

**PEDESTRIAN AND BICYCLE PROGRAM GRANT
2012-2013 Application Instruction Packet**

This packet contains all supporting application information and materials. It does not include the application. Some of the information in this packet is repeated in the application.

Information included in this packet

- **Application Instructions**
- **Application Check List**
- **Grant Program Goals**
- **Rating Criteria**
- **Map Instructions**
- **Ineligible Work**
- **Red Flags**
- **Innovative Designs**

Application Instructions

Read the instructions thoroughly prior to filling out the application form.

Bicycle-Pedestrian Grant Program Web site:

<http://www.oregon.gov/ODOT/HWY/BIKEPED/grants1.shtml>

Your application may include a maximum of 12 pages; all pages shall be 8.5-by-11-inch paper.

- Application (3 pages)
- The signature page (1 page)
- Project budget (1 page)
- **Maps and drawings: Maximum three total** (See instruction for maps on figures on our Web page.)
 - ***DO NOT attach large plans or blueprints.***
- Letters of support from the community (4 pages maximum)

ALL PROJECTS MUST BE IN A STREET RIGHT-OF-WAY

Grant money is constitutionally limited to the street right-of-way. Applications for projects outside the street right-of-way are not eligible and will be rejected.

Some basic pointers:

1. **Clarity and brevity** will help reviewers understand your project better.
2. Excessive language that does not answer questions directly will make it harder for reviewers to understand the relevant items.
3. Pedestrian and Bicycle Program staff will review all projects in the field; please make it clear what we will be looking at.
4. Refer to sample applications on the web site for guidance.
5. Follow all directions, as we will return applications that don't adhere to the required format.
6. Download all forms and save them to your computer before beginning to fill them in.
7. Each field allows a specific maximum number of characters. Please keep responses inside the fields. The form is password protected and does not allow formatting changes.

Application elements

Your application may be **up to 12** pages. The parts of the application include:

- **Three-page application form.** Fill in the form on a computer, and keep all answers within the allotted space. Typed or handwritten applications will be accepted.
- **Signature page**
- **Project budget**

- **Maps and drawings- 3 pages maximum**, 8.5-by-11-inch only, Color maps allowed, but not required.
- **Letters of support – 4 pages maximum**

All other attachments will be discarded. You may attach a cover letter; however, cover letters are removed from the application before review. Letters of support in excess of 4 pages will result in all letters being discarded.

Other instructions and notes

Contact your local ODOT District Manager immediately if the proposed work is within the state highway right-of-way, as you will need the District Manager’s support before submitting the project. For District Manager contact information, contact the ODOT Bicycle Pedestrian Grants office, or visit the Web site:

<http://www.oregon.gov/ODOT/HWY/BIKEPED/grants1.shtml>

If your project is on or **within 500 feet of a railroad crossing**, you must obtain approval of the railway company and the ODOT Rail Crossing Safety Unit, (503) 986-4273.

Contact other agencies or jurisdictions immediately if any part of your proposal requires concurrence, a permit, or other form of authorization.

Obtain formal support from local government (city council or county board of commissioners) to ensure support for the project if it is selected.

Call the ODOT Bicycle Pedestrian Grants office [(503) 986-3555 or (503) 986-3554] if you need any help filling out the application, or if you have questions or concerns about project merit, design standards, etc. Acceptable design standards are available at www.oregon.gov/ODOT/hwy/bikeped/planproc. For bike/ped standard drawings, go to www.oregon.gov/ODOT/hwy/bikeped and click on the relevant standard drawings.

Due dates

Projects on state highways must be turned in to the local ODOT District Office by June 1, 2010, to allow 30 days for staff to review the proposal and suggest modifications if necessary. It is your responsibility to retrieve the application from the District Office and submit it to the ODOT Bicycle Pedestrian Grants office by the postmark date – **July 9, 2010**.

