



Bicycle and Pedestrian Program



2022 Small Scale Bicycle and Pedestrian Grant Guide

For additional information, see the Program's website at:
<http://vtrans.vermont.gov/highway/local-projects/bike-ped>

Application Deadline: **June 8, 2022 at 1:00 PM**

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A. 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** The form is 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 A) 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.
4. **Use the selection criteria template** (available at [2022 Small Scale Program Grant Guide and Application](#)) to answer the criteria questions.
5. **Cost Data** - provide 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.
6. **Project area photographs** – Provide at least two photos of the project area. Photos are especially important if the proposed project is reconstruction of an existing facility. Photos should be recent, of good quality, clearly labeled, and easily interpreted.
7. **Notify your Regional Planning Commission (RPC)**, letting them know that you are submitting the application. *Note that the RPCs are a great resource for you as you put your application together.* See Attachment B for contact information for the RPC in your area.
8. **Include a current letter of support from the governing body of the applicant** that includes acknowledgement of the local match (50%) and commitment to future maintenance of the project.
9. **Notification to VTrans** - 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 C for DTA contact information.

TRAINING SESSION

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

ATTEND THE WEB-BASED TRAINING

The training will be offered via a live web-based format:

April 29, 2022

10:00 AM to 11:30 AM

To access the training, join the meeting via the link below:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 802-828-7667,,413819059#](#) United States, Montpelier

Phone Conference ID: 413 819 059#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

Applicants without an internet connection may access the training via phone by calling the number noted above. If you have never used MS Teams, you may be prompted to download some software. Please plan to join the meeting a little bit early to make sure you work out any technical issues.

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

VIEW RECORDED WEBINAR

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

B. Overview

The intent of the Small Scale Bicycle and Pedestrian Grant is to improve access and safety for people walking and bicycling through the construction of simple physical improvements. This is in direct support of the Agency of Transportation's [Bicycle and Pedestrian Strategic Plan 2021](#), Objective #1: Fund, promote, and implement appropriate infrastructure which will encourage people to walk or bike. The grant is administered within the VTrans Municipal Assistance Section.

Ideal candidate projects for these grants are those that will be ready to go to construction in 2022/23. Making improvements to support walking or bicycling is important to local communities and the investment will support local economies as Vermont emerges from the economic downturn resulting from the pandemic. Projects that involve right of way acquisition, utility relocation or complex structural elements are not good candidates.

Funding for these grants is to cover construction only (design, permitting and administration are not eligible for reimbursement). Funding split is 50% State/50% Local. Local match may be cash, in-kind labor and/or materials, or a combination of those.

C. Grant Program Timeline

Applicants to the 2022 Small Scale Bicycle and Pedestrian Grant can expect the following time frame for this year's grant cycle.

- April 6 – Grant program guide and materials available online
- June 8 – Applications due to VTrans
- End of June/Beginning of July – Selection Committee meets
- Beginning of August – Notification to all applicants
- End of September 2022 Grant agreements in place
- October 2022 – October 2023 – Project Construction
- Nov/Dec 2023 – Invoicing/Reimbursement

D. 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

Successful applicants will be required to sign a grant agreement that commits them to financial responsibility for the local share and maintenance responsibility for completed construction projects.

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, especially sidewalk segments that fill in missing gaps or provide access to key destinations
- Re-construction of existing sidewalks with clearly identified deficiencies
- Pedestrian crossing improvements, including median pedestrian refuge islands, bulb-outs or other signage/ADA improvements (Ideally, crossing improvements are consistent with the Federal Highway Administration Safe Transportation for Every Pedestrian (STEP) initiative - https://safety.fhwa.dot.gov/ped_bike/step/resources/).

- 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. Projects that consist solely of preventive maintenance (e.g. repaving an existing shared use path or refreshing pavement markings) are not eligible. Design and cost estimating resources are linked from the VTrans Bike/Ped program page at: <https://vtrans.vermont.gov/highway/local-projects/bike-ped/resources>.

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, seasonal facilities (i.e. not open in winter) or facilities that do not serve population centers and destinations.

Eligible Costs

The intent of projects constructed with these grant funds 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. It is expected that these projects will likely include crosswalk enhancements, bicycle lane markings/signs, edgeline markings, ADA compliance issues (e.g. reconstruction of sidewalks), or critical small gaps in sidewalk networks.

E. Available Funding and Financial Responsibility

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). Minimum award amount is \$5,000 (\$10,000 project 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 projects proposed in VTrans Right of Way require a State Highway Access and Work Permit and more detailed design plans may be required by the VTrans Permitting section (<https://vtrans.vermont.gov/planning/permitting>).

