

**Oxford Mayor and Council**  
**Work Session**  
**Monday, October 16, 2023 – 6:30 P.M.**  
**Oxford City Hall**  
**110 W. Clark Street, Oxford, Georgia**  
**Agenda**

1. **Mayor's Announcements:**

- a. Welcome and introduction of Badia Ahad, current Dean of Oxford College. Dean Ahad would like to greet the Council and Oxford community.
- b. Due to voting machines being moved into the Community Room on 11/6 for the election on 11/7, we will be moving the Council's Regular Session Meeting from 11/6 to 11/13.
- c. Oxford has received \$7,550 from the Georgia ReLeaf Grant Program. This will fund trees being planted in the Longstreet Subdivision. \$2,600 for trees and \$4,950 for the planting contractor.

2. **Committee Reports:** The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and Sustainability Committee will update the Council on their recent activities.

3. **\*C-Town Bikes has asked the City of Oxford to host the first annual Velo Futura:** Please see attached memo

4. **\*Discussion on the City of Oxford pursuing a Bicycle Friendly Community Designation from the League of American Bicyclists:** Please see attached memo and other information.

5. **\*Farmers' Market Informational Meeting on October 26<sup>th</sup> at 6:30 PM:** Please see attached memo

6. **\*Discussion on Water Fountain Replacement for Asbury Street Park:** Please see the attached PowerPoint Presentation

7. **\*Consideration of a Resolution for a Sewer Connection Moratorium due to an Unknown Sewer Capacity:** Due to the Flow Study and Capacity Analysis being conducted for both the Turkey Creek and Dried Indian Creek Basins, staff recommends a cessation to future sewer connections until we better understand our sewer infrastructure's capacity. The attached resolution would allow for a six month pause. We may need to carve out exceptions for Archer Aviation and homeowners connecting to the N. Emory Street line (the discounted connection offer ends 12/23/23).

8. **\*Atkins Task Order for Costing out possible Bike/Pedestrian Path Routes for the funds, Conceptual Plans for Parking at Old Church and Conceptual Landscape Plans for the City:** Please see the attached memo from Atkins

9. **\*Discussion on the Whatcoat Street Realignment:** Please see the attached documents.

10. **Other Business:**

11. **Work Session Meeting Review:** Mayor Eady will review all the items discussed during the meeting.

12. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

\*Attachments



# Memorandum

**To: Mayor and City Council**

**From: Bill Andrew, City Manager**

**Date: October 11, 2023**

**RE: City of Oxford Hosting Velo Futura 2024**

1. C-Town Bikes is moving the majority of their retail bicycle operation to the Martins Crossing Shopping Center (corner of Hwy 36 and Hwy 278) in Covington. They have asked if we would like to act as the host of a Century Ride (100 miles) with the proceeds to benefit low-income teens wanting to race bicycles. Funds would be raised to defray equipment costs for these teens.
2. C-Town Bikes has indicated they would be engaging a Ride Director, Victoria Seehorn, who is the owner of Marathon Majic. This is the firm employed for the Covington Century.
3. They have asked to use the Town Green and Asbury Street Park for the event on May 4, 2024. In addition to the 100 miles ride, there is typically a short "fun ride," and rides with around 30 miles and 62 miles.
4. C-Town Bikes has contemplated a Bike and Health Festival to take place as the riders are on the course.
5. The main costs to the City would be a loss of revenue to the Asbury Park rentals that might be booked and the any overtime for police officers, which may be reduced or eliminated based on scheduling for that pay period.

Staff is seeking direction from the Council as to the desire to support this event.



# Memorandum

**To: Mayor and City Council**

**From: Bill Andrew, City Manager**

**Date: October 11, 2023**

**RE: City of Oxford League of American Bicyclists Bicycle Friendly Community Designation**

1. NEGRC said they could take the lead on the application.
2. Emory University has the Silver Award Level as a Bicycle Friendly Campus – We could perhaps partner with Oxford College
3. Decatur is the only city in Georgia with a designation (Silver) – Nationwide 860 have applied and 506 have been certified.
4. Using the 5 E Framework<sup>1</sup>, the Bicycle Friendly Community program provides a roadmap to improving conditions for bicycling and guidance to help make your community's vision for a better, bikeable community a reality.
5. AtkinsRéalis has prepared an outline (see below) of the tasks they believe we would need to consider for this process. At this point, the goal is to have the Northeast Georgia Regional Commission coordinate the application with AtkinsRéalis providing technical assistance, if needed. It may be necessary to hire an intern or p/t employee to perform these tasks for the City.
6. I have reached out to John Devine, Executive Director at Georgia Bikes, to get his opinion of this process and what role Georgia Bikes might play, if we were to move forward. Mr. Devine was on vacation, but we plan to touch base soon.

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<sup>1</sup> Equity, Engineering, Education, Encouragement, and Evaluation & Planning.

City of Oxford Bicycle Friendly Community Designation Application

Oct. 10, 2023

This document outlines needs from city & other sources with AtkinsRéalis to complete the application. Topics in outline are directly related to the application segments. City of Oxford to produce information for existing programs, education, previous plans, and projects completed. AtkinsRéalis prepare conceptual connectivity plan attachments, options, design guidelines, ADA requirements, inclusive recommendations, and assist in evaluating and community public engagement as needed. Items with 50% designation will be collaborative effort with the consultant and city/county partners.

Item	Percentage	description
1. City or county staff		
a. Web & social media presence (existing or planned)	100%	website, twitter/FB/other.
b. Primary contact & community members contact	100%	city staff person/community/county advocacy.
c. Regional Coordination and counties	100%	connections or agreements with bordering cities
d. Youth & Adult Bicycle Education	100%	school & camp & adult programs reach out
e. Motorist Education	100%	driver education programs, communication efforts
f. Bicycle Safety Education Resources	50%	maps, websites, signs, newsletters
g. Inclusive Education accessibility	100%	historically under-represented groups education &
h. Education Bonus Points	100%	promotional efforts
i. Encouragement policies, programs & partnerships	100%	policies encourage bike transportation
j. Route finding support	50%	mapping and route finding availability
k. Bicycle culture & promotion	100%	mentoring, promotion, clubs
l. Access to Bicycle Equipment & Repair services	100%	locations, affordability, helmets programs
m. Reducing work-related/fleet VMT	100%	city department bike use, commuting
n. Staffing & committees conferences attended	100%	full-time paid position, Safe routes to school,

o. Public Engagement for Bicycle Planning surveys	50%	dedicated website, social media groups, budgets,
p. Planning, Funding & Implementation engagement	100%	current master plan, annual budget, goals,
q. Equity & accessibility staffing, committees & partnerships	100%	city department/division, disability services
r. Equity data collection & goals vulnerability	50%	current data collection methods for socioeconomic
s. Equity & accessibility policies & plans	100%	ADA planning, adaptive facilities, anti-displacement

## 2. AtkinsRéalis

a. Community Socioeconomic & Demographic Information	100%	community profile/demographics/density/physical
b. Policies and design standards for the built environment	50%	current policies in place(complete streets, ordinances, % of road projects with bike facilities, design manuals, land use policies, etc.)
c. End of Trip Facilities requirements developers, accessibility	50%	current bike parking, incentives for additions,
d. Bicycle Network	50%	map of current & planned bicycle network (on & off street), current roadway network, crossings, traffic calming, safety (public art or historical info)
e. Network Maintenance	50%	hazard reporting in place, signage, budgets
f. Bicycle access to public transportation	50%	current in place for accessibility, bus, rail
g. Bike Sharing	50%	existing program & implementation.
h. Other Bicycle related amenities	50%	existing bike facilities (mountain, BMZ, skate parks)
i. Engineering Bonus Points	100%	
j. Evaluating the Bicycle Network safety	100%	network connectivity & completeness, access,
k. Evaluating Ridership	50%	collect usage data, travel surveys
l. Evaluating & Improving safety outcomes	50%	accident conflicts counts, laws & rules
m. Evaluating & planning bonus points	100%	programs to participate

## **Action Plan for Bicycle Friendly Communities**

We, the undersigned Mayors and municipal elected officials, make decisions every day affecting the health and safety of our residents, the efficient conduct of commerce and delivery of government services, and the long term quality of life in our communities.

Cities across the globe are managing diverse issues such as pollution, congestion, traffic safety, accessibility, social inclusion, and economic growth. Increasing urbanization and sprawl is generating extra demand for quality public spaces and recreation opportunities. A renewed emphasis on security and the costs of dealing with the emerging epidemics of obesity and physical inactivity are stretching limited resources even further.

Solutions to these many challenges are equally diverse and complex. This Charter recognizes one policy initiative that addresses these challenges and contributes to many of the solutions necessary to improve the quality of life in cities: increasing the percentage of trips made by bicycle by making communities more bicycle-friendly.

We recognize that increasing bicycle use can:

**Improve the environment** by reducing the impact on residents of pollution and noise, limiting greenhouse gases, and improving the quality of public spaces.

**Reduce congestion** by shifting short trips (the majority of trips in cities) out of cars. This will also make cities more accessible for public transport, walking, essential car travel, emergency services, and deliveries.

**Save lives** by creating safer conditions for bicyclists and as a direct consequence improve the safety of all other road users. Research shows that increasing the number of bicyclists on the street improves bicycle safety.

**Increase opportunities** for residents of all ages to participate socially and economically in the community, regardless income or ability. Greater choice of travel modes also increases independence, especially among seniors and children.

**Boost the economy** by creating a community that is an attractive destination for new residents, tourists and businesses.

**Enhance recreational opportunities**, especially for children, and further contribute to the quality of life in the community.

**Save city funds** by increasing the efficient use of public space, reducing the need for costly new road infrastructure, preventing crashes, improving the health of the community, and increasing the use of public transport.

**Enhance public safety** and security by increasing the number of “eyes on the street” and providing more options for movement in the event of emergencies, natural disasters, and major public events.

**Improve the health** and well being of the population by promoting routine physical activity.

(Over)

**Therefore** we, the undersigned Mayors and municipal elected officials, are committed to taking the following steps to improve conditions for bicycling and thus to realizing the significant potential benefits of bicycling in our community. We hereby adopt the following **Action Plan for Bicycle Friendly Communities**:

1. Adopt a target level of bicycle use (e.g. percent of trips) and safety to be achieved within a specific timeframe, and improve data collection necessary to monitor progress.
2. Provide safe and convenient bicycle access to all parts of the community through a signed network of on- and off-street facilities, low-speed streets, and secure parking. Local cyclists should be involved in identifying maintenance needs and ongoing improvements.
3. Establish information programs to promote bicycling for all purposes, and to communicate the many benefits of bicycling to residents and businesses (e.g. with bicycle maps, public relations campaigns, neighborhood rides, a ride with the Mayor)
4. Make the City a model employer by encouraging bicycle use among its employees (e.g. by providing parking, showers and lockers, and establishing a city bicycle fleet).
5. Ensure all city policies, plans, codes, and programs are updated and implemented to take advantage of every opportunity to create a more bicycle-friendly community. Staff in all departments should be offered training to better enable them to complete this task.
6. Educate all road users to share the road and interact safely. Road design and education programs should combine to increase the confidence of bicyclists.
7. Enforce traffic laws to improve the safety and comfort of all road users, with a particular focus on behaviors and attitudes that cause motor vehicle/bicycle crashes.
8. Develop special programs to encourage bicycle use in communities where significant segments of the population do not drive (e.g. through Safe Routes to Schools programs) and where short trips are most common.
9. Promote intermodal travel between public transport and bicycles, e.g. by putting bike racks on buses, improving parking at transit, and improving access to rail and public transport vehicles.
10. Establish a citywide, multi-disciplinary committee for nonmotorized mobility to submit to the Mayor/Council a regular evaluation and action plan for completing the items in this Charter.

**“We will promote safe and environmentally friendly cycling and walking by providing safe infrastructure and networks...” World Health Organization Charter on Transport, Environment and Health, 1999.**

**“The US Conference of Mayors calls on cities and communities to promote increased safe bicycle use for transportation and recreation...” US Conference of Mayors, 2003.**

For the City of:

.....  
Signature

.....  
Name

# Bicycle Friendly Community

## APPLICATION PREVIEW

Updated September 25, 2023

### TO APPLY

**Applications are only accepted through the online form.**

To submit an application online, please visit [apply.bikeleague.org](https://apply.bikeleague.org)

Access additional resources at [bikeleague.org/community](https://bikeleague.org/community)

Email questions regarding the BFC application or process to [bfa@bikeleague.org](mailto:bfa@bikeleague.org)

**NEXT BFC SUBMISSION DEADLINE: June 25, 2024**

***NOTE: THERE IS NOW ONLY ONE DEADLINE PER YEAR STARTING IN 2024. [Learn more here.](#)***

***[Find other recent and future BFC submission deadlines here.](#)***

### APPLICATION TIPS

**NOTE:** Questions in **shaded blue boxes like this** are dependent fields that do not appear in the online application until their corresponding parent answer option above is selected. **If these questions are not applicable to your community, skip ahead to the next question.**

- **Applicants are strongly encouraged to download the most recent Word version of the current BFC application**, to reflect minor updates and corrections between rounds. To access the latest version, please visit [apply.bikeleague.org](https://apply.bikeleague.org).
- To provide continuity for returning applicants, all recent changes (made within the last 12 months) are **highlighted throughout the application preview below**. A companion summary document that lists all substantive updates [can also be downloaded here](#).
- [Find a Glossary of Terms used in the BFC Application here](#). If you come across a term on the application that is not listed on the glossary that you have questions about, please email [bfa@bikeleaeue.org](mailto:bfa@bikeleaeue.org).
- **The Bicycle Friendly Community online application allows multiple user accounts to collaborate on a single application!** To add a collaborator, click on “Manage Collaborators” in the upper right-hand corner of your online application. [Learn more on our Application Portal FAQs](#).
- The application will refer to your type of jurisdiction as ‘community’ throughout the application, for a lack of a better term. So when the application asks about bicycle amenities, services and other resources in your community, **please only list what is provided within your jurisdiction’s boundaries**. However, if there is a significant bicycle amenity or activity





## 2024 BFC APPLICATION FOR REVIEW ONLY.

Only applications submitted through the online form at [apply.bikeleague.org](https://apply.bikeleague.org) will be considered for designation.

close by that benefits your community, you can tell us about it in the bonus point question at the end of the appropriate 'E' section.

- The application is designed **for communities of all sizes**. The conditions that make your community unique -- size, type, location, climate, demographics -- are important when determining how to best encourage and support bicycling, and will be taken into consideration when we review your application.
- **It is not necessary to be able to check every box on this application to earn a BFC designation.** We've provided a comprehensive menu of all the ways a community can be bicycle-friendly, and some options are more valuable than others, or more relevant to some communities than others, but we don't expect any community to do everything on the list.
- Unless a question specifically asks about plans for the future, **only check boxes for things that are already being done**. So, if several improvements for bicyclists are still in the planning stage, you can either wait a year or two before you apply to increase your chances to receive an award, or you can apply now to benchmark and watch your community move up in award levels in the future (which can be a powerful way to show the impact of investments).
- If your community is doing something that isn't listed in the checkboxes, or that goes above and beyond any of the check box options, please tell us about it! Check "other" on the appropriate question, or **use the bonus point questions at the end of each 'E' section and the 'Final Overview' section at the end of the application to give us more details**. This not only helps us to better understand your community, it also helps improve the program by identifying new trends and best practices.
- If you would like to share any documents such as a community bike map or a file with photos with the reviewers, **please include a link or upload the file** either under the relevant question (if possible) or in the designated space at the end of the Final Overview section. Applicants can compile several photos into a single zip file to save space on their application.
- Don't be shy to **tell us about your community's weaknesses**. This gives us a more accurate snapshot of your community, and displays that you are critically evaluating the community's internal efforts, which is an important component of the final 'E', Evaluation & Planning.
- **A note about the impact of the COVID-19 Pandemic:** We recognize that many communities had to cancel or severely alter their in-person classes and events due to the COVID-19 pandemic over the last several years. On questions that ask about in-person activities that happen "at least annually" you can check the box for activities that typically happened annually before the pandemic, and that have resumed or are planned to be resumed when it is safe to do so.
- If you need help with the online application, visit our [Application Portal FAQs page here](#) or contact us at [bfa@bikeleague.org](mailto:bfa@bikeleague.org).



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**TO SUBMIT AN APPLICATION, VISIT [APPLY.BIKELEAGUE.ORG](https://apply.bikeleague.org).**

**Table of Contents**

**TO APPLY ..... 1**

**UPCOMING APPLICATION CYCLES ..... 1**

**APPLICATION TIPS..... 1**

**APPLICATION INTRO..... 5**

    WEB & SOCIAL MEDIA PRESENCE ..... 5

**CONTACT INFORMATION ..... 6**

    PRIMARY APPLICATION CONTACT ..... 6

    ADDITIONAL COMMUNITY CONTACTS..... 6

**COMMUNITY PROFILE ..... 7**

    COMMUNITY SOCIOECONOMIC & DEMOGRAPHIC INFORMATION..... 9

**ENGINEERING..... 13**

    POLICIES AND DESIGN STANDARDS FOR THE BUILT ENVIRONMENT.....13

    END-OF-TRIP FACILITIES.....16

    BICYCLE NETWORK .....19

    NETWORK MAINTENANCE.....26

    BICYCLE ACCESS TO PUBLIC TRANSPORTATION.....29

    BIKE SHARING.....34

    OTHER BICYCLE-RELATED AMENITIES .....37

    REGIONAL COORDINATION .....38

    ENGINEERING BONUS POINTS.....38

**EDUCATION..... 39**

    YOUTH BICYCLE EDUCATION .....39

    ADULT BICYCLE EDUCATION .....45

    MOTORIST EDUCATION.....49

    BICYCLE SAFETY EDUCATION RESOURCES.....50

    INCLUSIVE EDUCATION .....51

    EDUCATION BONUS POINTS .....53

**ENCOURAGEMENT ..... 53**

    ENCOURAGEMENT POLICIES, PROGRAMS AND PARTNERSHIPS .....53

    ROUTE-FINDING SUPPORT .....55

    BICYCLE CULTURE AND PROMOTION.....55

    ACCESS TO BICYCLE EQUIPMENT AND REPAIR SERVICES.....59



**2024 BFC APPLICATION  
FOR REVIEW ONLY.**

Only applications submitted through the online form at [apply.bikeleague.org](https://apply.bikeleague.org) will be considered for designation.

REDUCING WORK-RELATED/FLEET VMT .....62  
 ENCOURAGEMENT BONUS POINTS .....62  
**EVALUATION & PLANNING ..... 62**  
 STAFFING AND COMMITTEES.....62  
 PUBLIC ENGAGEMENT FOR BICYCLE PLANNING .....66  
 PLANNING, FUNDING, AND IMPLEMENTATION .....69  
 EVALUATING THE BICYCLE NETWORK .....72  
 EVALUATING RIDERSHIP .....74  
 EVALUATING & IMPROVING SAFETY OUTCOMES .....76  
 EVALUATION & PLANNING BONUS POINTS .....80  
**EQUITY & ACCESSIBILITY ..... 81**  
 EQUITY & ACCESSIBILITY STAFFING, COMMITTEES, & PARTNERSHIPS.....82  
 EQUITY DATA COLLECTION & GOALS .....84  
 EQUITY & ACCESSIBILITY POLICIES & PLANS.....86  
 EQUITY & ACCESSIBILITY BONUS POINTS .....87  
**FINAL OVERVIEW..... 87**  
**SUPPLEMENTARY MATERIALS ..... 89**  
**FUNDING RESOURCES..... 89**  
**WHAT HAPPENS AFTER I APPLY? ..... 90**



## 2024 BFC APPLICATION FOR REVIEW ONLY.

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## APPLICATION INTRO

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**Name of Community:**

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**Has the community applied to the Bicycle Friendly Community program before?**

**First-Time Application**

*(Select this option only if your community has NEVER applied to the BFC program before.)*

**Returning Application\***

*(Select this option if your community has applied to the BFC program, even if that application did not result in an award, or was more than four years ago.)*

**\*If returning, is your community's intention to renew its existing status at the same BFC Award Level, or to apply for a higher BFC designation?**

Applying for Higher Award Level

Renewing at Current Award Level

**\*If returning, what year was the community's most recent BFC application, and what was the result (award level)?**

***Please note:** the online BFC application now has the capability to copy previous submissions into the current online form. This feature will work for a limited number of questions and answer options that have remained consistent since your last application, so we encourage renewing applicants who use this feature to review every answer carefully for accuracy. Learn more at: <https://bicyclefriendly.secure-platform.com/a/page/community/renewals>*

## Web & Social Media Presence

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*If awarded, the following links will appear on your BFA Award Profile on the League's [Connect Locally Map](#) and used to promote your community through League social media channels. (optional)*

**Community Website:**

**Community's Twitter/X URL:**

**Community's Facebook URL:**

**Community's Instagram URL:**

**Community's Flickr or other public photo sharing URL:**



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### CONTACT INFORMATION

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#### Primary Application Contact

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Applicant First Name  
Applicant Last Name  
Title  
Department  
Employer  
Street Address (No PO Box, please)  
City  
State  
Zip  
Phone  
Applicant Email

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#### Additional Community Contacts

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Did you work with any other local government agencies, departments, or city staff on this application?

- Yes\*  
 No

**\*If Yes, provide the following information for each contact: (Up to 10 contacts.)**

**First Name, Last Name, Agency/Department/Organization, Title, and Email**

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Did you work with any local advocacy organizations or citizen volunteers on this application?

- Yes\*  
 No

**\*If Yes, provide the following information for each contact: (Up to 10 contacts.)**

**First Name, Last Name, Organization, Title, and Email**

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Are there other local bicycle, active transportation, or transportation equity advocacy groups in your community not already identified?

- Yes\*
- No

**\*If Yes, provide the following information for each contact: (Up to 10 contacts.)**

**Name of Primary Contact, Organization, and Email**

*Note: The League will contact local bike advocates in your community (both those listed here and others from our existing database of member groups) for their feedback and input about the community's bicycle-friendly efforts.*

**Mayor or top elected official** *Note: For internal use only.*

**Name**

**Title**

**Email**

**Street Address**

**City**

**State**

**Zip**

## COMMUNITY PROFILE

**A1. Community Name:** (Please do not include "City of", "Town of", etc.)

**A2. Name of County/Borough/Parish:**

**A3. State:**

**A4. Link to map of community boundaries:** (e.g. [Google Maps](https://www.google.com/maps))

**A5. Type of Jurisdiction**

- Town/City/Municipality
- County/Borough/Parish\*
- Metropolitan Planning Organization/  
Council of Governments\*
- Regional Planning Organization\*
- Rural Planning Organization\*
- Census Designated Place (not age-restricted)

**Please note:** The application will refer to your type of jurisdiction as 'community' throughout the application, which should not include any bicycle amenities, services and other resources outside your boundaries.



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- Census Designated Place (age-restricted)
- Indian Country
- Military Base

**\*A5a. If a County/Borough/Parish, MPO, COG, or RPO, please list all other local jurisdictions (cities, towns, municipalities, or Census Designated Places) that fall within your community's borders.**

**A6. Size of community:** *(in sq. mi. of land area)*

**A7. Total Population:**

**A8. Population Density:** *(Person per sq. mi. of land area)*

**A9. Approximately what percentage of your community falls under the following land use type categories?**

For definitions, see [FHWA Bikeway Selection Guide \(page 20\)](#).

**A9a. Rural**

Drop-down menu: 0% ; 1-24%% ; 25-49% ; 50-75% ; 76-100%

**A9b. Rural Town**

Drop-down menu: 0% ; 1-24%% ; 25-49% ; 50-75% ; 76-100%

**A9c. Suburban**

Drop-down menu: 0% ; 1-24%% ; 25-49% ; 50-75% ; 76-100%

**A9d. Urban**

Drop-down menu: 0% ; 1-24%% ; 25-49% ; 50-75% ; 76-100%

**A9e. Urban Core**

Drop-down menu: 0% ; 1-24% ; 25-49% ; 50-75% ; 76-100%

**A10. What is the street network density of the community?** *(centerline miles of road per sq. mi. of land area)*

- Less than 5.0
- 5.1-10.0
- 10.1-15.0
- More than 15.0

**A11. What is the average intersection density?** *(intersections per sq. mi. of land area)*

Note: "intersection" should be defined as a junction with three or more eligible road segments.



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- unknown
- Fewer than 60
- 61-100
- 101-160
- 161-260
- 261-500
- More than 500

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### A12. Do any of the following significant physical barriers to cycling exist in your community? *Check all that apply*

- Major highways or divided arterials with no or limited crossings
- Topographical challenges (e.g. very hilly community)
- Geographical challenges (e.g. large or sprawling community)
- Extreme heat
- Extreme cold/heavy snow
- Other seasonal or weather challenges
- Bridges that are inaccessible or unsafe for cyclists
- Tunnels that are inaccessible or unsafe for cyclists
- Large body of water (e.g. river)
- Railroad corridors
- Other\*
- No significant physical barriers

**\*A12a. If other, please describe**

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## Community Socioeconomic & Demographic Information

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Find the following information for your community at: <https://data.census.gov/cedsci/>

**How to search:** *(We highly recommend that you do this on a desktop computer as the tables are easier to read on that screen. However, you can still find them from the dropdown menu on your phone or tablet.)*

You can search the below questions by typing in your city or community name and clicking on the name in search results. Once it is populated a list of categories will appear on the left hand side of the screen (if using a computer). Under each question below are instructions on how to find the right section to answer each question.





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### A13. Census Profile Link:

**Tip:** from the main search field at <https://data.census.gov/>, enter your community's name and click the search icon. From the search results, click "View Profile" on the right hand side. (e.g. See the profile pages for Madison, WI:

<https://data.census.gov/profile?g=1600000US5548000>; or for Athens – Clarke County, GA: <https://data.census.gov/profile?g=0600000US1305990138>; or for Jamestown S'Klallam Tribe, WA: <https://data.census.gov/profile?g=2500000US1655>)

**IF YOUR COMMUNITY DOES NOT FALL NEATLY INTO A CENSUS PLACE:** Please use A13 to provide the link to your best source of the following data for all of the following questions below. For questions A14-A22, please provide best estimates for each question. Use the space provided in question A23 to provide any additional information or context about your community to help our reviewers better understand your socioeconomic and demographic details for your community.

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### A14. Median Age, and Percent of Population that is **under 18** or 65 years and over.

**\*\*NOTE: this question has been updated in September 2023 to better reflect the updated format presented at <https://data.census.gov/>.\*\***

**Tip:** This data is available under the "Populations and People" section of your community's census profile page. "Median Age" is shown at the top of the "Populations and People" section. To find the Percent of the Population that is under 18 or 65 and over, click on Table "S0101" and scroll down to "SELECTED AGE CATEGORIES" then scroll to the right to find the Percent column. Find and enter the Percent for both "Under 18 years" (A14b) and "65 years and over" (A14c).

**A14a. Median Age in community: (##.#)**

**A14b. Percent of Population that is under 18 years of age:**

**A14c. Percent of Population that is 65 years and over:**

---

### A15. Percent of the Population that Speaks a Language Other Than English at Home:

**Tip:** Click on the "Populations and People" section of your community's census profile page, and then scroll down to "Language Spoken at Home". Enter the number listed above "Language Other Than English Spoken at Home in (your community)" on the left in question A15. **Enter numbers only - answer must be in ##.## format.**

You can also click on Table "S1601" for a more detailed breakdown of the languages spoken at home in your community.



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### A16. Percent of population that is Foreign Born:

**Tip:** Click on the “Populations and People” section of your community’s census profile page, and then scroll down to “Native and Foreign Born”. Enter the number listed above “Foreign Born population in (your community)” on the left in question A16. **Enter numbers only - answer must be in ##.## format.**

You can also find this information on Table “DP02” under PLACE OF BIRTH for this information, as well as under WORLD REGION OF BIRTH OF FOREIGN BORN for a more detailed breakdown.

---

### A17. Median Household Income:

**Tip:** This data is listed at the top of your community’s census profile page, or can be found by clicking on the “Income and Poverty” section or on Table “S1901” for your community.

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### A18. Poverty Rate:

**Tip:** This data is available under the “Income and Poverty” section of your community’s census profile page. Click on “Income and Poverty” from the top menu bar of your community’s profile page, and scroll down to “Poverty”. **Enter numbers only - answer must be in ##.## format.**

---

### A19. Bicycle Commute Rates by Sex

**Tip:** From your community’s census profile page, click on the “Employment” section and then scroll down to “Commuting” and click on **Table S0801: COMMUTING CHARACTERISTICS BY SEX**. On table S0801, select the most recent **5-Year Estimates Subject Table**, then find “Means of Transportation to Work” and scroll down to the row that says “Bicycle”. Scroll to the right to find the percentages for Total Estimate, Male Estimate, and Female Estimate in the “Bicycle” row. **Enter numbers only - answer must be in ##.## format.**

**A19a. Bicycle Commuters** (Total Estimate as %)

**A19b. Male Bicycle Commuters** (Estimate as %)

**A19c. Female Bicycle Commuters** (Estimate as %)

---

### A20. Percent of Household with No Vehicles Available:

**Tip:** From your Census profile link, click on the “Housing” section and then click on Table “DP04”. Once on table DP04, scroll to the section “VEHICLES AVAILABLE” to find the information for this question. **Scroll to the right to find the percentage for your**



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**community next to “No vehicles available”.** Enter numbers only - answers must be in ###.## format.

---

### A21. Disability Characteristics

**Tip:** From your Census profile link, click on the “Health” section and then the “Disability” section. Enter the number listed above “Disabled Population in (your community)” on the left in question A21a. Questions A21b-e can be found on the bar graphs on the left in this same section. **Enter numbers only - answer must be in ###.## format.**

**\*Note:** The League recognizes that not every disability is visible to others, and that not every person with a permanent or temporary mobility or accessibility need identifies as ‘disabled’. Whether from a cognitive, sensory, or physical disability, or from age, temporary illness, or injury, there are people in every community who face a range of mobility challenges for whom a bike or cycle may open a world of possibilities to increase accessibility.

For examples, see [“Disabled People Ride Bikes \(and Trikes, and Tandems and Recumbents\)!”](#) a short film produced by [Rooted in Rights](#).

We invite BFC applicants to consider what visible and invisible disabilities and other mobility needs may exist in your community, and if you aren’t already, to use the BFC application as a starting place to engage directly with people with disabilities and other mobility needs in your community to ensure that your bicycle network, classes, events, and rides are inclusive and accessible to all.

#### A21a. Total % Disabled Population

A21b. Hearing difficulty (percent)

A21c. Vision difficulty (percent)

A21d. Cognitive difficulty (percent)

A21e. Ambulatory difficulty (percent)

---

### A22. Racial & Ethnicity distribution (in percent)

**Tip:** From your community’s census profile page, click on the “Race and Ethnicity” section and then click on Table P1 and then DP05 “ACS Demographic and Housing Estimates” and then scroll down to “RACE”. **Scroll to the right to find the Percent column.** Enter numbers only - answers must be in ###.## format.

