



625 Burnell Street, Napa CA 94559

**Napa County Transportation and Planning Agency (NCTPA)
Active Transportation Advisory Committee
(ATAC)**

AGENDA

**Monday, February 23, 2015
5:00 PM**

**NCTPA/NVTA Conference Room
625 Burnell Street
Napa CA 94559**

General Information

All materials relating to an agenda item for an open session of a regular meeting of the Active Transportation Advisory Committee (ATAC) which are provided to a majority or all of the members of the ATAC by ATAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the ATAC, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the ATAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the ATAC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

Members of the public may speak to the ATAC on any item at the time the ATAC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the ATAC Secretary. Also, members of the public are invited to address the ATAC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact the Administrative Technician, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NCTPA website at www.nctpa.net, click on Minutes and Agendas – ATAC or go to [/www.nctpa.net/active-transportation-advisory-committee-atac](http://www.nctpa.net/active-transportation-advisory-committee-atac)

Note: Where times are indicated for agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

ITEMS

1. Call to Order
2. Introductions
3. Public Comments
4. ATAC Member and Staff Comments
5. Routine Accommodations/Complete Streets Checklist Review

Note: Where times are indicated for agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

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|-----------|--|------------------------------|--------------------|
| 6. | <u>CONSENT ITEMS (6.1)</u> | <u>RECOMMENDATION</u> | <u>TIME</u> |
| | 6.1 Approval of Meeting Minutes of January 26, 2015 (Diana Meehan) <i>(Pages 3-5)</i> | APPROVE | 5:10 PM |
| 7. | <u>REGULAR AGENDA ITEMS</u> | <u>RECOMMENDATION</u> | <u>TIME</u> |
| | 7.1 Active Transportation Program (ATP) Update (Diana Meehan) <i>(Pages 6-13)</i>

Staff will provide an update on the ATP | INFORMATION | 5:15 PM |
| | 7.2 Safe Routes to School (SRTS) presentation (Anne Darrow) <i>(Pages 14-18)</i>

Anne Darrow, SRTS Program Coordinator, will give a presentation on the NCOE SRTS Program | INFORMATION | 5:20 PM |
| 8. | <u>FUTURE AGENDA ITEMS</u> | | 5:50 PM |
| 9. | <u>ADJOURNMENT</u> | <u>RECOMMENDATION</u> | 5:55 PM |
| | 9.1 Approval of next Regular Meeting Date of March 23, 2015 and Adjournment | APPROVE | |

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA, by 5:00 p.m., Monday, February 16, 2015.

Karalyn E. Sanderlin, NCTPA Board Secretary

Napa County Transportation and Planning Agency (NCTPA)

Active Transportation Advisory Committee (ATAC)

MINUTES

Monday, January 26, 2014

ITEMS

1. Call to Order

Meeting was called to order at 5:05 pm

2. Introductions

Alberto Esqueda, NCTPA Planning Staff, New ATAC members, James Eales representing the Town of Yountville, Donna Hinds representing the City of St. Helena

Members Present:

Mike Costanzo (Vice Chair)
Anne Darrow
Dieter Deiss
Joel King
Eric Hagyard
Donna Hinds
James Eales

Members Absent:

Paul Wagner (Chair)
Barry Christian

3. Public Comments

Philip Sales, Vine Trail Coalition, gave an update on Vine Trail construction progress. The Coalition has hired a Right of Way expert to assist in acquiring easements.

Two segments have been prioritized by the Coalition for Cycle 2 of the Active Transportation Program:

- Calistoga to St. Helena
- American Canyon to Vallejo

4. ATAC Member and Staff Comments

Vice Chair Mike Costanzo gave an update on Napa Bike activities:

- Mixer on January 22 was successful with approximately 45 attendees
- Announced "Tour de Pothole" ride with Napa Bike Board of Directors, Sunday February 1st at 10am. Meeting at the Redwood Park and Ride Lot.

Gabriela Gonzalez-McNamara submitted a letter of resignation to the committee. Due to other commitments, she is no longer able to serve. She expressed her gratitude to the committee for their commitment.

Committee member Joel King participated in 101 Bicycle Instructor Basic Training. An advanced training course will be held March 6-8th and requires completion of the 101 Basics class. A Basics class will be held in February, date to be determined. The class certifies individuals to teach bicycle safety education and skills courses. Those interested in participating should contact Gabriela Gonzalez McNamara at gglez11@hotmail.com

Staff member Diana Meehan announced an open position for the Caltrans District 4 Bicycle and Pedestrian Advisory Committee. ATAC members are encouraged to participate.