All applications (local streets and state highways) must be postmarked no later than July 9, 2010 Electronic or faxed submissions will not be accepted.

Mail or deliver application packages to:

ODOT Bicycle Pedestrian Grants
 Roadway Engineering Services
 355 Capitol St. NE, Room 222
 Salem, OR 97301-3871



FY 2012-2013
**PEDESTRIAN & BICYCLE IMPROVEMENT
GRANT APPLICATION
CHECKLIST**

Use this checklist to ensure your application is complete.

Item description	Maximum pages
<i>Required:</i>	
<input type="checkbox"/> Application3	
<input type="checkbox"/> Signature page with all applicable signatures 1	
<input type="checkbox"/> Maps3	
<input type="checkbox"/> Project budget..... 1	
<input type="checkbox"/> Letters of support4	
<input type="checkbox"/> Matching funds 10% of total project costs	

**PEDESTRIAN & BICYCLE GRANT GOALS
2012-2013 ODOT Pedestrian and Bicycle Program**

The Oregon Bicycle and Pedestrian Advisory Committee has established these Goals to guide them in review and award of the 2012-2013 Grants

Legacy

- Is this a key project of lasting value to the local, region, statewide community?

Quality

- Will this project make a qualitative difference in the bicycling or walking experience?

Need

- Is this the highest priority project for the community? Does it benefit the WHOLE community?

System

- Is this project an important link, addition, extension or beginning to a comprehensive bicycling or walking network? Is it on a major bicycling or walking network?

Community Building

- Does this project enhance the livability of the community or contribute to economic stability or development?

PEDESTRIAN & BICYCLE GRANT RATING CRITERIA
2012 – 2013 ODOT Pedestrian and Bicycle Program

ODOT staff will look at the following factors when determining if a project should be advanced on to the Oregon Bicycle and Pedestrian Advisory Committee for consideration.

1. Will the project be an important part of a bikeway or walkway system? (15 Points)

- *Projects should provide a direct route, link or complete a system, or be an essential core route that serves many users. Projects that extend an existing facility rank well. Isolated projects with no linkage are not well received.*

2. What are the types of land uses served by the project? (15 Points)

- *Projects that serve multiple land uses fare well: residential; commercial; school; institutional; employment; scenic/park/recreation/tourism. Projects in mixed-use neighborhoods receive high consideration.*

3. What is the potential daily usage (relative to projects in similar locations)? (15 Points)

- *Projects with very high or high potential use fare better than projects with low use.*

4. Current conditions: is the existing roadway a deterrent to bicycling or walking? (15 Points)

- *For projects that provide sidewalks or bikeways along a roadway, the following factors are considered: narrow roadway with high traffic volumes, curves, other safety factors such as truck volumes, motor vehicle speeds etc.*
- *For projects that provide a pedestrian crossing or improve an intersection, the following factors are considered: high traffic volumes, motor vehicle speeds, excessive width, numerous driveways, skew, sight distance, type of traffic control etc.*

5. What is the level of community support? (5 Points)

- *Do the support letters indicate that this is the highest priority project for the community? Projects that benefit the whole community fare better than projects that benefit a single neighborhood.*

6. Does the project provide for both bicyclists and pedestrians? (5 Points)

- *Not every project need provide for both modes but projects that will serve both modes get a small boost.*

7. What project design features enhance the walking or bicycling experience? (30 Points)

- *Projects that incorporate high quality design elements fare well. Examples of design elements and their level of quality are listed below for REFERENCE ONLY. This is not a complete list All designs should be appropriate to their context. For examples, see the grant page website: <http://www.oregon.gov/ODOT/HWY/BIKEPED/grants1.shtml>*
- *Is everything included that should be to mitigate the project's need? Are design elements, quantities and widths appropriate? Is this the right solution to the problem?*