For the first six categories below, enter the percentage numbers found for that category under “One Race” and then enter the total percentage listed for “Two or more races”. Scroll down to the “HISPANIC OR LATINO AND RACE” section to find the total percentage for “Hispanic or Latino (of any race)”.



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- A22a. White** (*number field between 0-100*)  
**A22b. Black or African American** (*number field between 0-100*)  
**A22c. American Indian and Alaska Native** (*number field between 0-100*)  
**A22d. Asian** (*number field between 0-100*)  
**A22e. Native Hawaiian and Other Pacific Islander** (*number field between 0-100*)  
**A22f. Some other race** (*number field between 0-100*)  
**A22g. Two or more races** (*number field between 0-100*)  
**A22h. Hispanic or Latino** (*of any race*)

---

**A23. If you have any other socioeconomic or demographic data from your community that you feel is significant for the BFC review team to better understand your community, please use this space to describe.**

**For example:**

- *If your community, or specific neighborhoods within it, has a low response rate to the census or there are large numbers of uncounted residents.*
- *If there are any neighborhoods or concentrated areas within the community with higher proportions of non-English speakers, or households without access to a vehicle, etc.*
- *If a neighboring census place counts individuals who work, attend school, or visit your community on a daily basis. (e.g. The statewide residential Texas School for the Deaf and Texas School for the Blind are both located in Austin but census data will list most of those students as living elsewhere.)*

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## ENGINEERING

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### Policies and Design Standards for the Built Environment

**B1. Does your community currently have any of the following policies in place?**

Check all that apply.

- Local Complete Streets ordinance\*
- Local Complete Streets resolution\*
- State, County, or other regional Complete Streets ordinance or resolution that only affects some roads within community
- Local cycling-specific ordinance that specifically [requires the construction or upgrade of context-appropriate, low stress bicycle facilities](#) when streets are being reconstructed\*
- None of the above

---

**\*B1a. What year was the ordinance, policy, or resolution adopted or passed?**



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**\*B1b. Please provide a link to the ordinance, policy, or resolution.**

**\*B1c. Since the adoption of the ordinance, or resolution, what percentage of the implemented road projects (where bicycle facilities were considered) have included bicycle facilities?**

- 0-10%
- 11-25%
- 26-50%
- 51-75%
- More than 75%
- Unknown

**B2. Does your community have bicycle facility selection criteria that increases separation and protection of bicyclists based on levels of motor vehicle speed and volume?**

- Yes\*
- No

**\*B2a. Please describe.**

**B3. Has your community adopted a design manual or guidelines that establish minimum standards for the design of safe, comfortable, and accessible bicycle facilities?**

- Yes\*
- No

**\*B3a. Please provide a link to your community's bicycle facility design manual or guidelines.**

**\*B3b. Do/es the manual or guidelines incorporate, reference, or follow any of the following standards? Check all that apply.**

- [Accessibility standards that specifically address accommodating adaptive cycles and cyclists with disabilities](#)
- [Bike facility design standards that incorporate Universal Design principles by addressing the needs of all users and mobility types in public rights-of-way](#)
- [FHWA Bikeway Selection Guide](#)
- [FHWA Small Town and Rural Multimodal Network Guide \(see PDF\)](#)
- [NACTO Guide for Designing for All Ages & Abilities](#)
- [NACTO Urban Bikeway Design Guide](#)



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- [NACTO Urban Street Design Guide](#)
- [AASHTO Guide for the Development of Bicycle Facilities, 4<sup>th</sup> Edition](#)
- Other\*\*
- None of the above

**\*\*B3b1. If other, please describe.**

**B4. Does your community currently have any of the following land use or development policies in place that promote shorter distances between homes and destinations? Check all that apply.**

- Mixed-use zoning or incentives
- Planned Unit Development zoning
- Transit Oriented Development ordinance or program
- Form-based/design-based codes
- Connectivity policy or standards
- Affordable Housing policy or plan
- Infill development incentives
- Urban Growth Boundary or similar
- Other\*
- None of the above

**\*B4a. If other, please describe.**

**B5. Does your community currently have any of the following policies or ordinances in place related to motor vehicle parking or traffic?**

- Maximum car parking standards
- No minimum car parking standards
- Car parking minimums have been reduced in last 5 years
- Paid public car parking
- Shared-parking allowances
- Congestion charges
- Engine Anti-Idling law
- Other\*
- None of the above



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**\*B5a. If other, please describe.**

**B6. Does your community have any of the following additional policies or standards that support the development of bicycle infrastructure? Check all that apply.**

- Requirements to accommodate bicyclists through construction sites in the public right-of-way
- Policy to preserve abandoned rail corridors for multi-use trails
- Policy to utilize utility corridors for multi-use trails
- Policy that expands the use of bike infrastructure for other multi-modal users (people using scooters, wheelchairs, etc.)
- Other\*
- None of the above

**\*B6a. If other, please describe.**

**B7. Does your community have any of the following other policies, standards, or other barriers that limit the development of bicycle infrastructure? Check all that apply.**

- Local requirements or prerequisites for bike infrastructure that don't exist for other kinds of transportation infrastructure (e.g. longer public comment period requirements for bike facilities compared to other transportation modes)
- State-level policies that limit or complicate the development of bike infrastructure
- County or MPO-level policies that limit or complicate the development of bike infrastructure
- More than 40% of the community's public roadways are owned or managed by an entity other than the applicant (e.g. county or state roads on a municipal application or local roads on a county application)
- Other
- None of the above

**\*B7a-d. For any box checked, please describe the policy or requirement.**

### End-of-Trip Facilities

**B8. What policies or programs are in place to ensure that high quality bike parking is available throughout the community? Check all that apply.**

- Bike parking ordinance for existing buildings specifying amount and location



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- Bike parking ordinance for all new developments specifying amount and location
- Incentives or requirements for developers, property management companies, and/or employers to provide secure bike parking and other end-of-trip facilities for cyclists
- Incentives, requirements, or other program(s) to encourage multi-family residential buildings and properties to provide secure bike parking and other end-of-trip facilities for residents and guests
- Incentives, requirements, or other program(s) to encourage local schools to provide secure bike parking and other end-of-trip facilities for students and employees
- Incentives, requirements, or other program(s) to encourage local retail such as grocery stores to provide secure bike parking and other end-of-trip facilities for customers and employees
- Ordinance that allows on-street bike parking/bicycle corrals (or they are de facto already allowed and the community has at least one)
- Ordinance that allows bike parking to substitute for car parking
- Requirement for new developments to meet LEED-Neighborhood Development silver standards or higher
- Subsidy program for private bike parking installation
- Public or private program that provides grants for bike racks or free bike racks upon request
- System in place that allows residents to request the installation of new public racks
- Other\*
- None of the above

**\*B8a. If other, please describe.**

**B9. Has your community adopted bicycle parking design standards that establish minimum requirements for the quality, security, and design of bike parking?**

- Yes\*
- No

**\*B9a. Please provide a link to your community's bicycle parking design standards.**

**B9b. Do your community's bicycle parking design standards meet any of the following? Check all that apply.**

- Conform with [APBP Guidelines](#)





## 2024 BFC APPLICATION FOR REVIEW ONLY.

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- Address the need for parking spaces for cargo bicycles, adaptive cycles, recumbents, tricycles, tandems, or other non-standard cycles\*
- Address the need for facilities to recharge electric assist bicycles
- Other\*

**\*B9b1. Please describe or provide the page/section of your design standards that addresses the need for parking non-standard cycles.**

*Thank you for sharing more details! The League is looking for examples and resources to help other communities improve their bike parking design standards to address the needs of cargo, adaptive, and other non-standard cycles.*

**\*\*B9b2. If other, please describe.**

**B10. What percentage of public and private bike racks conform with [APBP Guidelines](#)?**

- 10% or less
- 11-25%
- 26-50%
- 51-75%
- More than 75%
- Unknown

**B11. Does your community have any of the following end-of-trip facilities that are available to the general public? Check all that apply. Note: "Public" may include facilities that are free and open to all as well as fee or subscription-based facilities that are open to any customer. Please do not include private facilities that are limited to the employees or members of a company or exclusive association.**

- Public bicycle repair or fix-it stations
- Public bicycle air pumps
- Bicycle Station or Hub that provides lockers and/or showers for commuters
- Public uncovered bike racks
- Public covered bike racks
- Public bicycle lockers or similar individual secure bike parking spaces
- Public secure bike cages, rooms, or pods for communal secure bike parking spaces (e.g. [Oonee Pods](#))
- On-street bike corrals
- Other\*
- None of the above



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### **\*B11a. If other end-of-trip facilities exist in your community, please describe.**

**B12. Has your community taken any of the following steps to increase the accessibility and equitable distribution of end-of-trip facilities, including bike parking? Check all that apply.**

- Subsidies for low-income residents to access fee- or subscription-based facilities (if applicable)
- Accessibility audit conducted for end-of-trip facilities (e.g. identifying facilities that are inaccessible to cyclists with disabilities, etc.)
- Quality audit conducted for end-of-trip facilities (e.g. identifying facilities most in need of upgrade)
- Basic inventory conducted for end-of-trip facilities (e.g. identifying gaps in availability)
- Any end-of-trip facility audit or inventory that includes demographic or socioeconomic overlay to identify correlations with historically underinvested areas
- Demographic or socioeconomic analysis conducted to plan for or prioritize installation of new end-of-trip facilities
- Other\*
- None of the above

---

### **\*B12a If other, please describe.**

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## **Bicycle Network**

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The Bicycle Friendly Community program has updated our questions around on- and off-street bicycle facilities with the goal of encouraging communities to focus on building cohesive, connected bicycle networks, as opposed to piecemeal bike facilities. This update reflects the [Safe System Approach](#) and emphasizes slow design speed and the importance of building safe, low-stress bicycle networks that are comfortable, equitable and accessible to all cyclists.

The following section has been developed using national guidance and standards such as FHWA's [Bikeway Design Guide](#) and [Small Town and Rural Design Guide](#), as well as NACTO's [Designing for All Ages and Abilities contextual guide](#) and [Urban Bikeway Design Guide](#).



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As guidance and best practices continue to advance around building safe, accessible, and equitable facilities for cycling, we will continue to follow data-driven standards and encourage every Bicycle Friendly Community to do the same.

We also strive to encourage and support every BFC applicant community to better inventory and document their current and planned bikeway facilities to help facilitate future growth in and investments of the network. For more information, see the League's 2022 report, [Benchmarking Bike Networks](#).

---

### **B13. Please provide a map to show your community's current bicycle network, including all current on- and off- street bike facilities.**

*Please note this does not need to be a formal public-facing map; internal planning maps are appropriate, and in some cases, preferred.*

#### **Select any that apply:**

- I would like to upload a PDF map\*
- I would like to link to an online map\*
- No map available

---

**\*B13a-b. Bicycle Network Map:** (up to two PDF files and/or two URLs supported through the online application, along with a description of the files/URLs.)

---

**\*\*B13c. If no map is available for your current bicycle network, please explain why. What resources or guidance would be helpful in supporting your community in the development of a current bike map?**

---

### **B14. Bicycle Network Worksheet**

[Download the BFC Bicycle Network Worksheet \(Microsoft Excel\) here to complete your BFC Bicycle Network Worksheet.](#) (Template file updated 9/22/23) After entering your community's road network and bicycle network facilities and markings on the "Current" and "Planned" tabs of the Bicycle Network Worksheet, save your file using the naming convention "**BFC\_2024\_B14 BFC Network Worksheet\_ YOUR COMMUNITY NAME.xlsx**" before uploading your completed worksheet.

If you have any trouble accessing the excel file linked above, please contact [bfa@bikeleague.org](mailto:bfa@bikeleague.org) and we can provide a copy to you via email. Please see the "Instructions" tab of the worksheet for detailed instructions on how to use the worksheet, as well as the various resources tabs for more tools and guidance on measuring facilities. Please contact [bfa@bikeleague.org](mailto:bfa@bikeleague.org) with any additional questions.



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Upload complete file here: \_\_\_\_\_

**B15. Summary of Current Roadway Network**

*The following answers for B15a-d should be copied from the “Summary” tab of your completed BFC Bicycle Network Worksheet (see question B14 above).*

- B15a. Total current Roadway Network in centerline miles:**
- B15b. Percentage of Roadway Network that is high-speed:**
- B15c. Percentage of Roadway Network that is low-speed:**
- B15d. Percentage of Roadway Network where speed limit is unknown:**

**B16. Summary of Current Bicycle Network**

*The following answers for B16a-h should be copied from the “Summary” tab of your completed BFC Bicycle Network Worksheet (see question B14 above). The worksheet also includes explanations for how these numbers are calculated (for example, what counts as “low-stress”).*

- B16a. Total current mileage of on-street bike facilities:**
- B16b. Total current mileage of off-street bike facilities:**
- B16c. Total current mileage of Bicycle Network (ALL on-street and off-street facilities):**
- B16d. Total current mileage of other markings and features:**
- B16e. Ratio of Total Current Bicycle Network to Roadway Network:**
- B16f. Percentage of Roads with ANY on-street bike facilities:**
- B16g. Percentage of Roads with LOW-STRESS on-street bike facilities**
- B16h. Percentage of ALL bike facilities and other markings or features that are LOW-STRESS:**

**\*\*Please note this question has been updated for the 2024 submission round. Before completing it, be sure you are using the updated 2024 B14 BFC Network Worksheet.\*\***

**B17. Within the last five years, has your community ever removed a bicycle facility without an improved replacement?**

- Yes\*
- No

**\*B17a. If yes, please explain.**

**B18. Summary of Planned Bicycle Facilities and Network Improvements**

*The following answers for B18a-f should be copied from the “Summary” tab of your completed BFC Bicycle Network Worksheet (see question B14 above). The worksheet*



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FOR REVIEW ONLY.

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also includes explanations for how these numbers are calculated (for example, what counts as "low-stress").

**B18a. Planned On-Road Bike Facilities:**

**B18b. Planned Off-Road Bike Facilities:**

**B18c. Planned LOW-STRESS Bike Facilities:**

**B18d. Planned other markings & features:**

**B18e. Plans to upgrade any existing bike facilities:**

**B18f. Plans to lower speed limits or design speeds of any existing roads:**

---

**B19. Which of the following features are provided to improve safety for bicyclists and pedestrians at off-street and side path crossings of roads with motor vehicle traffic?**

*Check all that apply.*

- N/A – there are no off-street or side path crossings of roads with motor vehicle traffic
- Bike/pedestrian overpasses/underpasses
- Raised path crossings
- [Refuge islands](#)
- Path crossing with high visibility markings/signs/ [HAWK signals](#)/ Rapid Flashing Beacons
- [Curb extensions](#)
- Signalized crossings
- Stop signs for vehicle traffic
- Other\*
- None of the above

**\*B19a. If other, please describe.**

---

**B20. How has your community worked to calm traffic and slow down motor vehicles to increase safety for all roadway users?**

*Check all that apply.*

- Lowered speed limit on a local road in the last 4 years
- Designed new roads with slow speeds, complete streets, and/or Safe System Approach principles



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- Physically altered the road layout or appearance of existing roads to lower their design speeds for motor vehicles (e.g. road diet, installing chicanes or curb bump-outs)
- Narrowing motor vehicle traffic lane widths (lane diet)
- Converted one-way streets to two-way traffic
- Car-free/Car-restricted zones
- One or more road has been permanently closed to cars in the last 4 years
- Temporary “pop-up” bike infrastructure or traffic calming /tactical urbanism
- [Shared Space/Home Zone/Living Street/Woonerf](#)
- Designated “Slow Streets”
- Speed feedback signs/cameras
- Automated (e.g. camera or video) speed enforcement for motor vehicles
- Other\*
- None of the above

**\*B20a. If other, please describe.**

### **B21. In what other ways has your community improved connectivity and riding conditions for bicyclists?**

*Check all that apply.*

- “Cut-throughs” that improve connectivity for bicyclists (e.g. connecting dead-ends or cul-de-sacs)
- Roundabouts that accommodate bicycles
- [Contra-flow bike lanes](#) (e.g. a one-way bike lane installed heading the opposite direction of the adjacent one-way street)
- Conflict zones are marked with colored bike lanes
- [Colored bike lanes](#) outside of conflict zones
- Bicycle left turn lanes
- Shared bicycle/bus lanes
- Removal of on-street car parking
- Reverse angle parking
- Bicycle-friendly storm sewer grates
- Signed bike routes directing bicycle traffic to low-stress facilities
- [On-street wayfinding signage](#) with easily visible distance and/or riding time information for bicyclists
- Off-street wayfinding signage with easily visible distance and/or riding time information for bicyclists



2024 BFC APPLICATION  
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- Parallel but separated paths for bicyclists and pedestrians
- Signage or markings to designate right-of-way on shared-use paths
- Other\*
- None of the above

**\*B21a. If other, please describe.**

**B22. How has your community incorporated principles of safety, comfort & attractiveness in the development of your bicycle network?**

[Reference the Seven Principles of Bicycle Network Design in the FHWA's Bicycle Selection Guide.](#)

- Efforts to reduce noise
- Efforts to reduce air pollution
- Efforts to provide shade
- Efforts to provide other cooling elements
- Efforts to provide protection from inclement weather
- Street lighting on most arterials
- Street lighting on most non-arterials
- Lighting on most shared-use paths
- Lighting on some shared-use paths
- Mirrors to improve sight distance on shared-use paths
- Emergency call boxes/phones along trails
- Benches or other seating options added along bike routes/facilities
- Drinking fountain or water bottle filling stations added along bike routes/facilities
- Public art or murals\*
- Historical or cultural information\*
- Placemaking efforts to develop interesting or engaging places along the route
- Other\*\*
- None of the Above

**\*B22a. Please describe any efforts to incorporate public art or murals along your community's bicycle network. (optional file upload for photos)**

**\*B22b. Please describe any efforts to incorporate historical or cultural information in your community's bicycle network. (optional file upload for photos)**



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**\*B22c. Please describe any placemaking efforts to develop interesting or engaging places along your bicycling network. (optional file upload for photos)**

**\*\*B22d. If other, please describe.**

**B23. Are there any signalized intersections in your community?**

- Yes\*
- No

**Skip ahead to B24 if “No” is selected. (Note field B23a will be hidden in online application until corresponding answer above is selected.)**

**\*B23a. Which of the following accommodations are available at signalized intersections to improve conditions for bicyclists?**

- Leading Pedestrian Intervals
- [Video or microwave detection](#) for demand-activated signals
- Demand activated signals with loop detector (and marking)
- Push-buttons that are accessible from the road or trail/side path
- Push-buttons are designed and located at an accessible height for a variety of users
- Timed signals
- Signals timed for bicycle speeds
- [Bicycle Signal Heads](#)
- Advanced Stop Line or [Bike Box](#)
- [Protected intersection](#)
- [Colored bike lanes](#) in conflict areas
- [Intersection crossing markings](#) for bicycles
- [Refuge islands](#)
- Right corner islands (“pork chops”)
- Automated (e.g. camera or video) red light enforcement for motor vehicles
- Right-on-red restrictions in certain signalized intersections
- Right-on-red restrictions in all signalized intersections
- Other\*
- None of the above

**\*B23a1. If other, please describe.**





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**B24. Has your community taken any of the following actions to make bicycle infrastructure more inclusive and accessible to cyclists of all ages and abilities, including people with physical or cognitive disabilities?**

**Check all that apply.**

- Accessibility audit for one or more segment or project within the bike network\*
- Accessibility audit for the bicycle network overall\*
- Bollards and control access barriers have been removed or (re)designed at appropriate widths or angles to accommodate non-standard cycles such as hand cycles or adult tricycles
- Bikeway lane widths have been (re)designed to accommodate wider non-standard cycles
- Wayfinding signage and/or ground markings have been (re)designed to be clear and accessible for neurodivergent or low-vision cyclists
- Separated bike lanes or cycle tracks have been (re)designed to provide curb access to pedestrians using wheelchairs or other mobility aids
- Construction or roadway maintenance detours for cyclists are designed with ramps and appropriate widths for non-standard cycles
- Other\*
- None of the above

**\*B24a. If other, please describe.**

### Network Maintenance

**B25. Which of the following mechanisms are in place for bicyclists to identify problem areas or hazards to the appropriate department (public works, transportation, etc.)? Check all that apply.**

- Online reporting system (e.g. SeeClickFix or local 311 or similar website)
- Mobile app (e.g. local 311 or similar app)
- Dedicated social media account(s) that cyclists are encouraged to report hazards to
- Hotline
- Regular meetings
- Contact directly via call/voicemail/ email/text
- Signage is posted along bike routes/paths with instructions on how to report hazards to the appropriate department
- Other\*
- None of the above



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**\*B25a. If other, please describe.**

**B26. Does your community have any of the following policies, standards, or mechanisms to ensure the ongoing maintenance of bike facilities?**

*Check all that apply.*

- Established funding or capital budget line item for routine maintenance of bike facilities, such as repainting bike lanes
- Policy or set schedule for routine maintenance of on-street bike facilities (e.g. sweeping or repainting bike lanes)\*
- Policy or set schedule for routine maintenance of off-street bike facilities (e.g. repaving or vegetation maintenance)\*\*
- Policy or standards for clearing snow and ice from on- and/or off-street bikes facilities\*\*\*
- Policy or set schedule for repaving roads\*\*\*\*
- Other\*\*\*\*
- None of the above

*If "Policy or set schedule for routine maintenance of on-street bike facilities (e.g. sweeping or repainting bike lanes)" is checked:*

**\*B26a. How often do the following maintenance practices occur for on-street bicycle facilities (including shoulders)?**

**B26a1. Sweeping**

- Before other travel lanes
- Same time as other travel lanes
- After other travel lanes
- Never

**B26a2. Pothole maintenance/ surface repair**

- Within 24 hours of complaint
- Within 48 hours of complaint
- Within one week of complaint
- Within one month of complaint or longer
- Never

**B26a3. Restriping/ repainting markings**

- Quarterly or more frequently
- Annually
- As needed



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Never

If “Policy or set schedule for routine maintenance of off-street bike facilities (e.g. repaving or vegetation maintenance)” is checked:

**\*\*B26b. How often do the following maintenance practices occur for off-street bicycle facilities (including shared use paths and trails)?**

**B26b1. Sweeping**

- Quarterly or more frequently
- Annually
- As needed
- Never

**B26b2. Vegetation maintenance**

- Quarterly or more frequently
- Annually
- As needed
- Never

**B26b3. Surface repair**

- Within 24 hours of complaint
- Within one week of complaint
- Within one month of complaint or longer
- Never

**B26b4. Restriping/ repainting markings**

- Quarterly or more frequently
- Annually
- As needed
- Never

If “Policy or standards for clearing snow and ice from on- and/or off-street bikes facilities” checked:

**\*\*\*B26c. How often does snow and ice clearance occur from bike facilities in your community?**

**B26c1. On-street bicycle facilities**

- N/A - No snow or ice
- N/A - No on-street bicycle facilities
- Before other travel lanes



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- Same time as other travel lanes
- After other travel lanes
- Never

### **B26c2. Off-street bicycle or shared use facilities**

- N/A - No snow or ice
- N/A - No off-street bicycle facilities
- Before roadways
- Same time as roadways
- After roadways
- Never

If "Policy or set schedule for repaving roads" is checked:

### **\*\*\*\*B26d. What is your community's road repaving schedule or how often are roads routinely repaved in your community?**

- Annually
- Every 2-3 years
- Every 4-5 years
- Every 6-7 years
- Every 8-9 years
- Every 10-12 years
- Every 12-15 years
- More than every 15 years

If "other" is checked:

### **\*\*\*\*\*B26e. If other, please describe what policies, standards or mechanism are currently in place to support the ongoing maintenance of bicycle facilities.**

## **Bicycle Access to Public Transportation**

### **B27. Does your community have a rail transit, bus, or other public transportation system?**

- Yes\*
- No

**Skip ahead to B28 if "No" is selected. (Note fields B27a-B27c will be hidden in online application until corresponding answer above is selected.)**

### **\*B27a. Which of the following types of public transportation are offered in your community? Check all that apply.**



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- Public buses\*
- Bus Rapid Transit (BRT)\*\*
- Public light rail\*\*\*
- Paratransit\*\*\*\*
- Street Trolleys
- Commuter rail
- Ferry or water taxi
- Other\*\*\*\*\*

\*\*\*\*\*B27a1. If other public transportation exists in your community, please describe.

*\*If "Public Buses" is checked:*

### What percentage of your community's public buses are equipped with bike racks?

- None
- 10% or less
- 11-25%
- 26-50%
- 51-75%
- 75-99%
- 100%

### Are bikes allowed inside public buses?

- Yes, at all times in buses
- Only outside of rush hour service in buses
- Folding bikes are allowed in folded position in buses
- There is specialized space (e.g. hooks or luggage space) for bikes inside buses
- On-bus bicycle storage is accessible for adaptive cycles (e.g. hand cycles, recumbents, trikes, etc.)
- Non-standard cycles (cargo bikes, adaptive cycles, etc.) are allowed on buses
- None of the above

### What percentage of bus stops are equipped with secure and convenient bike parking?



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- None
- 10% or less
- 11-25%
- 26-50%
- 51-75%
- 75-99%
- 100%
- Unknown

**\*\*If "Bus Rapid Transit" is checked:**

**What percentage of BRT Vehicles are equipped with bike racks?**

- None
- 10% or less
- 11-25%
- 26-50%
- 51-75%
- 75-99%
- 100%

**Are bikes allowed inside BRT Vehicles?**

- Yes, at all times
- Only outside of rush hour service
- Folding bikes are allowed in folded position
- There is specialized space (e.g. hooks or luggage space) for bikes inside BRT Vehicles
- On-vehicle bicycle storage is accessible for adaptive cycles (e.g. hand cycles, recumbents, trikes, etc.)
- Non-standard cycles (cargo bikes, adaptive cycles, etc.) are allowed
- None of the above

**What percentage of BRT bus stops are equipped with secure and convenient bike parking?**

- None
- 10% or less
- 11-25%



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- 26-50%
- 51-75%
- 75-99%
- 100%
- Unknown

*\*\*\*If "Public Light Rail" is checked:*

**Are bikes allowed inside light rail vehicles?**

- Yes, at all times
- Only outside of rush hour service
- Folding bikes are allowed in folded position
- There is specialized space (e.g. hooks or luggage space) for bikes inside light rail vehicles
- On-rail bicycle storage is accessible for adaptive cycles (e.g. hand cycles, recumbents, trikes, etc.)
- Non-standard cycles (cargo bikes, adaptive cycles, etc.) are allowed
- None of the above

**What percentage of light right transit stops are equipped with secure and convenient bike parking?**

- None
- 10% or less
- 11-25%
- 26-50%
- 51-75%
- 75-99%
- 100%
- Unknown

*\*\*\*\*If Paratransit is checked:*

**What percentage of Paratransit Vehicles are equipped with bike racks?**

- None
- 10% or less



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- 11-25%
- 26-50%
- 51-75%
- 75-99%
- 100%

**Are adaptive cycles allowed inside Paratransit vehicles?**

- Yes, at all times
- Only outside of rush hour service
- There is specialized space (e.g. hooks or luggage space) for adaptive cycles inside paratransit Vehicles
- Other\*
- None of the above

\* If other, please describe **how adaptive cycles are accommodated by your Paratransit system.**

**\*B27b. Has your community made specific bicycle infrastructure investments around major transit stops or stations to improve multi-modal mobility options?**

- Yes\*
- No

**\*B27b1. If Yes, please describe any bicycle infrastructure investments around major transit stops that have improved multi-modal mobility options.**

**\*B27c. How are residents and visitors encouraged to combine cycling and public transportation? Check all that apply.**

- Bike share and public transportation accounts or payment systems are synced
- City or transit specific mobile app that combines mode types
- Cyclists can practice mounting their bike on a bus bike rack at community events
- Brochure(s) describing bike rack use/how to store bikes inside a transit vehicle(s)
- Video(s) describing bike rack use/how to store bikes inside a transit vehicle(s)
- Information on bike racks/storage provided on transit schedules
- Stickers on the outside of buses with bike racks that say bicycles are welcome
- Community has a fare-free public transit system
- Other\*
- None of the above





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**\*B27c1. If other, please describe.**

### Bike Sharing

**B28. Does your community currently have a community-wide bike sharing program that is open to the general public?** *(Please exclude private bike sharing systems that are limited to employees of a certain business or students of a certain university.)*

- Yes\*
- No
- Launching in the next 12 months\*\*
- The community's bike share program(s) closed within the last 2 years.

**Skip ahead to B29 if “No” is selected.** *(Note dependent fields B28a-B28t will be hidden in online application until corresponding answers above are selected.)*

*\*If yes:*

**NOTE: If your community has more than one public bike sharing program in operation, please answer questions B28a-g for up to three (3) community-wide programs.**

**\*B28a. What is the name of the bike share program?**

**\*B28b. Please provide a link to the bike share program website.**

**\*B28c. What year did this bike share program launch in your community?**

**\*B28d. What is the current status of this program?**

- Permanent /long-term
- Pilot/temporary
- Other (if other, please describe.)

