

# 2024 Vermont Bicycle and Pedestrian Grant Application

## Grant Application Overview

### **Federal Aid Bicycle and Pedestrian Grant Program**

#### Federal Aid Program Guide

Federal aid grants require a 20% local cash match. Each applicant may apply for up to two out of the following three federal aid bicycle and pedestrian grant types (#1 and either #2 or #3)

1. Scoping Study (usually \$40-60k, two year timeline)
2. Large-scale Design and Construction (no funding cap, usually 3-5 year timeline)
3. Additional Funding (only for existing MAS projects with VTTrans right-of-way clearance certificate)

### **Small Scale State Aid Bicycle and Pedestrian Grant Program**

#### Small Scale Program Guide

State-funded small-scale construction grants with minimum award amount of \$5,000 and a maximum award amount of \$75,000, with at least a 50% local in-kind or cash match (e.g. \$75k from state aid grant + \$75k local match = \$150k project budget)

### **Fillable PDF Template**

This template is for drafting purposes only. You must copy and paste your responses into the online application in order to be considered for funding.

#### Online Application

Here is the link to the online application:

<https://www.surveymonkey.com/r/VTBikePedGrant>

For assistance, please contact:

Peter Pochop | Project Manager

Project Delivery Bureau - Municipal Assistance

219 North Main Street, Barre VT 05641

802-477-3123

[peter.pochop@vermont.gov](mailto:peter.pochop@vermont.gov)

**\* 1. Applicant Type**

- local government
- transit agency (VT non-profit rural transit providers are eligible)
- school district or school
- regional planning commission (scoping projects only)

**\* 2. Applicant Contact Information**

|                        |                      |
|------------------------|----------------------|
| <b>Name</b>            | <input type="text"/> |
| <b>Address</b>         | <input type="text"/> |
| <b>Address 2</b>       | <input type="text"/> |
| <b>City/Town</b>       | <input type="text"/> |
| <b>State/Province</b>  | <input type="text"/> |
| <b>ZIP/Postal Code</b> | <input type="text"/> |
| <b>Email Address</b>   | <input type="text"/> |
| <b>Phone Number</b>    | <input type="text"/> |

**\* 3. Accounting System**

- Automated
- Manual
- Combination

**\* 4. Unique Entity Identifier #**

**\* 5. Fiscal Year End Month**

**\* 6. RPC**

You will need a letter of support from your RPC. Choose your RPC from the dropdown. You can find your RPC and their website here:

<https://www.vapda.org/regions.html>

**\* 7. Facility Type: Check all that apply**

- Sidewalk
- Share the Road signs
- Bike Lane (paint delineated or physically separated)
- Shared-use Path
- Shoulder (minimum 3 foot with painted delineation)
- Pedestrian crossing improvement
- Pedestrian or bicycle intersection signals
- Improvement to address requirements of the American with Disabilities Act
- Other (please specify)

**\* 8. Project Name**

**\* 9. Project Description:** Please give a brief description of the project (100 words or less.) Be sure to include identifying streets or landmarks that the proposed project links at either end (e.g. New concrete sidewalk with granite curbing on Main St. from Elm St. to Maple St.)

You will be prompted for detailed information for the selection criteria questions on the following pages.

**\* 10. Application Type**

- Scoping Study (usually \$40-60k with 20% local cash match required)
- Small-Scale Construction (up to \$75k grant with 50% local match required for total project budget up to \$150,000)
- Large-Scale Design and Construction (no \$ cap, 20% local cash match required)
- Additional Funding Request (for existing MAS project with VTrans right-of-way clearance certificate, no \$ cap, 20% local cash match required)

## 2024 Vermont Bicycle and Pedestrian Grant Application

### Scoping Study Grant Application

**Additional guidance for scoping study grant applications can be found here: [Federal Aid Bicycle and Pedestrian Grant Program Guide](#)**

**\* 1. Estimated Project Costs**

Enter a whole number for each category. Decimals, percentages, and non-numeric characters are not accepted.

Consultant Costs (to develop scoping report)

Administration / Local Project Manager Costs (usually 10%)

Total Scoping Report Budget (including 20% local share, should be the sum of the previous two entries)

**\* 2. Community Need—15 Points:**

How does the project to be scoped contribute to the community bicycling or walking network? How does the project contribute to ongoing local placemaking or economic development initiatives? 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 \$60,000.