Do these design elements align the project with the goals of the grant program? (LEGACY – Is it a key project of lasting value to the community? QUALITY – Will this project make a qualitative difference in the bicycling or walking experience? NEED – Is this the highest priority project for the WHOLE community? SYSTEM – Is this project an important link, addition, extension or beginning of a comprehensive bicycling or walking network? COMMUNITY BUILDING– How much does the project enhance livability and economic stability? See enclosed program goals)

Good	Better	Best
Separated Sidewalks	Wide Sidewalks	Projects that provide a superior bicycling or walking experience; that model best design practices and that will provide excellent access to bicycling and walking modes
Bio-swales	Road Diets	Context Appropriate Design
Shoulder Widening	Median Islands	Complete Streets
Bike Lanes	Traffic Calming	Bicycle Boulevards
Audible Pedestrian Signals	Pedestrian or Bicycle Route Signing	In ROW Bike Parking
Pedestrian Countdown Signal Heads	Bicycle Signal Activation Buttons	Curb Extensions
	Pedestrian/Bicycle Bridges	Pedestrian Scale Street Name Signs
	Bike Signal Detector Loops	Covered Bike Parking
	Storm Water Gardens	Buffered bike lanes
	Landscaping	Pedestrian Crossings
	Pedestrian Scale Lighting	On-site Storm Water Treatment
	Transit Stop Enhancements	

Bonus points are assigned to projects that:

- *Provide a connection to another mode (transit, car pool) (5 Points)*
- *Provide a match over and above the minimum 10%. (1 Point per 5% over, up to 5 Points)*
- *Are located on or connected to an officially designated scenic bikeway, Oregon Coast Bike Route or Historic Columbia River Highway (5 Points)*

**PEDESTRIAN & BICYCLE GRANT MAPS & DRAWINGS
2012 – 2013 ODOT Pedestrian and Bicycle Grant Program**

MAPS AND DRAWINGS:

Grant applications may include up to three pages of maps and drawings. The number and type of maps or drawings will vary by project type and is defined below.

Determine the type of grant project:

- *Single Location: Improvements at a single intersection or a street segment with uniform cross section.*
- *Multiple Point: Improvements at different locations throughout a city or county.*
- *Corridor: Improvements to a roadway with a changing cross section.*

The following table lists examples of projects, sorted by type:

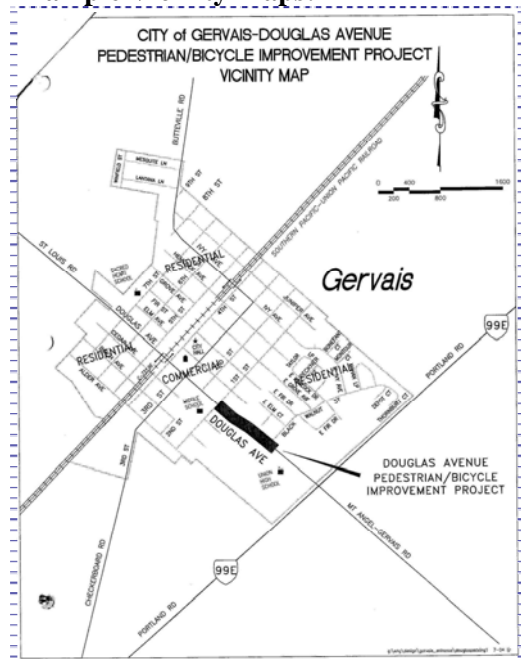
Single Point	Multiple Point	Corridor
Crossing islands at one intersection	Multiple crossing islands on different roads in a city or county.	Crossing islands at multiple locations along the same street
Streetscape project (sidewalk, bike lanes, street lighting, etc) one cross section	Short (sidewalk / bike lane /etc) infill segments at various locations throughout a city or county.	Streetscape project (sidewalk, bike lanes, street lighting, etc) multiple cross sections
Pedestrian flashing beacon or bicycle-signal	Bike Parking (within right-of-way) at various locations throughout a city or county	Road Diet (Re-stripping a road to include bike lanes in place of parking or vehicular travel lanes)
Improvements to a transit stop	Multiple transit stop improvements throughout a city or county	
Pedestrian/Bicycle Bridge	Bicycle Boulevard treatments throughout a city or county	
	Bicycle guide signs throughout a city or county	

Determine which maps or drawings are required to be submitted, based on the table below. Maps may be combined, i.e. a vicinity map may be an inset on the plan view.