**\*B28e. Who is involved in implementation of this program?** *Implementation includes operation and financial support.*

- Local Government (Applicant Community)
- Neighboring Jurisdiction(s) (including MPO or other regional agencies)
- Private Company
- Local College/University
- Non-Profit Organization



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- Transit Agency
- State DOT or other statewide agency
- Federal Agency

**\*B28f. How many bikes are in the system? (# only)**

**\*B28g. What type of system is your bike sharing program?**

- Automated kiosk-style bike share system\*\*
- Dockless bike share system
- GPS-enabled bike share system
- Short-term bike rentals
- Long-term bike rentals
- Bike library (free rentals)
- Unregulated for-profit bike share program
- Unregulated, free bike share program (i.e. Yellow Bike)
- Electric/pedal assist bikes are available
- Adaptive cycles are available\*\*\*
- Cargo bikes are available
- Bikes that accommodate all body types (heavier weight, shorter height, etc.) are available
- Bikes that accommodate transporting children as passengers are available
- This bike share provider also offers scooters in the community

**\*\*B28g1. How many stations are in the system?** *(If the system extends beyond your community boundaries, only include stations that are located within your community.)*

**\*\*B28g2. What is the average station density?** *(Number of stations per square mile)*

**\*\*\*B28g3. Please describe your community's adaptive bike share program.** *(In your description, please include: what types of adaptive cycles are available, and how many there are; when and where adaptive cycles are available; how users are fitted or matched with the appropriate adaptive cycle type; and any data collection that occurs around the program. If the adaptive program has its own website, please include the URL in your description.)*

**\*B28h. How many trips were made in the last calendar year?** *(If your community has more than one bike share program, please include the total number of trips across all programs. If any system in your community extends beyond community boundaries, only count trips that started or ended within the community.)*



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**\*B28i. What specific efforts, if any, have been made to make the bike sharing program more equitable and accessible, including for low-income populations, people with disabilities, and/or non-English speakers?**

*Check all that apply.*

- Cash or non-credit card dependent payment system
- Subsidized bike share memberships
- Community outreach
- Walkable station spacing in low-income neighborhoods
- Instructions for the bike share program are available in multiple languages
- Adaptive cycles are free or subsidized (if applicable)
- Other\*
- None of the above

**\*B28i. If other, please describe.**

**\*B28j. Do(es) your bike share program(s) make ridership data publicly available online?**

- Yes\*
- No
- N/A – no ridership data collected

**\*B28j. If Yes, please provide a link to your publicly available bike share data.**

*\*\*If launching in next 12 months:*

**\*\*B28a. Expected launch date:**

**\*\*B28b. What is the name of your future bike share program?**

**\*\*B28c. Please provide a link to your future bike share program website, if available.**

**\*\*B28d. What type of system will your new bike share program be?**

- Automated kiosk-style bike share system\*
- Dockless Bike share system
- GPS-enabled bike share system
- Short-term bike rentals
- Long-term bike rentals



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- Bike library (free rentals)
- Unregulated for-profit bike share program
- Unregulated, free bike share program (i.e. Yellow Bike)
- Electric/pedal assist bikes will be available
- Adaptive cycles will be available
- Cargo bikes will be available
- Bikes that accommodate all body types (heavier weight, shorter height, etc.) will be available
- Bikes that accommodate transporting children as passengers will be available
- This bike share provider will also offer scooters in the community

**\*\*B28e. What specific efforts, if any, are being made to ensure that the bike sharing program is equitable and accessible, including for low-income populations, people with disabilities, and/or non-English speakers?**

*Check all that apply.*

- Cash or non-credit card dependent payment system
- Subsidized bike share memberships for eligible residents (e.g. [Lime Access program](#))
- Community outreach
- Walkable station spacing in low-income neighborhoods
- Instructions for the bike share program will be available in multiple languages
- Adaptive cycles will be free or subsidized (if applicable)
- Other\*
- None of the above

**\*B28e. If other, please describe.**

*\*\*\*If bike share program closed recently:*

**\*\*\*B28a. Please describe the circumstances under which the bike share program(s) closed, and any plans or efforts to re-launch in the future.**

## Other Bicycle-Related Amenities

**B29. Which of the following permanent recreational or educational bicycling facilities are available within your community boundaries?**



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*Check all that apply*

- BMX track
- Velodrome
- Indoor cyclist training facility
- Cyclocross course
- Mountain bike park
- Gravel riding park
- Pump tracks
- Bicycle-accessible skate park
- Snow/Fat tire bike trails
- [Signed loop route\(s\)](#) around the community
- Permanent Safety Town or Traffic Garden
- Other\*
- None of the above

**\*B29a. If other, please describe.**

### Regional Coordination

**B30. Please list all communities or jurisdictions that directly border your community, and their current BFC status.** (e.g. current Bronze, Silver, Gold, etc.; or Honorable Mention in 2019; Application currently in progress, or Never applied.)

**B31. How, if at all, is your community coordinating with neighboring communities and other local jurisdictions (neighboring cities or towns, and/or the surrounding county or MPO/RPO) to ensure that people traveling by bike between jurisdictions will find a connected, cohesive network?**

**B32. Has your community partnered with any neighboring jurisdictions or other local communities in support of legislative policies at the state, county, or regional level?**

- Yes\*
- No

**\*B32a. If yes, please describe.**

### Engineering Bonus Points



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**B33. Describe any *other* policies, amenities, infrastructure improvements or maintenance programs that your community provides or requires that create a comfortable and attractive bicycling environment for bicyclists. (500 word limit)**

*Use this space to expand on answers checked above, or to describe additional facilities or physical amenities provided that have not yet been covered.*

**B34. If this is a renewing application, please summarize the most significant changes to your community's Engineering efforts or investments since your last BFC application. (250 word limit)**

## EDUCATION

### Youth Bicycle Education

**C1. Do any public or private elementary schools offer regular bicycle education to students?**

- Yes\*
- No
- N/A - No elementary schools

**Skip ahead to C2 if "No" or "N/A" is selected. (Note fields C1a-C1d will be hidden in online application until corresponding answer above is selected.)**

**\*C1a. What percentage of your public and private elementary schools offer bicycle education?**

- 1-25%
- 26-50%
- 51-75%
- 75-99%
- 100%

**\*C1b. What kinds of bike education/curriculum is offered in elementary schools?**

*Check all that apply.*

- Learn to ride
- ABC Quick Check
- Bike handling skills
- Traffic safety/rules of the road
- STEM or other project-based bike-related curriculum



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- Adaptive cycling education
- Other\*\*

**\*\*C1b1. If other, please describe.**

**\*C1c. Are there any on-bike learning opportunities for students at these middle schools?**

- Yes\*
- No

**\*C1c1. What type of on-bike cycling education is offered?**

- Mandatory on-bike education
- Optional on-bike education
- Other\*

**\*C1c1a. If other, please describe.**

**\*C1c2. Approximately how many elementary school students receive on-bike education annually? (If annual amount varies, please provide annual average over last 5 most recent years that on-bike instruction was offered).**

**\*C1c3. Are bicycles provided to elementary school students by the school district, municipality, non-profit or other entity to allow every student the opportunity to participate in on-bike instruction?**

- Yes, bicycles are provided to all students\*\*
- Yes, a limited number of bicycles are available for students in need\*\*
- No, bicycles are not provided

**\*\*C1c3a. If yes, does the fleet include adaptive bikes for elementary school students with physical and/or cognitive disabilities?**

- Yes\*
- No

**\*C1c3a. If yes, please describe**

**\*C1d. What actions, if any, have been taken to ensure this bike education is open, equitable, and accessible to all elementary school students? (e.g. language translation services, adaptive cycles can be provided upon request, schools with Title 1 status are prioritized, etc.)**



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**C2. Do any public or private middle schools offer regular bicycle education to students?**

- Yes\*
- No
- N/A - No middle schools

**Skip ahead to C3 if “No” or “N/A” is selected. (Note fields C2a-C2c will be hidden in online application until corresponding answer above is selected.)**

**\*C2a. What percentage of your public and private middle schools offer regular bicycle education?**

- 1-25%
- 26-50%
- 51-75%
- 75-99%
- 100%

**\*C2b. What kinds of bike education/curriculum is offered in middle schools?**

*Check all that apply.*

- Learn to ride
- ABC Quick Check
- Bike handling skills
- Traffic safety/rules of the road
- STEM or other project-based bike-related curriculum
- Adaptive cycling education
- Bicycle maintenance
- Multi-modal/Mobility education
- Other\*\*

**\*\*C2b1. If other, please describe.**

**\*C2c. Are there any on-bike learning opportunities for students at these middle schools?**

- Yes\*
- No





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**C2c1. What type of on-bike cycling education is offered?**

- Mandatory on-bike education
- Optional on-bike education
- Other\*

**\*C2c1a. If other, please describe.**

**\*C2c2. Approximately how many middle school students receive on-bike education annually?** *(If annual amount varies, please provide annual average over last 5 most recent years that on-bike instruction was offered).*

**\*C2c3. Are bicycles provided to middle school students by the school district, municipality, non-profit or other entity to allow every student the opportunity to participate in on-bike instruction?**

- Yes, bicycles are provided to all students
- Yes, a limited number of bicycles are available for students in need
- No, bicycles are not provided

**\*\*C2c3a. If yes, does the fleet include adaptive bikes for middle school students with physical and/or cognitive disabilities?**

- Yes\*
- No

**\*C2c3a. If yes, please describe**

**\*C2d. What actions, if any, have been taken to ensure this bike education is open, equitable, and accessible to all middle school students?** (e.g. language translation services, adaptive cycles can be provided upon request, schools with Title 1 status are prioritized, etc.)

**C3. Do any public or private high schools offer regular bicycle education to students?**

- Yes\*
- No
- N/A - No high schools

**Skip ahead to C4 if “No” or “N/A” is selected.** *(Note fields C3a-C3c will be hidden in online application until corresponding answer above is selected.)*



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**\*C3a. What percentage of your public and private high schools offer regular bicycle education?**

- 1-25%
- 26-50%
- 51-75%
- 75-99%
- 100%

**\*C3b. What kinds of bike education/curriculum is offered in high schools?**

*Check all that apply.*

- Learn to ride
- ABC Quick Check
- Bike handling skills
- Traffic safety/rules of the road
- STEM or other project-based bike-related curriculum
- Adaptive cycling education
- Bicycle maintenance
- Multi-modal/Mobility education
- Bicycle Friendly Driver education or similar
- Other\*\*

**\*\*C3b1. If other, please describe.**

**\*C3c. Are there any on-bike learning opportunities for students at these high schools?**

- Yes\*
- No

**\*C3c1. What type of on-bike cycling education is offered?**

- Mandatory on-bike education
- Optional on-bike education
- Other\*

**\*C3c1a. If other, please describe.**

**\*C3c2. Approximately how many high school students receive on-bike education annually? (If annual amount varies, please provide annual average over last 5 most recent years that on-bike instruction was offered).**



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**\*C3c3. Are bicycles provided to high school students by the school district, municipality, non-profit or other entity to allow every student the opportunity to participate in on-bike instruction?**

- Yes, bicycles are provided to all students\*\*
- Yes, a limited number of bicycles are available for students in need\*\*
- No, bicycles are not provided

**\*\*C3c3a. If yes, does the fleet include adaptive bikes for high school students with physical and/or cognitive disabilities?**

- Yes\*
- No

**\*C3c3a. If yes, please describe**

**\*C3d. What actions, if any, have been taken to ensure this bike education is open, equitable, and accessible to all high school students?** (e.g. language translation services, adaptive cycles can be provided upon request, schools with Title 1 status are prioritized, etc.)

**C4. Outside of schools, how are children and youth taught safe cycling skills, at least annually or regularly throughout the year?**

*Check all that apply.*

- Learn to ride classes
- Bike clinics or rodeos
- ABCs of Family Biking, family bike show-and-tell, or similar program focused on families with toddlers and young children
- Youth development bike clubs or teams (including road, cross racing, BMX, mountain biking, or other recreational youth cycling clubs or teams that include educational component)
- Temporary safety towns or traffic gardens
- Recreational classes (e.g. trail riding classes, mountain biking clinics, etc.)
- Bike maintenance classes
- Cycling classes or programs geared toward children or youth with disabilities
- Scouts bicycle training or similar
- Helmet fit seminars
- Summer camps
- Bicycle-related after school programming
- Bicycle safety is taught as part of driver education curriculum



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- Other\*
- None of the above

**\*C4a. If other, please describe.**

**C4b. Please estimate how many total children and youth are reached annually in your community through these out-of-school efforts? (Approximate estimates of average annual counts are acceptable.)**

### Adult Bicycle Education

**C5. Are bicycle safety or riding skills-related classes or hands-on instruction offered to adults in your community?**

- Yes\*
- No

**Skip ahead to C6 if “No” is selected. (Note fields C5a-C5g will be hidden in online application until corresponding answer above is selected.)**

**\*C5a. What type of classes are available for adults? Check all that apply.**

- Classes that include on-bike instruction
- Classroom-only based classes
- Information sessions/workshops
- Online live/virtual classes
- Online self-directed learning
- Other\*\*

**\*\*C5a1. If other, please describe.**

**\*C5b. What topics are covered in these classes? Check all that apply.**

- Introduction to bicycling/Learn to ride/Bike handling basics
- Safe riding skills/habits
- Bicycle maintenance
- Sharing the road, trail, or path with vehicles or pedestrians
- Bike commuting basics
- Other\*\*

**\*\*C5b1. If other, please describe.**



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**\*C5c. Who teaches these classes? Check all that apply.**

- League Cycling Instructor
- Other credentialed bike safety instructor\*\*
- Local bike shop employee
- Local bicycle advocate
- Local law enforcement officer
- Municipal employee (non-law enforcement)
- Other\*\*\*

**\*\*C5c1. Please list the other credentials of your community's bike safety instructors.**

**\*\*\*C5c2. If other, please describe.**

**\*C5d. On average, how often are these classes offered?**

- Monthly or more frequently
- Quarterly or more frequently
- Semi-annually or more frequently
- Annually or more frequently
- Less than annually
- On demand

**\*C5e. Are bicycles provided to adults by the community, non-profit, or other entity to allow every resident to participate in on-bike instruction?**

- Yes\*\*
- No

**\*\*C5e1. Does the fleet include adaptive bikes for adult students with disabilities?**

- Yes\*\*\*
- No

**\*\*\*C5e1a. If yes, please describe**

**\*C5f. Please estimate how many total adults are reached annually in your community through these classes? (Approximate estimates of annual average counts are acceptable)**



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**\*C5g. How has the community made adult bike safety classes and other similar learning opportunities more inclusive and accessible for all members of the community? Check all that apply.**

- Classes are hosted by or offered for certain affinity/identity groups (e.g. Women's-only, BIPOC-only, etc.)
- Classes are free or subsidized for low-income residents
- Classes are regularly offered in historically underserved neighborhoods
- Classes are available specifically for cyclists with disabilities
- Accommodations are made for cyclists with disabilities to participate in all local classes upon request
- Instructors are compensated directly by the community or another local entity so that classes can be offered free-of-charge or below-cost to all residents
- Incentives are available for attending local classes
- Classes are regularly taught in languages other than English
- Translation services are available for classes upon request
- Sign language interpretation is offered or available upon request for all classes
- Children are welcome at adult-focused bike safety classes to give parents and caregivers the opportunity to learn about riding with their children
- Childcare is regularly offered for students who are parents or caregivers
- Other\*\*
- None of the above

**\*\*C5g1. Please describe any other efforts in place to prioritize equity and accessibility in the community's adult bicycling classes.**

**C6. Which of the following communications methods are used to share bicycle information with adults in your community, at least annually?**

*Check all that apply.*

- Community-wide public education campaign\*<sup>C6a</sup>
- Community-wide Bicycle Ambassador program
- Educational group rides
- Videos on community website/TV channel/social media
- Bike-specific website or social media accounts for community\*\*<sup>C6b</sup>
- Neighborhood listserves
- Community newsletter (print or digital)
- Community maps (print or digital)
- Handouts or brochures



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- Welcome packet for new residents
- Permanent signage, displays, or information kiosks
- Table or booth at community events
- Ticket diversion program for bicyclists
- Other\*\*\*C6c
- None of the above

**\*C6a. If checked, please describe and provide an example file or link of your community's public bike education campaign.**

**\*\*C6b. If checked, please provide up to 3 links to your community's bike-specific website and/or social media account(s).**

**\*\*\*C6c. If other, please describe.**

**C7. Which of the following information is shared using the methods checked above?**

*Check all that apply.*

- Introduction to bicycling/Learn to ride/Bike handling basics
- Safe riding skills/habits
- Bicycle maintenance
- Traffic Skills/Rules of the Road/Sharing the road with vehicles
- Sharing trail or path or pedestrians (e.g. path or trail etiquette)
- Route planning
- Commuting tips and resources
- Tips and guidance for utilitarian bike trips (e.g. carrying groceries on a bike)
- Traffic laws/ rules of the road
- Bicycle purchase and fitting guidance
- Equipment, gear, and accessories
- Theft prevention
- Riding in inclement weather
- Family biking/riding with children
- Multi-modal/combining bikes and transit
- Other\*
- None of the above



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**\*C7a. If other, please describe.**

### Motorist Education

**C8. In what ways are motorists in your community educated on sharing the road safely with bicyclists, at least annually? Check all that apply.**

- Bicycle Friendly Driver classes offered by a local League Cycling Instructor
- Public service announcements
- Community-wide public education campaign
- Share the Road educational videos on community website/TV channel/social media
- Dedicated Share the Road website or social media sites
- Tabling Events, Pop-up events, or similar
- Neighborhood listserves
- Community newsletter/magazine article/blog
- Community maps (print or digital)
- Information in new resident packet
- Information for students and parents from the school system
- Utility bill insert
- Flyer/handout
- Info sessions/lunch seminars
- Billboards
- Bicycle-related traffic signs installed (e.g. Share the Road, Bicycles May Use Full Lane, etc.)
- Bicycle Friendly Driver or similar information included in driver's education and/or license testing
- Motorist ticket diversion program with Bicycle Friendly Driver or similar training included
- Other\*
- None of the above

**\*C8a. If other, please describe.**

**C9. Which of the following groups of professional drivers in your community routinely receive Bicycle Friendly Driver training or similar? Check all that apply.**

- Local government staff
- Taxi/Ride Share drivers





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- Transit operators
- School bus operators
- Delivery/Commercial drivers
- Law enforcement officers
- Emergency vehicle drivers
- Other\*
- None of the above

**\*C9a. If other, please describe.**

### Bicycle Safety Education Resources

**C10. Are any of the following educational materials provided to community residents and/or businesses?**

*Check all that apply.*

- [Smart Cycling Quick Guide in English](#)
- Smart Cycling Quick Guide in language(s) other than English
- Smart Cycling Student Manual
- [Smart Cycling Education videos](#)
- Smart Cycling electronic tips & resources
- Online learning ([learn.bikeleague.org](https://learn.bikeleague.org))
- Other local, statewide, or national bike safety resource\*
- None of the above

**\*C10a. If other, please list or describe. Provide links, if applicable.**

**C11. How many [League Cycling Instructors](#) (LCIs) are active (have taught a class in the last year) in your community? (# only)**

**C12. When was the last time your community hosted a LCI seminar to bring on new instructors?**

- In the last 2 years
- In the last 5 years
- In the last 10 years
- More than 10 years ago
- Never
- Unknown



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**C13. Are there any professional development opportunities, requirements, or incentives, for city agency staff to pursue bicycling safety education? Check all that apply.**

- Public school teachers receive continuing education credits for taking cycling education classes
- Municipal planners and engineers are regularly offered Smart Cycling courses that include on-bike instruction and in-traffic cycling
- Traffic law enforcement officials are regularly offered Smart Cycling courses that include on-bike instruction and in-traffic cycling
- Elected officials or local decision makers are regularly offered Smart Cycling courses that include on-bike instruction and in-traffic cycling
- Traffic law enforcement officials regularly receive training on roadway safety and rules of the road as they relate to cyclists
- Traffic law enforcement officials and emergency responders regularly receive training on crash reporting for cyclists and other vulnerable roadway users
- Emergency response drivers, EMS, and/or EMT staff regularly receive training on crash response best practices for cyclists and other micro-mobility roadway users (e.g. protocols for damaged bicycles, etc.)
- Smart Cycling classes or other bike safety education learning opportunities are subsidized or incentivized for any public employees
- Other\*
- None of the above

**\*C13a. If other, please describe.**

### Inclusive Education

**C14. Do any of the above educational classes, resources, or programs for adults specifically focus on reaching any of the following historically-underrepresented groups? Check all that apply.**

- Women\*
- People of Color\*
- Seniors\*
- Non-English speakers\*
- Low-income populations \*
- College/University students\*
- LGBTQIA+ community\*
- People with disabilities\*



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- Neurodivergent people\*
- Homeless/unhoused people\*
- None of the above

**\*C14a-i. For each option checked, please provide an example or describe how educational efforts have focused on reaching that group.**

**C15. Is any demographic or socioeconomic data collected about the participants/students and/or instructors/providers of any of the above learning opportunities offered in the community?**

- Yes, participants/students only\*<sup>C15a</sup>
- Yes, instructors/providers only\*<sup>C15b</sup>
- Yes, for both participants and instructors\*<sup>C15c</sup>
- No

**\*C15a-c. If yes, please describe the data collection methodology and findings.**

**C16. What, if any, efforts has your community made to increase the diversity and representation of LCIs or other credentialed bike safety instructors in your community in the last 5 years? (e.g. provided scholarships, subsidies, or compensation for individuals with diverse backgrounds to attend LCI seminars, etc.) (open ended)**

**C17. Do any of your community's LCIs or other bike safety instructors have any of the following additional trainings or certifications?**

*Check all that apply.*

- Cultural competency or anti-bias training
- Training or certification about teaching or working with neurodiverse (e.g. autistic, ADHD, etc.) students (youth or adults)
- Training or certification about teaching or working with people with cognitive disabilities (youth or adults)
- Training or certification about teaching or working with people with physical disabilities or limited mobility (youth or adults)
- Training or certification about teaching or working with sensory impaired students (e.g. Deaf, Blind, Deaf and Blind) youth or adults
- Other\*
- N/A – There are no LCIs or other bike safety instructors in the community
- None of the above

**\*C17a. If other, please describe.**



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### **C18. How else is the community working to make bike education more equitable, accessible, and inclusive to all members of the community?**

*Check all that apply.*

- Learning opportunities and resources are available in language(s) other than English
- Educational videos are captioned and/or include ASL interpreters
- Partnerships with local community groups or other government agencies to reach new audiences (see question F4 under Equity & Accessibility to provide more details)
- Intentional efforts to ensure that imagery, photos, and videos used in educational resources reflect the diversity of the community
- Intentional efforts to represent a variety of cycle and trip types (e.g. commuters, families on cargo bikes, adaptive cycles, etc.) in educational materials
- Other\*
- None of the above

**\*C18a. Please describe any other efforts that have not already been described above that are in place to prioritize equity and accessibility in the community's bicycle education resources and programming.**

## Education Bonus Points

### **C19. Describe any other education efforts in your community that promote safe cycling. (500 word limit)**

*Use this space to expand on answers checked above, or to describe additional educational programs or services that have not yet been covered.*

### **C20. If this is a renewing application, please summarize the most significant changes to your community's bicycle Education efforts or investments since your last BFC application. (250 word limit)**

## ENCOURAGEMENT

### Encouragement Policies, Programs and Partnerships

#### **D1. Which of the following community-wide bicycle encouragement programs or policies exist in your community? Check all that apply. NOTE that Regional or statewide initiatives that are actively used by the community may be included.**

- Trip reduction ordinance or incentive program\*



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- Transportation Demand Management program\*
- Guaranteed Ride Home program\*
- Local business incentive program that rewards customers arriving by bicycle (e.g. [Bicycle Benefits](#))\*
- Local recognition program for businesses that are bicycle-friendly for their employees and/or customers\*
- Locally-designated Bicycle Friendly Business District\*
- Other\*\*
- None of the above

**\*D1a. Please provide links for each program checked above:**

**\*\*D1b. If other, please describe.**

**D2. What other (non-bike specific) groups, agencies, or institutions actively promote and encourage bicycling in the community? Check all that apply.**

*\*Please note this question has been updated in 2024 to clarify that we are looking for groups beyond bicycling and transportation-specific clubs, organizations, or agencies that independently or collaboratively promote bicycling to their respective members, partners, or stakeholders.\**

- Chamber of Commerce
- Downtown Business Association/Business District
- Tourism Board
- Civic association(s) (e.g. Rotary, Lion's Club, Kiwanis, etc.)
- Local AARP office or similar
- [Center for Independent Living](#)
- Public Health Agency
- Law Enforcement or Public Safety Agency
- Public School District(s)
- Major local employer(s)
- Other public agency such as housing, employment services, etc.
- Other non-biking group, agency, or institution(s) (please describe below)
- None of the above

**D2a. For EACH category checked in D2, please provide an example of how this group, agency, or institution promotes or encourages bicycling in the community.**



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**D3. Does your community actively promote the League of American Bicyclists' [Bicycle Friendly Business](#) (BFB) or [Bicycle Friendly University](#) (BFU) programs in your community?**

- Yes\*
- No

**\*D3a. If yes, please describe.**

### Route-Finding Support

**D4. What up-to-date mapping and route-finding information is available for your community? Check all that apply.**

- Web-based route finding service\*
- Local or Regional mobile app\*
- Printed/digital bicycle network map
- Printed/digital mountain bike trails map
- Printed/digital greenways and trails map
- Printed/digital Safe Routes to Schools map(s)
- None of the above

**\*D4a. Provide URL for web-based route finding service:**

**\*\*D4b. Provide URL for local or regional mobile app:**

### Bicycle Culture and Promotion

**D5. How is bicycling typically promoted in your community at least annually or regularly throughout the year? Check all that apply.**

- Celebrate National Bike Month (and/or a state-specific Bike Month)\*<sup>D5a</sup>
- Bike to Work Day(s)
- Bike To School Day(s)
- Bike to Campus Day(s) in partnership with local university/college(s)
- Bike Anywhere Day(s) or Week(s)
- Winter Bike to Work/School Day(s)
- Bicycle-themed festivals/parades/shows
- Mayor-led/Council-led rides
- [Open Streets](#)/Ciclovía/Sunday Parkways
- Affinity or identify-based group rides or cycling events



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- Mentoring/Bike Buddy program for new riders
- Family-friendly group rides or events (e.g. riding with young children)
- Bike commuter events
- Commuter Challenges
- Challenges aimed at students biking to school
- Non-commuting related (i.e. errand-running) challenges and programs
- Charity rides
- Promotion of [national](#) or statewide bike challenge or “drive less” challenge
- Local or community-specific bike or “drive less” challenge<sup>\*\*D5b</sup>
- Car-free days
- Local business program that provides discounts for customers arriving by bicycle
- Trail construction or maintenance days
- Non-competitive, no-drop group rides
- Triathlons and bicycle races
- Publish a guide or calendar of community bicycle events
- Bike valet parking at events
- Public education campaign(s) related to the benefits of cycling (e.g. with a focus on public health, climate)
  - Community celebration/ride each time a major bicycle project is completed or other similar milestones
  - Videos on bicycling on community website/TV channel
  - Public Service Announcements
  - Publicly visible bike counter display(s)
  - Other<sup>\*\*\*D5c</sup>
  - None of the above

**\*D5a. Provide a link to your community’s Bike Month or Bike to Work Day website:**

**\*\*D5b. Provide a link to your community’s bike or “drive less” challenge website:**

**\*\*\*D5c. If other, please describe.**

**D6. How does the municipality sponsor or actively support bicycle events in the community? Check all that apply.**

- Organize event(s)
- Fund event(s)



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- Contribute in-kind funding (i.e. police presence, closing roads, etc.)
- Assist in promoting event(s)
- Other\*
- None of the above
- N/A - No bicycle events

**\*D6a. If other, please describe**

**D7. Do any of the above events or encouragement efforts specifically focus on reaching any of the following historically-underrepresented groups?**

*Check all that apply.*

- Women\*
- People of Color\*
- Seniors\*
- Non-English speakers\*
- Low-income populations \*
- College/University students\*
- LGBTQIA+ community\*
- People with disabilities\*
- Neurodivergent people\*
- Homeless/unhoused people\*
- None of the above

**\*D7a-j. For each option checked, please provide an example or describe how encouragement efforts have focused on reaching that group.**

**D8. How else is the community working to make bike encouragement efforts more equitable, accessible, and inclusive to all members of the community?**

*Check all that apply.*

- Promotional information, maps, calendars, and other resources are available in language(s) other than English
- Cycling promotional or informational videos are captioned and/or include ASL interpreters
- Partnerships with local community groups or other government agencies to reach new audiences (Please see question F4 under Equity & Accessibility to provide more details)
- Intentional efforts to ensure that imagery, photos, and videos used in promotional resources reflect the diversity of the community





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- Intentional efforts to “normalize” cycling and to represent a variety of cycle and trip types (e.g. commuters, families on cargo bikes, adaptive cycles, etc.) in encouragement materials
- Other\*
- None of the above

**\*D8a. If other, please describe.**

**D9. Are there any organized social or recreational cycling clubs or groups for adults in your community?**

*This may include social or recreational clubs that are based elsewhere in your region but are active in your communities (rides begin or end in community, large number of members are community residents, etc.)*

- Yes\*
- No

**\*D9a. If yes, please provide the following information for up to 10 clubs, groups, or teams that are active in your community.**

**Club or Group Name:**

**Website:**

**Which of the following option(s) best describe this club or group?**

*Check all that apply.*

- Recreational bike club
- Mountain bike club
- Off-Road or gravel riding club or group
- Cyclocross club
- Friends of the Trail group or similar
- National Mountain Bike Patrol
- Racing club or team
- Kidical Mass, Family Bike Party, or other family-oriented group
- People of Color/BIPOC bike club or ride group
- Women/Trans/Femme bike club or ride group
- Seniors bike club or ride group
- Disabled cyclist bike club or ride group
- LGBTQIA+ bike club or ride group
- College or university student bike club or ride group
- [Bike polo club](#) or group
- Slow ride group
- Touring or bike travel group or club



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- Bike advocacy or activist group
- Other\*

**\*If other, please describe:**

**Primary Contact First Name:**

**Primary Contact Last Name:**

**Contact Email:**

**Was anyone from this club or group involved in completing this BFC application?**

- Yes\*
- No

**D9b. Is there anything else you would like to share about the social or recreational cycling clubs or groups that are active in your community?**

**D10. Does your community have any of the following youth programs centered on encouraging cycling for children and youth? Check all that apply.**

- Safe Routes to School program
- Youth cycling club(s)
- Youth mountain biking club/team
- Youth cycling mentor or buddy program
- Trips for Kids chapter
- Earn-a-Bike program or similar
- Create a Commuter program or similar
- NICA (National Interscholastic Cycling Association) or similar youth racing team(s)
- Bicycling-related summer camp
- Bike giveaway program for children or youth
- Other\*
- None of the above

**\*D10a. If other, please describe.**

### Access to Bicycle Equipment and Repair Services

**D11. What public or private programs are in place to provide youth and/or adult bicyclists with necessary equipment and accessories?**

*Check all that apply.*

- Helmet giveaways or subsidy program



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- Bike light giveaways or subsidy program
- Reflector giveaways or subsidy program
- Lock giveaways or subsidy program
- Bicycle giveaways or subsidy program
- E-bike giveaways or subsidy program
- Low-cost or no-cost bicycle tune-up/maintenance program
- Mobile bike repair services are available in the community
- Other bicycle-related giveaway or subsidy programs\*
- None of the above

**\*D11a. If other, please describe.**

**D12. What programs or services does your community use to reduce the risk of bicycle theft, beyond providing secure bike parking? Check all that apply.**

- Free, voluntary bicycle registration system (e.g. local registration system, Bike Index, Project 529)
- Security cameras near public bike parking
- Bike racks in well-lit, visible locations
- Local or regional bicycle registration system
- Promotion of national or global bike registration system (e.g. Bike Index, Project 529)
- Bait Bike enforcement program or similar
- Stolen bike recovery system
- Other\*
- None of the above

**\*D12a. If other, please describe.**

**D13. What is the ratio of for-profit specialty bicycle retailers (shops dedicated primarily to selling bikes and bike-related equipment) to population within your community's boundaries?**

- 1 shop for every 1 -15,000 residents
- 1 shop for every 15,001-30,000 residents
- 1 shop for every 30,001-50,000 residents
- 1 shop for more than 50,001 residents
- There are no specialty bicycle retailers located within the community's boundaries, but there is at least one shop close by.



