

CCMPO Sidewalk Program

FY 2008 APPLICATION

Due Date: Friday, May 25, 2007



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**Sidewalk Program
Fiscal Year 2008**

A Program of the Chittenden County Metropolitan Planning Organization

APPLICATION PACKAGE

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Instructions:

1. Read the Program Overview/Summary to better understand the purpose and objectives of the Sidewalk program and to ensure your project is eligible for a grant.
2. Complete the Grant Application Summary. Please type or print in blue or black ink. Please provide all requested information. Please place an “N/A” in any space that does not apply to your project. (If you would rather complete a digital version, download this document from our web site at <http://www.ccmpto.org>.)
3. On separate pages, please provide specific information regarding how your proposed sidewalk project will address each of the Program Evaluation Criteria described on page 7. As appropriate, you may include additional supportive documentation. Please limit your answers to a total of no more than five (5) pages.
4. Assemble your application package in the following order: (A) Project Summary and attachments (feasibility study or equivalent report, maps, drawings, and budget support information), (B) Project Evaluation Criteria Documentation, (C) a letter of support from the municipal legislative body pledging the required 20% minimum local share, and (D) any additional pertinent information (e.g., other letters of support). Please review your package for completeness and accuracy. You may also include a brief cover letter from the sponsoring organization. **Any application packages that are not received by the application deadline will not be eligible for consideration.**
5. Submit **five (5) copies** of your application package **by 5:00 PM, Friday, May 25, 2007 to:**

Peter Keating, Senior Transportation Planner
Chittenden County Metropolitan Planning Organization
30 Kimball Avenue, Suite 206
South Burlington, VT 05403
(802) 660-4071x14 or pkeating@ccmpo.org



SIDEWALK PROGRAM OVERVIEW AND SUMMARY

Description

The FY08 Chittenden County Metropolitan Planning Organization's (CCMPO) sidewalk program is designed to improve and expand the region's sidewalk infrastructure through reimbursable grants to member municipalities for preliminary engineering and sidewalk construction.

Program Purpose

The purposes/goals of the CCMPO sidewalk program are: 1) to provide communities access to federal implementation funds to improve their public sidewalk systems, 2) to advance the development of an integrated sidewalk system using accepted standards and guidelines, and 3) to encourage connections between neighborhoods, schools, parks, town centers and linkages to other public spaces for the benefit of the non-motorized traveler. While this regional program will assist municipalities with sidewalk construction, other sources through VTrans – the Enhancements and newly established Safe Routes to School (SR2S) Programs – may also be utilized for the planning, design and construction of sidewalks. The CCMPO program is intended to provide a supplement to these programs.

How the Sidewalk Program Works

The CCMPO Board has advocated for a line item for sidewalk construction in the Transportation Improvement Program (TIP) for several years. With VTrans concurrence, the TIP now identifies \$250,000 in federal funds for obligation in FY 08. A 20 percent minimum non-federal match is required, which brings to \$312,500 the total funding available through this program. Applications will be submitted to the CCMPO, evaluated by a Technical Advisory Committee (TAC) subcommittee with recommendations sent to the Board for action.

Eligible Projects

The CCMPO wishes to see an increase in the number and length of sidewalks built in Chittenden County. Before sidewalk construction can begin, preliminary engineering and design work needs to be completed. Funding in this program round can be used for both the Preliminary Engineering (PE) phase, as well as actual construction (provided all previous project phases have been satisfactorily completed). For more information on the project development process, identifying the various phases, see: <http://www.aot.state.vt.us/progdev/Sections/PDManual/01mantabl.htm>

Prior to submitting an application for the Preliminary Engineering phase it is expected that municipalities will have completed, and if necessary identified mitigation for, the following:

- Historic, archaeological, or environmental constraints, including a Categorical Exclusion (CE) under the National Environmental Policy Act (NEPA)
- ROW issues
- Utility conflicts
- Alignment alternatives
- Needed permits
- Neighborhood/community involvement on project selection
- Evidence of public support
- Preliminary cost estimates



This documentation may be in the form of a scoping report, feasibility study or equivalent documentation. This documentation is important to determine if a project is ready to move into the PE phase and should be submitted with the application form if funding is sought for PE.

For construction funding, completion of the PE phase needs to be demonstrated.

If you have a question about whether or not your project is eligible, please contact Peter Keating at 660-4071 ext. 14 or pkeating@ccmpo.org.

Who May Apply for Sidewalk Program Grants

Chittenden County local governments - the CCMPO's member municipalities - are eligible to apply to this program.

How Projects are Selected for Grants

The CCMPO will evaluate each sidewalk project against the program's selection criteria (see page 7). The CCMPO will use a Project Selection Committee (a subcommittee to our TAC) comprised of town and other organizations to review and recommend projects for grants. The committee will make recommendations to the TAC and CCMPO Board for final decision.

Project Selection Criteria

A sidewalk grant program was first described in the CCMPO's *Pedestrian Policy and Sidewalk Plan* adopted in 2000 (and appended to the *Regional Bicycle-Pedestrian Plan Update* approved in August 2003). That plan identified eleven criteria to be used to evaluate sidewalk projects. These are identified on page 7.