	Single Point	Multiple Point	Corridor
Vicinity Map	X	X	X
Zoning Map	X		X
Cross Section(s)	X (either)		X
Plan View			X
Typical Improvement Diagram(s)		X	

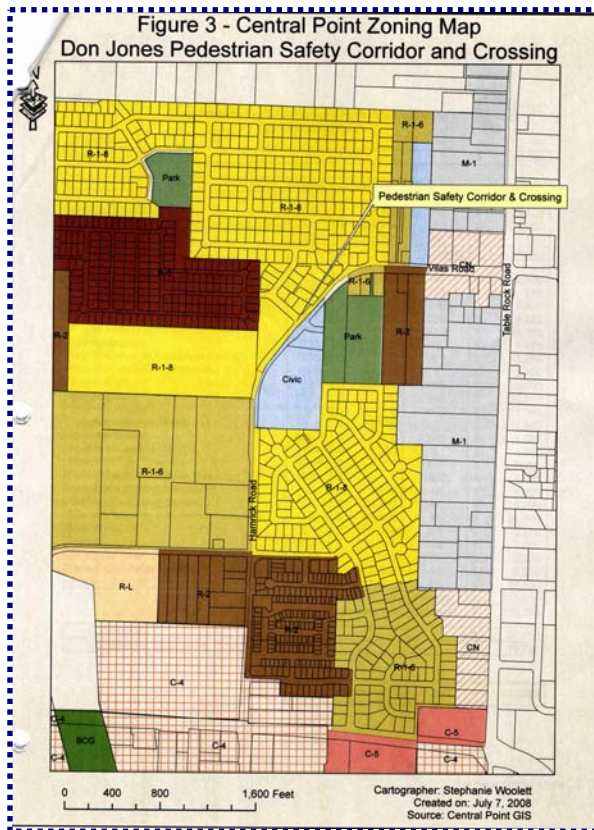
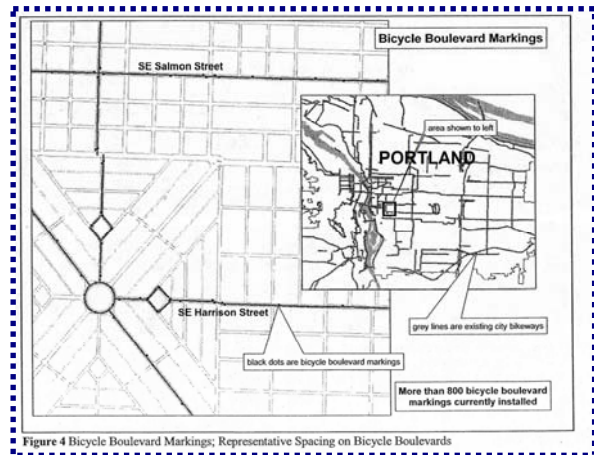
Example maps and drawings submitted from past grant projects are shown in the following pages:

Example Vicinity Maps:



- Vicinity Maps shall include:
 - the name of the city or county (if not within a city)
 - Indication of the project's location
 - North arrow
 - Highways and Major Street Names. Do not clutter the vicinity map with too many details.
- In smaller cities, the vicinity map should show the entire city as shown left. If the project limits are visible in a city-scale map, it can be incorporated together with the zoning map.

- In larger cities or counties, it may be necessary to show both a regional-scale vicinity map and a close-in vicinity map to identify the project location as shown right.
- A regional-scale map may be thumbnail-sized.
- A lower-scale vicinity map (zoomed in) can be incorporated together with the zoning map.

