



Metro

Los Angeles County
Metropolitan Transportation Authority

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Open Streets Cycle 2 Program Guidelines and Application

All fields are required for application submission unless noted.

Program Guidelines

Program Objectives

Open Streets are events which temporarily close the streets to automobiles and open them up to people to re-imagine their streets while walking, biking, rollerblading or pushing a stroller in a car-free environment. The goals of the program are to encourage sustainable modes of transportation (biking, walking and transit), provide an opportunity to take transit for the first time, and provide an opportunity for civic engagement that can foster the development of city's multi-modal policies.

Eligibility

Applicants must be a city/county within Los Angeles County. Funding may be distributed to more than one event per city/jurisdiction until the city/jurisdiction maximum funding allocation is reached. Applicants shall rank applications in order of priority with 1 being the most important, 2 being the second most important, etc.

Funding

There is up to \$4 million available for grants for the Open Streets Grant Cycle 2. Each city/jurisdiction can apply for the greater of a. \$149,000 OR b. population share (see chart). If an event is in multiple cities jurisdictions may combine population shares. Funds will be available starting in fall 2016, pending Metro Board approval and events must be staged by December 31, 2018. Funding sources may be federal and cities/jurisdictions will be required to comply with all federal funding procedures and requirements.

See Chart A for maximum eligibility

Scoring

Project will be evaluated on the following criteria on a 100 point score. An event must receive a minimum of 70 points to be eligible for funding.

General Event Information – 10 points

Project Feasibility – 30 points

<u>Event readiness (Funds will be required to be expended by December 31, 2018)</u>	<u>10</u>
<u>Agency/Partnership expertise*</u>	<u>5</u>
<u>Matching funds committed</u>	<u>5</u>
<u>Community support</u>	<u>5</u>
<u>Agency's existing active transportation programs and policies</u>	<u>5</u>

* Partners may include but are not limited to COGs, community groups, event producers and non-profits

~~Project Feasibility — 45 points~~

- ~~• Ability to attract participants from surrounding and countywide jurisdictions~~

- ~~Event readiness (Funds will be required to be expended within 2 years of award)~~
- ~~Agency/Partnership expertise~~
- ~~Matching funds committed~~
- ~~Community support~~
- ~~Support from neighboring cities/jurisdictions~~
- ~~Agency's existing active transportation programs and policies~~
- ~~Transit accessibility~~
- ~~Transit agency coordination plan~~

Route Setting – 30 points

<u>Route is along existing bicycle infrastructure*</u>	<u>3</u>
<u>Topography - The grantee should select a route that minimizes hills**</u>	<u>3</u>
<u>Connections to cultural, architectural, and/or historical destinations</u>	<u>3</u>
<u>Activities for pedestrians (dance classes, yoga, concessions, information booths)</u>	<u>3</u>
<u>Cost Effectiveness (cost/per mile and the value of connections & destinations)</u>	<u>3</u>
<u>Proximity and access to commercial and retail corridors</u>	<u>3</u>
<u>Event cost per mile</u>	<u>4</u>
<u>Route includes disadvantaged communities***</u>	<u>4</u>
<u>Route length (industry standards recommend a minimum of 4 miles in length)</u>	<u>4</u>

*Will the route be on or intersect any existing bicycle infrastructure? Has any of the infrastructure been funded by Metro (through the Call For Projects or by Measure R)?

** As an example see San Francisco's "Wiggle" - http://en.wikipedia.org/wiki/The_Wiggle

***Based on average of 70th percentile CalEnviroScreen Score for census tracts directly adjacent to the proposed route (<http://oehha.maps.arcgis.com/apps/Viewer/index.html?appid=112d915348834263ab8ecd5c6da67f68>)

Route Setting – 45 points

- ~~Event cost per mile~~
- ~~Connections between multiple cities and/or central business districts~~
- ~~Route is along existing bicycle infrastructure – Will the route be on or intersect any existing bicycle infrastructure? Has any of the infrastructure been funded by Metro (through the Call For Projects or by Measure R)?~~
- ~~Topography. The grantee should select a route that minimizes hills (for example see San Francisco's "Wiggle" - http://en.wikipedia.org/wiki/The_Wiggle)~~
- ~~Connections to cultural, architectural, and/or historical destinations~~
- ~~Connecting neighborhoods and cities that have active transportation and/or transit facility gaps~~
- ~~Activities for pedestrians (dance classes, yoga, concessions, information booths)~~
- ~~Cost Effectiveness (cost/per mile and the value of connections & destinations)~~
- ~~Proximity and access to commercial corridors.~~
- ~~Proximity and access to transit~~
- ~~Route length (industry standards recommend a minimum of 4 miles in length)~~