Grant Administration

The CCMPO will make grants of maximum 80 percent federal with a minimum 20 percent non-federal match. **A project sponsor is required to provide the minimum 20 percent match from non-federal sources if their proposal is selected for a sidewalk grant.** In-kind services (i.e., the value of staff and volunteer time) may be used for some or the entire non-federal match, however a detailed description adequate to support the grantee's claim for in-kind service credit must be provided with the application. The documentation should indicate the estimated hours and rates by labor class and task.

NOTE: All grants under this program will be paid out on a reimbursable basis. There are two project management options for grantees: 1) The CCMPO acts as Municipal Project Manager through a grant agreement with VTrans, or 2) the municipality acts as Municipal Project Manager through their own grant agreement with VTrans. Once awards are made, grant agreements will be executed either between the CCMPO and the grantee or between VTrans and the grantee. Billing will go to VTrans or the CCMPO on a monthly basis for payment. Documentation of work and progress on the sidewalk project must be provided with each bill.

All grant awardees should be familiar with the duties and responsibilities that come with implementation grants using federal transportation funds. These responsibilities are identified in VTrans' *Local Transportation Facilities Guidebook* available at <http://www.aot.state.vt.us/progdev/Sections/LTF/LTFGuidebook/LocalTransportationFacilitiesGuidebook.htm>



Schedule

Grant awardees should expect a “notice to proceed” by July 1, 2007, when funding becomes available. Projects should be **underway by September 2007.**

Procurement Procedures

Because federal funds are being used for the sidewalk grant program, the procedures described in the Code of Federal Regulations (CFR) related to procurement of design and construction services must be satisfied. These are identified in 23 CFR §172, §630, §633 and §635. These sections of the regulations describe the administration of engineering, design related service contracts, other preconstruction procedures, and the procurement of construction services. If necessary, contact the CCMPO for this documentation.

Questions? Contact Peter Keating at 660-4071x14 or at pkeating@ccmpo.org



SIDEWALK GRANT APPLICATION SUMMARY SHEET

Project Title:	
Brief Project Description: (Attach 1 page description if needed)	
Expected Final Product	
Municipality(ies):	

NOTE: Please attach (A) a map showing the proposed sidewalk project area and any project-level detail possible and (B) any available conceptual drawings and illustrations.

Total Project Cost	\$
Reimbursable Sidewalk Grant Request	\$
Non Federal Match	\$

Project Sponsor

Municipality	
Contact Person	
Phone Number	
Fax Number	
Email Address	
Mailing Address	

Project Co-sponsor (if applicable)

Agency/Organization	
Contact Person	
Phone Number	
Fax Number	
Email Address	
Mailing Address	

Other project partners (if applicable):



Project Budget

Provide a project budget by task and labor costs. Task examples include administration, document preparation, public outreach, and printing expenses. Attach any documentation, such as preliminary consultant quotes, as appropriate.

Tasks	Costs			Sub Total
	Staff Labor	Consultants	Material	
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
Totals	\$	\$	\$	\$

Project Funding

Identify and summarize sidewalk program and non-federal matching fund sources. Matching funds may include any non-federal sources from public or private entities and in-kind sponsor labor. Please attach documentation outlining any in-kind match allowance you anticipate claiming.

Amount of sidewalk program funding requested:	\$
<i>Matching funds sources:</i>	<i>Matching funds amount:</i>
1.	\$
2.	\$
3.	\$
Total Non-Federal Matching Funds	\$
Total project budget:	\$

Project Schedule

Note: Assume a grant award and “notice to proceed” by July 1, 2007. Milestones may include hiring a consultant, public/landowner outreach, completion of final documentation including semi-final plans and cost estimates, estimated bid date for construction and project completion.



Milestone	Month/Year

SIDEWALK PROJECT EVALUATION CRITERIA – FY2008

Your sidewalk grant application, once all required information is received, will be evaluated according to the criteria described below. Funding priority is based on the degree to which the project meets these criteria.

INSTRUCTIONS: On a maximum of five (5) separate pages, please provide information regarding how your proposed sidewalk project, as appropriate, addresses the following evaluation criteria. **Please limit your answers to a total of no more than five (5) pages.** You may include additional supportive documentation that specifically relates to one or more criteria.

Describe how the proposed sidewalk answers the following questions:

Will the project...

1. Address a community identified sidewalk priority?
2. Contribute to an integrated sidewalk system that includes other pedestrian facilities, to increase pedestrian travel?
3. Link existing or proposed sidewalk networks, communities and/or residential neighborhoods?
4. Connect in a logical manner village/town centers, schools, public buildings, employment sites or other popular trip origins and destinations?
5. Be part of a grid street layout with short blocks in business districts and town centers?
6. Address safety and the needs of all non-motorized travelers?
7. Provide buffers from moving motor vehicles and delineate, sign and mark the facilities as appropriate and ensure a secure environment, e.g. consider lighting, increased visibility, open sight lines, and access to police and emergency vehicles?
8. Provide street trees and other landscaping to bring a human scale to the street environment?
9. Contribute to an equitable geographic distribution of funding for sidewalk projects? (**For CCMPO evaluation purposes only**)
10. Maximize opportunities to leverage project funding from a variety of sources?
11. Bring an existing sidewalk into compliance with the Americans with Disabilities Act (ADA)?
12. Provide enhanced connectivity to public transit and multi-modal facilities? (This criterion is not part of the Bicycle/Pedestrian Plan but will apply here with the other criteria for application evaluation purposes.)