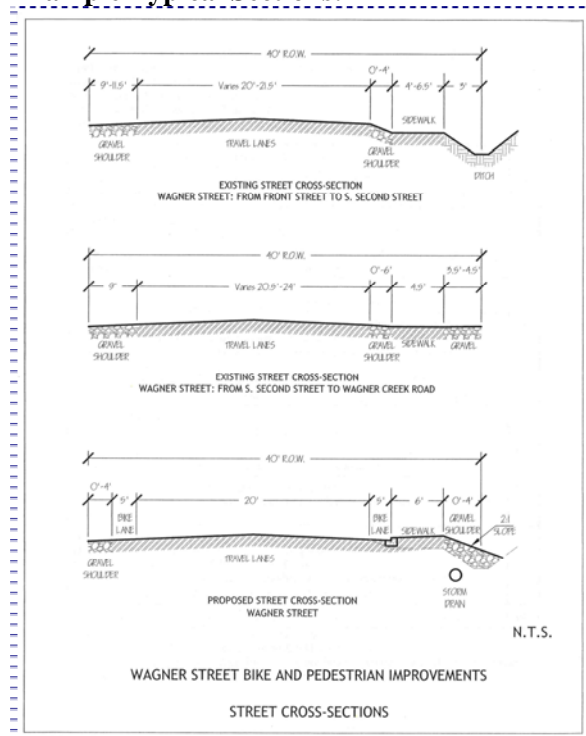


Example Zoning Map:

Land Use/ Zoning Maps shall include

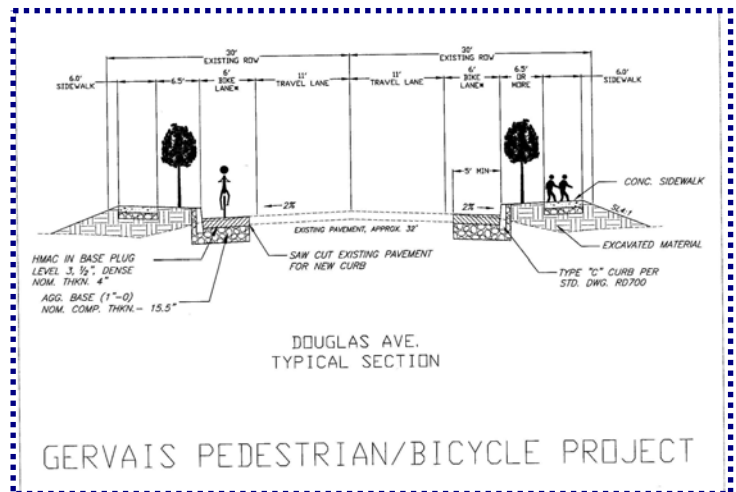
- Land uses and relevant pedestrian generators in the project vicinity (approx 1/2 mile radius is preferred).
- Zones are preferred in separate colors
- Include a map key / legend, a north arrow, city name, and label the project's location.
- Map shall be to a scale that zones are easily decipherable.

Example Typical Sections:



Typical Sections shall include either:

- Cross-section of the existing roadway (current widths) and a cross-section of the roadway with the planned improvements (proposed widths); existing above, planned below as shown left; or
- Cross-section solution superimposed on existing cross-section, with dashed vs. solid lines, clear labels etc. as shown below.