Environmental and Right of Way Requirements – Vermont state statute (22VSA§14) requires that any undertaking with state funding 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. To see what is needed to satisfy the 22VSA§14 requirements, see <https://tinyurl.com/22VSA-Guide>

Reimbursement – The Small Scale grant is provided on a reimbursement basis. Applicants submit invoices for completed work and the Agency pays the state share of the total. For this grant program, fifty percent (50%) of the construction cost of the project will be paid up to the award amount. Applicants are required to provide 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 in the year following execution of the grant agreement.

F. Evaluation Criteria & Response Templates

Applicants must submit answers to the evaluation criteria as part of their submission. A formatted template in MS Word is available for applicants to address the selection criteria. [The template may be found here.](#)

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 2022.

Criteria Questions

1. **Demonstrated Project Need—20 Points:** What walking and/or bicycling access or safety problem are you trying to solve? Describe the length and type of facility being proposed (e.g. 500 feet of concrete sidewalk with granite curb). What key destinations will be served by this project? Describe the project area and how the proposed project will improve conditions. How does the project complement the local walking or bicycling network? If proposing an improvement to an existing pedestrian crossing, is the improvement one of the measures identified in the FHWA STEP initiative (https://safety.fhwa.dot.gov/ped_bike/step/resources/)?

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 - <https://tinyurl.com/ped-crossing-guide>.

12-20 Points – Project is an important part of a pedestrian or bicycling network and serves obvious bike/ped generators or the project includes measures identified in the [FHWA STEP](#) initiative.

6-11 Points – Project is in an area of low land use density or not clearly contributing to a local network.

0-5 Points – Unclear how proposed facility contributes to a network or solves a safety problem

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.

6-10 Points – Cost is consistent with bid history on similar projects and/or detailed backup information provided

0-5 Points – Cost is significantly less than similar projects or no detail provided

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

3. **Complexity—15 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? If there are project complexities, explain how they will be addressed.

11-15 Points – Project likely to be within existing town highway right of way. Little or no technical challenges (e.g. replacement of existing deficient sidewalk on same alignment).

6-10 Points – Minor complexity with clear plan to address issues and/or project is in VTrans Right of Way.

0-5 Points – Needs additional land acquisition or ROW. Historic resources impacted. Technical difficulties such as structures or drainage required.

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 Management—10 Points:** Who will be responsible for managing the project? Describe your plan for keeping this project moving forward.

6-10 Points – A specific plan for managing the project is outlined clearly with responsible party identified.

0-5 Points – Plan for managing the project is missing or not specific.

Higher scores for a clear plan for managing the project, including identification of a project manager. Lower score for vague or ill-defined management plan.

G. Application Submission Instructions

Address all questions and criteria as concisely as possible. If you are unsure of any question or criteria, please contact Peter Pochop, VTrans Bicycle and Pedestrian Project Manager at 802-477-3123 or peter.pochop@vermont.gov.

1. **Review your package for completeness and accuracy.** You may include a brief cover letter. *Applications must include all the items on the application checklist that is included in the selection criteria template documents.*