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- There are no specialty bicycle retailers located within or near the community's boundaries.\*

*If there are no specialty retailers in or near your community:*

**\*D13a. Are there any "big box" stores or other options to purchase a bike locally in your community? If so, do these stores have bike parking and are they accessible by bike? Have there been any efforts to encourage these locations to become more bicycle-friendly?**

**D14. Are there any bike co-ops or non-profit community bike shops within the community's boundaries?**

- Yes\*  
 No

**\*D14a. Please provide the name and contact information for each co-op/non-profit community bike shop in your community: (maximum 3)**

**Name of co-op/non-profit community bike shop:**

**Co-op Website**

**Co-op Primary Contact First Name:**

**Co-op Primary Contact Last Name:**

**Co-op Primary Contact Email:**

**Is there any additional information about how the local government supports or partners with this co-op/community bike shop?**

**\*D14b. Does the local government provide any of the following types of support for the bike co-op/non-profit community bike shop(s).**

*Check all that apply.*

- Grants  
 Free or subsidized property/space for a duration of at least 5 years  
 Contracts for services, e.g. bicycle skills or maintenance education, event support, etc.  
 Free bicycle safety accessories for distribution, e.g. helmets or lights  
 Provision of abandoned or impounded bicycles for resale  
 Free PSA or advertising space  
 Other\*  
 None of the above

**\*D14b1. If other, please describe.**



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### Reducing Work-Related/Fleet VMT

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**D15. Has the community taken any steps to reduce vehicle miles traveled or to encourage biking among its own employees conducting work-related trips?**

- Applicant Community has applied for [Bicycle Friendly Business](#) status as an employer (e.g. for City Hall or the primary administrative building, or for a specific department or agency, etc.)
- Cargo bikes are used in place of auto fleet (including golf carts or similar) to transport materials or goods
- Public or departmental bike share available for employees free-of-charge for work-related trips
- There are dedicated on-bike service/response units (e.g. EMT, police, fire, maintenance, etc.)
- Telecommuting policy
- Other\*
- None of the above

**\*D15a. If other, please describe.**

### Encouragement Bonus Points

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**D16. Describe any other events, programs or policies your community has to encourage and promote bicycling. (500 word limit)**

*Use this space to expand on answers checked above, or to describe additional encouragement efforts that have not yet been covered.*

**D17. If this is a renewing application, please summarize the most significant changes to your community's bicycle Encouragement efforts or investments since your last BFC application. (250 word limit)**

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### EVALUATION & PLANNING

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#### Staffing and Committees

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**E1. Is there a paid bike program manager position or similar primary point of contact for bicycling issues at your local government?**

- Yes, a full-time, paid position



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- Yes, a part-time, paid position (this can include a full-time employee whose job responsibilities include bicycling projects, such as an Active Transportation Manager who works on walking, biking, and transit issues.)
- No primary bike program manager, but bike responsibilities are in multiple employees' job descriptions
- No paid positions at the local government level, but this work is contracted out to a firm or the county/MPO, etc.\*
- No\*\*

*If the work is contracted:*

**\*E1a. Do you require contractors to have any bicycle-related qualifications or trainings? If so, please describe.**

*If no:*

**\*\*E1b. What are the greatest challenges or barriers keeping your community from creating this kind of role?**

**E2. Is there a Safe Routes to School Coordinator position?** *(This can be at local government, school district, transit, or other similar government agency)*

- Yes, there is one or more full-time, paid position(s)
- Yes, there is one or more part-time, paid position(s) (can include a FT employee with SRTS as partial responsibility)
- No\*

**\*E2a. If no, what are the greatest challenges or barriers keeping your community from creating this kind of role?**

**E3. How many paid government employees (including the Bicycle Program Manager and the Safe Routes to Schools Coordinator), expressed in full-time equivalents (FTE), work on bicycle issues in your community? NOTE: A person that spends 1/10 of their time on bicycle issues would be counted as 0.1 FTE. (# only)**

*Note: we have developed a worksheet to help communities answer this question more easily and more consistently. [Please download the worksheet by clicking here](#) to find guidance on what roles to include, how to calculate the estimates for each role, and how to tally your total FTE estimate. When you are finished, please save your worksheet with the naming convention "**BFC\_2024\_E3 FTE Worksheet\_ YOUR COMMUNITY NAME.xlsx**" and upload the worksheet below. If you have any questions, please contact [bfa@bikeleague.org](mailto:bfa@bikeleague.org).*



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**E3a. File Upload:**

**E4. Does your local government provide or cover the cost of any of the following professional development opportunities for employees who have bicycle-related responsibilities?**

*Check all that apply.*

- [League Cycling Instructor](#) (LCI) certification
- Association of Pedestrian and Bicycle Professionals (APBP) membership
- Other professional memberships/accreditations related to bicycles
- Bicycle-related FHWA/National Highway Institute Training Course
- Portland State University Initiative for Bicycle and Pedestrian Innovation Training Course
- Other in-depth bicycle-related trainings or courses
- Peer-learning educational tours or exchanges
- Regularly attend bicycle-related webinars
- Regularly attend bicycle-related conferences\*
- Present at bicycle-related webinars, trainings, or conferences
- Racial Equity or Anti-racism training\*\*
- [Gender/LGBTQIA+ Equity](#) or cultural competency training\*\*
- Age-related Equity or Anti-ageism training\*\*
- [Disability-related Equity or Anti-ableism training](#)\*\*
- General cultural competency or anti-bias training\*\*
- [Finance/funding for transportation-related training](#)
- Other\*\*\*
- None of the above

**\*E4a. Which of the following bicycle or mobility-related conferences have your government employees attended in the last 4 years? Check all that apply.**

- [National Bike Summit](#)
- Local, State, or Regional Bike Summit
- [APBP Conference](#)
- [Walk Bike Places](#)
- [NACTO Designing Cities Conference](#)
- [Transportation Research Board \(TRB\) Annual Meeting](#)
- [NABSA Annual Conference](#) or other bike share-related conference



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- [APTA TRANSform Conference](#) or other transit-related conference
- Other\*

**\*E4a1. Please list any other relevant conferences attended in the last 4 years:**

**\*\*E4b. For any equity-related training checked, please list or describe the training, and how it has informed bicycling efforts in the community, if at all.**

**\*\*\*E4c. If other, please describe.**

**E5. Does your community have an officially-recognized Bicycle Advisory Committee?**

- Yes\*\*E5a-d
- No
- No, but other similar committee exists\*\*E5e

**\*E5a. How often does the committee meet?**

- Monthly or more frequently
- Every two months
- Quarterly
- Annually
- Irregularly

**\*E5b. Provide contact information for the Bicycle Advisory Committee Chair.**

**E5c. Which of the following groups are represented on the Bicycle Advisory Committee?**

*Check all that apply*

- Local bike advocacy organization or citizen advocate(s)
- Transportation Department
- Planning Department
- Engineering Department
- Transit Agency
- County/MPO/RPO transportation officials
- Person(s) with disabilities
- Disability Services Department or similar government agency
- Senior services agency or similar





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- Public Health Agency
- School Board or District
- Housing Authority/Agency or similar
- Parks & Recreation Department
- Law Enforcement
- Chamber of Commerce, Business Improvement District, or similar
- Tourism/Visitors Bureau
- Other\*
- None of the above

**\*E5c1. If other groups are represented, please describe.**

**E5d. Please describe what, if any, efforts the community has made to ensure that your Bicycle Advisory Committee is inclusive and representative of the full range of cyclists in your community?**

**\*\*E5e. If other similar committee exists, please describe:**

### Public Engagement for Bicycle Planning

**E6. What tools or systems are in place to inform, consult, involve, collaborate, and/or empower citizens in your community to be engaged in the bicycle planning process? (See [the International Association for Public Participation's Spectrum of Public Participation](#) for more information and resources.) Check all that apply.**

- [Community-wide public engagement or participation guide or toolkit\\*](#)
- [Public Engagement Plan](#)(s) for bicycle project(s) or plan(s)
- Dedicated website\*\*
- Social media accounts
- Bicycle User Group listserv
- Other
- None of the above

**\*E6a. Please provide a link to your community's public engagement or participation guide or toolkit.**

**\*E6b. How, if at all, has the guide/toolkit influenced or informed public input processes for bike projects?**

**\*\*E6c. Please provide a link to the dedicated website:**



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**\*\*E6d. Does your dedicated website include any of the following information, tools, or features? Check all that apply.**

- Project-level status updates
- Implementation status updates for bike plan, complete streets policy, or similar
- Contact information and/or online form to provide feedback
- Budget simulator
- Budget calendar
- Multiple language options
- Accessibility Features
- Other\*
- None of the above

**\*E6d1. If other please describe:**

**\*\*\*E6e. If other tools or systems are in place to increase or improve community engagement, please describe.**

**E7. How does your community actively seek public input and engage local residents throughout the ongoing planning process for bicycle infrastructure improvements? Check all that apply.**

- Project- or plan-specific community advisory or citizen oversight task group(s) or committee(s) appointed by local government
- Active engagement by agency staff with resident-driven community groups (e.g. neighborhood associations)
- Consensus Workshops
- Public Meetings
- Focus Groups
- On-site user surveys
- Online surveys
- 311 app or website or similar
- Other mobile app crowdsourcing
- Tabling at other community events/destinations
- Pop-up bike infrastructure or demonstration projects with a feedback collection mechanism
- Agency-led bike rides with planners, engineers, and/or elected officials that are open to the public
- Advocate or community-led bike rides that city officials regularly attend



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- Bicycle infrastructure/facility audits that are open to the public
- Door-to-door canvassing to share information and seek input
- Other\*
- None of the above

**\*E7a. If other input and engagement methods are used, please describe.**

**E8. How have these engagement opportunities been made more accessible and inclusive to increase the diversity and representation of opinions and perspectives heard? Check all that apply.**

- In-person tabling or other face-to-face engagement opportunities regularly take place at various popular local community destinations (e.g. local schools, parks, churches, barber shops, grocery stores, etc.)
- In-person tabling, canvassing, or other face-to-face engagement efforts have intentionally focused on underrepresented or disadvantaged neighborhoods
- Public meetings are offered both virtually and in-person
- Public meetings and other engagement opportunities are offered at a variety of times to accommodate a variety of work schedules
- Public meetings are recorded and made available on the community's website
- Transcripts of public meetings are made available on the community's website
- Childcare is regularly provided at public meetings or other engagement opportunities
- Food is regularly provided at public meetings or other engagement opportunities
- Compensation or incentives are provided to public engagement participants for their time
- Door-to-door canvassing to share information and seek input in underrepresented neighborhoods
- Engagement opportunities are offered in languages other than English, or translation services are always available
- Language translation services are made available upon request
- Sign language interpreters and/or captioning is/are always available
- Sign language interpreters and/or captioning is/are made available upon request
- Maps and images are described verbally for low-vision participants
- Tactile maps are available for low-vision participants
- Partnerships with local community groups or other government agencies to reach new audiences
- Other\*\*



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- None of the above

**\*\*E8a. If other, please describe.**

## Planning, Funding, and Implementation

**E9. Does your community have a comprehensive bicycle master plan or similar section in another document?**

- Yes\*
- No\*\*
- Plan is currently under development\*\*\*

**Skip ahead the appropriate section for each answer option above (Note fields E9a-E9g will be hidden in online application until corresponding answers above are selected.)**

*If yes:*

**\*E9a. What year was the plan originally adopted?**

**\*E9a1. Has the plan been updated or revised since it was first adopted?**

- Yes\*\*\*
- No, but an update is currently underway
- No, the originally adopted plan is the most recent version

**\*\*\*E9a2. If yes, what year was the plan most recently updated?**

**\*E9b. Provide a link to the current plan.**

**\*E9c. Is there a dedicated budget or funding allocated for implementation of the plan?**

- Yes\*\*\*
- No

**\*\*\*E9c1. What is the designated annual budget or funding allocated? (If budget is not consistent annually, provide the annual average from the last 10 years or length of plan.) (# only)**

**\*\*\*E9c2. List or describe funding source(s).**



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**\*E9d. Does your plan include a specific, measurable goal to increase bicycle facilities?**

- Yes\*\*\*
- No

**\*\*\*E9d1. Please list the goals and/or what page(s) and paragraph(s) of the plan linked above the goal(s) can be found on.**

**\*E9e. Since the adoption or most recent update of the plan, approximately what percentage of the plan has been implemented?**

- 0-10%
- 11-25%
- 26-50%
- 51-75%
- More than 75%
- Unknown

**\*E9f. If there is a website to show your community's progress on implementation of the bike plan, please provide the link here:**

**\*E9g. What steps has your community taken to specifically engage with women, People of Color, people with disabilities, non-English speakers, low-income residents, and/or any other marginalized communities to invite their input and participation on the development and implementation of the bike plan?**

*If no:*

**\*\*E9a. How does your community currently make decisions around bike infrastructure (e.g. where and what to build, how to prioritize projects, etc.)?**

**\*\*E9b. What are the top 1-3 challenges or barriers keeping your community from developing a dedicated bike plan, and what resources or guidance could make it more feasible for your community to develop one in the future?**

*If Plan is currently under development:*

**\*\*\*E9a. When is the plan expected to be finalized and adopted?**

**\*\*\*E9b. Is there a planned budget or funding allocated for implementation of the new plan?**



2024 BFC APPLICATION  
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- Yes\*
- No

**\*E9b1. What is the planned annual budget? (# only)**

**\*\*\*E9c. What steps is your community taking to specifically engage with women, People of Color, people with disabilities, non-English speakers, low-income residents, and/or any other marginalized communities to invite their input and participation on the development and implementation of the new bike plan?**

**E10. Does your community pass a budget on a regular basis? (e.g. annual capital budget, operating budget, etc.)**

- Yes\*
- No\*\*

**If yes:**

**E10a. If yes, please provide a brief description and link(s) to the most recent budget(s) passed.**

**E10b. Please upload the most recent transportation budget for your community.**

**E10c. On average, over the last 5 years, what percentage of your community's total annual transportation budget was invested in bicycle projects?**  
(drop-down menu: "unknown" and 0-100% options)

**E10d. Optional: Please tell us how you calculated this answer or what you included in the calculation? (This question is for informational purposes only - to help the League provide better guidance to applicant communities on how to calculate their answers to E10c going forward.)**

**If no:**

**E10a. If no, please describe how your community organizes its projects and finances for bicycling infrastructure improvements.**

**E10b. If available, please upload the most recent transportation budget or explanation of transportation-related expenses for your community.**

**E10c. Approximately what portion of your community's transportation expenses are typically spent on bicycle projects each year?**  
(drop-down menu: "unknown" and 0-100% options)



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**E10d. Optional: Please tell us how you calculated this answer or what you included in the calculation?** *(This question is for informational purposes only - to help the League provide better guidance to applicant communities on how to calculate their answers to E10c going forward.)*

**E11. Is bicycle-related funding consistently specifically allocated to historically underinvested or underrepresented areas of your community?** *(e.g. low-income neighborhoods, or areas defined as 'high need' under your state's Transportation Alternatives Program, etc.)*

- Yes\*
- No

**\*E11a. Please describe.**

### Evaluating the Bicycle Network

**E12. Has your community conducted any kind of connectivity analysis for the bicycle network?**

- Yes\*
- No

**\*E12a. If yes, which of the following connectivity analysis methods or measures has the community used to evaluate your bicycle network? Check all that apply.** See the [FHWA Guidebook for Measuring Multimodal Network Connectivity](#) Table 3 (page 15) for key questions and sample measures for each of the options below.

- Network Completeness** – e.g. How much of the transportation network is available to bicyclists and pedestrians?
- Network Density** – e.g. How dense are the available links and nodes of the bicycle and pedestrian network?
- Route Directness** – e.g. How far out of their way do users have to travel to find a facility they can or want to use?
- Access to Destinations** – e.g. What destinations can be reached using the transportation network?
- Network quality** – e.g. How does the network support users of varying levels of experience, ages, abilities, and comfort with bicycling or walking?
- Other\*\*

**\*\*E12a1. If other, please describe.**

**\*E12b. If yes, which of the following connectivity measures has your community used? Check all that apply.**



2024 BFC APPLICATION  
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See the [FHWA Guidebook for Measuring Multimodal Network Connectivity](#) pages 50-57 for fact sheets and examples of each of the connectivity measures below.

- Bicycle Level of Service (BLOS)
- Bicycle Level of Traffic Stress
- Bicycle Low Stress Connectivity
- Bicycle Route Quality Index
- Other\*\*

**\*\*E12b1. If other please, describe.**

**\*E12c. Please summarize the findings of your network analysis and how those findings have been used to improve your community's bicycle network. Provide links if applicable.**

**E13. Does your community have a performance measurement program for biking or active transportation infrastructure?**

- Yes\*
- No
- In the process of establishing one

**\*E13a. What are the goals of your community's performance measurement program?**

**\*E13b. Which of the following bicyclist and pedestrian performance measures have been used to evaluate and inform decision-making around your bicycle network? Check all that apply.**

*(See the [FHWA Guidebook for Developing Pedestrian & Bicycle Performance Measures](#) for more information and resources about each of the options below.)*

- Access to Community Destinations
- Access to Jobs
- Adherence to Accessibility Laws
- Adherence to Traffic Laws
- Average Travel Time
- Average Trip Length
- Connectivity Index
- Crashes
- Crossing Opportunities
- Delay
- Density of Destinations
- Facility Maintenance





## 2024 BFC APPLICATION FOR REVIEW ONLY.

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- Job Creation
- Land Consumption
- Land Value
- Level of Service
- Miles of Pedestrian/Bicycle Facilities
- Mode Split
- Network Completeness
- Pedestrian Space
- Person Throughput
- Physical Activity and Health
- Population Served by Walk/Bike/ Transit
- Retail Impacts
- Route Directness
- Street Trees
- Transportation-Disadvantaged Population Served
- User Perceptions
- Vehicle Miles Traveled (VMT) Impacts
- Volume
- Other\*\*
- None of the above

**\*\*E13b1. If other, please describe.**

**\*E13c. How have these performance measures informed your community's planning efforts or supported the goals listed above?**

### Evaluating Ridership

#### **E14. How does your community collect information on bicycle usage?**

*Check all that apply.*

- Permanent automated /electronic bicycle counters
- Temporary or mobile automated /electronic bicycle counters
- Regular statistically-valid community bicycle surveys
- Travel diaries
- Household travel surveys that include bicycle trips



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- App-based or other opt-in electronic data collection (e.g. Strava Metro, Dero Zap, etc.)
- Regular manual counts of bicyclists on trails
- Regular manual counts of bicyclists on the road
- Regular counts of parked bicycles at transit stations (if applicable)
- Regular counts of parked bicycles at schools
- Regular counts of parked bicycles at other destinations (downtown business district, etc.)
- Counts that include demographic data collection (e.g. gender, race, age, etc.)
- Counts that specifically focus on traditionally underrepresented or underinvested neighborhoods
- Cordon counts that include bicyclists
- Any other type of count that includes bicyclists
- None of the above

---

**If the community has collected ridership data locally for any of the following categories, please provide up to one PDF or excel file for each category where ridership data is available:** *(file uploads only available through online application – additional files may be uploaded at the end of the application.)*

**E14a. Utilitarian ridership data collected locally** (e.g. bicycle trips for commuting, running errands, transportation, etc.)

**E14b. Recreational ridership data collected locally** (e.g. rides solely for exercise or fun.)

**E14c. Demographic ridership data collected locally** (e.g. rider age, race, gender, etc.)

**E14d. School ridership data collected locally** (e.g. rides by or with K-12 or younger children – either riding on their own or being carried in a child seat, trailer, etc.)

**E14e. Other ridership data** (e.g. any other bicycle ridership data collected locally that doesn't fall under the above categories.)

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**E15. What is your best estimate for your community's current bicycle mode share?** *(Write "unknown" if there is no estimate. If a number is provided, please describe how and when this mode share number was estimated.)*



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**E16. Does your community establish target goals for bicycle use? (e.g. a certain level of bicycle mode share)**

- Yes\*
- No

**\*E16a. Please list or describe these goals, as well as current baseline metrics.**

### Evaluating & Improving Safety Outcomes

**E17. Does your community collect and track bicyclist crash data?**

- Yes\*
- No

**\*E17a. On average over the past five calendar years, how many bicyclists have been in a crash involving a motor vehicle annually? (# only)**

*Be sure to provide an annual average from the past 5 years. Total the number of collisions and divide by the number of years you are reporting. For example, if there were 120 collisions in 5 years, your average would be (120 collisions / 5 years) = 24*

**E18. Does your community collect and track bicyclist “near misses”?**

- Yes\*
- No
- No, but we are working on a way to do this

**\*\*E18a. If yes, please describe how this information is collected and used.**

**E19. On average over the past five calendar years, how many bicyclists have died due to a crash involving a motor vehicle annually? (# only)**

*Be sure to provide an annual average from the past 5 years. For example, if there were 2 fatalities total in the past 5 years, your average would be (2 fatalities / 5 years) = 0.4*

**E20. Has your community conducted any kind of analysis to identify High Injury Networks or to prioritize infrastructure investments based on bicycle crash data?**

[See the Safer Streets Priority Finder for an example.](#)

- Yes\*
- No\*\*

**\*E20a. If Yes, please provide a brief explanation of the analysis and how it is being used in the planning, prioritization, and implementation processes for bicycle infrastructure.**

**\*E20b. If Yes, please upload any associated data, visualizations, and/or maps.**

**\*E20c. Has this analysis included any demographic or socioeconomic details or overlays to better understand who/what neighborhoods of the community are most impacted by traffic violence?**



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Yes\*\*

No

\*\*E20c1. If yes, please describe your process and findings.

**E21. Has the community set a goal or established a policy or plan to eliminate traffic fatalities within the next 20 years or less?**

Yes\*

No

\*E21a. If yes, please state or summarize the goal, including timeframe.

\*E21b. What is the primary method or mechanism the community has implemented to achieve this goal?

\*E21c. Please provide a link to any associated plan, policy, or program.

**E22. Are there any local or statewide traffic ordinances or laws in place designed to improve bicyclists' safety in your community? Check all that apply.**

- Specific penalties for failing to yield to a cyclist when turning
- It is illegal to park or drive in a bike lane (intersections excepted)
- Penalties for motor vehicle users that 'door' bicyclists
- Ban on cell phone use while driving
- Ban on texting while driving
- Vulnerable road user law
- Safe passing distance law
- It is illegal to harass a cyclist
- Law that allows cyclists to treat a stop sign as a yield sign (i.e. the "Idaho Stop" is legal in your state)
- Law that allows cyclists to treat an unresponsive red light as a stop sign (i.e. "Dead Red" law)
- Law that allows bicyclists to follow pedestrian signals instead of motor vehicle traffic lights at signalized intersections
- Other\*
- None of the above

Tip: You can learn about your state's laws that protect bicyclists at [bikeleague.org/StateBikeLaws](https://bikeleague.org/StateBikeLaws).

\*E22a. If other, please describe.



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**E23. Do any of the following local ordinances or enforcement practices exist in your community that place restrictions on cyclists or criminalize cycling?**

*Check all that apply.*

- Local law requires bicyclists to use side paths regardless of their usability
- Local law requires bicyclists to use bike lanes when provided
- Local law requires that bicyclists are required to ride as far to the right of the road as practicable without exceptions
- Local law restricts usage of electric-assist bicycles
- Mandatory bike registration
- Mandatory helmet use for all ages
- Restrictions on sidewalk riding outside of the Central Business District
- Restrictions on sidewalk riding inside the Central Business District
- Dismount zones/regulations on shared-use paths
- Local or school policies restrict youths from riding to school
- Ban on exhibition or “trick riding” (e.g. wheelies)
- “Bicycle safety checks” or other legal or de facto enforcement stops occur
- Bicycles are banned from one or more road that is open to vehicles (not including highways)
- Other legal and/or de-facto enforcement practices that criminalize or place restrictions on cyclists\*
- None of the above

**\*E23a. If other, please describe.**

**E24. Please describe any efforts in place to evaluate how equitably and effectively any of the laws, ordinances, or enforcement practices describe above are currently applied in the community.** *(e.g. efforts to identify or measure racial disparities in the application or outcomes of specific laws; efforts to identify specific laws that are most/least likely to be effective in preventing bicyclist crashes, injuries, and fatalities; etc.)*

**E25. Have there been any efforts in the last 5 years to repeal or amend any local laws, ordinances, or enforcement practices that place(d) restrictions on cyclists or criminalize(d) any aspect of cycling or walking in your community?**

- Yes\*
- No

**\*E25a. If yes, please describe.**

**E26. What kind of data is currently collected around traffic law enforcement stops, citations and/or arrests in your community?** *Check all that apply.*



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- Officials are required to report all traffic enforcement stops made of motor vehicle drivers
- Officials are required to report all traffic enforcement stops made of bicyclists and pedestrians, including any stops made on streets, sidewalks, trails, transit, etc.
- Demographic information is collected as part of all traffic stop data that is reported
- Demographic information is collected for all traffic-related citations and arrests
- Other\*
- None of the Above

### \*E26a. If other, please describe.

**E27. How is the data described above shared or made available to increase transparency and accountability around traffic law enforcement stops, citations, and arrests? Check all that apply.**

- Real-time reporting of traffic enforcement data is made available to the public
- Raw data is published and made available to the public on a regular basis
- Data summaries, analysis, or reports are published and made available to the public on a regular basis
- Demographic data including race or ethnicity are included in publicly-available datasets, summaries, and/or reports\*
- Demographic data including sex or gender identity are included in publicly-available datasets, summaries, and/or reports
- Demographic data including physical and/or cognitive disabilities are included in publicly-available datasets, summaries, and/or reports
- Data and/or analysis is routinely shared with a citizen oversight board or committee
- Data is only available to the public by FOIA request
- Analysis and reports are developed but not shared/ are only used internally
- Other\*\*
- N/A - Data is not collected

**\*E27a. Please share links or upload files showing any publicly-available traffic enforcement data or reports that include demographic information. (Up to 2 links and/or 2 file attachments accepted in the online form.)**

**\*\*E27b. If other, please describe the policies or practices in place to increase transparency and accountability in traffic enforcement.**



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**E28. What, if any, policies or practices does your community have in place to measure and eliminate racial bias in traffic law enforcement, including in-person and automated enforcement practices? (500 word limit)**

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### Evaluation & Planning Bonus Points

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**E29. Besides the Bicycle Friendly Community program, what other national programs does your community participate in to improve bicycling?**

*Check all that apply.*

- CDC [Active People, Healthy Nation](#) <sup>SM</sup>/[Activity-Friendly Routes and Everyday Destinations](#)
- USGBC [LEED® for Neighborhood Development](#)
- NACTO [Cities for Cycling](#)
- NACTO Member City or Affiliate Member City
- [Walk Friendly Communities](#)
- [America Walks - Walking College](#)
- AARP Age-Friendly Cities
- [Local and Regional Government Alliance on Race & Equity \(GARE\)](#) Network Member
- Other\*
- None of the above

**\*E29a. If other, please describe.**

**E30. Describe any other efforts by your community to evaluate and/or plan for bicycle improvements that have not already been covered. (500 word limit)**

*Use this space to expand on answers checked above, or to describe any additional evaluation & planning efforts that have not yet been covered.*

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**E31. If this is a renewing application, please summarize the most significant changes to your community's bicycle Evaluation & Planning efforts or investments since your last BFC application. (250 word limit)**



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## EQUITY & ACCESSIBILITY

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The League [defines](#) “**Equity**” as the just and fair inclusion into a society in which everyone can participate and prosper. The goals of equity must be to create conditions that allow all to reach their full potential, by erasing disparities in race, income, ability, geography, age, gender and sexual orientation.

The principle of equity acknowledges that there are historically underserved and underrepresented populations, and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to all groups.

“**Accessibility**” refers to improving and increasing access and mobility options for everyone, including, and in particular, for people with disabilities. The League recognizes that not every disability is visible to others, and that not every person with a permanent or temporary mobility or accessibility need identifies as ‘disabled’. Whether from a cognitive, sensory, or physical disability, or from age, temporary illness, or injury, there are people in every community who face a range of mobility challenges [for whom a bike or cycle may open a world of possibilities to increase accessibility](#).

We firmly believe that *Equity & Accessibility* are the essential lenses through which all other BFC work must be viewed in order to achieve a Bicycle Friendly America for everyone.

As such, you will find questions and answer options related to improving equity & accessibility throughout the BFC application in each previous “E” section, in addition to this new dedicated “Equity & Accessibility” section.

These Equity & Accessibility updates have been developed thanks to the input and participation of hundreds of communities and local advocates with a wide range of lived experiences and areas of expertise, to whom we are very grateful.

The League presents this new section with the recognition that our work to listen, learn, and engage on the topics of Equity & Accessibility in the BFC program is not yet finished, and never will be. Equity is an ongoing practice and the League will continue to engage with partners, local advocates, and communities in the BFC program to incorporate new ideas, reflect new challenges, and continue to grow and learn. If you have questions, comments, or feedback about the updated BFC application, please email us at [bfa@bikeleague.org](mailto:bfa@bikeleague.org).

Thank you for continuing to learn and engage in this work along with us.

-Amelia Neptune, Bicycle Friendly America program director





2024 BFC APPLICATION  
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June 2022

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## Equity & Accessibility Staffing, Committees, & Partnerships

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**F1. Does your local government have an internal Diversity, Equity, and Inclusion (DEI) or similar initiative, department, or position?**

- Yes\*
- No
- In the process of creating this role or department

**\*F1a-e.** If yes, provide the name, title/role, **department name**, and email address of the primary contact.

**\*F1f.** Please describe how, if at all, the DEI initiative, department, or position supports equitable bike planning or outreach in the community.

**F2. Does your community have an officially-recognized DEI or Transportation Equity Committee or similar equity-related advisory committee or working group focused on equity or mobility justice issues? (Separate from the Bicycle Advisory Committee)**

- Yes\*
- No
- In the process of creating this committee or working group

**\*F2a.** What is the name of this committee or working group?

**\*F2b-d.** Provide the name and email address of the primary contact.

**\*F2e.** How, if at all, has this advisory committee or working group informed or influenced bike planning, infrastructure and/or programming in your community?

**F3. Does your local government have a dedicated Disability Services Department, Office of Disability Rights, or similar department(s) or role(s) dedicated to supporting and advocating for residents with disabilities?**

- Yes\*
- No\*\*
- In the process of creating this kind of role or department



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*If yes:*

**\*F3a. If yes, please list the name(s) of the department(s) and a primary contact for each.**

**\*F3b. If yes, please describe how, if at all, these departments or individuals have been involved in improving accessibility for disabled cyclists across a range of disabilities and access needs**

*If no:*

**\*\*If your local governmental agency has 50 or more employees (full-, part-, or seasonal), it is required by federal law to have a designated ADA coordinator. If your agency has 50 or more employees, who is the ADA coordinator?**

**F4. What types of partnerships has the community established to reach new audiences and increase representation and inclusion in your education, encouragement, outreach and/or engagement processes?**

*Check all that apply.*

*Note you will be asked to provide details for each option checked.*

- |   |  |
|---|--|
| <input type="checkbox"/> BIPOC affinity bike club or community group(s)             | <input type="checkbox"/> Employment Service Centers  |
| <input type="checkbox"/> Femme/Trans/Women affinity bike club or community group(s) | <input type="checkbox"/> Preschools or Daycare Facilities                                      |
| <input type="checkbox"/> LGBTQIA+ affinity bike club or community group(s)          | <input type="checkbox"/> School District and/or public or private K-12 schools                 |
| <input type="checkbox"/> Disabled cyclist affinity bike club or community group(s)  | <input type="checkbox"/> College or University   |
| <input type="checkbox"/> Senior citizen affinity bike club or community group(s)    | <input type="checkbox"/> Youth groups, clubs, or coalitions                                    |
| <input type="checkbox"/> Family-oriented affinity bike club or community group(s)   | <input type="checkbox"/> Youth development organizations                                       |
| <input type="checkbox"/> Youth bike club or community group(s)                      | <input checked="" type="checkbox"/> Local AARP Office  |
| <input type="checkbox"/> Bicycle co-op or non-profit community bike shop            | <input type="checkbox"/> Office on aging, senior services agency, or related affinity groups   |
| <input type="checkbox"/> Local independent bike shop                                | <input type="checkbox"/> Public library  |
| <input type="checkbox"/> Disabled people and/or disability advocates/activists      | <input type="checkbox"/> Local civic associations or neighborhood groups                       |
| <input type="checkbox"/> Local Center for Independent Living                        | <input type="checkbox"/> Faith-based organizations or places of worship                        |
| <input type="checkbox"/> Language services agency or advocacy/support group         | <input type="checkbox"/> Civil rights or social justice-focused advocacy group or organization |
|   | <input type="checkbox"/> Sustainability or climate-focused advocacy group or organization      |
|   | <input type="checkbox"/> Public health agency or local healthcare provider                     |
|   | <input type="checkbox"/> Parks and recreation agency or similar                                |



## 2024 BFC APPLICATION FOR REVIEW ONLY.

Only applications submitted through the online form at [apply.bikeleague.org](https://apply.bikeleague.org) will be considered for designation.