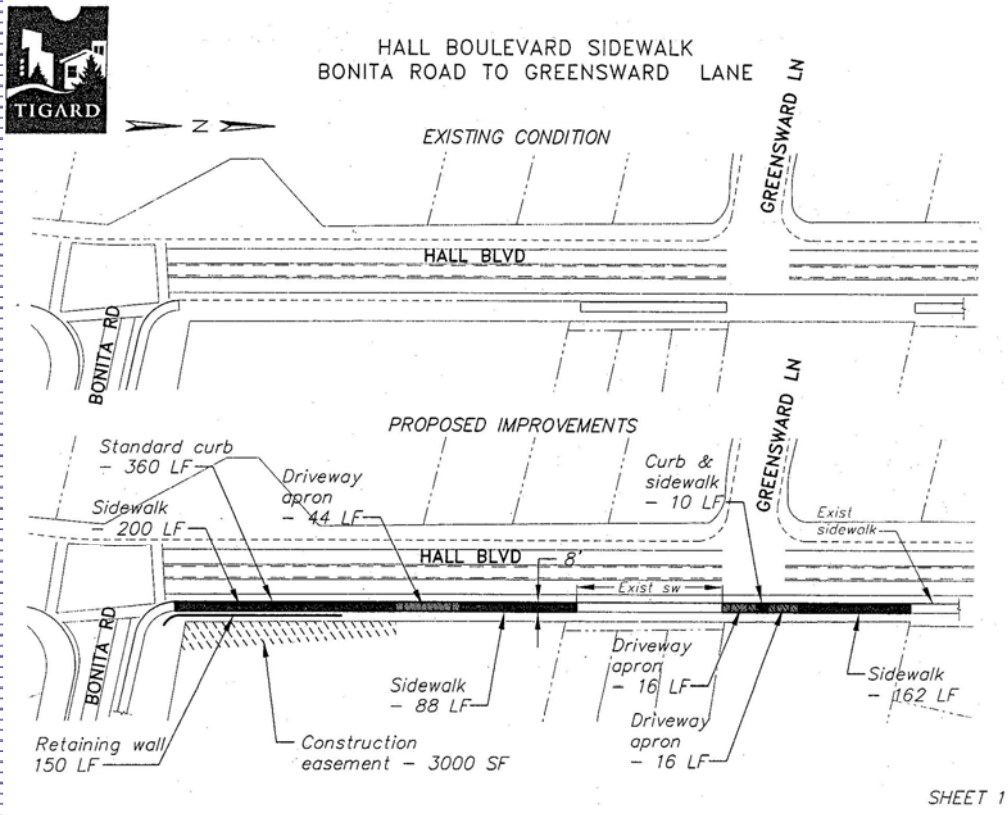


Example Plan View:

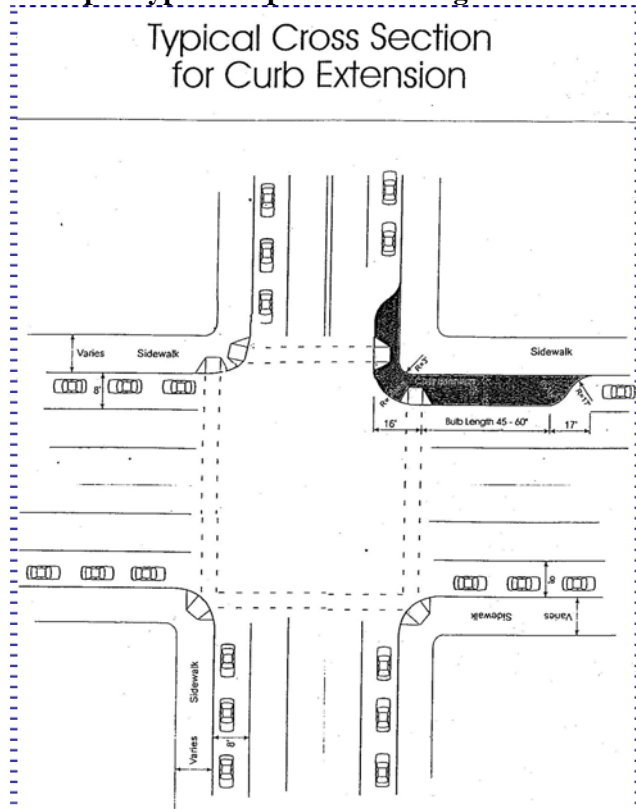


The plan view diagram shall include:

- An existing and proposed solution by using one of these methods
- Solutions superimposed on existing intersection or roadway, with dashed vs. solid lines or drawing on top of an aerial, clear labels etc; or
- Existing conditions above, planned improvements below (as shown below)

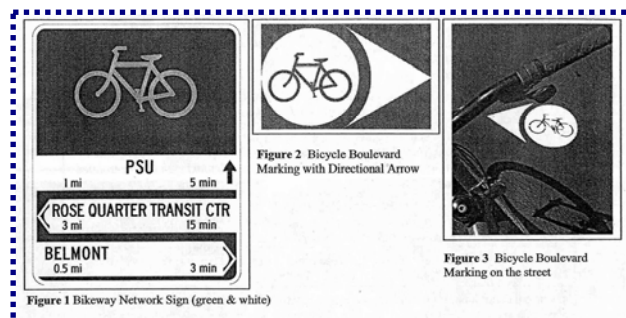


Example Typical Improvement Diagram:



Multiple point projects shall include either a plan view (as shown to left) or a diagram of an improvement typical to the project:

- The complexity of the typical improvement should be representative of all improvements. The example left shows a typical curb extension in a project with several curb extension improvements.
- Typical improvement diagrams may include photographs as shown below.
- The typical improvement diagram should correspond to one of the locations proposed in the project.



The following list comprises features and/or project types that are not eligible for grant funding.

Construction & reconstruction vs. maintenance and rehabilitation

The Bicycle and Pedestrian Program grants will not fund pedestrian and bicycle features included in road construction & reconstruction projects. By law (ORS 366.514), these features must be included. Construction & reconstruction projects are defined as:

- New roads
- Road widening (for vehicular capacity)
- Total road reconstruction (full depth pavement replacement, to the subgrade)

The Bicycle and Pedestrian Program grants will fund pedestrian and bicycle features included in road maintenance and rehabilitation projects, as cost-savings and other efficiencies can be achieved. Maintenance and rehabilitation projects are defined as:

- Resurfacing, repaving (adding a small amount of pavement or grinding a few inches and repaving)
- Minor repairs
- Other routine maintenance work.

None of these changes the basic configuration of the roadway.

Narrow (5' or less) curbside sidewalk: It is ineligible because it places pedestrians too close to traffic and cannot meet ADA requirements for an unobstructed accessible route. Preferred design is a separated sidewalk; curbside sidewalks must be at least 6' wide to qualify for funding.

Narrow (under 5') bike lane: It is ineligible because it cannot be kept free of debris, forcing bicyclist to ride part way into the travel lane. Bike lanes must be at least 5' wide against a curb or on-street parking.

“Side path” (two-way path on one side of a road): It is ineligible because of the conflicts created at intersections and driveways by bicyclists riding in the opposite direction of expected travel. Bike lanes on each side and sidewalks serve users better.

Meandering sidewalk: It is ineligible because pedestrians should not have to travel further than they need to without reason. Sidewalks should be straight or follow the curvature of the adjacent roadway; they may meander slightly to avoid obstructions such as mature trees.

Generic bike route signing: Erecting generic bike route signs on neighborhood streets does little to improve conditions for bicyclists. Please refer to the Bike Boulevard section for a more comprehensive approach to making local streets more bike-friendly.

New Traffic signal: A system of warrants has been developed (in the MUTCD) to justify installation of new traffic signals. The process can be quite time-consuming. Traffic

signals also often involve roadway widening to make up for the lost capacity, which often contradicts the perceived pedestrian and/or bicyclist safety gains. However, new installations of flashing pedestrian beacons and other traffic signal modifications, which improve pedestrian accommodations, are eligible.