Transit and Community Connectivity - 30 points

Ability to attract participants from surrounding and countywide jurisdictions	5
Support from neighboring cities/jurisdictions	5
Transit accessibility	5
Connections between multiple cities and/or central business districts	5

Connecting neighborhoods that have active transportation or transit facility gaps	5
Applicant jurisdiction has not had a previous Open Street event in their community	5

Funding Eligibility

Funding may be used for pre-event planning & outreach costs in conjunction with implementing an event. Funding may be used for any operational or capital cost associated with the day-of event excluding alcohol. Funds awarded will not exceed the event cost in the original application and may be less if the key objectives can be achieved at lower costs. Scope and event day changes shall be handled administratively and be approved by Program Manager. Any cost overruns shall be the responsibility of the applicant. Both third party consulting costs and internal staff costs for staff directly providing services with respect to the project will be eligible for funding.

Grantee's shall collaborate with Metro's selected Cycle 1 Evaluation study contractor to assist in providing a post implementation report including counts identifying the number of bikes alighting at transit stations directly connected to the route, and pedestrian and bicycle counts entered online in Metro's Bike Count Clearinghouse at www.bikecounts.luskin.ucla.edu/ no later than three months after the event including the following:

1. Participation Counts of Pedestrians, Cyclists along the route using at least one of the following count methods:

- Use temporary automated electronic counters – Preferred Method
- Conduct an “incomplete count” (a methodology from ecological studies) using visual or pictorial counts using crowdsourcing via Facebook, Twitter or Instagram.
 - An incomplete count involves counting part of a population and then extrapolating to the entire population. A geographic area or screenline may be established as the sample area and an attempt made to count all the individuals in the set area or passing through the screenline. In the case of an open street event several geographic areas or screenlines should be established and sample counting should take place at regular intervals at the same time at all locations.

2. Transportation use data

- Counts of bicyclists exiting at all rail transit stations directly adjacent to the route
- Survey of at least 500 individuals exiting the train asking the following questions:
 - Are you attending today's open street event?
 - Is this your first time riding Metro Rail?
 - If “NO” how often do you ride metro rail
 - Less than once a month
 - 1-3 times per a month
 - 4-7 times per a month
 - 8 or more times a month

3. Personal Anecdotes

Provide personal stories from participants, business owners along the route or event volunteers describing how the open street event has positively affected their lives or

community. The grantee shall engage in a dialogue with the community in person, via e-mail or through a social media platform like Facebook, Twitter or Instagram using (at least) one of the following questions:

- Participants & Volunteers
 - How has the open street event improved your neighborhood/community?
 - Has the open street event encouraged you to use active transportation or transit modes more often?
- Business owners
 - Has the open street event brought new or more patrons to you?
 - In light of the open street event, do you think that active transportation (pedestrian and bicycle) infrastructure improvements would improve your business opportunities?

3. Bike-Trains & Bike Bus Shuttles Ridership If bike-trains or special bike shuttles were used to transport participants to the event, then report the ridership of these services on the day of the event. If municipal bus services were employed, report on ridership on the day of the event and provide a monthly average for the same day of the week since the event took place.

4. Local Economic Benefit

- Report how the event affected sales at selected participating businesses along the route (a minimum of one business for every mile of the event). These businesses may have participated by providing discounts to pedestrians and cyclists or by having a sales display or dining tables on the sidewalk. Surveys, interviews or sales tax data may be used to collect information on sales performance at selected participating businesses.

General and Administrative Conditions Lapsing Policy

Open streets cycle 2 events must be staged by December 31, 2018 and funds not expended within this time will lapse. Lapsed funding will go towards the next grant cycle of the Open Streets Program. Applicants who have their funds lapse may reapply for funding in the next cycle however their requests will be prioritized after new applicants and previously successful applicants.