2. Submit electronically:

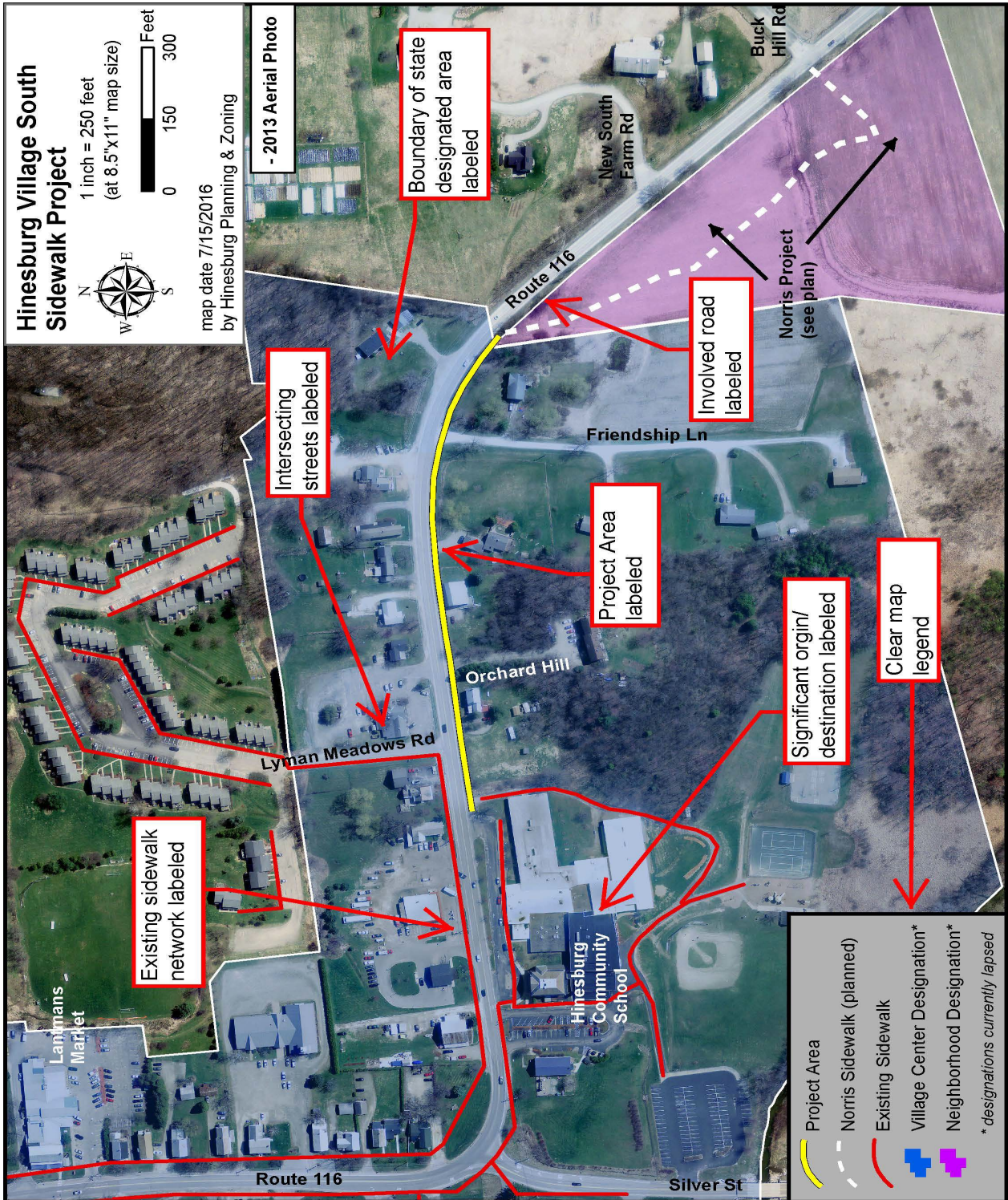
a. Electronic submission of complete applications, including all supporting materials in an Adobe PDF format is required and must be received by 1:00 P.M. June 8, 2022.

- i. File names shall include the name of the applicant (e.g. Rutland City, Barre Town) 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, photos, etc.))
- 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 Peter Pochop at peter.pochop@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.

Applications must be sent to Peter Pochop at: peter.pochop@vermont.gov

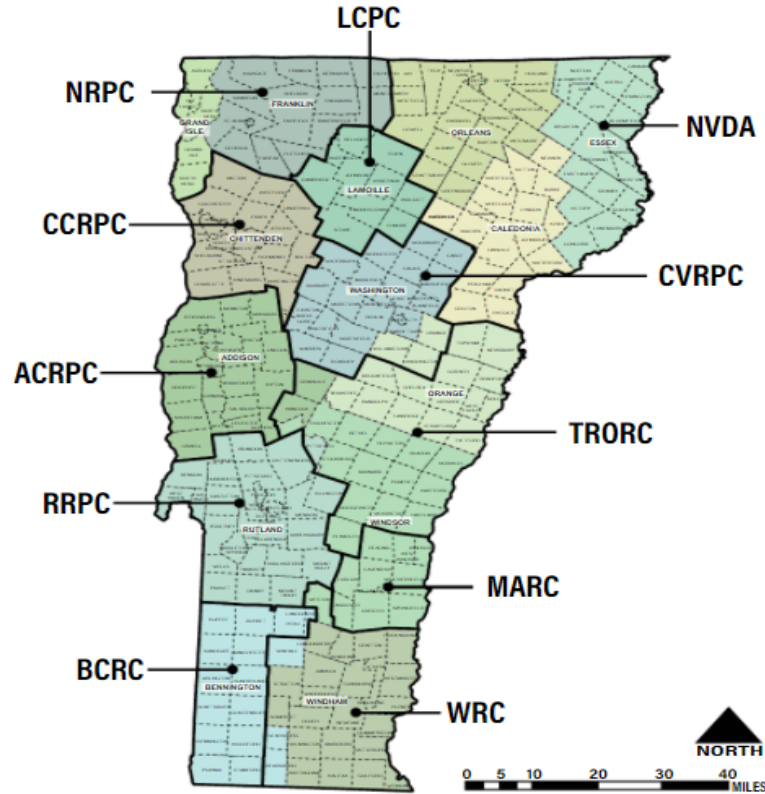
- 3. All electronic files must be received by 1:00 P.M. on June 8, 2022.** A confirmation email will be provided to all applicants. Any application packages that are not received by the application deadline will not be eligible for consideration.

