



The regional transit authority for Lake County

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NOTICE OF FUNDING OPPORTUNITY
Transit Accessibility Grant

Complete the application: <https://laketransit.jotform.com/240315507170042>

Applications due: September 12, 2024 at 4:00p.m. EST

Contact Information:

Andrea Aaby, Director of Compliance & Development

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Laketran seeks applications from Lake County municipalities to design and construct sidewalks in their communities along Laketran’s local in-county Fixed Routes¹. Sidewalks improve access to Laketran’s transportation services because all bus riders are also pedestrians.

The Transit Accessibility Grant will award projects to local municipalities to improve pedestrian access to bus stops. Awarded projects will be reimbursed for eligible activities at key milestones outlined in the grant agreement. Municipalities may submit more than one project.

The Board of Trustees for Laketran has made available \$500,000 for the Transit Accessibility Grant Program. Laketran reserves the right to award one, more than one, or zero projects.

Project Eligibility Criteria

- The project sponsor is a municipality of Lake County, Ohio
- Proposed sidewalk must be located along a Laketran In-County Fixed Route
- The proposed site does not currently have sidewalk or transit amenities
 - Sidewalk repair projects are only eligible if Laketran has been a partner in the planning and/or design process.
 - If you have a sidewalk repair project, reach out to Andrea Aaby, Director of Compliance & Development aaaby@laketran.com, directly to determine if your project is eligible.
- The proposed project will adhere to Laketran’s standardized bus stop amenities program and Ohio Department of Transportation (ODOT) Transit Facility Design Guidelines²
- The project must meet or exceed all Americans with Disabilities Act (ADA)³ design criteria and/or universal design criteria

Eligible Activities

- Design/engineering
- Fees for right-of-way acquisition, easement, permit or variance
- Construction costs

Ineligible Activities

Projects that meet any one of the following criteria will not be evaluated and scored:

- Any maintenance or preventive maintenance activities
- Decorative landscaping
- The proposed project is not located along a Fixed Route
- Roadway improvements
- Project sponsor is a for-profit business
- Project sponsor is a not-for-profit entity

¹ Fixed Route Map available here: : https://laketran.com/wp-content/uploads/2023/11/125055-System-Map-Brochure_final.pdf

² ODOT Multimodal Design Guide Ch.10 Transit Facilities - <https://www.transportation.ohio.gov/working/engineering/roadway/manuals-standards/multimodal/10/10>

³ ODOT ADA Design Resources <https://www.transportation.ohio.gov/working/engineering/roadway/ada>

Project Sponsor Responsibilities

The project sponsor is responsible for delivering the construction of sidewalk as proposed in the grant application. This includes but is not limited to:

- All engineering design of the sidewalk
- Permitting, right-of-way, and/or easements
- Any required public involvement activities
- Public bidding of the construction
 - The project sponsor must follow Ohio Revised Code regulations for public improvements including Sections 9.31, 9.32, and 153.
- Construction oversight
- Traffic maintenance

Evaluation Criteria

Laketrans will evaluate proposed projects on the following criteria:

1. The project connects sidewalks to create a complete sidewalk corridor. 20 pts
2. The project addresses a known pedestrian safety issue or hazard. 20 pts
3. The project sponsor is contributing a local match.
 - a. 0% 0 pts
 - b. 1%-5% 3 pts
 - c. 6%-10% 6 pts
 - d. 11%-25% 9 pts
 - e. 26% or more 12 pts
4. The closer a project is to the construction/implementation phase, the more points it will receive.
 - a. No design completed 0 pts
 - b. Conceptual design completed 4 pts
 - c. Design completed 8 pts
 - d. All permitting and right of way completed 10 pts
5. The proposed project incorporates transit amenities such as bus shelter(s) or bench(es).
 - a. No transit amenities 0 pts
 - b. Transit amenities 8 pts

Laketrans staff will evaluate the applications based upon the above criteria; then present their recommendations to the Board of Trustees. The Board of Trustees reserve the right to request project sponsors to present on their projects at a Board Meeting before making final award decisions.