**11-15 Points** - Project is an important part of a pedestrian or bicycling network and serves obvious bike/ped generators and/or the project includes measures identified in the [FHWA STEP initiative](#).

**6-10 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.

## 2024 Vermont Bicycle and Pedestrian Grant Application

### State Small-Scale Construction Grant Application

**Additional guidance for small-scale construction grant applications can be found here: [Small Scale Bicycle and Pedestrian Grant Program Guide](#)**

**\* 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](#)?

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.

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.

\* 2. 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 completely 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.

\* 3. 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?

3-5 Points - No conflicting projects.

0-2 Points - Several conflicts or coordination needs.

\* 4. 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.

**\* 5. Project Budget—10 Points:**

Describe how the project construction budget was developed.

Provide detailed budget backup if available on the Attachments page.

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.

**\* 6. Estimated Project Costs**

Enter a whole number for each category. Decimals, percentages, and non-numeric characters are not accepted.

Total amount applied for (minimum \$5,000, maximum \$75,000)

Local cash and/or in kind match proposed (must be at least 50% of project budget)

Total project budget (sum of two prior entries)

## 2024 Vermont Bicycle and Pedestrian Grant Application

### Federal Large-Scale Design & Construction Grant Application

**Additional guidance for large-scale design and construction grant applications can be found here: [Federal Aid Bicycle and Pedestrian Grant Program Guide](#)**

\* 1. Approximate project length in feet

\* 2. Estimated peak usage (total number of daily users)

\* 3. 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?

\*\*Include details of how you estimate the peak daily usage number.

16-25 Points - Project is an important part of a pedestrian or bicycling network and serves obvious bike/ped generators and/or the project includes measures identified in the [FHWA STEP initiative](#). Clear explanation of peak usage estimate for greenhouse gas emission reduction goal.

6-15 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.

\* 4. Economic Development—10 Points

How does the project contribute to broad local community and economic development goals? How does the project contribute to ongoing local placemaking or economic development initiatives?

6-10 Points - Specific references to community planning or economic development documents that support the project.

0-5 Points - Vague or non-existent references to community planning or economic development documents that support the project.



\* 5. State designated centers—5 points

Is the proposed project within a state designated center?

5 Points - Project is contained primarily within a state designated center (such as downtowns, villages, or neighborhood growth centers recognized by the Vermont Department of Housing and Community Development).

0-4 Points - Project leads to, but is not primarily within, a state designated center.

Designated centers can be confirmed on the state Planning Atlas -

<http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas>

\* 6. 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?

5 Points - Projects that provide direct access to another transportation mode e.g. a sidewalk that connects directly to a transit stop or park and ride.

0-4 Points - Project is part of a larger plan to connect to another transportation mode in the near future.

\* 7. Equity—10 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? What outreach was performed to include disadvantaged communities, especially low income, BIPOC, people with disabilities and others, in the planning of this project? The [VTrans Equity Framework mapping tool](#) is available as a resource.

6-10 Points - Project provides direct access to a vulnerable population e.g. a sidewalk from an underserved community, a senior center, or community center to a downtown or clear documentation of outreach to disadvantaged populations.

1-5 Points - Equity is only addressed in broad terms.

0 Points - Equity not addressed.

**\* 8. 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 archaeological) impacts anticipated for the project. If a scoping or planning report will be attached, please highlight or reference the applicable sections.

6-10 Points - Fewer complexities, or thorough identification of multiple complexities and specific efforts taken to address them.

0-5 Points - Complexities include ROW acquisition, significant permitting challenges, design constraints, significant structural components such as bridges or retaining walls, etc.

**\* 9. 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?

3-5 Points - No conflicting projects.

0-2 Points - Several conflicts or coordination needs.

**\* 10. Project Management—10 Points**

Describe your plan for keeping this project moving forward. What management practices do you now have, or plan to put in place, to successfully administer the project from design through construction? Who will manage the project (municipal staff, RPC or other)?

6-10 Points - Plan outlined for managing the project, including adequate or additional staffing.

0-5 Points - Vague or ill-defined management plan.

\* 11. 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 on Attachment page. Include reasonable contingency for inflation over the life of the project.

11-20 Points - Cost is well documented/detailed and consistent with bid history on similar projects.

0-10 Points - Cost is significantly less than similar projects, no detail provided or missing costs.