Grant Agreement

Each awarded applicant must execute a grant agreement with Metro. The agreement will include the event scope and a financial plan reflecting the grant amount, event partners and the local match. Funding will be disbursed on a reimbursement basis subject to satisfactory compliance with the original application cost and schedule as demonstrated in a quarterly report supported by a detailed invoice showing the staff and hours billed to the project, any consultant hours, etc. An amount equal to 10% of each invoice will be retained until final completion of the event and audits. In addition, final scheduled payment will be withheld until the event is staged and approved by Metro and all post implementation requirements have been satisfied.

Audits

All grant programs may be audited for conformance to their original application. Event Schedule and Date Metro shall review the final date of the event to ensure regional and

scheduling distribution. At Metro's Program Manager request events may be rescheduled to avoid overlapping events.

Chart A

Los Angeles County Metropolitan Transportation Authority Open Streets Grant Funding Eligibility

Forecasted shares are based on population percentage as of 1/1/14.

Subregion	Jurisdiction	Population 1/1/14 per State Dept of Finance	% of County	Pop Share Funding	Max eligible
	FY17 & FY18			\$4,000,000	
AV	Burbank	105,543	1.051%	\$42,041	\$149,000
AV	Glendale	195,799	1.950%	\$77,994	\$149,000
AV	La Canada Flintridge	20,535	0.204%	\$8,180	\$149,000
Central	Los Angeles	3,904,657	38.884%	\$1,555,362	\$1,555,362
Gateway	Artesia	16,776	0.167%	\$6,682	\$149,000
Gateway	Avalon	3,820	0.038%	\$1,522	\$149,000
Gateway	Bell	35,972	0.358%	\$14,329	\$149,000
Gateway	Bell Gardens	42,667	0.425%	\$16,996	\$149,000
Gateway	Bellflower	77,741	0.774%	\$30,967	\$149,000
Gateway	Cerritos	49,741	0.495%	\$19,814	\$149,000
Gateway	Commerce	13,003	0.129%	\$5,180	\$149,000
Gateway	Compton	98,082	0.977%	\$39,070	\$149,000
Gateway	Cudahy	24,142	0.240%	\$9,617	\$149,000
Gateway	Downey	113,363	1.129%	\$45,156	\$149,000
Gateway	Hawaiian Gardens	14,456	0.144%	\$5,758	\$149,000
Gateway	Huntington Park	59,033	0.588%	\$23,515	\$149,000
Gateway	La Habra Heights	5,420	0.054%	\$2,159	\$149,000
Gateway	La Mirada	49,178	0.490%	\$19,589	\$149,000
Gateway	Lakewood	81,224	0.809%	\$32,354	\$149,000
Gateway	Long Beach	470,292	4.683%	\$187,334	\$187,334
Gateway	Lynwood	70,980	0.707%	\$28,274	\$149,000
Gateway	Maywood	27,758	0.276%	\$11,057	\$149,000
Gateway	Montebello	63,527	0.633%	\$25,305	\$149,000
Gateway	Norwalk	106,630	1.062%	\$42,474	\$149,000
Gateway	Paramount	55,051	0.548%	\$21,929	\$149,000
Gateway	Pico Rivera	63,873	0.636%	\$25,443	\$149,000
Gateway	Santa Fe Springs	17,349	0.173%	\$6,911	\$149,000
Gateway	Signal Hill	11,411	0.114%	\$4,545	\$149,000
Gateway	South Gate	96,057	0.957%	\$38,263	\$149,000
Gateway	Vernon	122	0.001%	\$49	\$149,000
Gateway	Whittier	86,538	0.862%	\$34,471	\$149,000
LV/M	Agoura Hills	20,625	0.205%	\$8,216	\$149,000
LV/M	Calabasas	23,943	0.238%	\$9,537	\$149,000

