposed new signage (or close approximation, if not finalized).
- For bike parking projects, include diagrams or drawings of proposed parking and map indicating location of parking.

#### **E. Operating and Maintenance Costs**

***NOTE: SR2T funds may not be used for operations or maintenance.***

- Describe the operations and maintenance needs of the project, if applicable. Indicate:
  - a. Who will be responsible for the operation and maintenance of the project once it is completed and,
  - b. The source of funds that will cover the operations and maintenance costs, indicating which of these have already been secured.

**F. Schedule:** Complete the following schedule (applicable parts only);

Milestone	Projected or Actual Date of Completion (Month/Year)
Begin Environmental Studies	
Environmental Approval – CEQA	
Environmental Approval – NEPA	
Begin Design	
Final PS&E	
Secure Right-of-Way Certification	
Advertise Construction Phase	
Begin Construction (Award)	
Notice of Completion Date -- Accept Contract	
Project Closeout – Complete Final Report and Invoice to Funding Agency	

**PART 5: RELATION TO REGIONAL TRANSIT AND DEMAND**

**A. Bridge Nexus:** To be eligible for SR2T funds, the project must demonstrate its potential to reduce congestion on one or more state-owned Bay Area bridge corridors by removing car trips and increasing walking and bicycling trips to regional transit service.

**NOTE:** The seven state-owned Bay Area bridges are the San Francisco-Oakland Bay Bridge, the San Mateo-Hayward Bridge, the Dumbarton Bridge, the Richmond-San Rafael Bridge, the Benicia-Martinez Bridge, the Carquinez Bridge, and the Antioch Bridge. Corridors targeted by Regional Measure 2 include regionally significant routes leading to these seven bridges. A project that increases ridership on a regional transit system that serves a bridge corridor meets the nexus requirement. See the FAQs document for more details on what qualifies as “regional transit service.”

- List bridge corridors on which auto congestion will be reduced if this project/plan is funded.
- Please describe how the proposed project/plan will remove car trips from the above bridge corridor.

**B. Regional Transit Information:** For each of the transit stations/stops associated with the project/plan, please provide the following information, along with data sources:

- Number of existing daily weekday trips made to and from transit station/stop.
- What is the current mode split? Please indicate the percentage or number of trips made to the transit station/stop are by bicycling, walking, other transit, car drop-off, and drive & park.

- Frequency of service at transit station/stop during both commute and off-commute times for the regional transit that serves the station/stop.
- C. Demand for Project:** Estimate the demand for the project/plan and its potential impact.
- What changes do you estimate will occur in the above mode share if this project/plan is implemented? Please document your methodology.
  - Describe the land use patterns or plans, and roadway conditions, for the area as they relate to the demand for walking and bicycling.

### **PART 6: MULTI-MODAL**

- A. SR2T encourages “complete” projects that provide improvements for entire trips made by walking and bicycling. Some facilities included in a proposed project may have obvious primary benefits to either cyclists or pedestrians. However, many components provide benefits to BOTH pedestrians and cyclists (traffic calming, for example). Proposals that include both a bicycle and a pedestrian component will score higher in this category. Projects will also receive higher scores if they include both “access” to transit components and ped/bike improvements at transit station/stops and/or on board vehicles.
- Describe how the proposed project or plan is “complete” in its incorporation of benefits to both bicyclists and pedestrians, as well as its inclusion of access to transit and improvements at transit.

### **PART 7: LOCAL SUPPORT**

- A. **Other Planning Documents:** (Local and regional Bicycle and/or Pedestrian Master Plans, General Plans, Specific Area Plans, Transit Access Plans, etc.)
- List the planning documents that include this specific project. (Do not include documents that only generally reference the project.)
  - Attach the document cover and the applicable pages of each document that identifies the proposed project or plan as a priority, and list the websites where the full document can be accessed, if available. Each attachment should be indicated on the application and labeled according to its attachment number.
- B. **Has this project been reviewed by local bicycle and/or pedestrian committees?**  
List all that apply.
- Yes → Committee Names:  
Meeting Dates:
- No → Explain why not.

**C. Has this project been reviewed by the relevant transit operator or operators?**

- Yes → Transit Agencies:  
Contact persons:  
Dates of review:
- No → Explain why not.

**D. Public Meetings:** (neighborhood meetings, etc.) Describe any other public meetings that have occurred for this specific project. Include the month and year for each meeting.

**E. Support Letters:** These are not required. Please only submit letters of support if they are necessary to demonstrate additional public support not addressed above, or support from partnering agencies. Letters will only be accepted as attachments to the application. Do not mail them separately.

- Please list below any community groups or agencies that have demonstrated strong support for this specific project through a commitment to participation in the project/plan. Include the group name, contact person and phone number below, as well as an explanation of the responsibilities associated with each co-sponsoring agency or organization with regard to the proposed project or plan.

