



**Foothill Transit**

# **Bus Stop Enhancement Program**

## PURPOSE

Foothill Transit developed the Bus Stop Enhancement Program (BSEP), a grant program, to provide financial assistance to **entities (member cities, Class Pass participating colleges, counties, and the state)** who are interested in making physical improvements to their **bus stops serviced by Foothill Transit**.

## PROGRAM GOALS

1. Provide safety-related amenities.
2. Improve current transit amenities.
3. Improve bus stop technology.
4. Strengthen community identity and ownership.
5. Attract new customers.

## PROGRAM OVERVIEW

The BSEP provides financial assistance to entities to make bus stop improvements to their bus stops serviced by Foothill Transit. Such improvements include but are not limited to:

1. Shelters (with no advertisement)
2. Benches (with no advertisement)
3. Trash Cans
4. Real-Time Signage
5. Tree Grates
6. Bus Pads (only eligible if combined with another improvement)
7. Solar Lights
8. Bike Racks

## GRANT AWARD

The BSEP provides entities **up to \$40,000** to make bus stop improvements to their bus stops serviced by Foothill Transit. All costs, including installation and labor, must be paid by the successful applicant and will be reimbursed by Foothill Transit at the completion of the project.

## GRANT REQUIREMENTS

1. Follow all the Federal Transit Administration's procurement and construction requirements and guidelines.
2. Fulfill all components of the BSEP contract.
3. Fulfill all of Foothill Transit's subrecipient requirements.



## APPLICATION REQUIREMENTS

Each applicant shall submit an application which includes the required components detailed below, both in content and in sequence. Each component of the application should be labeled, identified, and addressed in the application. Each application must be signed by the appropriate authorized official (city manager, county official, etc.). The application must be in a pdf format and sent to the following email: ***lalvarez@foothilltransit.org***.

## APPLICATION COMPONENTS

### Cover Letter

- Submit a maximum two-page letter that includes the name and address of the entity, the grant amount requested, and a brief summary of the proposed bus stop enhancements with the location(s) of the bus stop(s).

### Current Bus Stop Characteristics

- Provide each proposed bus stop(s) improvement location. Include the intersections cross street names, bus stop direction, bus stop location (nearside or farside), and longitude and latitude.
- Describe the current bus stop(s) conditions. What kind of issues are present?
- Provide a list of current bus lines that serve the proposed bus stop(s) improvement location. The list should include all Foothill Transit lines as well as other lines provided by other municipal operators.
- Provide a list of major activity centers and key destinations (schools, community centers, malls, hospitals, and Park & Ride lots) one-mile of the proposed bus stop(s) improvement location. If there are none, please state so.

### Description of Improvements

- Provide a detailed description of the proposed bus stop enhancement(s), including curb cuts, crosswalk improvements, sidewalk improvements, safety improvements, landscaping, etc.
- Provide a list of the amenities to be installed at each of the proposed bus stop locations (shelters, benches, trashcans, etc.).

### Plans, Specifications, and Photos

- Provide plans, specifications, schematics, photos, and design documents for the proposed bus stop enhancement(s).

### Estimated Costs

- Provide an itemized estimate of proposed improvement costs.

### Project Timeline

- Provide the construction timeline for the proposed bus stop enhancement(s), including key dates and milestones.

## APPLICATION EVALUATION CRITERIA

Applications will be evaluated based on the following criteria:

### Safety Improvements (35 points)

Applications will be evaluated on safety improvements made to enhance current bus stop conditions. Some of the elements considered include, but are limited to:

**Lighting:** Provide improvements to the lighting at the proposed bus stop(s) for customer safety.

**Accessibility:** Provide improvements to the pavement to ensure that no cracks or obstacles are present at or near the proposed bus stop(s).

### Location (25 points)

Applicants will be evaluated on their bus stop(s) improvement locations - how they improve access for areas currently lacking similar offerings.

### Other Improvements (15 points)

Applicants will be evaluated on other types of improvements to current bus stop conditions. Some of the elements considered include, but are not limited to:

**Technology:** Improvements that incorporate new technology (bus arrival signs, voice announcements, phone charger announcements, phone charger stations, etc.).

**Shelters:** Improvements that provide shelter for intense sunlight and rain.



**Resting amenities:** Improvements that provide resting amenities (benches, leaning bars, etc.).

**Community:** Improvements that enhance community identity and character (murals, colors, themes, landmarks, etc.).

### **Estimated Costs (overall and per unit) (15 points)**

Applicants will be awarded points for the overall value of the proposed bus stop improvement(s) in addition to cost effectiveness. The evaluation team will consider the cost-effectiveness on a case-by-case basis, depending on the need of the neighborhood around the proposed bus stop(s).

### **Current Service Level and Ridership (10 points)**

Bus stops that service more than one Foothill Transit bus line and/or provides seven (7) days of service will be prioritized. Bus stops with high average monthly ridership will be prioritized.

### **Total Points (100 Points)**

## **CONSTRUCTION, MAINTENANCE, AND REPORTING REQUIREMENTS**

Approved applications must adhere to the following requirements during and after construction:

### **Quarterly Status Reports**

Quarterly status reports must be submitted to Foothill Transit during the entirety of the project. These reports must outline the status of the project in terms of the signed Agreement.

### **Maintenance of Proposed Bus Stop(s) Enhancement(s)**

All maintenance, including cleaning of the site (emptying of trashcans and sweeping of sidewalk) will be the applicant's responsibility during construction and after completion of the project.

## Post-Completion Audits

Foothill Transit will conduct periodic audits to ensure the bus stop(s) enhancement(s) are properly maintained after completion of the project.

## APPLICATION SUBMITTAL AND APPROVAL

Foothill Transit will begin to receive application submissions for BSEP funding starting May 1, 2025. The deadline for the application submissions is July 31, 2025.

Once the application is received, it will take Foothill Transit staff approximately 30 days or less to review the application. Upon approval, notice of award will be issued following the review.

Once applications are approved, an agreement will be executed between Foothill Transit and each successful applicant. BSEP funds will be released upon completion of the project and submittal of all required documents. Invoices itemizing actual improvement and module costs must be submitted to Foothill Transit after construction is complete, as set forth in the Agreement.

Incomplete or non-responsive applications will be noted. Applicants will be allowed to provide missing information within ten (10) business days after notification from Foothill Transit.

Applications, quarterly status reports, and invoices must be sent to the following email address: **[lavarez@foothilltransit.org](mailto:lavarez@foothilltransit.org)**

Please contact Lourdes Alvarez at [lavarez@foothilltransit.org](mailto:lavarez@foothilltransit.org) or (626) 931-7256 if you have any questions, comments, or concerns.