Project Milestones

The following milestones are required for the project sponsor to receive reimbursement and move onto the next phase of the project. Project sponsors will submit the required information to Laketrans and Laketrans will issue written approval for the project sponsor to move onto the next stage of the project.

- 50% Completed Drawings
- 90% Completed Drawings
- Bid Results and Award
- Construction Completion

For design activities:

- Laketran requires that the project sponsor submit 50% completed drawings for review. Upon review of the design, Laketran will issue comments and/or required revisions to the design. Laketran will reimburse for design services incurred to the date of the milestone. Project Sponsor will submit a copy of the invoice and proof of payment.
- When the design has reached 90% completion, the project sponsor will submit for final review. All previously required revisions must have been incorporated in order for Laketran to process the reimbursement request. No reimbursement will be issued until the required design elements are incorporated and drawings are submitted to Laketran.
- After approval of the 90% completed drawings, the project sponsor has approval to bid the project. Bid tabulation results and award will be submitted to Laketran. This is for administrative purposes only. Laketran does not approve bid awards nor will participate in the evaluation of the bids.

For construction activities:

- Laketran requires that the project sponsor notify Laketran of the completed construction and final payment has been issued to the contractor. Laketran will review the site and issue reimbursement.

Reimbursement Procedures

Laketran will not reimburse for any activities that take place prior to the date of the award. When each of the four milestones is reached, the Project Sponsor will submit a copy of the invoice(s) and proof of payment.

In the grant award and agreement, the Project Sponsor will acknowledge their firm commitment to helping manage project cost increases. Because unforeseen events can occur, a project sponsor may submit a request in writing for additional funds needed to implement the project. All requests for additional funds will be contingent upon the availability of funding as allocated by Laketran’s Board of Trustees. Requests are limited to no more than 10% of the original Board commitment. Requests will be handled on a case-by-case basis.

Application

- Applications must be submitted no later than 4:00p.m. EST on September 12, 2024
- Applications will be submitted electronically via the following link:
<https://laketran.jotform.com/240315507170042>

The application requires the following information. Be descriptive and concise. Do not assume that the team reviewing your application is familiar with the project site. There are character limits to the narrative fields.

Name of Project Sponsor	The name of the municipality performing the project
Address	Mailing address for the municipality
Email of Contact Person	The email address for the person completing the application and/or the lead on the project

Phone Number of Contact Person	The phone number for the person completing the application and/or the lead on the project
Project Overview (500 characters)	Provide a concise one paragraph description of the project. Location, length of sidewalk proposed and benefits to the community and/or Laketran
Current Conditions (1000 characters)	What are the current conditions of the site? Are there known safety issues or community complaints? What issues exist that the project would solve?
Proposed Project (1000 characters)	Describe the project in detail. Be specific in the location of the project such as cross-streets, how long the proposed sidewalk will be, etc. What are the benefits to the community that this project will improve? Does the project request transit amenities such as shelter(s) or bench(es). Indicate if local match is being used.
Grant Funding Request	The total dollars requested to complete the project.
Project Timeline (1000 characters)	Describe the time frame needed to complete the project. If any design/engineering has already been initiated, describe what has been completed thus far.

The following attachments are required to be uploaded with your grant application:

1. Map of the project location – a GIS map, Google Maps screenshot, etc. must clearly indicate the location of the proposed project.
2. Proposed project budget – upload a detailed budget for all eligible activities and clearly denote the total grant request and the total project cost. Indicate if any local match is provided.

The following attachments are optional:

1. Local match documentation – if the project sponsor is contributing a local match upload supporting documentation that demonstrates the source of the local match and its availability.
2. Design/Drawings – if architecture/engineering has already commenced, upload any drawings.
3. Project Narrative – upload if additional project narrative space is needed or other supporting documentation to demonstrate the project need.

Timeline

The following is an estimated time frame for grant making process:

Grant applications due	September 2024
Laketran staff review/evaluate applications	September - October 2024
Presentations to Board of Trustees & project(s) approved	November 2024
Notification to grant winners	November 2024
Grant agreements executed	December 2024