- |  |   |
|--|---|
| <input type="checkbox"/> Affordable housing agency or advocacy/support group                     | <input type="checkbox"/> Emergency management/disaster response agency or similar |
| <input type="checkbox"/> Unhoused/homeless services agency or advocacy/support group             | <input type="checkbox"/> Transit agency or similar                                |
| <input type="checkbox"/> Immigrant or Refugee services or advocacy/support group                 | <input type="checkbox"/> Bike share provider or similar                           |
| <input type="checkbox"/> Reentry and/or Rehabilitation services agency or advocacy support group | <input type="checkbox"/> Business or commercial districts or similar              |
|  | <input type="checkbox"/> Other (please describe below)                            |
|  | <input type="checkbox"/> None of the above  |

**F4a. For EACH category checked in F4, please list the partner group(s) and briefly describe or summarize the activity or partnership involving that group.**

### Equity Data Collection & Goals

**F5. Does your community collect or track any other bicycle-related data with socioeconomic and/or demographic details that hasn't already been mentioned elsewhere on this application? (e.g. statistics on access to a bike/bike ownership, cyclist satisfaction, or barriers to riding, etc. specifically among women, seniors, People of Color, people with disabilities, unhoused/homeless people, non-English speakers, etc.)**

- Yes\*
- No

**\*F5a. If yes, please describe your methodology and findings.**

**\*F5b. Optional file upload:** (If you have multiple files, please combine them in a zip file to allow our reviewers to see all)

**F6. Has your community established any specific and measurable equity-related goals or performance measures that relate to bicycling, or to transportation more broadly?**

- Yes\*
- No

**\*F6a. If yes, please describe or list the goals.**



2024 BFC APPLICATION  
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**\*F6b. If yes, please describe or list any plans or systems in place to help the community meet these goals. Provide links if these plans have not already been included elsewhere on this application.**

**\*F6c. How will your community define success toward these goals? In other words, to quote Veronica O. Davis, what will equity look like if you achieve it?**

**F7. Has your community conducted any equity-centered analysis (e.g., social vulnerability assessment, equity matrix, index, or similar effort) as part of a community Bicycle Master Plan, Vision Zero Action Plan, Safe Routes to School Plan, ADA Transition Plan, or other similar planning effort or document?**

- Yes\*
- No

**\*F7a. If yes, please provide a brief description of assessment or efforts and any relevant links.**

**\*F7b. If yes, please summarize the ways this assessment has influenced the decision-making process for the implementation of the related plan or effort?**

**F8. Does your community regularly incorporate any of the following socioeconomic or demographic variables into any planning or decision-making processes for the development or prioritization of bike infrastructure projects? (e.g. data overlay mapping at the neighborhood or census tract scale.) Check all that apply.**

- Age
- Income/poverty status
- Race/Ethnicity
- Vehicle ownership
- Transit reliance
- Language/English proficiency
- Foreign-born population
- Gender
- Disability status
- Education Level
- Other\*
- None of the above

**\*F8a. If other, please describe.**



2024 BFC APPLICATION  
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**F8b.** For any variable selected above in F8, please describe how the variable(s) have informed decision-making or prioritization around bicycle investments and project implementation. Please include any relevant links, if applicable, that could help us to better understand your methodology, and inspire other BFC applicants to learn from your community's process. (Write "N/A" if no variables were checked in F8.)

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### Equity & Accessibility Policies & Plans

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**F9.** Has your community adopted any of the following types of equity-related action plans? *Check all that apply.*

- Racial Equity Action Plan or similar\*
- Inclusive Mobility Action Plan or similar plan focused on improving accessibility for people with disabilities\*
- ADA Transition Plan or similar\*
- Limited English Proficiency (LEP) Plan or similar \*
- Climate Equity Plan or similar\*
- Health Equity Plan or similar\*
- Other similar\*
- None of the Above

---

**For EACH option checked:**

**\*F9a-g.** Has this plan impacted or influenced bicycling planning efforts in your community?

- Yes\*\*
- No

**\*\*F9a1-g2.** If Yes, please describe and provide a link to the plan.

---

**F10.** Has the community developed any anti-displacement programs or strategies that relate to transportation investments?

- Yes, for individual projects\*
- Yes, there is an overall program or strategy for the entire community\*\*
- No, but the community has taken other steps to mitigate or avoid displacement\*\*\*
- None of the above

---

**\*F10a.** Please describe your community's anti-displacement programs or strategies for any specific transportation projects, including how you are documenting or measuring the impact or outcome of these efforts. *Please include links to more information, if available.*



## 2024 BFC APPLICATION FOR REVIEW ONLY.

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**\*\*F10b. Please describe your community's overall anti-displacement program or strategy, including how you are documenting or measuring the impact or outcomes. Please include links to more information, if available.**

**\*\*\*F10c. If other steps are being taken to mitigate or avoid displacement in your community, please describe these efforts, including how you are documenting or measuring their impact. Please include links to more information, if available.**

### Equity & Accessibility Bonus Points

**F11. Are there any other innovative strategies, programs, facilities, or initiatives in place to specifically support cyclists with any vision, hearing, mobility, and/or cognitive needs in your community, that have not already been covered on your BFC application? Please describe and include links to more information, if applicable. (OPEN-ENDED)**

**F12. Are there any other innovative strategies programs, facilities or initiatives in place to make cycling more equitable and inclusive for any historically underrepresented or marginalized groups or individuals in your community, including women, people of color, non-English speakers, people with disabilities, non-drivers, young children, and/or seniors? Please describe and include links to more information, if applicable. (OPEN-ENDED)**

**F13. If this is a renewing application, please summarize the most significant improvements to your community's bicycle-related Equity and Accessibility efforts or investments since your last BFC application. (OPEN-ENDED)**

### FINAL OVERVIEW

**G1. What are the *top three* reasons your community has made bicycling a priority? Click up to three.**

- Improved quality of life
- Improving public health
- Community connectivity
- Provide affordable transportation options
- Reduce car-parking demands
- Climate change/environmental stewardship concerns
- Decrease traffic congestion



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- Increase tourism
- Increase property values
- Cooperation with adjacent communities
- Public demand
- Economic development
- Support Smart Growth or other growth management goals
- Traffic and bicycle/pedestrian safety
- Meet local or state requirements
- None of the above

---

**G2. Briefly describe the most positive outcome of your community's support for bicycling. (250 word limit)**

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**G3. How is the local government specifically educating the community about how the benefits of biking align with the broader goals of the community? (250 word limit)**

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**G4. What are your community's greatest achievements in the last 12 months in the work to become more bicycle-friendly? (250 word limit)**

---

**G5. What could be done differently in order to make bicycling safer, more enjoyable and/or more convenient in your community? (500 word limit)**

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**G6. What are the greatest challenges or barriers your community faces in taking action toward the efforts described in your response to G5? (250 word limit)**

---

**G7. What specific bicycle-related improvements are planned in the next 12 months that directly affect your community? (250 word limit)**

---

**G8. Optional: What other communities do you look to as peers or comparable role models for your community? (This may be local neighboring communities or communities elsewhere in the nation or the world.)**

---

**G9. We often get requests for example BFC applications from aspiring communities. Are you willing to share your application?**

- Yes
- No

---

**G10. How did you hear about the Bicycle Friendly Community program?**



## 2024 BFC APPLICATION FOR REVIEW ONLY.

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**G11. Are you interested in learning more about potentially having the League come to your community to host a Bicycle Friendly Community Workshop in the coming year?**

Yes

No

*The League is currently exploring a fee-for-service model where communities that have recently applied to the BFC program could pay to have the League come to your community and host a 1-3 day in-person workshop, which would include a group bike audit, a deep-dive into your Report Card and feedback across the 5 Es, and Action Planning for improvements. If you check "yes" above, we will reach out with additional information later in 2024 as it becomes available.*

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## SUPPLEMENTARY MATERIALS

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**Optional: If you would like to share any supplemental material to support your application, please upload files to your online application. (Up to 10 files allowed.)**

The League wants to showcase the places, organizations, and individuals working to build a Bicycle Friendly America for everyone. By sharing photos of your bicycling programs, community outreach efforts, or people biking in your community, you'll help us highlight your community's commitment to making bicycling better.

By submitting photos, you are granting the League of American Bicyclists the right to use your images to promote bicycling.

**If you would like to share any supplementary links or URLs not already included in your answers above, please provide up to 5 additional links.**

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## Funding Resources

**Please note:** the online BFC application includes an additional page of funding-related resources for applicant communities.

The questions on this page are **not judged** as part of your BFC award status, but are intended to provide communities with updated ideas for potential funding sources to support bicycling infrastructure and programming, as well as to help inform the League's future work developing new funding-related resources and guidance for BFC applicants.





## 2024 BFC APPLICATION FOR REVIEW ONLY.

Only applications submitted through the online form at [apply.bikeleague.org](https://apply.bikeleague.org) will be considered for designation.

To view the **Funding Resources** page, please access the online BFC application at <https://apply.bikeleague.org>.

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**Please note this document is a preview only.**

Applications must be submitted through the online form, available at [apply.bikeleague.org](https://apply.bikeleague.org).

### What happens after I apply?

*After the BFC application deadline passes, the League will email each applicant with a survey link to distribute in your community, so that we can hear from the general public about their bicycling experiences and perceptions. The League will also reach out directly to local bike advocates and League members for their input, and local survey input will be included in your feedback materials. Your application, and this local input, will be reviewed by a national team of experts to determine award levels and recommendations for improvement. Annual BFC awards are normally announced in November or December, and feedback is provided shortly following awards announcements.*

Learn more at [bikeleague.org/community](https://bikeleague.org/community).



The Bicycle Friendly Community program is supported by [Eco-Counter](#) and [League Members](#).

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# Memorandum

**To: Mayor and City Council**

**From: Bill Andrew, City Manager**

**Date: October 11, 2023**

**RE: City of Oxford Hosting a Farmers' Market Information Meeting – October 26<sup>th</sup> at 6:30 PM at the City Hall Community Room**

1. Staff is working with a student worker from Oxford College, Michelina Schach, to re-organize and energize our Farmers' Market for Spring 2024. Oxford Farm Manager, Daniel Parson, has agreed to also attend this meeting on October 26<sup>th</sup>.
2. We will be emailing our vendors (past and present) and the vendor list for the Covington Market (kudos to Covington Staff for offering their assistance)
3. Ideas for discussion:
  - a. The City will heavily promote a Thursday Market for hours of operation which are more limited 3 to 4 hours.
  - b. Vendors may still sell on other days, but Thursday will be the "organized day."
  - c. Fees may be increased to help create buy in and value, with the funds going directly to event promotion.
  - d. The layout will be mapped out with stalls being reserved and vendors needing to confirm their attendance.
  - e. We would like to see about having a small "parklet" created behind the Yarbrough House. This would be improved/expanded decking, string lights and seating. Music events and just casual gatherings would be arranged and encouraged.
  - f. A popup coffee shop is being contemplated and we are planning to reach out to local vendors.
  - g. We are also working to have a food truck(s) in attendance.

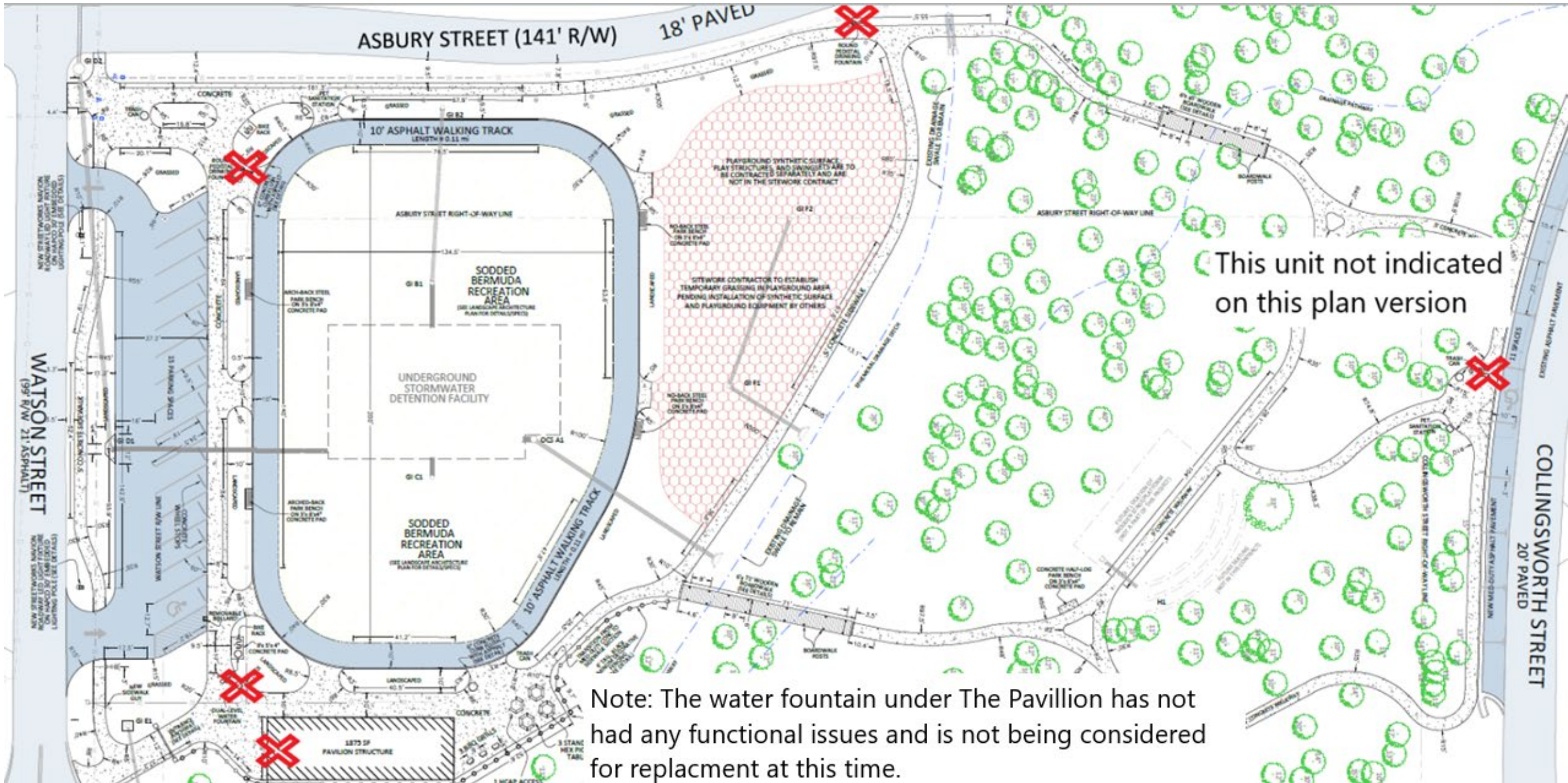
The goal for the meeting is to put out ideas and seek input from vendors to see how we can have more success with The Oxford Market.

See next pages for Parklet ideas. Note, we would not be constrained to car/seating safety barriers issues and so could have a more flexible design.



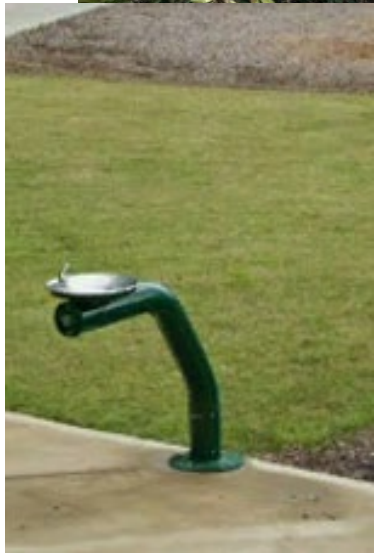


# Current Water Fountain Locations at Asbury Street Park

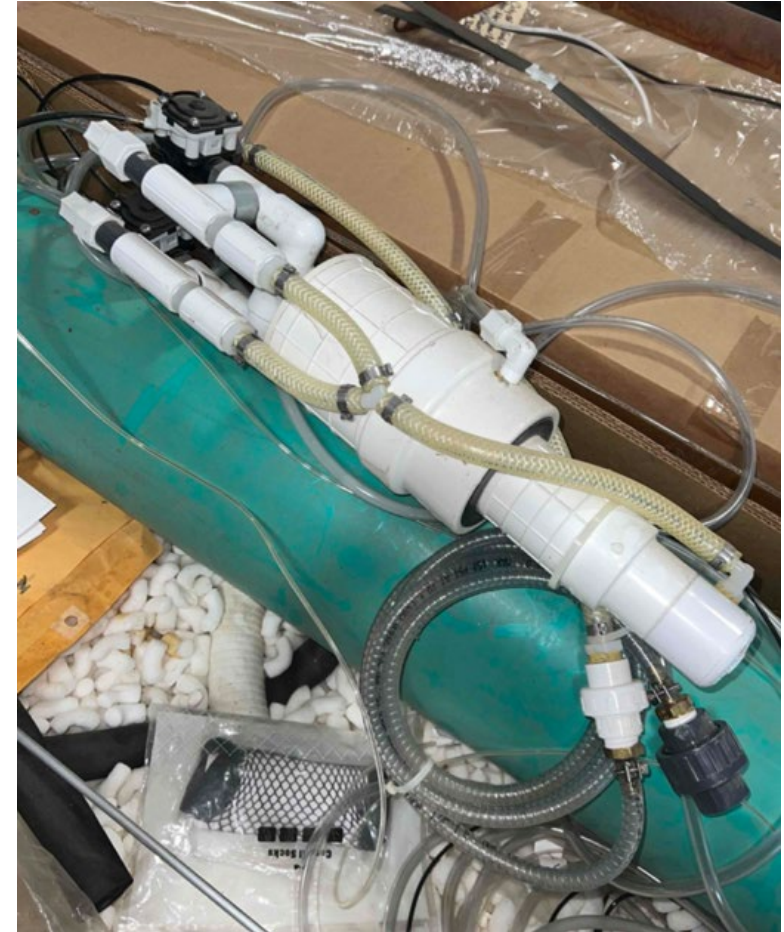


Note: The water fountain under The Pavillion has not had any functional issues and is not being considered for replacment at this time.

The two current water fountain models, we have two of each



Replacement Freeze Resistant Water Fountains – we have 4 units in storage which are all bi-level and have the pet fountain. They were purchased a few years ago.



Of the four units we have out in the park now, two are the bi-level water fountains with the pet fountain and two are single-level with no pet fountain.

The current bi-level water fountains with the pet fountain are approximately \$4,000 each with the freeze resistant components costing extra. We have four of these units in storage, bought a few years ago. Arguably, we have approximately \$17,000 invested in these new units.

One quote for removing the current four units and replacing them with the freeze-resistant units is \$10,000. We should have another quote by 10/16.

Should we replace all four units? Do we want to eliminate one of the units and just replace three?

Of the \$45,000 budgeted for Parks/Trails Maintenance, \$9,635 has been expended.

**RESOLUTION TO ADOPT A  
MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR NEW  
CONNECTIONS TO THE SEWERAGE COLLECTION AND TREATMENT  
SYSTEM OF THE CITY OF OXFORD UNDER THE  
MUNICIPAL CODE OF OXFORD, GEORGIA**

WHEREAS, the City Council of Oxford, Georgia (“City Council”) under the Constitution and Laws of the State of Georgia is empowered by virtue of its police power to regulate the health, safety and welfare of the citizens of the City of Oxford to provide for and enact rules and regulations governing the use of utilities furnished by the City;

WHEREAS, the City of Oxford Charter empowers the City to regulate municipal utilities furnished by the City;

WHEREAS, the City Council exercised its authority to enact rules and regulations governing the use of utilities furnished by the City by adopting the “The Code of the City of Oxford, Georgia” (“City Code”) on 10/02/2006;

WHEREAS, Chapter 36, Article I of the City Code provides for the promulgation of regulations governing the use of utilities furnished by the City;

WHEREAS, the City Council has reviewed the current state of the utilities provided by the City as applied to new connections to the sewerage collection and treatment system of the City of Oxford, Georgia;

WHEREAS, the City Council has determined that, in its current state, the sewerage collection and treatment system of the City of Oxford may not effectively service its future customers at its current flow;

WHEREAS, the City Council has partnered, or is seeking to partner with the Newton County Water and Sewerage Authority (NCWSA) for a sewage flow and capacity study of the Turkey Creek Basin, and Dried Indian Creek Basin, which together comprise the entirety of the Service Area of the City of Oxford, Georgia, to determine if the current collection system and wastewater treatment plant capacity is adequate to future needs;

WHEREAS, the City Council has determined that new connections to the sewerage collection and treatment system of the City of Oxford, Georgia would not be advisable until the NCWSA study is complete;

WHEREAS, the City Council has determined that it is in the best interests of the citizens of Oxford, Georgia for the adoption of appropriate policies to protect the sewerage collection and treatment system of Oxford, Georgia and to address potential issues caused by an increase in flow; and

WHEREAS, the City Council desires to briefly control and prohibit the approval of applications for new connections to the sewerage collection and treatment systems of the City of Oxford until such time as appropriate measures can be accomplished to accommodate new connections;



NOW THEREFORE, IT SHALL BE AND IS HEREBY RESOLVED by the City Council of Oxford, Georgia, and the following Resolution shall be and is hereby enacted, as follows:

**Section 1: Enactment of a Moratorium on New Connections to the Sewerage Collection and Treatment System of Oxford, Georgia.** The City Council hereby adopts, for a period of one hundred eighty (180) days beginning on the date of adoption of this Resolution, a moratorium on the receipt, acceptance, consideration and approval of any applications for new connections to the sewerage collection and treatment systems of the City of Oxford., and enacts and directs any and all applicable personnel and agencies of Oxford, Georgia to enforce a moratorium on the same.

**Section 2: Duration.** The moratorium period shall commence on Monday, November 13, 2023 at 12:00 a.m. and shall terminate on Monday, May 13, 2024 at 11:59 p.m., unless further extended by the City Council.

**Section 3: Impact on Other Development Ordinances.** The provisions of this resolution shall not restrict or prohibit any other development of any real property except that specifically stated herein.

SO RESOLVED, this 6<sup>th</sup> day of November 2023.

\_\_\_\_\_  
David S. Eady, Mayor

\_\_\_\_\_  
Jim Windham, Mayor Pro Tem

\_\_\_\_\_  
Erik Oliver, Councilmember

\_\_\_\_\_  
George Holt, Councilmember

\_\_\_\_\_  
Laura McCanless, Councilmember

\_\_\_\_\_  
Mike Ready, Councilmember

ATTEST:

\_\_\_\_\_  
Marcia Brooks, City Clerk



**Atkins North America, Inc.**  
1600 RiverEdge Parkway, NW, Suite 700  
Atlanta, Georgia 30328  
**Telephone: +1.770.933.0280**  
[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

October 12, 2023

Mr. William Andrew  
City Manager  
110 W. Clark Street  
Oxford, Ga. 30054

**RE Conceptual Planning and Landscape Architecture Design Services, for the City of Oxford Ga.**

Dear Mr. Andrew

Atkins appreciates this opportunity to serve the City of Oxford and are excited to bring our landscape architecture experience to assist the City of Oxford. From our recent discussions, we understand that the city would like Atkins to address the following key items.

- Prepare conceptual trail planning services (plans and cost estimates) that can reutilize the grant funding (for Improving Neighborhood Outcomes in Disproportionately Impacted Communities) that the city recent was awarded.
- Prepare conceptual parking lot design services for the Old Church, located on Wesley Street.
- Prepare public area landscape evaluation and recommendations.

Atkins proposes to conduct regular and frequent communication meetings with the City's project manager to discuss priorities, opportunities, and the key success factors that will help the three efforts achieve the City's desired outcome. Our experience with the conceptual layout and grant applications for Soule Street, side path, and Dried Indian Creek, trail as well as the recent City coordination meeting, held in August to discuss the city priorities will help us successfully complete the project tasks outlined below.

The following services are proposed:

**Scope of Work**

**Task I- Conceptual Trail Planning Services-**

Atkins services will include the following:

- **Prepare Trail Alignment Graphics:** Atkins will prepare for each of the proposed (sharrow, side path, trail) projects, diagrammatic graphic plans that will indicate the proposed alignment and improvements to complete each of the projects. Planning and Design will be prepared over readily available information (aerial photography and GIS ) information.
- **Opinion of Costs:** Atkins will prepare individual conceptual cost estimate of the each of the trail projects. Construction cost estimate will be prepared to assist the Client in maximizing the use of available grant funding, as well to assist in setting priorities for potential phasing and the future trail improvements. The cost estimates will include typical improvements such estimated grading complete task, demolition, erosion control, storm drainage, signing and marking, enhancements for trail surfaces, boardwalks, bridges, potential retaining walls, landscape, site furnishings, lighting, and trail signage. The cost estimates will be broken down to identify the proposed improvements that would be funded by the grant and City.

- **Final Memorandum-** Atkins will prepare a draft report that summarize the findings along with the appropriate exhibits (maps, sketches, typical sections, details, and cost estimates). Atkins will provide the preliminary report for the city review and revise the report based on comments provided.
  - **Meetings and Coordination:** Atkins will attend up to three (3) conference calls and attend up to two (2) review meetings with the City. **The trail projects will be presented to the city project manager for review to determine the preferred and desired improvements.** Atkins will assist in the preparation of a conceptual plan and construction cost estimates for the following project locations.
1. **E. Bonnell to Alcovy Road-** The project would begin at the intersection of E. Bonnell Street on the east side of Hwy 81. The sharrow, and or side path (TBD) will terminate at the end of the street where it would then become a 12' wide trail. The trail would continue towards Dried Indian Creek, where a proposed bridge and or boardwalk would be provided to cross the creek. On the east side of the creek, the trail will continue to Bob Williams Parkway. It is Atkins understanding that it is the Cities desire to coordinate with the City of Covington to provide sharrow signing and striping on the outside lanes of Bob William Pkwy., (one lane in each direction) to eventually connect to new Covington Mixed Use Town Center project located north of Alcovy Road.
  2. **W. Bonnell Street to Cousins Middle School-** The project would be either a sharrow or side path that begins at Hwy 81 and travel west along W. Bonnell Street (to the terminus of W. Bonnell Street), where at that point the bikeway improvements would include a 12' wide trail. The trail would require an easement to connect to the existing power line easement, where the trail would then be located, and eventually connect to the Cousins Middle School.
  3. **Continuation of Old Church Trail (at Fletcher Street) to Hull Street at Oxford intersection-** The project will begin at the terminus of existing Old Church trail and continue west towards Hull Street. The trail would include potential boardwalk and or bridge crossing of Turkey Creek and would traverse significant grade changes that connect to the Oxford and Hull Street intersection.
  4. **Connection of Oxford Street and Hull Street intersection to W. Clark Street, and the existing trail crossing W, Clark St.** The project is an option to the Old Church Trail project (Option 3 above). The connection would include either, a sharrow or side path that would begin at the Oxford Street and Hull Street intersection and terminate at the existing trail crossing at W. Clark Steet. Atkins would review both sides of the Hull Street and W. Clark to determine the preferred side of the roadway feasibility of the side path location.
  5. **Hwy 81 at W. Clark Street/City Hall south to Cricket Frog Trail crossing Hwy 81.** The project would include a 12' wide side path located on the west side of Hwy 81, that would eventually connect the City Hall to existing Cricket Frog Creek Trail crossing of Hwy 81, within the City of Covington. The study will include the side path crossing of the railroad tracks north of I-20, and Interstate 20, with either a potential pedestrian bridge or future widening of the existing bridge crossing I-20. The side path would cross into the City of Covington and future cooperation and coordination would be required to implement the proposed side path from the City of Oxford City limits to its connection to Cricket Frog Creek trail.

## **Task II- Conceptual Parking Lot Study for the Old Church**

Atkins will prepare up to a maximum of three conceptual parking layout and site plans for Old Church property located on Wesley Street. The first conceptual parking layout alternative will include the addition of parking lot and spaces north of Old Church. The proposed parking would be laid out parallel to the Wesley Street behind the existing oak trees that are planted along the roadway. The existing Oak

trees along the Wesley Street would remain. The second conceptual plan and alternative will be south of the Church and will include the residential/parsonage property associated with the church. We understand that the home maybe demolished to accommodate the future parking lot. Construction cost estimate will be prepared for both parking lot site plan alternatives and will be available to assist the city in determining the project feasibility or setting priorities for future development of the parking lot facility. Atkins will review both plans with the city and include the review comments into a preferred and final site plan and cost estimate. Atkins will utilize readily available GIS or aerial photography to complete the design assignment.

**Task III- Public Landscape Evaluation and Recommendations**

Atkins will evaluate the existing public facilities and make landscape recommendations. Public facilities shall include public rights of way, city park, city hall, trail heads and other public facilities. Atkins will provide site evaluation of the existing facilities and provide plan recommendations for proposed improvements. Documentation will be prepared into a final report that includes conceptual plans, cost estimates of the potential improvements. Atkins will utilize readily available GIS or aerial photography to complete the design assignment.

**Professional Fees for proposed Services:**

Atkins proposes to provide the scope of services for the services outlined above. The proposed Professional Fee’s will be provided based on our normal hourly rates. Invoices are mailed monthly and are due within 30 days. Reimbursable expenses for the project, such as printing, photography, reproduction, couriers, travel, mileage, etc., will be billed in addition to the professional fees to the city. Additions, deletions, and changes in the scope of proposed services will be agreed upon in writing between both parties. Additional services requested by the Client that are not specifically identified in the above Scope of Services will be invoiced at the standard hourly rates. The proposed Fees for the services indicated in this scope of work includes:

**Planning and Design Services**

<b>Task I Conceptual Trail Planning Services-</b>	<b>\$29,750.00</b>
<b>Task II Conceptual Parking Lot study -</b>	<b>\$ 9,500.00</b>
<b>Task III. Public Landscape Evaluation and Recommendations-</b>	<b>\$19,750.00</b>
<b>PROPOSED FEE</b>	<b>\$59,000.00</b>
<b>ESTIMATED EXPENSES-</b>	<b>\$ 1,500.00</b>
<b>TOTAL PROPOSED FEE</b>	<b>\$60,500.00</b>

**Proposed Schedule:**

We understand that it is the city’s goal to have the trail alignments completed in advance of December 18<sup>th</sup> City Council meeting. To complete the remainder of parking lot study and the public landscape evaluation, we estimate approximately another 4-6 weeks, or by the end of January 2024.

