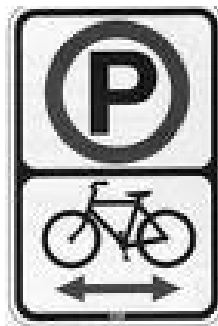


Downtown Denver BID
Bicycle Parking Program
Guidelines and Application Packet



May 8, 2009

Downtown Denver BID Bicycle Parking Program Guidelines and Application Packet

Purpose

In January 2009, the Downtown Denver Business Improvement District (BID) Board approved a total of \$50,000 to be used to enhance bicycle parking facilities throughout the BID. A portion of that funding (\$20,000) was solely dedicated to the improvement of bicycle parking facilities located on private properties within the BID boundaries. The purpose of this program is to encourage patrons of the BID, including customers, visitors, and employees, to ride their bicycles into and throughout Downtown Denver. Since a strong deterrent of bicycle use is lack of secure and highly visible bicycle parking locations, the BID hopes this funding can help encourage the use of bicycles by reducing the number of barriers to use.

The program will provide matching funds to property owners within the Downtown Denver BID boundaries who agree to install bicycle parking facilities and/or enhance existing facilities (by adding lighting, security features, etc.) in a convenient location for use by patrons and/or employees. By providing secure parking for bicycles, businesses and property owners can attract more bicycle-riding customers and/or employees and free up valuable parking spaces for other visitors.

Program Requirements

1. Only property owners or managers of property located within the Downtown Denver BID boundaries can apply for funding. The BID boundaries are roughly Wewatta Street, 20th Street, 20th Avenue, Grant Street, Colfax Avenue, and Speer Boulevard.
2. Due to finite funding levels, not all projects submitted for funding consideration will be funded. The Bicycle Parking Matching Fund Committee (the Committee) will review all applications received and determine funding levels for all projects by June 24, 2009. If funds are not exhausted in the first application period, the Committee may choose to open a second application period.
3. An applicant who is notified of an award of matching funds must complete a reimbursement agreement (sample attached) or the award will be revoked.
4. An applicant who is awarded matching funds to be utilized within the current fiscal year shall install the agreed upon Bicycle Parking Facility by September 30, 2009 or the reimbursement agreement will be terminated and the funds will be revoked.
5. An applicant who is awarded matching funds designated to be utilized within its next fiscal year shall install the agreed upon Bicycle Parking Facility within 3 months from the start date of its next fiscal year or the reimbursement agreement will terminate and the funds will be revoked.

6. The applicant will be responsible for obtaining the city permits that may be required for the project, if any
7. An applicant who is awarded matching funds shall agree to affix a sticker on each bicycle parking device identifying the BID as the grant funding source. The BID will provide grant funding sticker(s) to the recipient with a fully executed copy of the reimbursement agreement.

Reimbursement Procedures & Selection Criteria

Subject to the terms of this program, the BID will reimburse selected applicants for monies utilized for the purchase of approved bicycle parking devices and other amenities that improve and/or enhance the bicycle parking experience and encourage the use of on-site bicycle parking facilities. Please note that awards will generally not exceed 50% of the total project cost (excluding installation) and will be generally capped at \$1,500 per property to ensure broad participation through the BID.

The BID will reimburse selected applicants \$50 for each newly installed single bicycle “Inverted U” rack (traditionally accommodates two bicycles). The BID has identified DERO Bike Racks as our preferred vendor for “Inverted U” racks and other bicycle parking products. Applicants are encouraged, but not required, to purchase bicycle facility equipment from this vendor or equal. A complete catalogue, offering a number of bicycle parking facility options, is available online at www.dero.com. Orders can be coordinated through Andy Lageson at 888-337-6729.

Matching funds for applicants seeking funding for bicycle lockers or other elements improving bicycle parking amenities (such as lighting, cameras, etc.) for their building may be awarded on a case by case basis.

The Downtown Denver BID will utilize the following criteria in determining matching fund award recipients:

- Number of bicyclists served (more is better)
- Total bicycle capacity (more is better)
- Location accessibility (easier and more visible is better)
- Proximity to other bicycle parking facilities (dispersed is better)
- Accessibility to general public and/or tenants (more open is better)
- Use of non-BID funds (more is better)
- Innovation and creativity (more is better)

Basic Bicycle Rack, Locker & Facility Recommendations & Guidelines

- Racks should be “Federal Green”- color #14056.
- Whenever possible, the racks should be placed within 50' of building entrances where bicyclists would naturally transition to pedestrian mode.