**PART 8: PROJECT READINESS**

**A. What project development stages have been completed?**

- Preliminary Planning  
 Planning/Conceptual Engineering  
 Design Engineering  
 Project is Construction Ready  
 Other → Explain:

**B. Is the project dependent upon another uncompleted major capital project?**

- Yes → Explain:  
 No

**C. What type of environmental documents will be prepared to meet CEQA (and NEPA, if applicable) requirements?** If the environmental phase is complete, provide the document type and approval date for CEQA (and NEPA, if applicable).

**D. List any environmental issues that may require more detailed study.**

**E. Is the project entirely within the Sponsor's (or Sponsors') right-of-way?**

- Yes  
 No → Describe any new right-of-way, permits or easements required and state when they will be acquired:

- F. Are there any potential conflicts or challenges between the proposed project and public utilities, including any relocations/installations that are being implemented separately from the proposed project?**
- Yes → Explain:  
 No
- G. Have all affected departments within the local government agency, transit agencies, and/or other public agencies been involved in the development of the project and reviewed the project to ensure feasibility?**
- Yes → List these departments and agencies and describe the extent of technical review.  
 No → Explain:
- H. Is there significant local opposition or any pending lawsuits related to the project that may prevent the project from meeting the deadline for spending SR2T funds?**
- Yes → Explain:  
 No
- I. Who will oversee implementation of project/development of plan? Please provide a list of key staff (including names and titles); indicate which responsibilities will be carried out by outside consultants.**
- J. Briefly describe the strategy to comply with the SR2T requirement that the proposed project/plan be completed within three (3) years of funding approval.**

### **PART 9: PILOT PROJECT/PLAN**

*The SR2T Program encourages the design of facilities that provide a high standard of safety, convenience, and comfort for pedestrians and bicyclists. Although the Caltrans Highway Design Manual, the ASHTO Greenbook and the Uniform Manual of Traffic Control Devices do not provide many solutions to the challenging issues faced by planners and traffic engineers when it comes to ped/bike safety, there is still opportunity for planners and engineers to develop their own solutions; the Safe Routes to Transit Program seeks to encourage local jurisdictions to develop new approaches to safer and improved facilities for pedestrians and bicyclists.*

*High ranking innovations might include: bike signal heads, colored pavement treatment for a bike/ped facility, high visibility crosswalk, bicycle boulevard, mid-block crossing for off street pathway, sharrow projects, bicycle stair channels, and new approaches to difficult problems.*

*Projects are not required to have designs that exceed accepted standards, but innovations benefit a project's evaluation. If applicable to your project, please answer "Yes" to only one of the following (they are meant to be mutually exclusive)*

**A. Is project/plan an innovative, non-standard design that, if shown to be successful, will provide a new traffic control device or treatment for inclusion into the Caltrans Highway Design Manual or similar standard?**

- Yes → Elaborate:
- No

**B. Is project/plan an innovative, non-standard design that has been tried in other communities that, if successful, could serve as a model for providing safe access to transit?**

- Yes → Elaborate:
- No

**C. Is project/plan a package of standard designs that, collectively, provides an innovative treatment that could serve as a model for providing safe access to transit stations?**

- Yes → Elaborate:
- No

**D. Does project/plan deal with a difficult bicycle/pedestrian safety or access issue that has not been addressed before, or does project improve upon a standard design or apply it in a new or innovative way?**

- Yes → Elaborate:
- No

**E. Please explain any other aspects that contribute to the proposed project's/plan's the level of innovation.**

**F. In order to promote innovations, SR2T is willing to allow additional time for completion if necessary to resolve challenges related to innovative projects/plans. Briefly describe any anticipated challenges associated with the proposed innovation and your methods to resolve them, and, what—if any—additional time would be required to complete the project.**

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***Complete PART 10 for Bicycle and Pedestrian Access components of your Project; Complete PART 11 for Transit Station/Stop components of your Project***

**PART 10: PED/BIKE ACCESS PROJECT DESIGN**

**A. What is the length of the proposed facility, in feet or miles? (If appropriate.)**

**B. What is the existing facility, if any? (Ex: class III bikeway, stop sign, etc.)**

**C. To the extent possible, provide the following information for each street (or the intersecting streets or parallel streets) with a proposed new facility. (if you don't have this information available, you are strongly encouraged to gather it)**

Street Name (and limits, if appropriate)	Average Daily Traffic Volume (ADT)	Posted Speed Limit	Actual Speeds (85 <sup>th</sup> ile)

**D. How long is the project expected to be in place?** (Describe plans, if any, to redevelop/repave the area, or other capital projects that would affect this project.)

**E. Does project enable a complete trip by closing a major gap or removing absolute barrier to bicycle/pedestrian travel in the vicinity of a transit station?** If so, please also describe the type, condition, and length of the existing facilities between which the project closes a gap.