LV/M	Hidden Hills	1,901	0.019%	\$757	\$149,000
LV/M	Malibu	12,865	0.128%	\$5,125	\$149,000
LV/M	Westlake Village	8,386	0.084%	\$3,340	\$149,000
North	Lancaster	159,878	1.592%	\$63,685	\$149,000
North	Palmdale	155,657	1.550%	\$62,004	\$149,000
North	Santa Clarita	209,130	2.083%	\$83,304	\$149,000
SFV	San Fernando	24,222	0.241%	\$9,648	\$149,000
SGV	Alhambra	84,697	0.843%	\$33,738	\$149,000
SGV	Arcadia	57,500	0.573%	\$22,904	\$149,000
SGV	Azusa	48,385	0.482%	\$19,273	\$149,000
SGV	Baldwin Park	76,715	0.764%	\$30,558	\$149,000
SGV	Bradbury	1,082	0.011%	\$431	\$149,000
SGV	Claremont	35,920	0.358%	\$14,308	\$149,000
SGV	Covina	48,619	0.484%	\$19,367	\$149,000
SGV	Diamond Bar	56,400	0.562%	\$22,466	\$149,000
SGV	Duarte	21,668	0.216%	\$8,631	\$149,000
SGV	El Monte	115,064	1.146%	\$45,834	\$149,000
SGV	Glendora	51,290	0.511%	\$20,431	\$149,000
SGV	Industry	438	0.004%	\$174	\$149,000
SGV	Irwindale	1,466	0.015%	\$584	\$149,000
SGV	La Puente	40,478	0.403%	\$16,124	\$149,000
SGV	La Verne	32,228	0.321%	\$12,838	\$149,000
SGV	Monrovia	37,162	0.370%	\$14,803	\$149,000
SGV	Monterey Park	61,777	0.615%	\$24,608	\$149,000
SGV	Pasadena	140,879	1.403%	\$56,117	\$149,000
SGV	Pomona	151,713	1.511%	\$60,433	\$149,000
SGV	Rosemead	54,762	0.545%	\$21,814	\$149,000
SGV	San Dimas	34,072	0.339%	\$13,572	\$149,000
SGV	San Gabriel	40,313	0.401%	\$16,058	\$149,000
SGV	San Marino	13,341	0.133%	\$5,314	\$149,000
SGV	Sierra Madre	11,094	0.110%	\$4,419	\$149,000
SGV	South El Monte	20,426	0.203%	\$8,136	\$149,000
SGV	South Pasadena	26,011	0.259%	\$10,361	\$149,000
SGV	Temple City	36,134	0.360%	\$14,393	\$149,000
SGV	Walnut	30,112	0.300%	\$11,995	\$149,000
SGV	West Covina	107,828	1.074%	\$42,952	\$149,000
South Bay	Carson	92,636	0.923%	\$36,900	\$149,000
South Bay	El Segundo	16,897	0.168%	\$6,731	\$149,000
South Bay	Gardena	60,082	0.598%	\$23,933	\$149,000
South Bay	Hawthorne	86,644	0.863%	\$34,513	\$149,000
South Bay	Hermosa Beach	19,750	0.197%	\$7,867	\$149,000
South Bay	Inglewood	111,795	1.113%	\$44,532	\$149,000
South Bay	Lawndale	33,228	0.331%	\$13,236	\$149,000
South Bay	Lomita	20,630	0.205%	\$8,218	\$149,000
South Bay	Manhattan Beach	35,619	0.355%	\$14,188	\$149,000
South Bay	Palos Verdes Estates	13,665	0.136%	\$5,443	\$149,000

South Bay	Rancho Palos Verdes	42,358	0.422%	\$16,873	\$149,000
South Bay	Redondo Beach	67,717	0.674%	\$26,974	\$149,000
South Bay	Rolling Hills	1,895	0.019%	\$755	\$149,000
South Bay	Rolling Hills Estates	8,184	0.081%	\$3,260	\$149,000
South Bay	Torrance	147,706	1.471%	\$58,836	\$149,000
Westside	Beverly Hills	34,677	0.345%	\$13,813	\$149,000
Westside	Culver City	39,579	0.394%	\$15,766	\$149,000
Westside	Santa Monica	92,185	0.918%	\$36,721	\$149,000
Westside	West Hollywood	35,072	0.349%	\$13,970	\$149,000
Unincorporated	County unincorporated	1,046,557	10.422%	\$416,880	\$416,880
	TOTAL	10,041,797	100.000%	\$4,000,000	NA

Application

General Information

1. City/Government Agency Name:
2. Project Manager Name:
3. Project Manager Title and Department:
4. Project Manager Phone Number:
5. Project Manager E-mail Address:
6. City Manager Name:
7. City Manager Phone Number:
8. City Manager E-mail Address:

General Open Street Event Information – 10 points

9. Open Street Event Name
 (Example: Sunnyside Sunday Parkways Open Street Event.)
Maximum Allowed: 150 characters.

10. Event Description
 (Example: Main Street, Flower Street, Spring Street, 7th Street, 1st Street and Broadway Avenue in downtown Sunnyside will be closed to cars from downtown to Mid-Town to invite people on foot and on bikes to rediscover the streets. Street Vendors from local businesses, a health fair, yoga in the street, and an art show will be included in the route.)
Maximum Allowed: 500 characters.