In Pavement Warning Lights In pavement warning lights have maintenance and reliability problems. We are not confident that they will work day in and day out 365 days a year, in snow, in daylight, etc. Thus we do not fund them. Rectangular Rapid Flashing Beacons, Pedestrian Beacons and other crossing enhancements work better.

Red Flags:

The following list summarizes features and/ or project types that raise concerns to the awarding committee. These concerns won't stop a project from being selected for funding, but past experience has shown that they can cause considerable delays if not resolved expeditiously. Lack of resolution may lead to project cancellation and loss of funds. Applicants must demonstrate they have taken preliminary steps to resolve these issues prior to applying for a grant; in several cases, signatures are required to demonstrate that someone with authority has agreed to the proposal:

Crosswalks on State Highways: if a marked crosswalk is proposed to be installed on a State Highway at a mid-block location or non-signalized intersection, you must obtain approval from the State Traffic Engineer. Not all locations are eligible for a marked crosswalk. There are a number of factors that enter into the decision. Section 6.6 of the [ODOT Traffic Manual](#) contains guidance and information on how to get a crosswalk at a mid-block crossing or unsignalized intersection approved. This applies to the pavement markings only. Curb extensions and medians do not require State Traffic Engineer approval.

Drainage, retaining walls and other structural items: when overlooked, these can become expensive add-ons at the end of the project design process. Please identify all these needs early on and incorporate the costs into your proposal.

Railroad crossings: the right-of-way belongs to the railroad company that owns the tracks, not the city or county or state highway the tracks cross. Negotiations with the railroad company should begin very early in the process.

Reducing or changing access: though sometimes necessary for a successful project design, this is often an emotional and political issue that can overshadow design considerations.

Removal of parking: though sometimes necessary for a successful project design, this is often an emotional and political issue that can overshadow design considerations.

Right-of-way acquisition: though allowable, it can take over a year to complete some transactions, even for an easement.

Examples of innovative designs

Road Narrowing

While it is commonly assumed road improvements for pedestrians require some widening to add sidewalks, there are cases where the current roadway width is more than is needed for motor vehicle traffic; some of that space could be used for sidewalks. A common example is a residential street built to a 44' (or greater) standard. If the street is curbed, an additional curb can be built over the existing surface, 6' (+/-) in from the existing curb, and a sidewalk can be placed between the two curbs. Some adjustments to drainage inlets will have to be made.

It is not uncommon for local streets to be as narrow as 28' with parking on both sides. These are called queuing streets, two cars cannot pass side-by-side with parked cars on both sides. For low traffic streets, they are both safe and allow for sidewalks to be provided without removal of landscaping.

Bike Boulevards

A bike boulevard is an excellent way to provide a bicycle route on local streets where it is not possible to get bike lanes on an arterial. It is NOT simply a matter of designating local streets with BIKE ROUTE signs; quite a bit of engineering goes into ensuring they work well for bicyclists who want to move at a steady pace. Without these treatments, most local streets have too many stop signs to be usable as a through street by bicyclists. A bike boulevard has the following features:

- A bike boulevard works only in a street system with a connected grid
- The operation of a local street is modified to act as a through street for bicyclists
- Traffic controls give priority to through bicycle movement
- Automobile access is restricted to local traffic
- Traffic calming reduces motor vehicle speeds & through trips

Sharrow Lane Markings

Sharrows, also known as “shared lane markings,” are a new form of pavement marking approved for inclusion in next MUTCD draft. They are primarily intended for use on narrow, low-speed roadways with on-street parking. Their primary purposes are to:

- Encourage bicyclists to ride away from the door zone
- Encourage drivers to pass cyclists with adequate space

Sharrows should be used on streets with high bicycle demand, and where there is potential competition for the use of a narrow lane. Early observations indicate that bicyclists ride further from parked cars (reducing their risk of being hit by an opening car door), and drivers pass bicyclists with more clearance, often moving completely into the adjacent lane on multi-lane roads.