\* 12. Estimated Project Costs

Enter a whole number for each category. Decimals, percentages, and non-numeric characters are not accepted.

Engineering/Administration/Project Manager: Costs associated with survey, design, plans development, permitting, development of bid documents, bid analysis and Municipal Project Manager - typically around 25% of construction.

Right of Way: Cost of appraisals, property owner compensation and associated legal fees (Minimum of \$5000 recommended).

Construction: Cost of paying contractors to build projects, including a reasonable contingency. (Please attach as much detail/ backup information as available to support the construction estimate on the Attachments page)

Construction Inspection: Cost to provide oversight of contractor during construction - typically around 15% of construction.

TOTAL DESIGN/CONSTRUCTION AMOUNT:

(including 20% local share, should be the sum of the previous 4 entries)

\* 13. Have you received any other grant funding for this project? Please describe the source and include the amount of funding:

\* 14. Will you accept an award less than you applied for?

- Yes, will keep the project scope the same and make up shortfall with other funds
- Yes, will reduce project scope [complete PARTIAL FUNDING PAGE]
- No

## 2024 Vermont Bicycle and Pedestrian Grant Application

### Partial Funding

\* 1. Describe what part of the project you would accept partial funding for and break out the costs associated with that part or segment.

\* 2. Upload your completed Partial Funding Spreadsheet here.

Here is the [Partial Funding Template download link](#)

Choose File

Choose File

No file chosen

3. You may upload an additional attachment here if necessary.

Choose File

Choose File

No file chosen

## 2024 Vermont Bicycle and Pedestrian Grant Application

### Additional Funding Grant Application

**Additional guidance for additional funding grant applications can be found here: [Federal Aid Bicycle and Pedestrian Grant Program Guide](#)**

**\* 1. Project Funding Need - 20 Points**

Describe the situation that led to the need to apply for additional funds.

11-20 Points - Presents valid unforeseeable causes of budget increases - e.g. permitting requirements, changes to scope.

0-10 Points - Poor management of the project or inadequate initial funding request as the reasons for additional funding need.

**\* 2. Funding Documentation - 10 Points**

Provide any explanatory text regarding documentation of the project budget shortfall.

6-10 Points - Presents clear historical and future funding outline utilizing the attached worksheet.

0-5 Points - Presents historical and future funding outline in alternate format, or information presented is incomplete or unclear.

**\* 3. Upload your Additional Funding Worksheet here.**

(Here is the [Additional Funding Template download link](#))

Choose File

Choose File

No file chosen

**\* 4. Enter the total additional funding amount needed, including 20% local share**

## 2024 Vermont Bicycle and Pedestrian Grant Application

### Attachments

- \* 1. Attach a clearly annotated **project map** with the following information:
- Clearly show the limits of the proposed project and how it connects to existing bicycling or walking facilities. Identify new vs. reconstructed facilities.
  - Identify prominent features and/or destinations.
  - Include route numbers and/or road names.
  - Show any state designated centers.
  - Other pertinent information can be included if the map remains legible.

Choose File

Choose File

No file chosen

### 2. Current Project Area **Photo #1**

#### **REQUIRED** for **Small Scale Construction Application**

Optional for all other application types.

Choose File

Choose File

No file chosen

### 3. Current Project Area **Photo #2**

#### **REQUIRED** for **Small Scale Construction Application**

Optional for all other application types.

Choose File

Choose File

No file chosen

- \* 4. Include a current statement of support from the local **Regional Planning Commission** (RPC), confirming they have reviewed the project. Ensure you leave enough time for their review, prior to the application deadline (minimum of 3 weeks.) You can find your RPC and their website here:

<https://www.vapda.org/regions.html>

Choose File

Choose File

No file chosen

- \* 5. Include a current letter of support from the **governing body** of the applicant organization. The letter should also include an acknowledgement and source of the local match, as well as commitment to future maintenance responsibility for construction projects.

Choose File

Choose File

No file chosen

6. **ALL 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 you must provide an explanation of the difference.

Choose File

Choose File

No file chosen

7. 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. You can find your District Transportation Administrator here: [Maintenance Districts | Agency of Transportation \(vermont.gov\)](https://www.vermont.gov/transportation/maintenance-districts)

Choose File

Choose File

No file chosen

### 8. Reference documents

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, submit only page 34 of the town plan with the section highlighted).

Choose File

Choose File

No file chosen