11. Estimated Route Length (in miles):

Maximum Allowed: 4 digits.

12. Estimated Number of Signalized Intersections:

Maximum Allowed: 3 digits

13. Estimated Route Beginning Location:

(Example – Downtown Sunnyside @ Sunny Street & Main Street)

Maximum Allowed: 150 characters.

14. Estimated Route Ending Location:

(Example – Mid-Town Sunnyside @ Sunny Street & Happy Street)

Maximum Allowed: 150 characters.

15. Attach a map of the proposed route. A digital map made in Google maps or ArcGIS is preferred

16. Does the event include rail grade crossings? (Y/N)

If “YES” for Question 16

16A. How many grade crossing exist along the proposed route and what are their locations? (NOTE: Additional staff resources will be required for each grade crossing at the cost of grantee).

Maximum Allowed: 150 characters

Project Feasibility – 45 30 points

17 Estimated Month & Year of Event (Funds will be available starting in fall 2016, pending Metro Board approval. Event must be staged by December 31, 2018)

Maximum Allowed: 6 digits

18. Does your City’s General Plan or other planning program support open street event and/or active transportation?

(Examples include: adopted a Complete Streets Policy or Updated Circulation Element to include Complete Streets, adopted a Bike Plan, adopted a Pedestrian Plan, Developing or implementing Bike Share Programs, Adopted Climate Action Plans, and Implementation of Parking Management Programs to encourage more efficient use of parking resources)

Maximum Allowed: 500 characters

19. Would your jurisdiction be amenable to reduced scope or route length? Y/N

Partnerships

20. Will your city partner with any other city or agency (including non-profits and other community partners)? Y/N

If “YES” for question 20

20a. List your partners and their role in the event planning and production:

Maximum Allowed: 600 Characters

If “YES” for question 20

20b. Do any of the partners (including the applicant) have previous experience organizing large public events (such as large city-wide or region-wide events related to transportation, athletics, cultural celebrations and/or public health such as athletic races or streets fairs)? List and describe.

Maximum Allowed: 800 Characters

If "NO" for question 20

20c. What is your city doing in lieu of partnerships with cities or agency (including non-profits and other community partners) to engage the community and make the event successful? *Maximum Allowed: 800 Characters*

Event Budget

21. What is the total estimated cost of the event?

Maximum Allowed: 10 characters.

22. What is the requested grant amount? *Maximum Allowed: 10 characters*

23. What is the proposed local match amount? (min 20% in-kind required)

Maximum Allowed: 10 characters.

24. What are the estimated outreach costs?

Maximum Allowed: 10 characters.

25. What are the estimated pre-event planning costs?

Maximum Allowed: 10 characters.

26. What are the estimated day of event staging costs (including staffing, rentals, permits, etc.)?

Maximum Allowed: 10 characters.

27. Agencies are required to provide a 20% match: Will you provide an in-kind or a local fund match?

1. In-kind
2. Local Fund Match

28. What is the amount (or value) of the local match? (Answer to #21 x 0.2).

29. What is the event cost per mile (Answer to #11 / Answer #21)?

30. Attach completed Financial Plan and event Scope of Work templates provided at <https://www.metro.net/projects/active-transportation/metro-open-streets-grant-program/>

Marketing and Outreach

~~30. Will the event draw participation from a regional audience? Y/N~~

If "YES" for question 30

~~30a. Briefly describe the marketing strategy you will employ to insure event participation from nearby jurisdictions and throughout the county. *Maximum allowed: 150 characters*~~

31. Will the event organizers perform outreach to local businesses along the event route? Y/N

If "YES" to question 31

31a. What strategies will you employ to encourage increased participation of businesses located along the event route? *Maximum allowed 150 characters*

32. Does the open street event require coordination with Metro and/or municipal transit service operators to provide access to the event? Y/N

33. Upload a letter of support from the city/county applicant and if applicable each city/non-profit/other partner. (Please include all letters in one PDF).