- Yes → Explain:
- No

**F. Does project provide safe and convenient bicycle/pedestrian access throughout the project limits, with no safety gaps or segments (for example, intersections) where bicycle/pedestrian access has not been considered?**

- Yes → Elaborate:
- No

**G. Have the components of the project been designed to meet recognized standards and/or best practices for bicycle/pedestrian facilities?**

- Yes → State standards and/or best practices used:
- No

**H. Does project create any new obstacles or conflicts to bicycle/pedestrian travel?**

- Yes → Describe:
- No

**I. If project serves or is expected to be used by pedestrians, have ADA design standards been incorporated?**

- Yes
- No → Explain

**PART 11: TRANSIT STATION/STOP AREA PROJECT DESIGN**

**A. Are the facilities conveniently located with respect to the transit stop/station?**

- Yes → Describe:
- No

**B. Are the facilities covered and protected from the elements?**

- Yes → Describe:  
 No

**C. Do the facilities have easily accessible ingress and egress?**

- Yes → Describe:  
 No

**D. Are the facilities integrated into existing transit system and avoid conflicts with other transit users?**

- Yes → Describe:  
 No

**E. Are the facilities easy to use and understand?**

- Yes → Describe:  
 No

**F. If project serves or is expected to be used by pedestrians, have ADA design standards been incorporated?**

- Yes  
 No → Explain

**PART 12: PERSONAL SAFETY AND SECURITY**

**A. What personal security and/or bike theft problems exist in or around the project area?** Are there high theft rates, unlit or unsafe storage location, insufficient security measures, etc. Are there high crime rates, unlit or unsafe facilities, etc.?

**B. How does project address these safety and security problems?**

**PART 13: TRAFFIC AWARENESS/SAFETY/SPEEDS**

**A. What traffic safety problems exist in or around the project area?** Please provide data (and indicate source) to reinforce your claims when possible. Ex: high rate of collisions, a large # of complaints/near misses/conflicts at site, high-speed traffic, high volumes of traffic, poor sight lines, wide or multi-lane streets, turning motions, etc.

**B. Are prevailing speeds an issue for bicycle/pedestrian safety in the project area?**

- Yes→Describe:  
 No

**C. Have traffic speeds been considered in the design of the project?**

- Yes→Describe:  
 No

**D. Does project raise the awareness of motorists to the presence of bicyclists and pedestrians?**

- Yes→Describe:
- No

**E. Does project create an environment in which pedestrians and bicyclists are acknowledged users of the roadway?**

- Yes→Describe:
- No

**F. If project is separated from traffic (e.g., Class I trail), describe the conditions from which it provides separation and the treatment of any interfaces with traffic, such as crossings:**

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**Complete PART 14 for Bicycle/Pedestrian Plans (Proposed Plans should complete this section in addition to Parts 1-9, Parts 12-13, and Part 15)**

*NOTE: Applications for planning projects specifically linked to transit access receive higher scores for this section than general bicycle and pedestrian plans.*

**PART 14: BICYCLE/PEDESTRIAN PLANS**

**A. What is the type of Plan? (Select all that apply)**

- Bicycle
- Pedestrian
- Bicycle & Pedestrian
- Station Area
- Other → Describe:

**B. Has your jurisdiction ever adopted or prepared a similar Plan of the above type?**

- Yes → Title of plan and date adopted:
- No

**If “Yes,” briefly describe the steps the agency has taken to implement the existing Plan, and attach a copy of document’s front cover and table of contents.**

**C. Describe the area covered by the proposed Plan.**

Describe the access area in square miles, number/location of transit stations, etc. Reference map and project information provided in PART 4 when applicable.

**D. Describe the elements to be included in the Plan and the focus of the Plan.**

For optimal scoring, Plans should focus on all of the following: (1) bicycle/pedestrian access to transit, (2) removal of barriers, (3) intermodal connections (4) system-wide transit enhancements, (5) safety and security, (6) at-risk/under-served communities, (7) implementation, (8) funding, and (9) priorities.

**E. Has a written Plan outline or concept been developed and reviewed internally?**

- Yes → Please attach.
- No

**F. Has a Plan outline or concept been reviewed and/or approved by one or more public bodies?**

- Yes → Please attach document, if different from above, and list the name of public bodies, dates reviewed, and actions taken.
- No

**G. Briefly describe the outreach work you intend to include in the development of the Plan.** Include how the public and neighboring jurisdictions will be involved; how the work will be divided between staff and consultants (if any); etc.

**H. Describe how the Plan will be approved.** Include the name of the public body that will approve the final Plan and what action is anticipated to finalize this approval.

**I. Describe how recommendations included in the Plan will be implemented.** Include descriptions of any capital funding identified or set aside to implement the recommendations.

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**PART 15: ADDITIONAL INFORMATION (OPTIONAL)**

Please provide any information that has not been included elsewhere in this document to support your application.