Attachment A: Example Map



Attachment B: Regional Planning Commissions

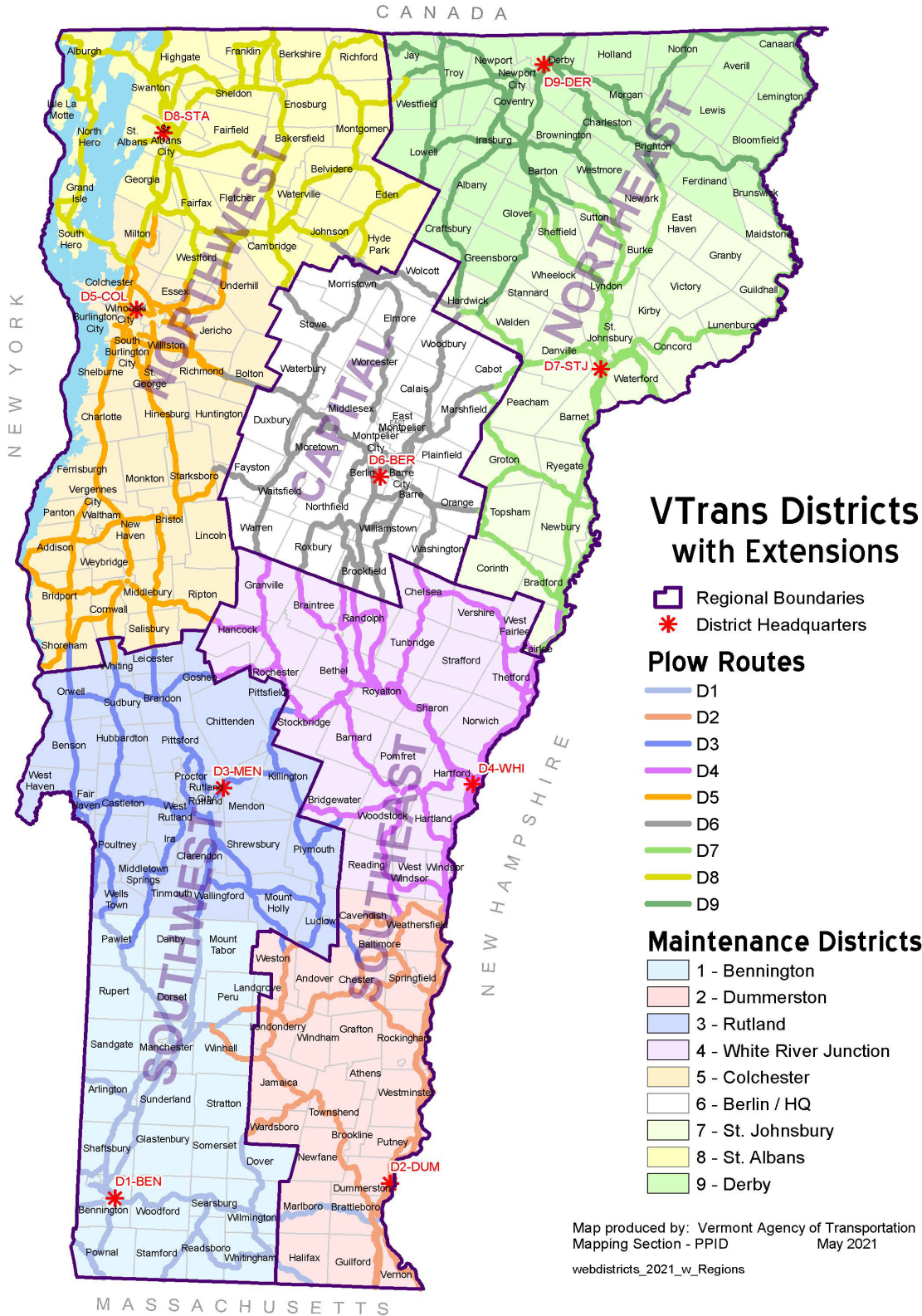
Vermont's Regional Planning Commissions are important resources for VTrans Bike/Ped Program applicants. It is important to obtain a letter of support from the Commission that represents your region of the State. Contact the Transportation Planners at the numbers listed below. For more information, go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



**STATE OF VERMONT
REGIONAL PLANNING COMMISSIONS**

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
Mount Ascutney Regional Commission	(802) 674-9201
Two Rivers-Ottawaquechee Regional Commission	(802) 457-3188
Windham Regional Commission	(802) 257-4547

Attachment C: District Transportation Administrators



Map produced by: Vermont Agency of Transportation
Mapping Section - PPID
May 2021
webdistricts_2021_w_Regions

Contact info can be found at: <https://vtrans.vermont.gov/operations/districts>