Route Setting – 45 30 points

~~32. Will the route connect multiple cities? Y/N~~

~~If "YES" to question 32~~

~~32a. How will the route connect multiple cities? How will you insure connectivity throughout the route, coordination between multiple agencies and a sense of one contiguous event?~~

~~*Maximum Allowed: 1000 characters.*~~

~~3334. Will the route be along or connect to commercial corridors? Y/N Explain.~~

~~*Maximum Allowed: 1000 characters.*~~

~~3435. Will the route be along or connect to cultural, architectural, recreational and/or historical destinations and events? Y/N Explain.~~

~~*Maximum Allowed: 1000 characters.*~~

~~3536. List and describe the pedestrian and bicycle infrastructure along or adjacent to the route. Specify which infrastructure (if any) was funded by Metro.~~

~~*Maximum Allowed: 1000 characters.*~~

~~36. Will the project connect neighborhoods or cities that have active transportation and/or transit facility gaps? Y/N Explain.~~

~~*Maximum Allowed: 1000 characters.*~~

37. What are the average elevation gain/loss and the highest and lowest elevations in proposed route? (Tip: you can use a free website like www.mapmyride.com to calculate this information).

38. Provide an outline of the general programming elements/ideas/goals that will be represented in activities along the route the day of the event (an example is public health goals will be highlighted by fitness classes such as yoga along the route).

Maximum Allowed: 1000 characters.

39. Use EnviroScreen score to determine the average score of the combined census tracts that are located directly adjacent to the route.

<http://oehha.maps.arcgis.com/apps/Viewer/index.html?appid=112d915348834263ab8ecd5c6da67f68>

Maximum Allowed: 4 digits

~~39. Will the event route connect directly to a Metro Rail or Metrolink Station? Y/N~~

~~If "NO" to question 39~~

~~39a. How will you transport people to the event other than by personal automobile? Explain how you will use organized bike trains/feeder rides (groups of people who travel by bike together), bike-bus shuttles (that carry a minimum of 10 bikes each) or other multi-modal options to transport people to the event.~~

~~Maximum Allowed: 1000 characters~~

~~40. List all the transit stations within ½ mile radius of the proposed event and describe how you will coordinate with the stations transit operators.~~

~~Maximum Allowed: 1000 characters~~

~~41. Does the open street event require coordination with Metro and/or municipal transit service operators to provide access to the event? Y/N~~

~~42. Upload a letter of support from the city/county applicant and if applicable each city/non-profit/other partner. (Please include all letters in one PDF).~~

~~43. If your agency plans to submit more than one application, please rank this application in order of priority with 1 being the most important and 2 the second most important, etc.~~

~~44. Attach completed Financial Plan and event Scope of Work templates provided at <https://www.metro.net/projects/active-transportation/metro-open-streets-grant-program/>~~

Regional Significance – 30 Points

40. Will the event draw participation from a regional audience? Y/N

If "YES" for question 40

40a. Briefly describe the marketing strategy you will employ to insure event participation from nearby jurisdictions and throughout the county. Maximum allowed: 150 characters

41. Will the route connect multiple cities? Y/N

If "YES" to question 41

41a. How will the route connect multiple cities? How will you insure connectivity throughout the route, coordination between multiple agencies and a sense of one contiguous event?

Maximum Allowed: 1000 characters.

42. Will the project connect neighborhoods or cities that have active transportation and/or transit facility gaps? Y/N Explain.

Maximum Allowed: 1000 characters.

43. Will the event route connect directly to a Metro Rail or Metrolink Station? Y/N

If "NO" to question 43

43a. How will you transport people to the event other than by personal automobile? Explain how you will use organized bike trains/feeder rides (groups of people who travel by bike together), bike-bus shuttles (that carry a minimum of 10 bikes each) or other multi-modal options to transport people to the event.

Maximum Allowed: 1000 characters

44. List all the transit stations within ½ mile radius of the proposed event and describe how you will coordinate with the stations transit operators.

Maximum Allowed: 1000 characters

45. Has the applicant jurisdiction been host to an Open Street event in the past? Y/N

If "YES" to question 45

45a. What was the name of the previous Open Street event hosted in the jurisdictions?

Maximum Allowed: 100 characters

46. If your agency plans to submit more than one application, please rank this application in order of priority with 1 being the most important and 2 the second most important, etc.