Thank you for the opportunity to provide you and the City of Oxford with this proposal. We look forward to discussing the project and scope of work with you in further detail. Should you have any questions or require additional information, please do not hesitate to contact me at 770.933.0280 or by email at [john.boudreau@atkinsglobal.com](mailto:john.boudreau@atkinsglobal.com)

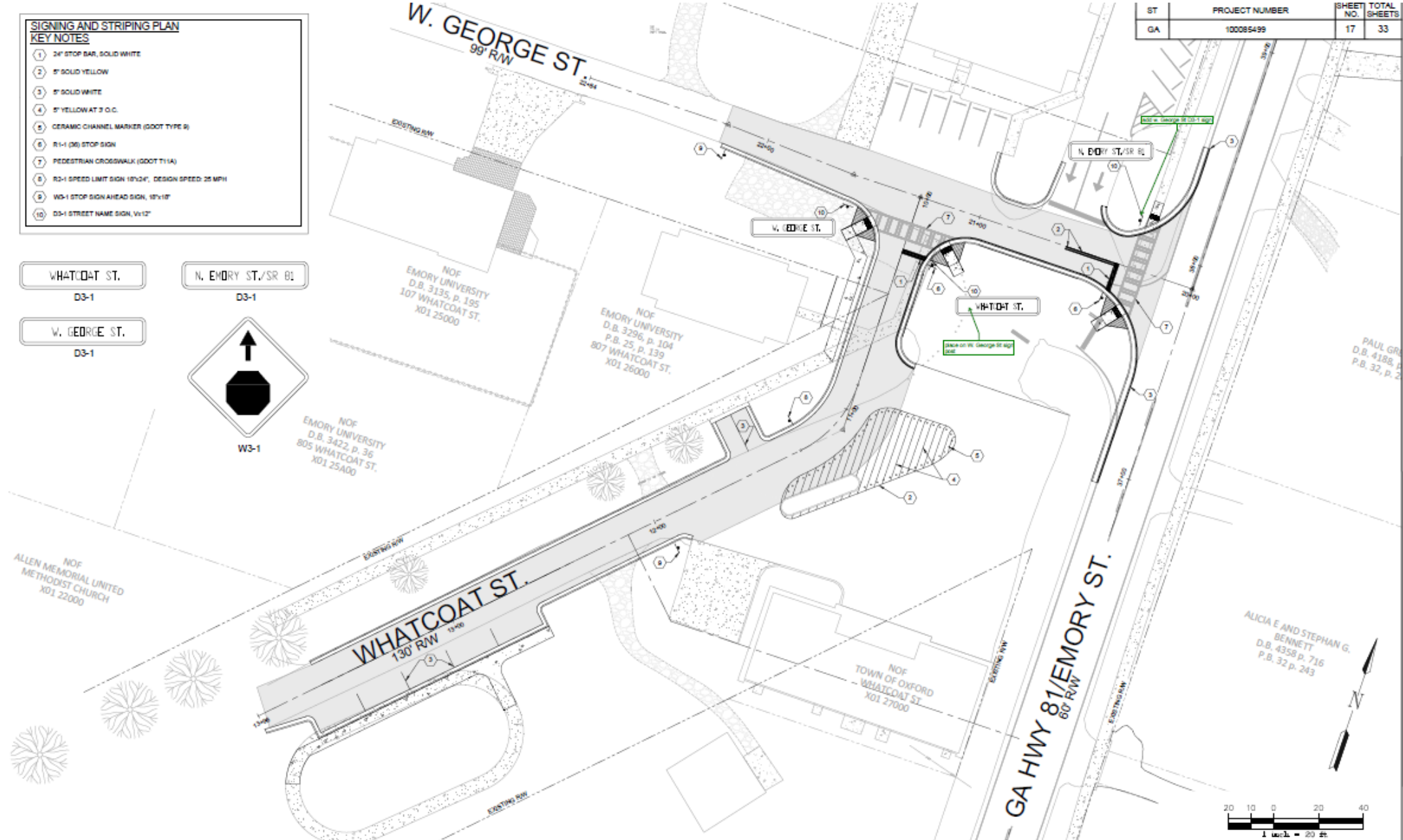
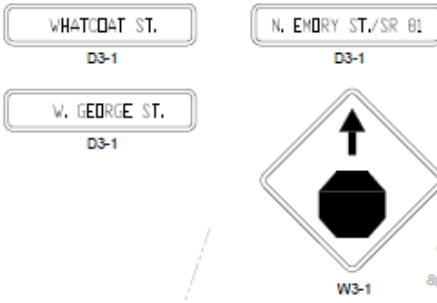
Sincerely,

John D. Boudreau, RLA  
Senior Technical Manager

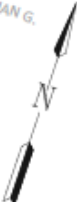


# Signing and Marking – from 100% plans

- SIGNING AND STRIPING PLAN**  
**KEY NOTES**
- ① 24" STOP BAR, SOLID WHITE
  - ② 5" SOLID YELLOW
  - ③ 5" SOLID WHITE
  - ④ 5" YELLOW AT 3 O.C.
  - ⑤ CERAMIC CHANNEL MARKER (GOOT TYPE B)
  - ⑥ R1-1 (36) STOP SIGN
  - ⑦ PEDESTRIAN CROSSWALK (GDOT T11A)
  - ⑧ R2-1 SPEED LIMIT SIGN 15"x24", DESIGN SPEED 25 MPH
  - ⑨ W3-1 STOP SIGN AHEAD SIGN, 18"x18"
  - ⑩ D3-1 STREET NAME SIGN, 18"x12"



ST	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA	100085499	17	33



Atkins North America, Inc.  
1800 Northridge Parkway, 9th, 10th, 11th  
Atlanta, GA 30328  
770.993.6000

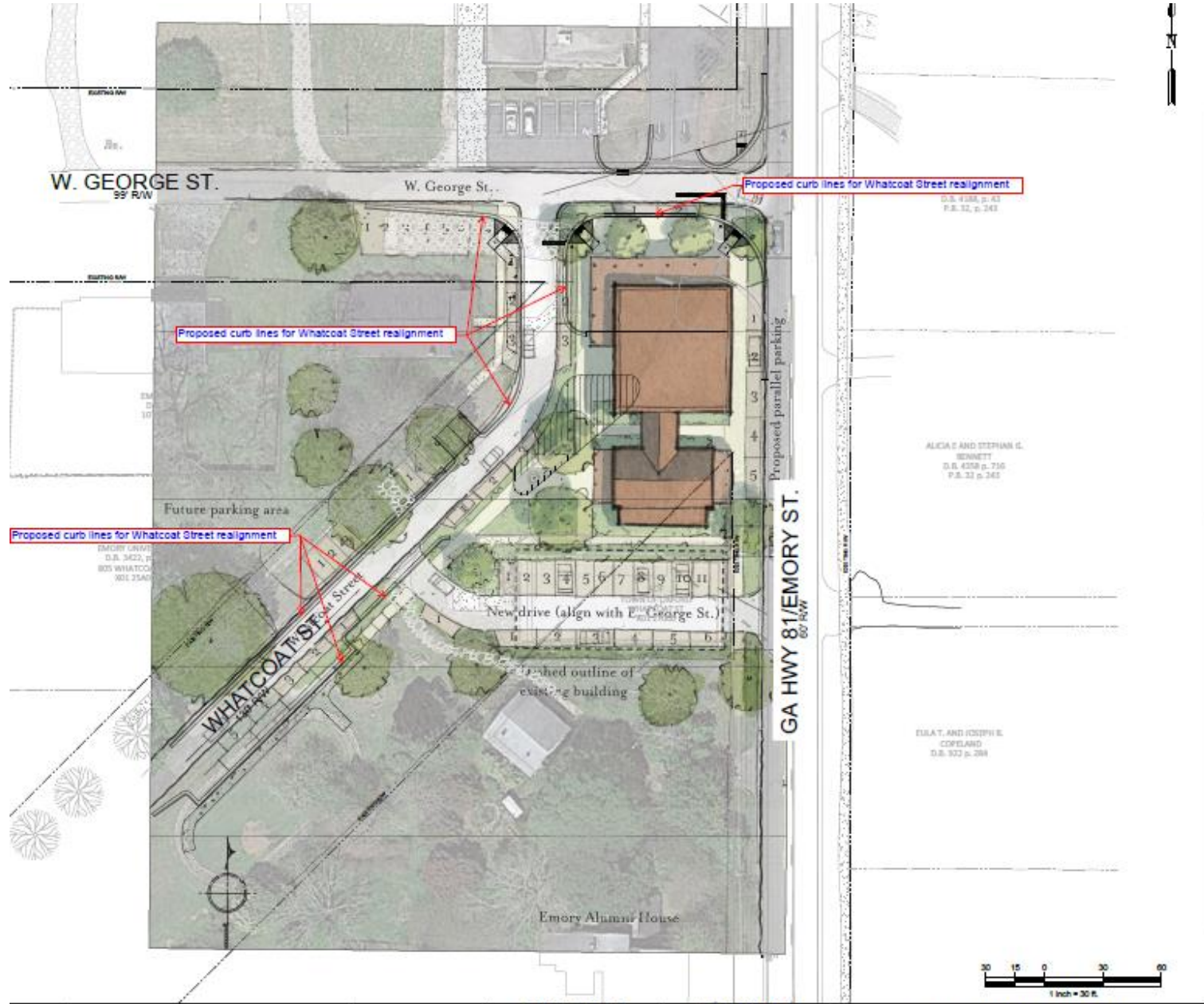
Certificate of Authorization #PE100002  
Expiration Date 08/30/2024

NOT VALID FOR CONSTRUCTION  
UNLESS SIGNED BY THIS BLOCK

REVISION DATES	REVISION DATES

CITY OF OXFORD, GEORGIA			
WHATCOAT STREET			
SIGNING AND MARKING PLAN			
CHECKED:	A.G.	DATE:	10/06/2023
DRAWN:	A.G.	DATE:	10/06/2023
CORRECTED:	K.P.	DATE:	10/06/2023
VERIFIED:	A.G.	DATE:	10/06/2023
DRAWING NO.			26-01

Overlay – from  
50% plans



**ATKINS**

Member of the SNC-Lavalin Group

Atkins North America, Inc.  
100 Northgate Parkway NW, 8th Fl.  
Atlanta, GA 30328  
770.412.0000

Certificate of Accreditation #19000002  
Expiration Date 06/30/2025

NOT VALID FOR CONSTRUCTION  
UNLESS SIGNED IN THIS BLOCK

REVISION DATES	REVISION DATES

CITY OF OXFORD, GEORGIA			
WHATCOAT STREET			
MAINLINE PLANS			
CHECKED:	DATE:	DRAWING NO.	
BACKCHECKED:	DATE:	13-01	
CORRECTED:	DATE:		
VERIFIED:	DATE:		

## Schedule for Whatcoat Street Design

5/11/2023	Received survey information
Week of 5/15/2023	Survey review
Week of 5/22/2023	Limited Due Diligence / Coordinate with City of Oxford
Week of 5/29/2023	Prepare schematic site plan
Week of 6/5/2023	Submit Schematic Site Plan for City review / comments (maximum of 1 week for City review)
Week of 6/12/2023	Begin 50% Construction Document Phase
Week of 7/31/2023	Submit 50% plans to the City for review (maximum of 1 week for City review)
Week of 8/7/2023	Begin 100% Construction Document Phase
Week of 10/2/2023	Submit 100% plans to the City for review (maximum of 1 week for City review)
Week of 10/16/2023	Begin permitting process (submit plans to City and GDOT)

Thanks,

**George N. Kakunes, P.E.\*, PMP**  
**Sr. Project Manager**

\*Registered in AL, AR, GA, KY, NC, ND, SC, TN

### **ATKINS**

1600 RiverEdge Parkway NW, Suite 700, Atlanta, Georgia 30328 | Tel: 770-933-0280 Office | 770-933-0971 Fax | 678-247-2504 Direct | Cell 404-317-7264

Email: [george.kakunes@atkinsglobal.com](mailto:george.kakunes@atkinsglobal.com) Web: [www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica) [www.atkinsglobal.com](http://www.atkinsglobal.com)

## Schedule for Whatcoat Street Construction

Bill,

I had one of our construction guys look at this and he estimated about 6 months to reconstruct the road. This assumes that utilities are a non-issue or very minor, which I think is reasonable for this site.

**R. Brian Bolick** PE  
Vice President, Sr. Division Manager  
*Community & Intermodal Infrastructure*  
**Engineering Services**

 678.247.2436  678.478.3026

**Atkins**





# INVESTIGATION REPORT

810 Whatcoat Street Oxford, GA 30054

## DOCUMENT SUMMARY

Investigation by observation-documentation conformity, to determine if the existing building at the noted address was built as the architect designed. Submittal of findings and final judgement on the potential for an additional story to be added to the existing structure.

Prepared for: **Bill Andrew**

**City Manager for the City of Oxford, Georgia**

Submitted by:

**Zack Middleton – Middleton Engineering & Brewing**





www.middletonengineer.com  
Email: [zrm@middletonengineer.com](mailto:zrm@middletonengineer.com)  
Phone: 503.875.8991 | 706.642.0217  
Portland, OR | Atlanta, GA

April 19, 2022

Bill Andrew  
City Manager – City of Oxford  
110 W. Clark Street  
Oxford, Georgia 30054

Site Address: 810 Whatcoat Street, Oxford Georgia 30054

RE: Site visit and Investigation of Existing Structure

Representatives Present: Zack Middleton, Middleton Engineering & Brewing  
Bill Andrew, City of Oxford Representative

Attachments: Investigation Plan drawing  
Site Photographs  
Original Architectural Drawings

Dear Mr. Andrew,

On Monday April 11, 2022, I met with you to make a site visit and investigation of the existing structure at the above site address. The existing structure is a single story consisting of multiple construction materials: CMU block walls, metal and wood stud walls, brick veneer, steel columns, steel base plate, steel roof trusses, concrete slab and concrete foundations. Construction consists of conventional framing means and methods, where the structure appears to be in good condition. Original construction documents by Ronald L Dimery – Architect, were provided by Mr. Andrew prior to the site visit as well as during the visit. The purpose of my visit was to investigate the existing structure, report the findings and to determine if the existing structure is structurally adequate to accept a second story addition. Please note at the time of investigation and creation of this report the design of the additional story along with any specific construction materials or occupancy has not presented to Middleton Engineering & Brewing. Middleton Engineering & Brewing reserves the right to amend this report and any portion thereof once the design of the additional story is available.



## INVESTIGATION

The investigation methodology utilized by Middleton Engineering & Brewing compares the in-field observations with the sealed construction drawings, or observation-documentation conformity. The elements chosen for observation-documentation conformity were the overall shape and elevation of the building, wall placement, wall material and where possible rebar size and spacing in the slab and walls. Reference the investigation plan drawing, noting the area of investigation. The essence of this methodology is to isolate a visual collection of items that are reasonably accessible to investigate and then compare to the original construction documents. If no major deviations are discovered, Middleton Engineering & Brewing finds it reasonable that the physical construction followed the construction documents as the original designer intended. Please note, this does not ensure that all structural entities are in conformance nor that the original design adhered to the appropriate building code or standards at the time of construction nor is acceptable per the currently adopted building code.

## FINDINGS

The exterior of the building and overall shape adheres to the construction drawings, where the roof line is a long rectangle and the exterior walls follow the roof line, except at the front entrance where there is a recess in the wall and isolated columns under the roof line within the wall recess. Wall placement from the area of investigation and the entryway was in accordance with the drawings, along with the material utilization. However, there were major deviations found in the 4-inch-thick slab, as no rebar was found, and the slab appeared to be thicker than the noted 4 inches. The instrumentation utilized to scan the slab and walls was a Bosch Wallscanner D-tect 150 professional, that has a penetration depth of up to six inches and determine rebar versus conduit, piping, studs and wiring. The 4-inch slab should have welded wire fabric throughout the entire slab per the construction drawings. Six different locations on the slab in the area of work, reference the Investigation plan, were scanned to establish any rebar placement or spacing. No rebar nor welded wire fabric was detected in either direction at all six locations. Proceeding with the investigation, the exterior metal stud wall was correctly constructed with a stud at every 16" on center, with an appropriate flange width. In the interior CMU walls a scan was completed at three locations and no rebar was found within 5 feet of the top of slab, which is consistent with the construction drawings. Additionally, at the interior CMU walls, per the construction documents the top row of block was supposed to be a bond beam with a pair of #5 rebar continuous at both the top and bottom. In a major deviation, a large steel beam was seated on the top of the interior CMU wall as shown in the attachments. This beam is not found in the construction documents nor was further investigated.



www.middletonengineer.com  
Email: [zrm@middletonengineer.com](mailto:zrm@middletonengineer.com)  
Phone: 503.875.8991 | 706.642.0217  
Portland, OR | Atlanta, GA

### Structural Adequacy

The overall structure does appear to be in very good condition and appears to be very rigid. However, there are major deviations in the observation-documentation conformity, that indicates that the original sealed construction drawings were not adhered to properly. While certain elements may be adequate the foundations cannot be assumed constructed as designed. The foundations are essential to transferring the building loads to the ground: if undersized the building has a large probability to have unacceptable amounts of settling. This unacceptable settling could result in large interior deficiencies i.e., doors not closing, windows breaking, drywall cracking, brick veneer failing, etc. To confirm the foundations would require extensive excavation and additional investigation, resulting in a major expense. From these findings Middleton Engineering & Brewing does not recommend a second story addition to be placed on the existing building without further foundation investigation.



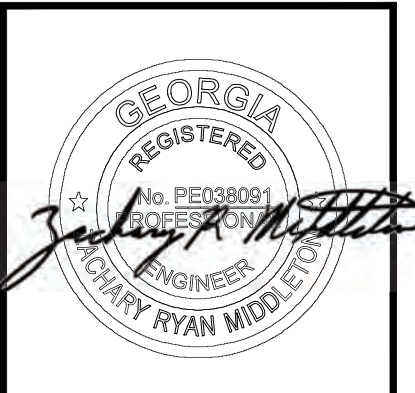
Zack Middleton, M. Engr, P.E.



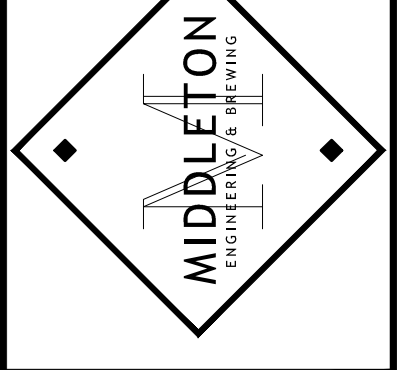
www.middletonengineer.com  
Email: [zrm@middletonengineer.com](mailto:zrm@middletonengineer.com)  
Phone: 503.875.8991 | 706.642.0217  
Portland, OR | Atlanta, GA

# ATTACHMENTS

4/20/2022 11:58:20 AM REVISED DOCUMENTS PER 2022 111 CITY OF OXFORD STRUCTURAL INVESTIGATION



RESIDENTIAL | COMMERCIAL  
STRUCTURAL ENGINEERING  
MIDDLETON ENGINEERING  
(503) 875-8991  
ZRM@MIDDLETONENGINEER.COM



DATE:	4/20/2022
SCALE:	AS SHOWN
ENGINEER:	ZRM
DRAFTER:	ZRM
CHECK:	ZRM
JOB:	22-123

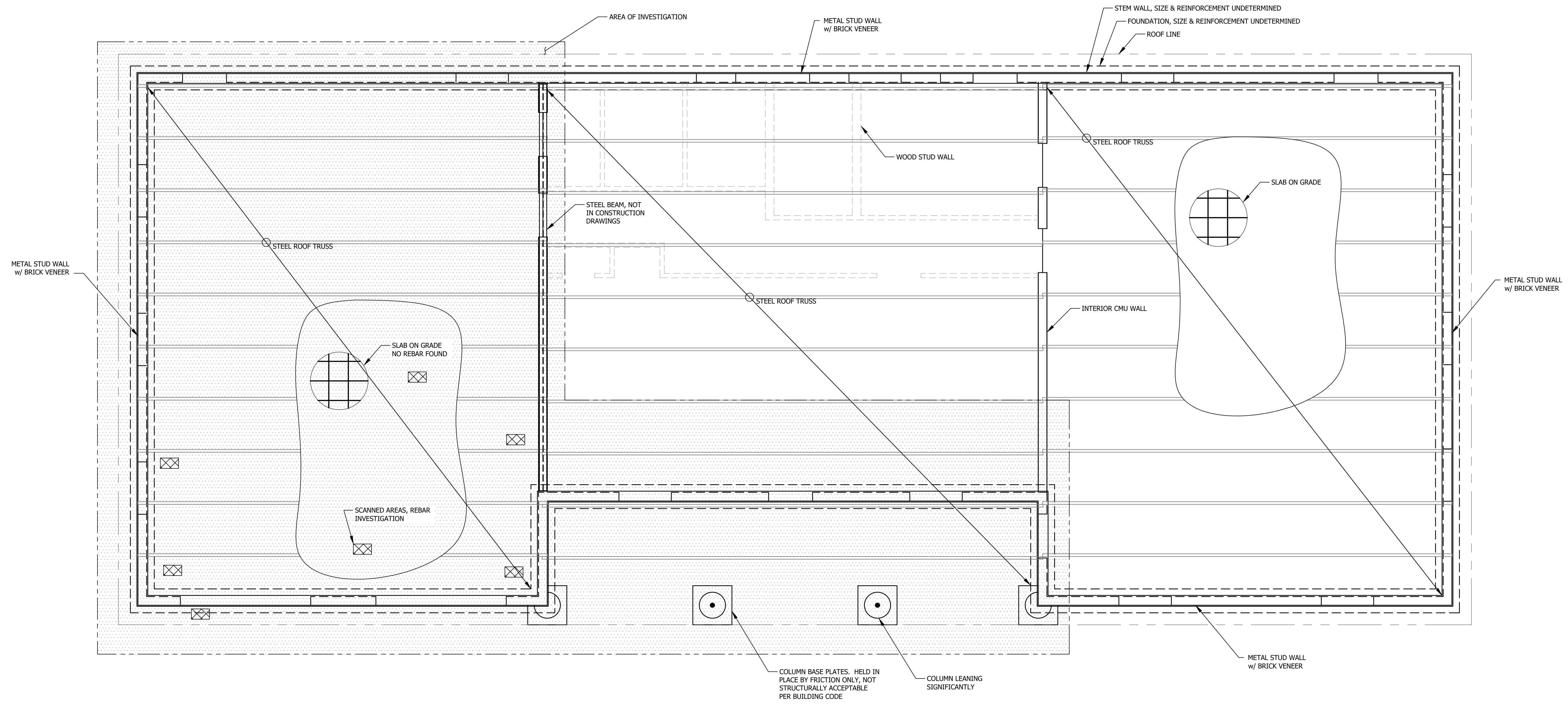
REVISIONS	DATE	DESCRIPTION

CLIENT  
BILL ANDREW - CITY MANAGER  
110 W. CLARK ST  
OXFORD, GA 30054

PROJECT  
INVESTIGATION REPORT  
810 WHATCOAT ST  
OXFORD, GA 30054

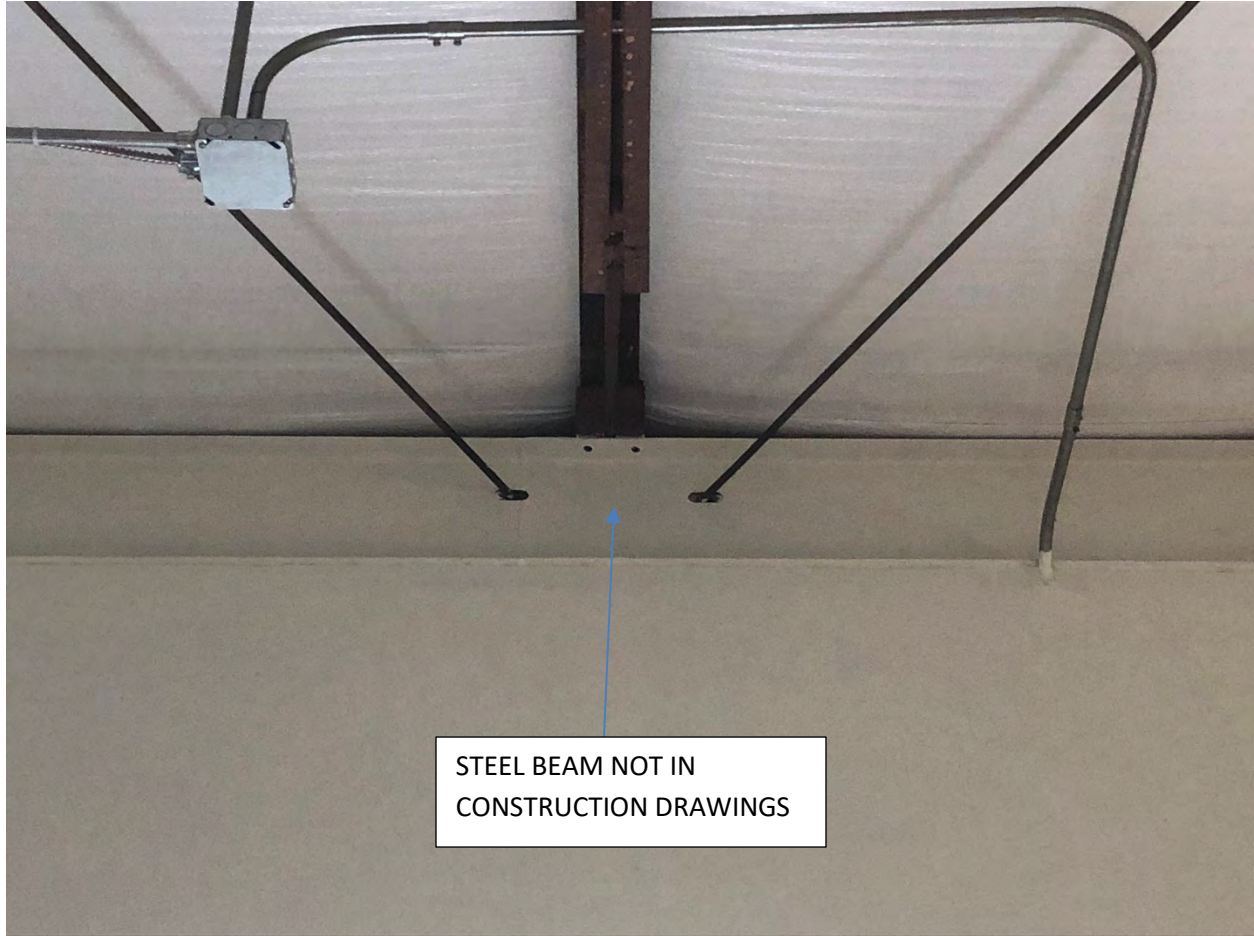
SHEET TITLE:  
INVESTIGATION PLAN

S2.0





www.middletonengineer.com  
Email: [zrm@middletonengineer.com](mailto:zrm@middletonengineer.com)  
Phone: 503.875.8991 | 706.642.0217  
Portland, OR | Atlanta, GA



STEEL BEAM AT TOP OF INTERIOR CMU WALL



www.middletonengineer.com  
Email: [zrm@middletonengineer.com](mailto:zrm@middletonengineer.com)  
Phone: 503.875.8991 | 706.642.0217  
Portland, OR | Atlanta, GA