- The rack placement would ideally allow for visual monitoring by people within the building and/or people entering the building.
- The placement of the racks should minimize conflicts with both pedestrians and motorized traffic.
- All bicycle parking provided should be on concrete, and located a minimum of 24" from a parallel wall, and 30" from a perpendicular wall (as measured to the closest inverted U.)
- Full details on the proper installation of "Inverted U" racks, as well as example photos, can be found at:
http://www.denvergov.org//Bicycle_Program/EquipmentStandardsforBicycl eParkingAreas/tabid/378655/Default.aspx

Application Procedure

1. Determine a location for your bicycle parking facility. Parking should be reasonably close to a building entrance and, if in a parking garage, preferably closer than the nearest car space to the building entrance.
2. Determine the facility that will meet the needs of your property. Answering these questions may be helpful:
 1. Who are the users of the facility? Employees, visitors or both?
 2. Is the facility easily accessible by its users?
 3. How visible is the facility?
 4. Is the facility for short or long term parking?
 5. How will bicycles access the facility?
3. Any questions or applicants looking for advice in determining the appropriate facility for their site should email ayleneq@downtowndenver.com no later than May 29, 2009. Submitted questions, and their answers, will be posted anonymously on the BID website located at www.downtowndenver.com under the Business Improvement District section of the website.
4. Complete the attached program application and include a site map of the proposed parking location, noting the access point to the facility from the street. Please include photos of the proposed location and of the access point to the facility from the street. Applications that do not include a site map and photo will not be considered. Narrative descriptions are also welcome, but do not substitute for the map and photo requirements. Applications must be emailed to the Downtown Denver BID by 5:00pm on June 8, 2009. Completed and signed applications are to be emailed to ayleneq@downtowndenver.com (in Word or PDF format).
5. The Downtown Denver BID Bicycle Parking Matching Fund Committee will review the submitted applications after June 8, 2009 and announce projects selected for funding no later than June 24, 2009.
6. All parties awarded funding must complete a reimbursement agreement in the form attached hereto and return it to the Downtown Denver BID no later than June 30, 2009 or the award will be void and the funding will be revoked.

Payment Procedure

1. Selected projects must complete full installation and be available for bicyclists by September 30, 2009 unless property owner has stated that matching funds will come from their next fiscal year's budget. In that case, installation must be complete and available for bicyclists within three months following the start of the new fiscal year, as noted in the application.
2. Following installation, billing packages shall be submitted no later than October 31, 2009 (or four months after the start of the next fiscal year, if funds were awarded to be utilized within the next fiscal year). Billing packages must include copies of all back-up invoices with the total reimbursement amount clearly identified as well as photos of the completed bicycle parking facility.
3. The Downtown Denver BID will reimburse costs up to the limit in the reimbursement agreement within thirty (30) days of receiving the complete billing package.

**Downtown Denver BID Bicycle Parking Program
Application**

Property & Applicant Information

Property Address: _____

Property Owner: _____

Property Management Company: _____

Who is submitting this application? (circle one)

Property Owner

Property Mgmt. Company

(Matching funds will only be dispersed to the applicant)

Applicant Mailing Address: _____

Applicant Phone: _____

Applicant Email: _____

Approximate Total Number of Employees in Building: _____

Project Information

Total amount requested: _____

These funds will be utilized to:

Enhance an existing facility

Create a new facility

Total Project Budget (excluding installation):

Approximate number of bicycles completed facility will accommodate: _____

When will your matching funds be available?

Current FY

Next FY starts: _____

Open Ended Questions

The following questions should be answered on a separate document. Please answer each question using 500 words or less.

1. Please provide a brief narrative description of the project you are requesting funding for.
2. Please describe how tenant or employees will access the bicycle parking facility from adjacent streets. Please be sure to include the approximate distance the facility will be from a building entrance and whether or not employees will be charged to utilize the facility.
3. Will the facility be accessible to the general public? If so, how will visitors access the facility and know that the facility is available for public use? Will visitors be charged to utilize the facility?
4. If funds are being requested to enhance an existing facility, how will the enhancements increase use of the existing facility?

By submitting this application, the undersigned states that it has lawful authority to complete the project described in this application and, if selected for funding, will complete the project substantially as described.

APPLICANT

By: _____

Its: _____

Sample Reimbursement Agreement
(do not submit as part of application)

The following is an agreement between the Downtown Denver Business Improvement District (BID) and

_____ the undersigned hereafter referred to as RECIPIENT.

The RECIPIENT agrees to arrange for and pay for installation of the following bicycle parking facilities at the location described in the attached application and support information (Exhibit "A") within three (3) months from the date of this agreement:

_____ List of facilities and maximum amount of reimbursement _____

The RECIPIENT for itself, its successors and assigns, agrees to control, operate and maintain the bicycle parking facility for the life of the facility.

The RECIPIENT agrees that during all normal business hours all grant funded facilities shall be accessible to the public

The RECIPIENT agrees to affix a sticker (as provided by the BID) on each bicycle parking facility identifying the Downtown Denver Business Improvement District as a funding source.

The BID will reimburse costs up to the limit described above within thirty (30) days of the BID's receipt of a completed billing package. The RECIPIENT will submit a photo of the finished project that includes the grant funding sources sticker and copies of all invoices to Downtown Denver Business Improvement District, Attn: Aylene Quale, 511 16th Street, Suite 200, Denver, CO 80202.

The RECIPIENT agrees to exonerate, indemnify, defend, and hold harmless the BID, it's officers, agents, employees, and volunteers from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind which the BID may sustain or incur or which may be imposed upon it for injury or death of persons, or damage of property as a result of, arising out of, or in any manner connected with the recipient's performance under the terms of this agreement, excepting liability arising out of the negligence of the BID. Such indemnification includes any damage to the person(s), or property(ies) of the recipient and third persons.

RECIPIENT

Date: _____

By: _____

Name and Title

Address

City / Town

BID
DOWNTOWN DENVER BUSINESS
IMPROVEMENT DISTRICT

By: _____

Its: _____