LEANING COLUMN

LEANING COLUMN AND FRICTION BASE PLATE



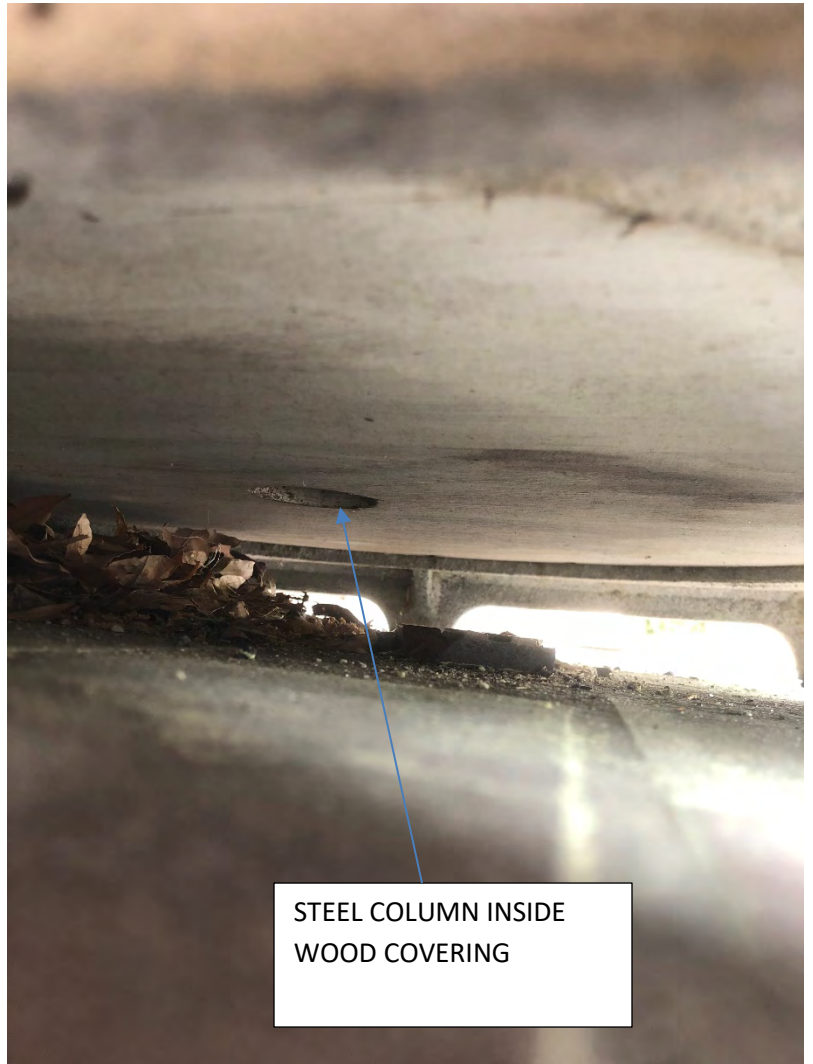




www.middletonengineer.com  
Email: [zrm@middletonengineer.com](mailto:zrm@middletonengineer.com)  
Phone: 503.875.8991 | 706.642.0217  
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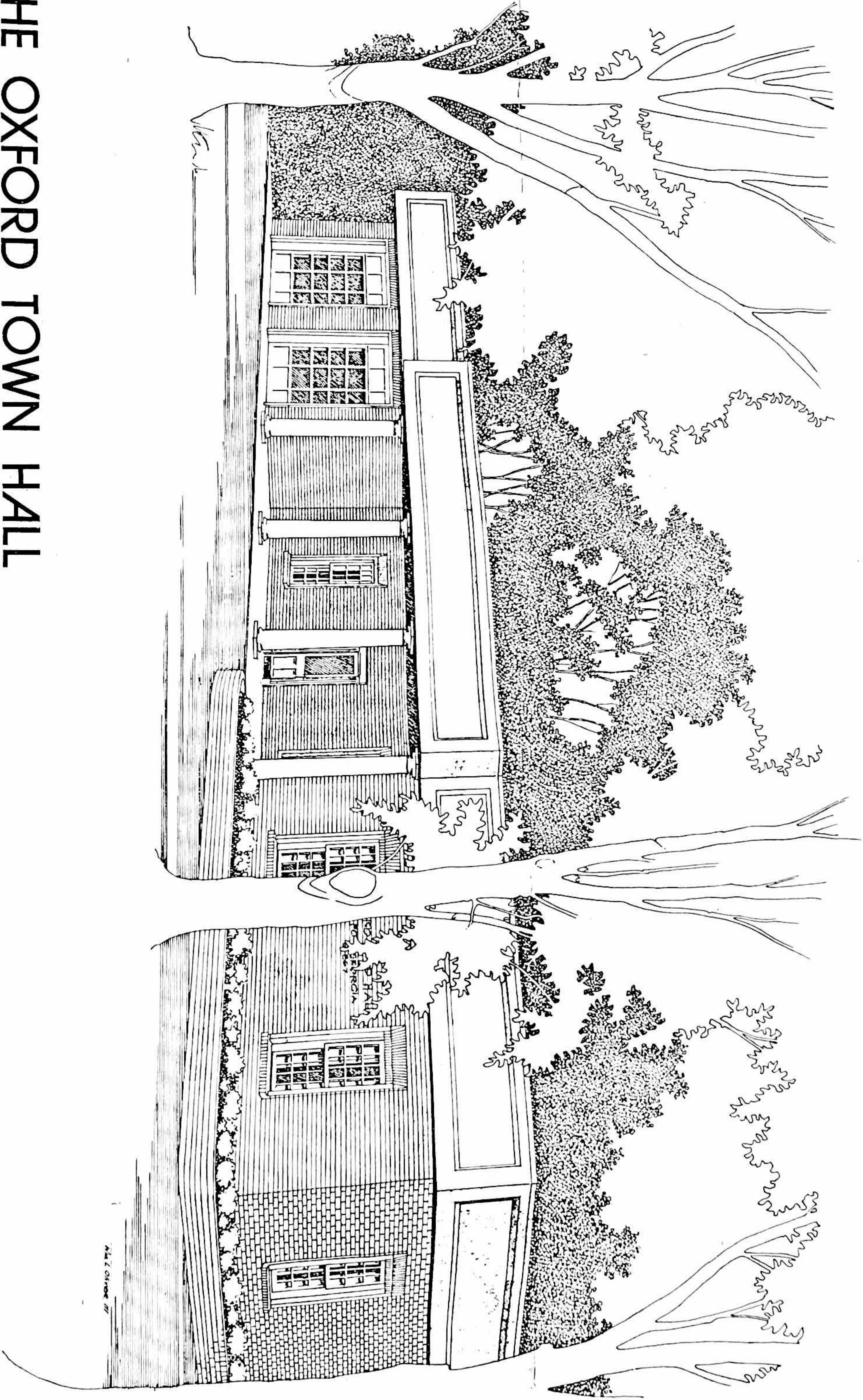
FRICION BASE  
PLATE. NOT  
ACCEPTABLE PER  
BUILDING CODE



STEEL COLUMN INSIDE  
WOOD COVERING

# THE OXFORD TOWN HALL

DINNERY CORBET WEST + ASSOCIATES ARCHITECTS AND URBAN DESIGNERS





EMORY STREET - 52.81

GEORGE ST

TRAIL BLAY 1000  
Laid IN UNPLNY  
FOUR

EDGE OF EXIST  
PAVING

1. P. SHT 2

EXIST PAVING

113' 62" WIDE SOUTH  
SIDE DRIVE

EXISTING BUILDING  
TO BE REMOVED

NEW PAVING  
(ALTERNATE HD 2)

EXISTING DRIVE  
TO BE REMOVED

NEW PAVING  
(ALTERNATE HD 2)

NEW BUILDING  
FL. FL. ELEV. 99.0

EXISTING DRIVE  
TO BE REMOVED

EXIST PAVING AREA  
TO REMAIN

EXIST PAVING

NEW PAVING  
(ALTERNATE HD 2)

EXISTING DRIVE  
TO BE REMOVED

EXISTING DRIVE  
TO BE REMOVED

EXISTING DRIVE  
TO BE REMOVED

WHARTON STREET - 130' 21"

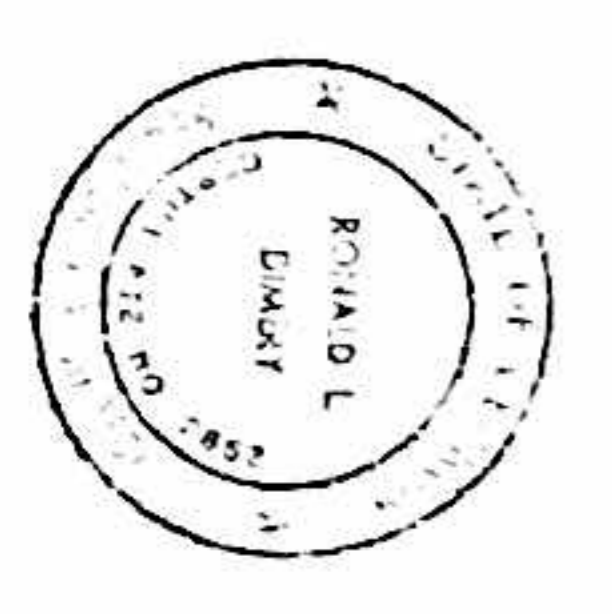
SITE PLAN

SCALE - 1" = 10'

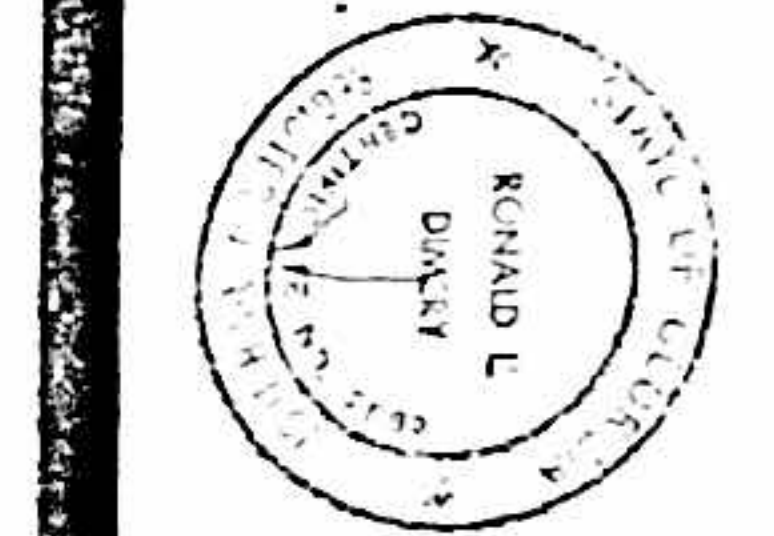
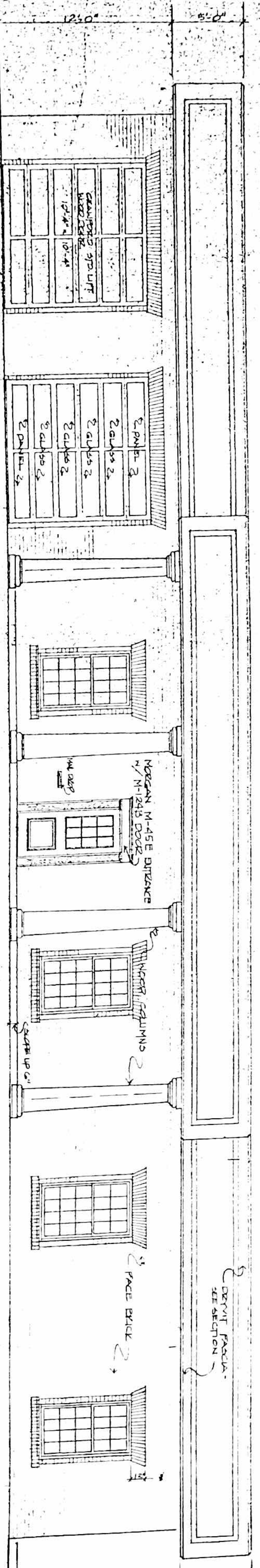
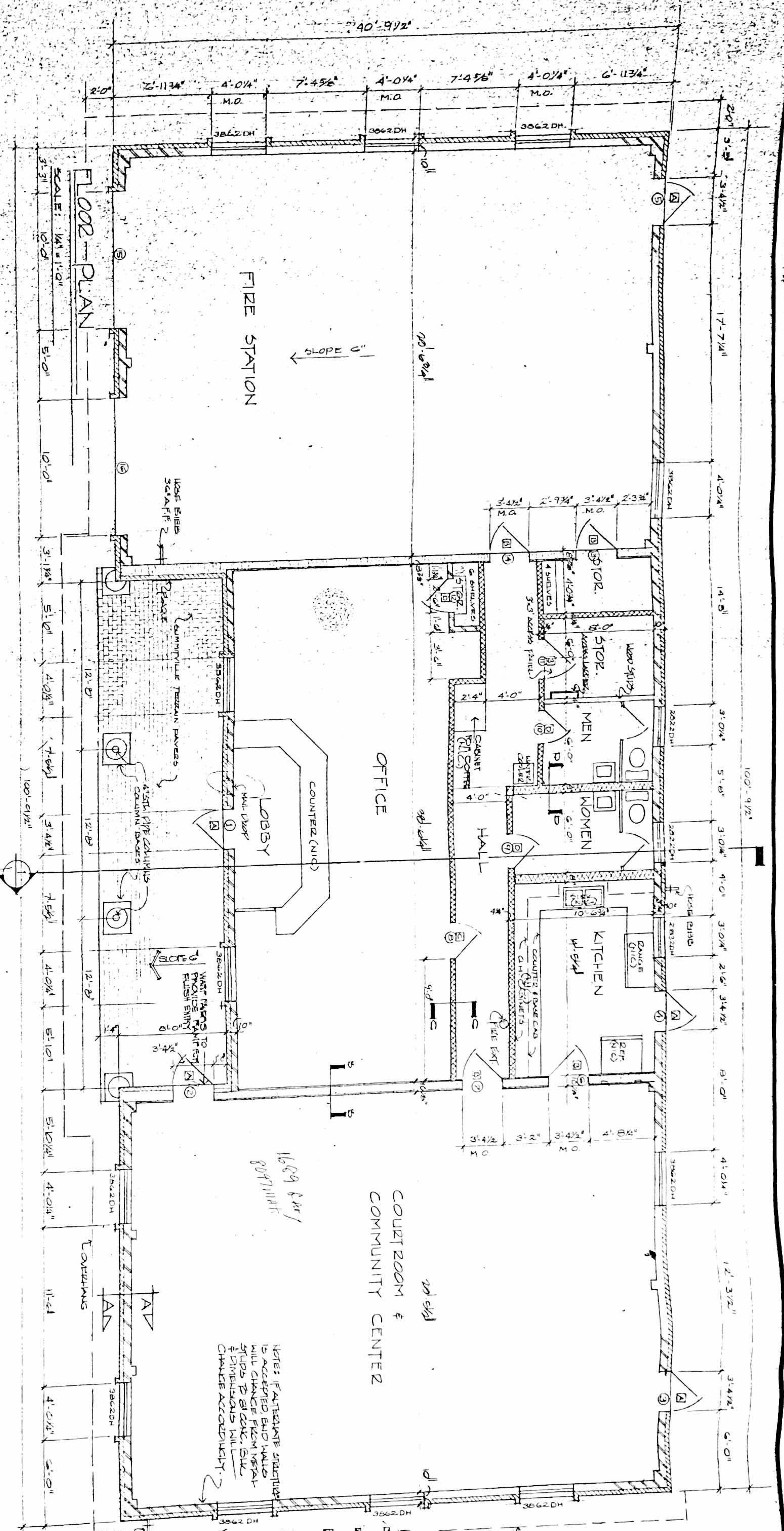
EXIST - EXISTING ELEVATION  
NEW - NEW ELEVATION

NEW PAVING

LAND LIFT AREA, SEE DISTRICT  
TEAM OF EXPERTS  
IDENTIFY COUNTY'S CRACKS  
PROPERTY INFORMATION FROM PUBLIC  
PROPERTY MAP TO BE USED TO  
BY LOCAL GOVERNMENT



THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND MAY NOT BE REPRODUCED OR USED WITHOUT HIS WRITTEN PERMISSION.		DRAWN L	SITE PLAN	SHEET NO. A.1
DATE 4-2-82	CITY FOL	JOB NO. 7502	OXFORD, CALIF.	
RONALD L. DIMICK, ARCH.				



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**RONALD L. DIMERY / ARCHITECT**

DATE: 3-5-80  
JOB NO.: 7902

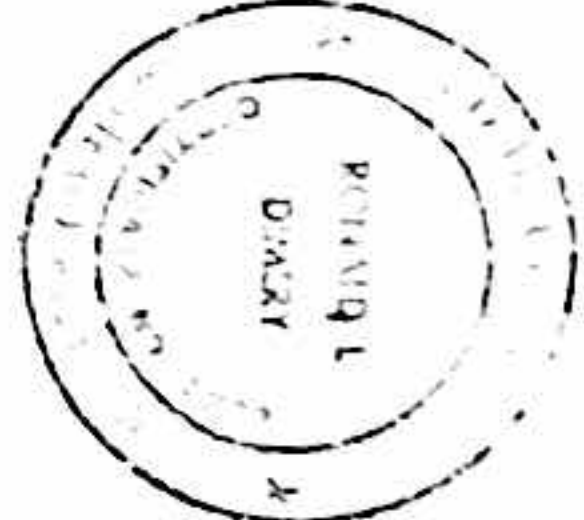
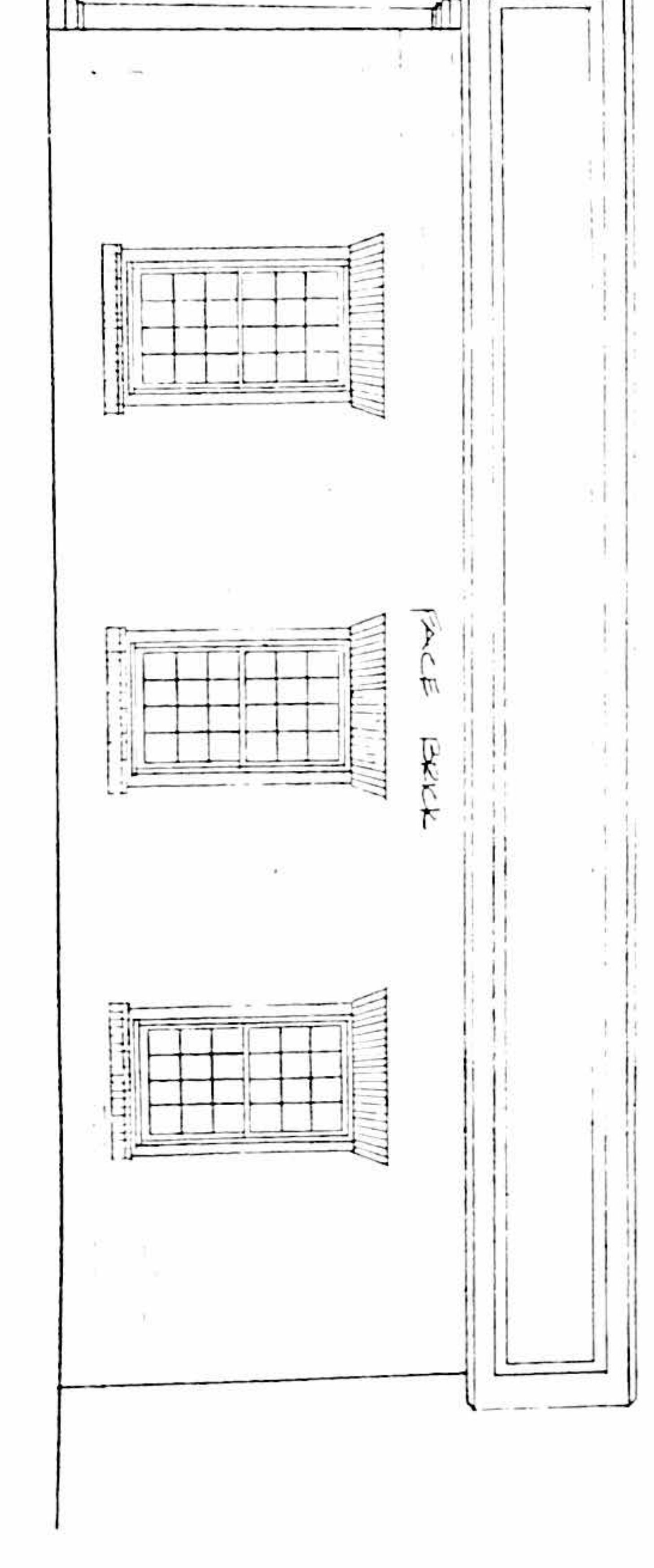
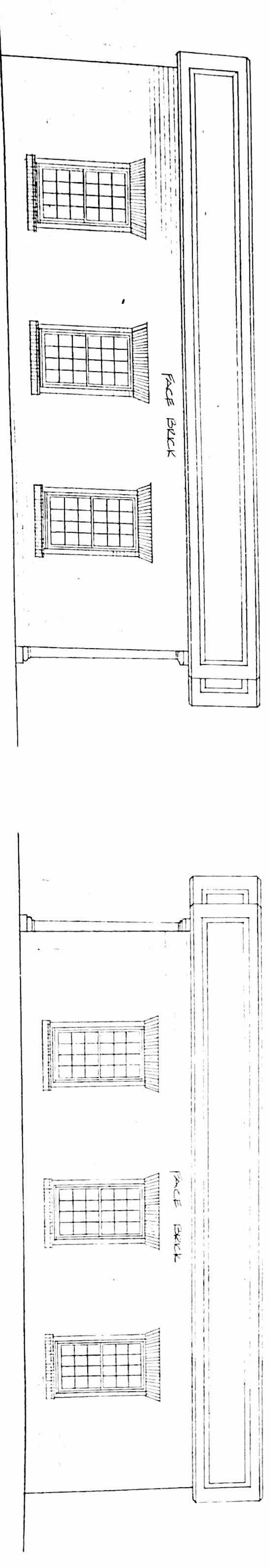
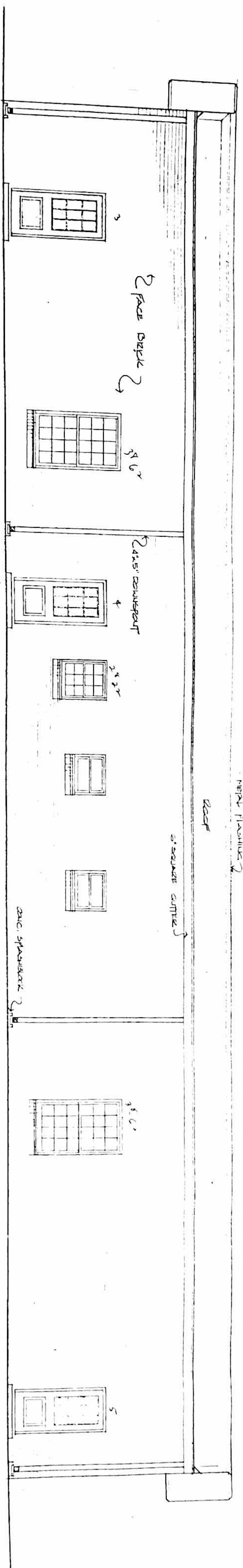
Floor Plan & Front Elevation  
CITY HALL  
OXFORD, GA.

### FINISH SCHEDULE

SPACE	FLOOR	BASE	WALLS	CEILING	CEIL. HT.	REMARKS
LOBBY	V.A.T.	VNL	GRP BR / PAINTED	2x2 LAV-N	10'	
OFFICE	CARPET	VNL	GRP BR / PAINTED	2x2 LAV-N	10'	
OFF SPOR.	CARPET	VNL	GRP BR / PAINTED	GRP BR / PAINTED	10'	
HAUL	V.A.T.	VNL	GRP BR / PAINTED	2x4 LAV-N	8'	
FIRE STA. SPOR.	CONC.	WNS	GRP BR / UNPAINTED	GRP BR / UNPAINTED	8'	
STOR.	CONC.	VNL	GRP BR / UNPAINTED	GRP BR / UNPAINTED	8'	
MEN	QUARRY TILE	QUARRY TILE	GRP BR / PAINTED	GRP BR / PAINTED	8'	
WOMEN	QUARRY TILE	QUARRY TILE	GRP BR / PAINTED	GRP BR / PAINTED	8'	
KITCHEN	V.A.T.	VNL	GRP BR / PAINTED	2x4 LAV-N	8'	
COURT/COMMUNITY	V.A.T.	VNL	GRP BR / PAINTED	2x4 LAV-N	10'	
MKS. GRN.	CONC.	NONE	GRP BR - CMU / PAINTED	EXP. STRUCTURE		
EXTERIOR	PANT ALL WOOD, PERGOLAS METAL AND SOFFIT BOARD					ALL GYF BR IS SOFFIT BR.

### DOOR SCHEDULE

DOOR ID	SIZE	TYPE
1	3'-0" x 6'-8"	A MORGAN M124-D
2	3'-0" x 6'-8"	A " M124-B
3	3'-0" x 6'-8"	A " M124-D
4	3'-0" x 6'-8"	A " M124-B
5	3'-0" x 6'-8"	B " M124-D
6	3'-0" x 6'-8"	B " F-2130
7	3'-0" x 6'-8"	B " F-2130
8	2'-8" x 6'-8"	B " F-2130
9	2'-8" x 6'-8"	B " F-2130
10	2'-8" x 6'-8"	B " F-2130
11	3'-0" x 6'-8"	B " F-2130
12	2'-8" x 6'-8"	B " F-2130
13	3'-0" x 6'-8"	C SOLID STEEL FLUSH
14	3'-0" x 6'-8"	C " " "
15	10'-4" x 10'-4"	D CEILING BR. G.H.
16	10'-4" x 10'-4"	D " " "



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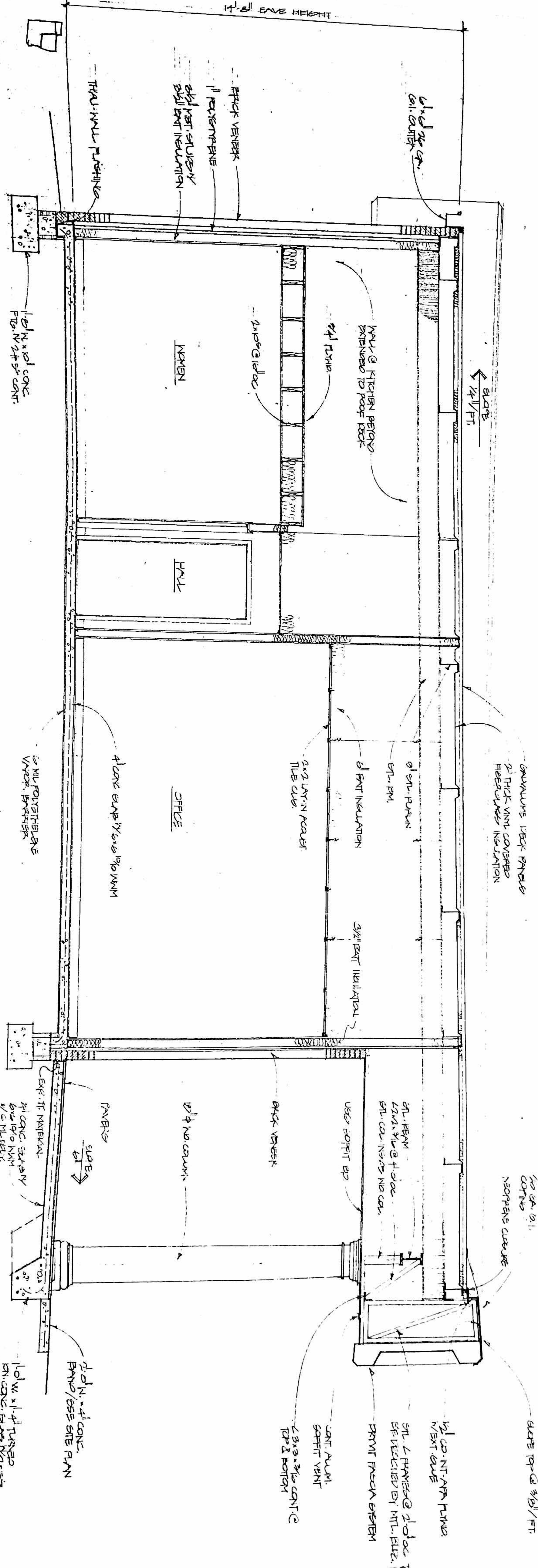
**RONALD L. DIMERY / ARCHITECT**

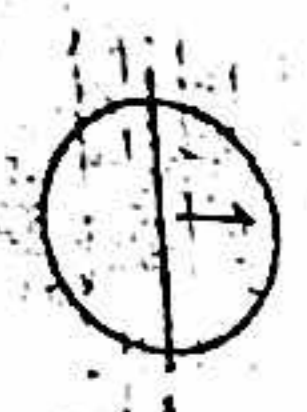
DATE: 3-5-82  
JOB NO.: 7902

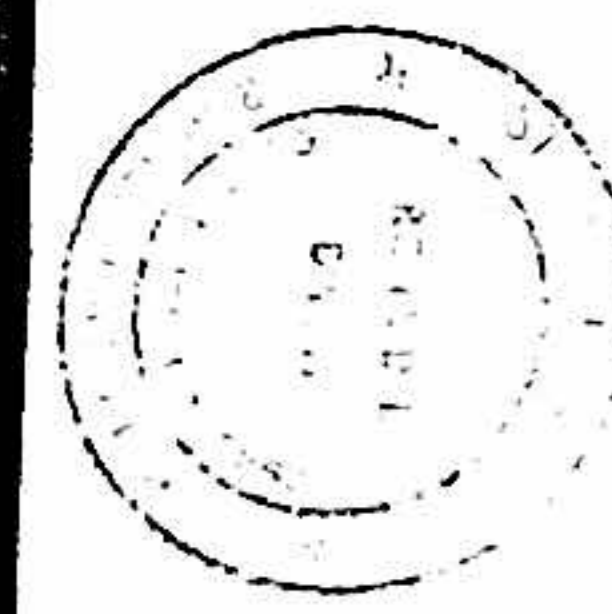
ELEVATIONS  
CITY - HALL  
FOR  
OXFORD, CA.

SHEET NO. A.3 OF






 BUILDING SECTION  
 SCALE: 1/4" = 1'-0"

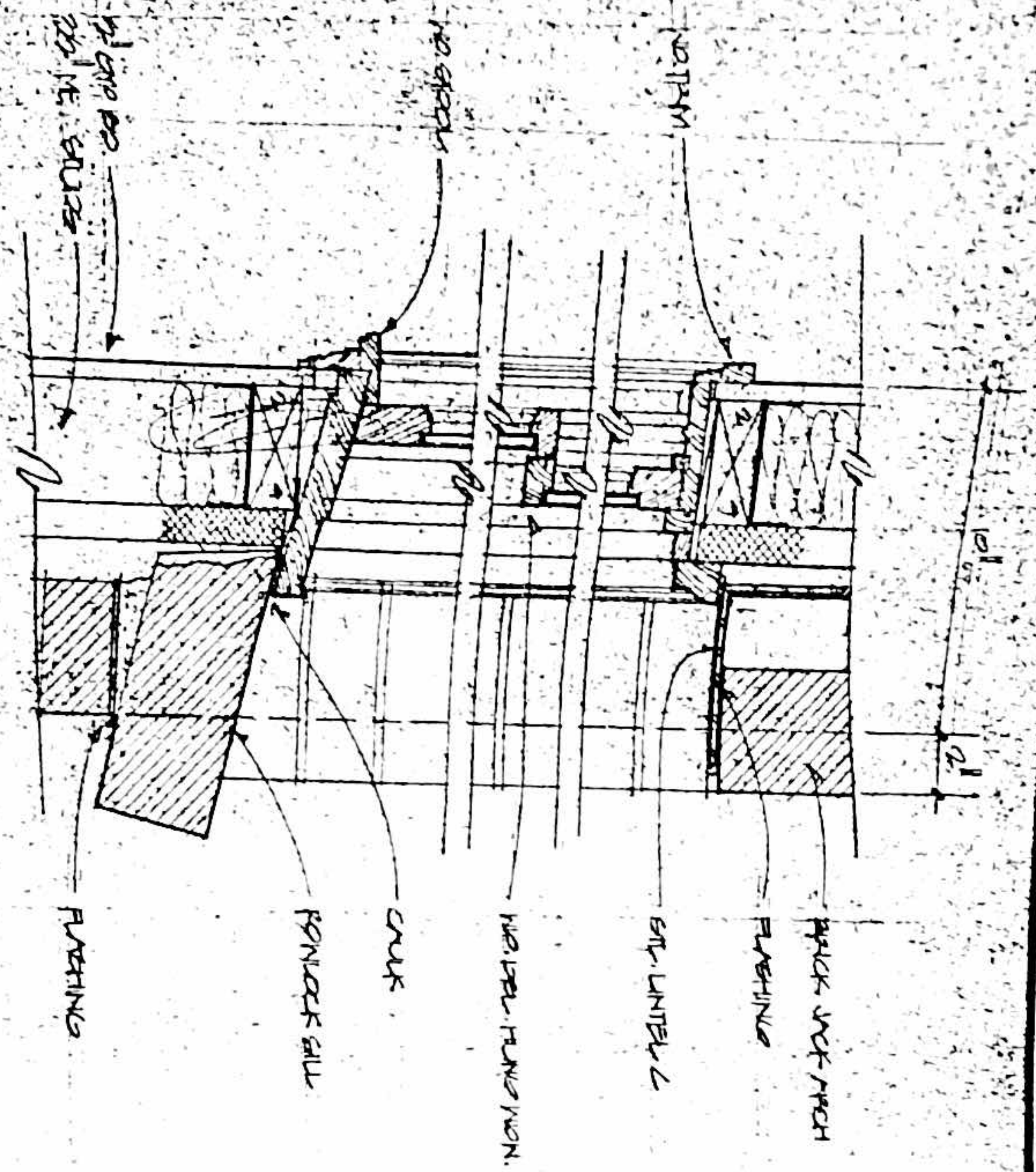


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 WRITTEN PERMISSION.

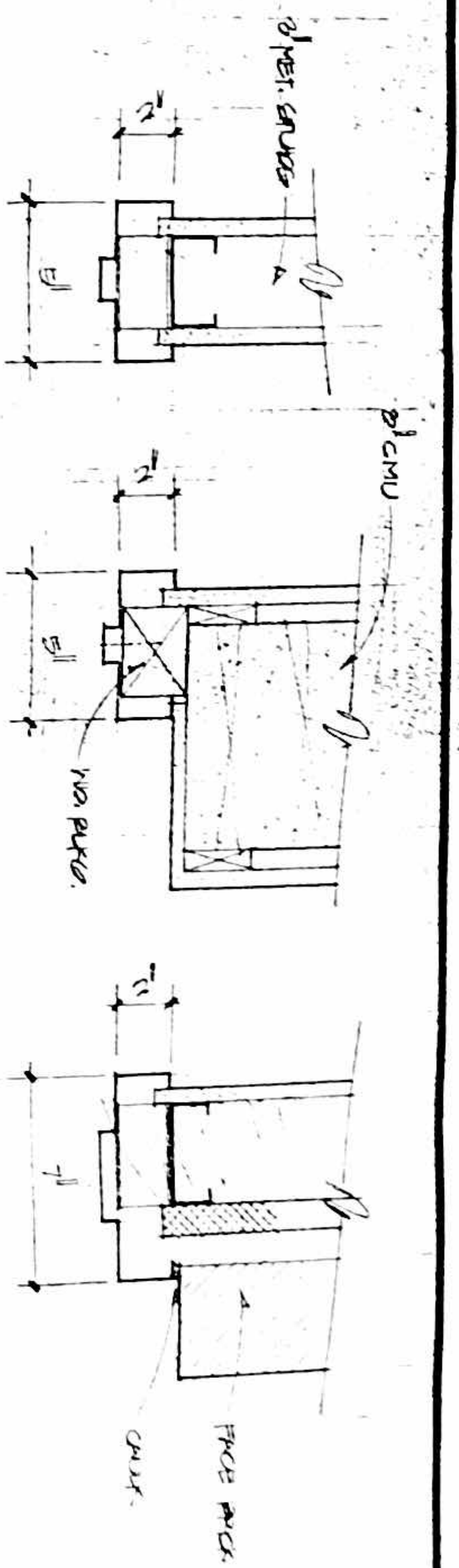
DRAWN R	BUILDING SECTION
DATE 3-5-80	CITY - HALL
JOB NO. 7801	FOR OXFORD, GA.

SHEET NO. A.5  
 OF

RONALD L. DIMERY / ARCHITECT

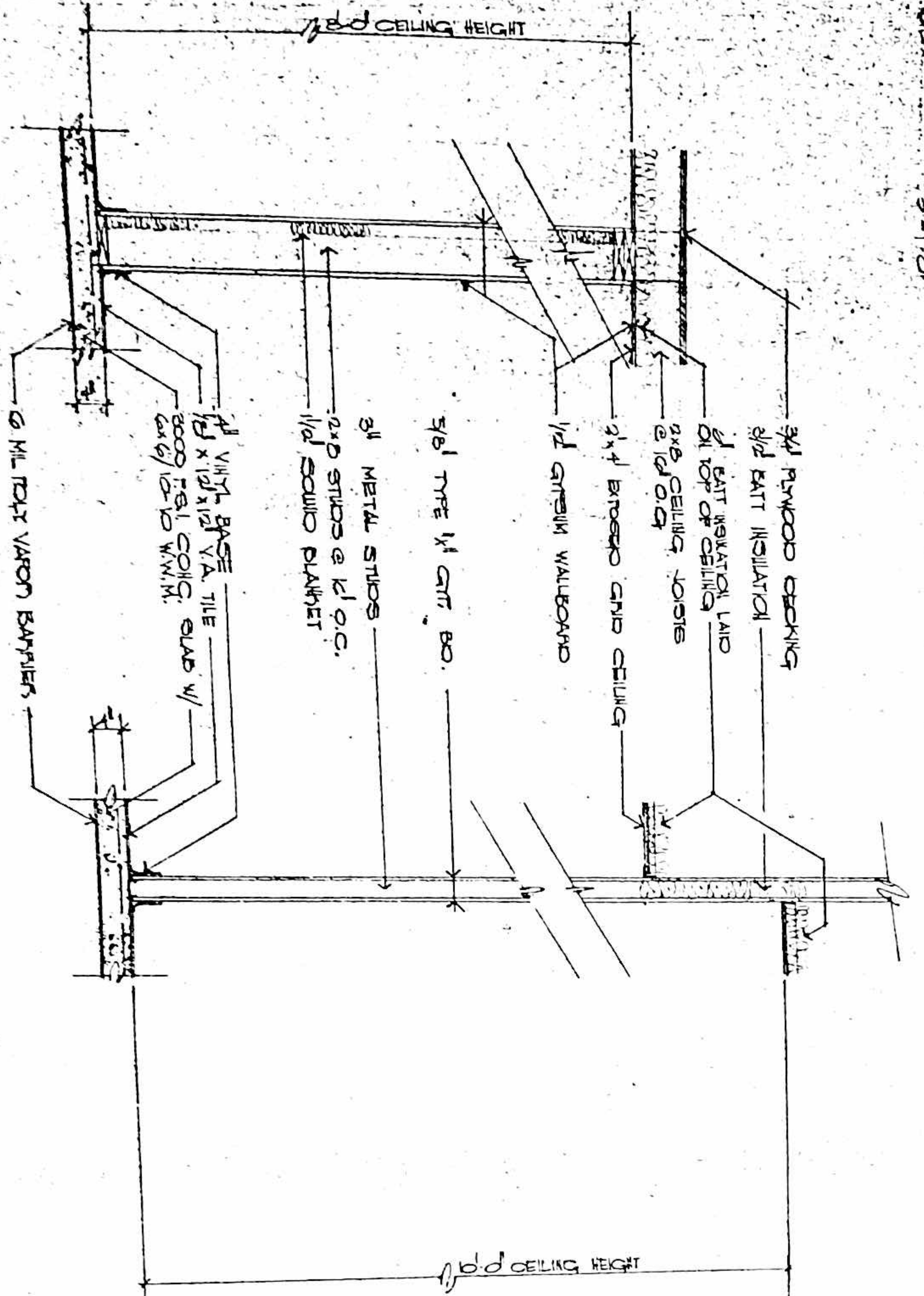


MINIMUM DETAILS  
SCALE: 3/4"=1'-0"



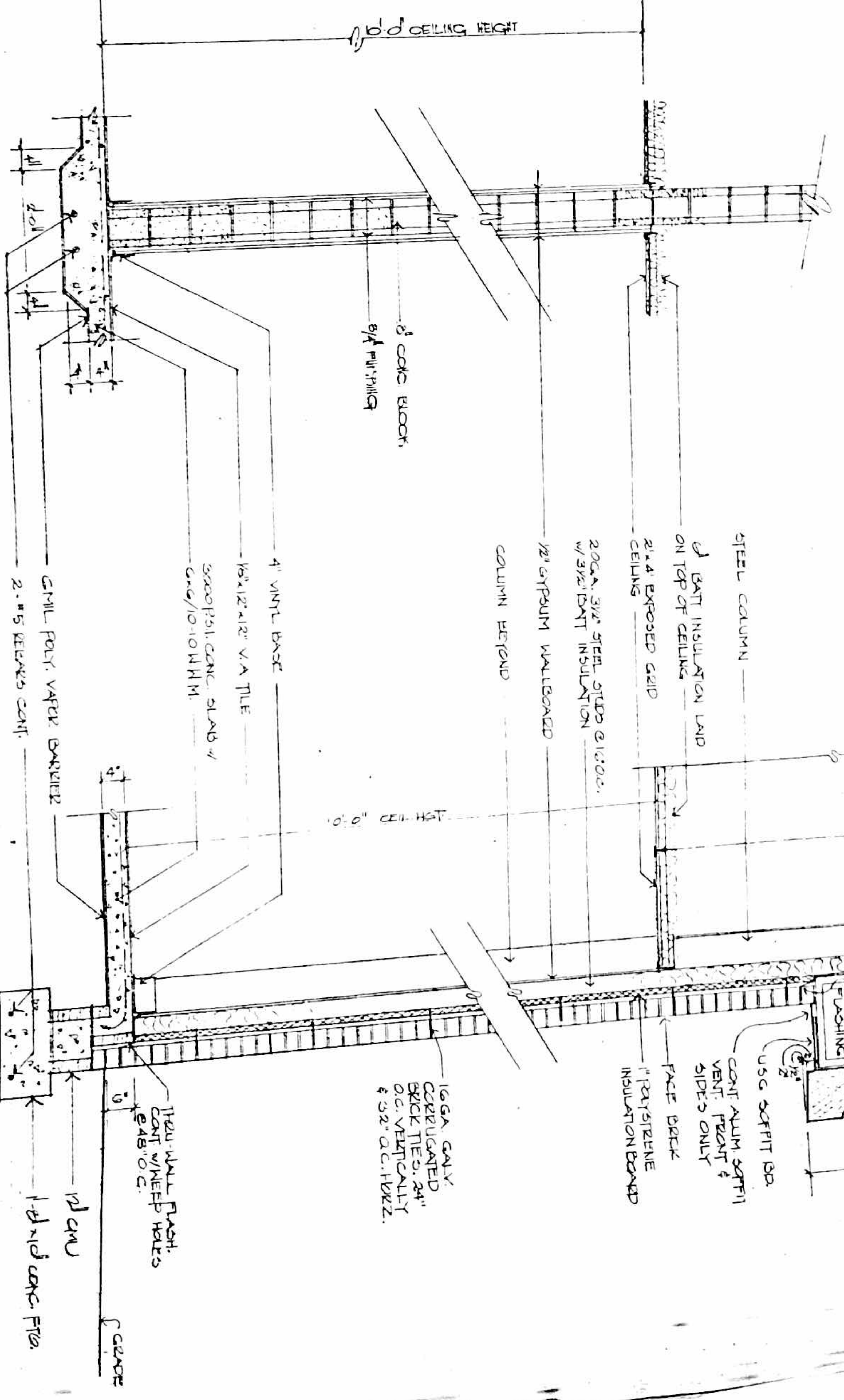
3" STUD WALL INTERIOR CMU WALL EXTERIOR WALL

DOOR DETAILS  
SCALE: 3/4"=1'-0"



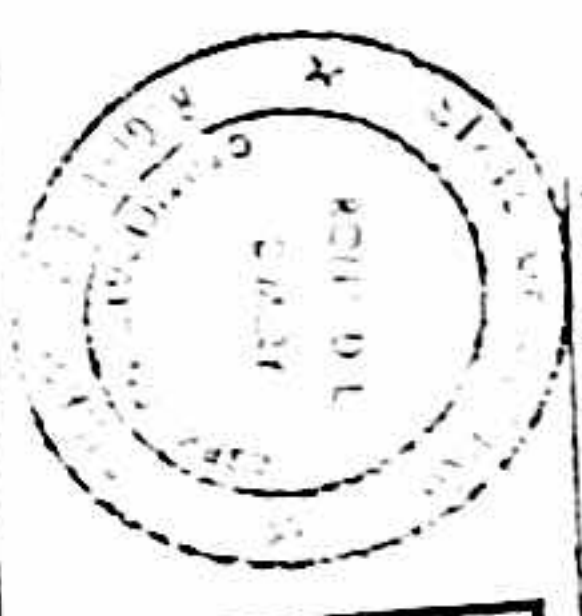
WALL SECTION D-D SCALE: 3/4"=1'-0"

WALL SECTION C-C SCALE: 3/4"=1'-0"



WALL SECTION B-B SCALE: 3/4"=1'-0"

WALL SECTION A-A SCALE: 3/4"=1'-0"



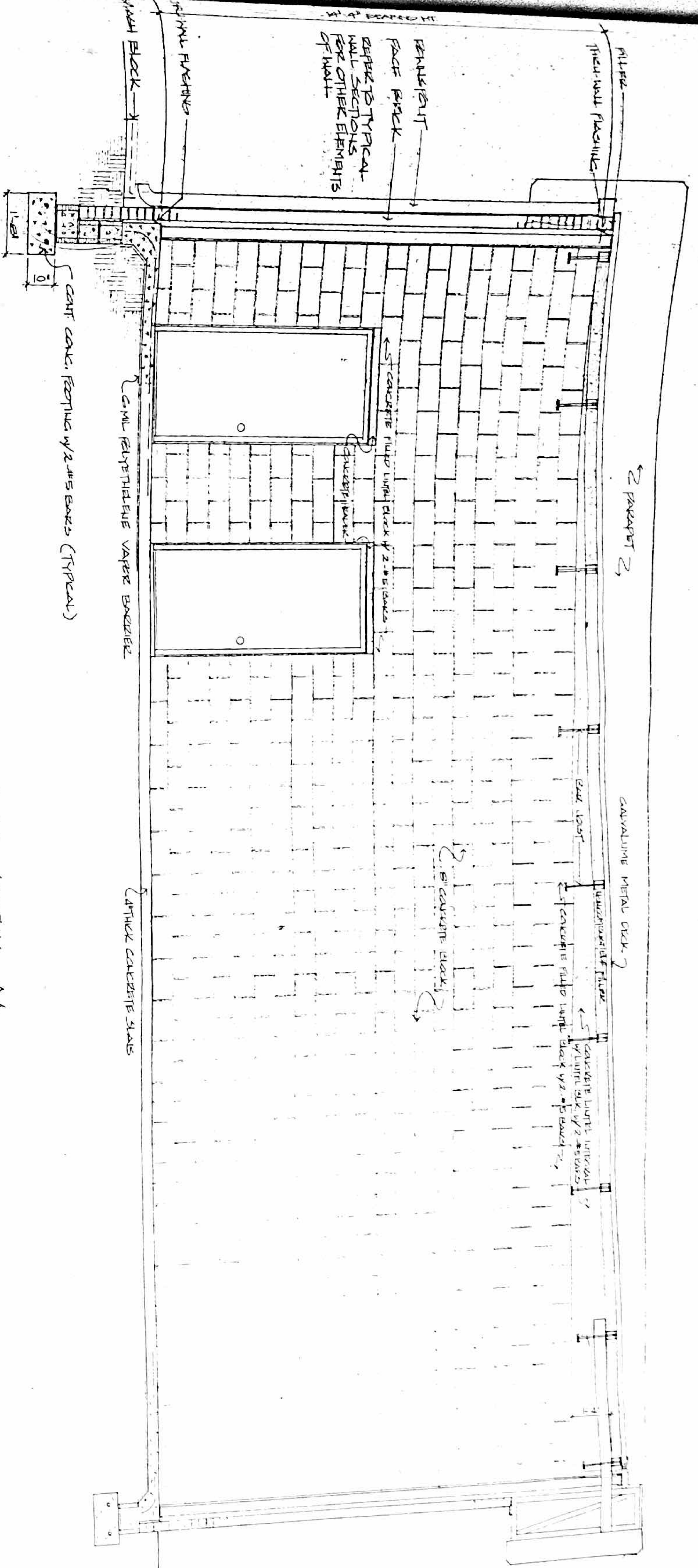
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**RONALD L. DIMERY / ARCHITECT**

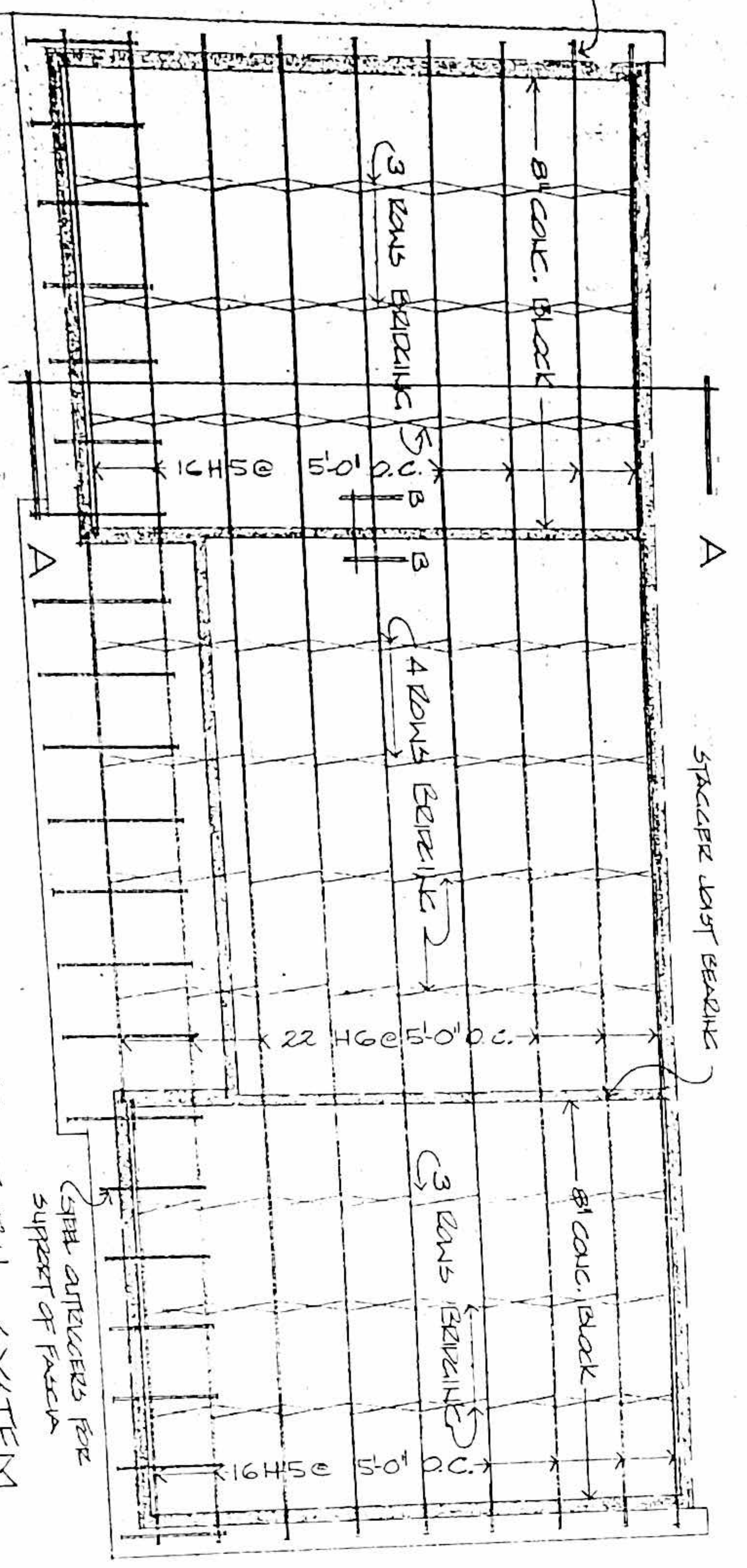
DATE	1-16-79
JOB NO.	79102
DRAWN	2
WALL SECTIONS	CITY HALL
FOR	OXFORD, GA.

SHEET A OF A

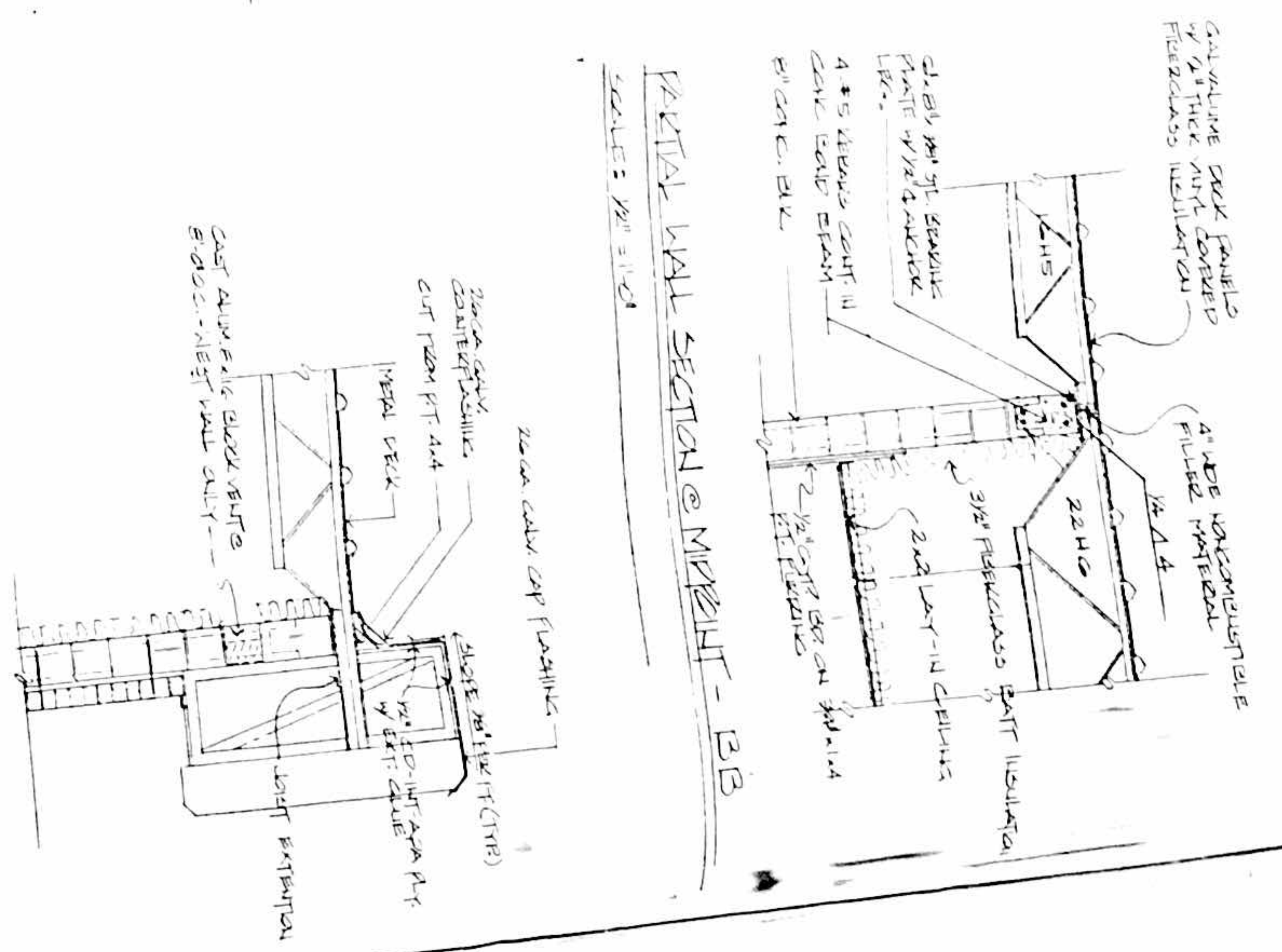




SECTION THRU FIRE STAIR FOR ALTERNATE STRUCTURAL SYSTEM - AA  
(ALTERNATE NO. 1)  
SCALE: 1/2" = 1'-0"



ROOF FRAMING PLAN FOR ALTERNATE STRUCTURAL SYSTEM  
(ALTERNATE NO. 1)  
SCALE: 3/8" = 1'-0"



DETAIL OF JOIST EXTENSION  
SCALE: 3/8" = 1'-0"

DETAIL WALL SECTION @ MEZANINE - B/B  
SCALE: 3/8" = 1'-0"



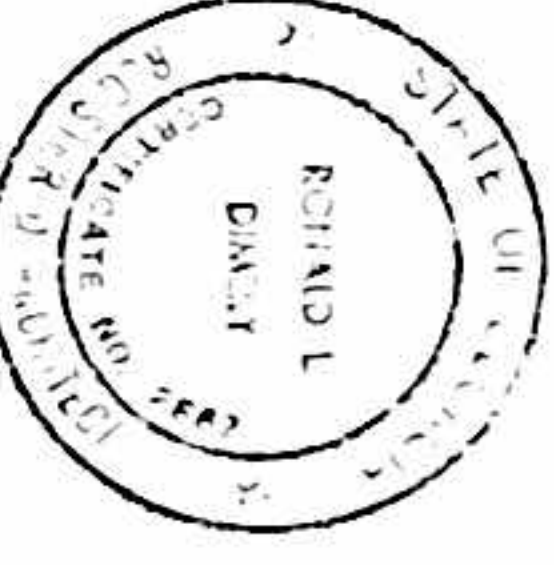
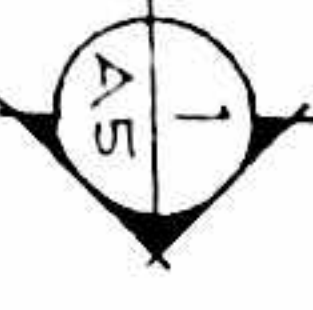
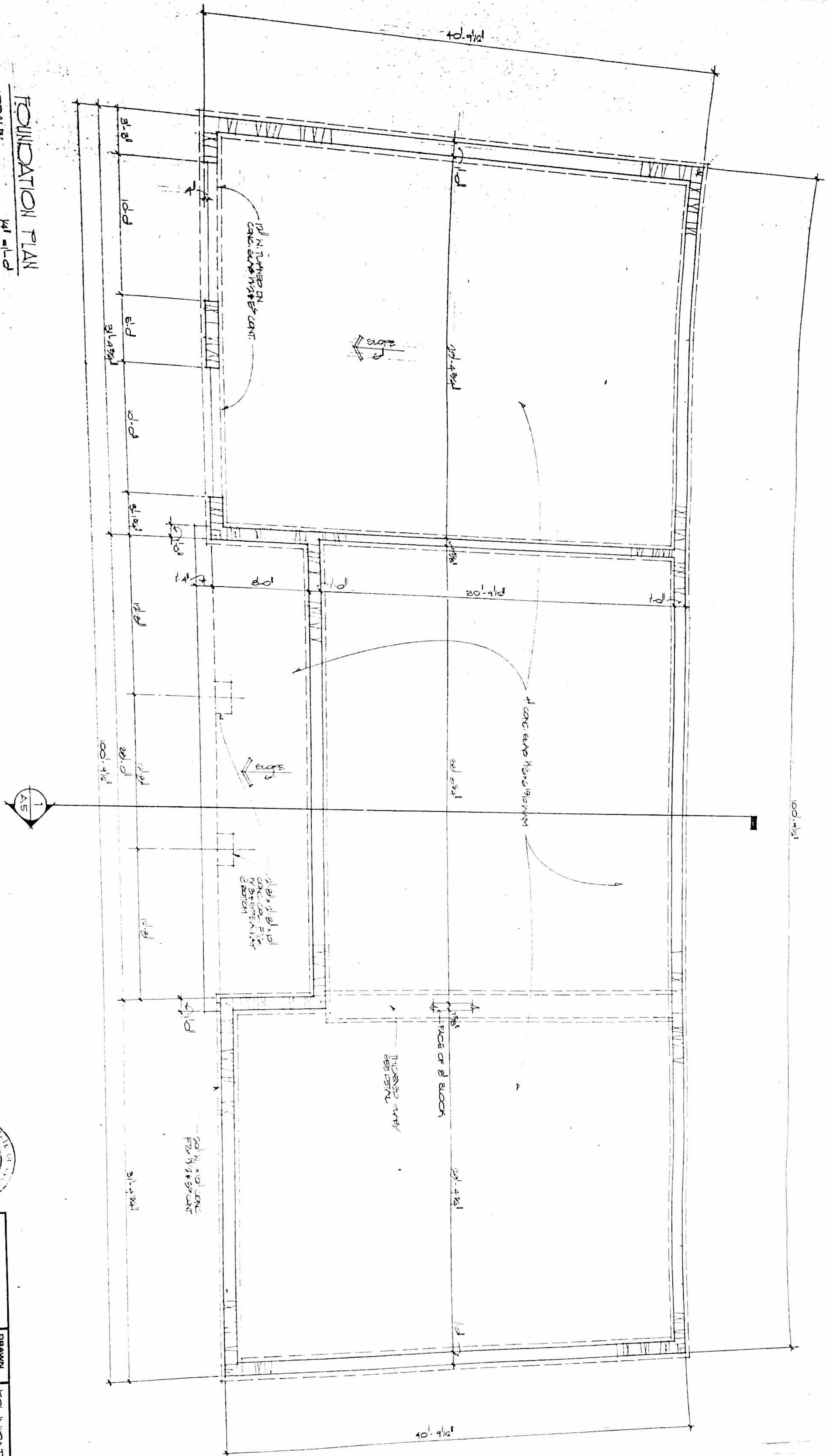
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DRAWN BY: [Signature]  
DATE: 3-5-80  
JOB NO. 7402

FOR  
CITY HALL  
OXFORD, GEORGIA

RONALD L. DIMERY / ARCHITECT

FOUNDATION PLAN  
SCALE: 1/4" = 1'-0"



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DRAWN	2
DATE	3-5-80
JOB NO.	1001

FOUNDATION PLAN  
CITY HALL  
FOR  
OXFORD, GEORGIA

SHEET NO. S.1  
OF 1

RONALD L. DIMERY / ARCHITECT

**From:** [Bolick, Brian](#)  
**To:** [Bill Andrew](#)  
**Subject:** Whatcoat St. Intersection  
**Date:** Monday, April 17, 2023 1:03:14 PM

---

Bill,

I had one of our engineers take a look at the Whatcoat St. intersection to get an idea of cost. Below is her response.

*Brian,*

*I think the estimate needs to be adjusted to about \$700,000. An estimate of the major items are shown below.*

- *Traffic Control - \$120,000*
- *Grading Complete - \$250,000*
- *C&G - \$3,000*
- *Storm Drainage (pipe and 2 structures) - \$8000*
- *Resurfacing - \$300,000*
- *Signing and Marking - \$3000*
- *Erosion Control ( Silt fence, Sod, Mulch, Reports) - \$25,000*

*A few things to keep in mind.*

- *Estimate assumes that traffic will be maintained through the intersection during construction. Traffic control would be reduced by more than half if a full detour was in-place and contractor allowed to work unimpeded.*
- *This realignment includes a SR and will require some coordination with GDOT. Depending on City policy, an officer may be needed at the intersection during lane closures/work on the state route.*
- *Contractors have been inflating their grading complete to include their profit and risk. On average these numbers have doubled since COVID, even when there is minimal grading.*
- *This price assumes that a medium to small contractor will bid this job, similar to what we saw in the City of Atlanta. Their prices are a bit higher on average than a larger contractor.*
- *These prices are based on recent estimates that I saw in Atlanta, Atlanta's prices are typically higher than neighboring areas. This difference can be a factor of inflation.*
- *This does not factor in any utility relocation or associated costs. If we want to include this, I would say maybe about 10%, \$70,000.*
- *I do not know if we have any environmental concerns, as this is being built where a house was previously located. If this property was on septic, there may be a need for fill material to replace unsuitable material. This is not factored into the cost estimate.*
- *This doesn't include any lighting or signal work.*

*Let me know if there are any questions or concerns.*

*Thanks,*

**R. Brian Bolick** PE

Vice President, Sr. Division Manager  
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Company 

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