Alberto Esqueda, NCTPA planner, gave an update on the Travel Behavior Study. The Committee was encouraged to attend a full presentation by consultants Fehr & Peers at the next Board of Supervisors meeting on March 10, 2015.

5. Routine Accommodations/Complete Streets Checklist Review

None

6. CONSENT ITEMS (6.1)

6.1 Approval of Meeting Minutes of December 8, 2014

MOTION MADE by DARROW SECONDED by KING to APPROVE the December 8, 2014 minutes. Motion Passed Unanimously.

7. REGULAR AGENDA ITEMS

7.1 Nomination and Selection of Chairperson and Vice Chairperson of the Active Transportation Advisory Committee (ATAC)

Paul Wagner was nominated to serve as Chairperson for 2015 pending his reappointment approval by the NCTPA Board on February 18, 2015.

MOTION MADE by KING SECONDED by DARROW to APPROVE the nomination of Paul Wagner as Chairperson. Motion Passed Unanimously.

Mike Costanzo was nominated to serve as Vice Chairperson for 2015.

MOTION MADE by DARROW SECONDED by DIESS to APPROVE the nomination of Mike Costanzo as Vice Chairperson. Motion Passed Unanimously.

7.2 Active Transportation Program (ATP) Cycle 2 Update

NCTPA staff member Diana Meehan presented the committee with an update on the Active Transportation Program (ATP) Cycle 2. Guidelines for the program are scheduled to be adopted in March. Comments on the Draft Guidelines will be accepted through February.

7.3 Transportation Fund for Clean Air (TFCA) Call for Projects Fiscal Year Ending (FYE) 2016

NCTPA staff member Diana Meehan presented information on the Transportation Fund for Clean Air program. Approximately \$273,000 is available to fund projects that are cost effective and result in a reduction of vehicle emissions. The TFCA program often funds bicycle and pedestrian projects throughout the county.

The call for projects will be opened upon the NCTPA Board approval of the FYE 2016 Expenditure plan and program evaluation criteria on February 18, 2015.

8. Topics for Next Meeting

- CHP officer visit to discuss safety issues
- ATP Update
- Safe Routes to School Presentation
- Safety Campaign Presentation-Marin
- Best Practices for creating mode shift

9. Approval of Meeting Date of February 23, 2015 and Adjournment

The next meeting date was approved

Meeting Adjourned at 7:30 PM



February 23, 2015
ATAC Agenda Item 7.2
Continued From: NEW

Action Requested: INFORMATION/DISCUSSION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Active Transportation Program (ATP) Cycle 2 Update

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

The Active Transportation Program (ATP) is administered by the California Transportation Commission (CTC) and funds active transportation projects, plans, and programs. The ATP funds are distributed through three competitively awarded components: Statewide component (50%), Small Urban and Rural component (10%), and the Metropolitan Planning Organization (MPO) component (40%).

Annual funding for the program is approximately \$180 million statewide and is made up of both federal and state funds. A minimum of \$24 million of the statewide competitive program is available for safe routes to schools projects; \$7.2 million is made available for the state technical resource center and non-infrastructure grants. The regional amount is approximately \$30 million.

The draft guidelines are available for comment (Attachment 1). Two guideline review workshops were held in December and January. Guidelines must be adopted by the CTC in March.

The ATP Cycle 2 timeline will remain similar to Cycle 1, with program guideline adoption and call for projects in March 2015. Applications will be due by June 1, 2015.

In order to remain competitive at the state level and to seek funding through the regional program, NCTPA will adopt a project priority list at its May board meeting. Projects not on the high priority list may still submit an application for statewide funding but in order to compete in the regional program, projects will require support from county congestion

management agencies, or agencies serving in that capacity. A copy of the list will be presented to ATAC at its March or April meeting.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

The Active Transportation Program was created by Senate Bill 99 to encourage increased use of active modes of transportation, such as biking and walking.

The program guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the Active Transportation Program. The guidelines were developed in consultation with the Active Transportation Program Workgroup. The Workgroup includes representatives from Caltrans, other government agencies, and active transportation stakeholder organizations with expertise in pedestrian and bicycle issues, including Safe Routes to School programs.

The CTC may amend the adopted guidelines after conducting at least one public hearing. The CTC must make a reasonable effort to amend the guidelines prior to a call for projects or they may extend the deadline for project submission in order to comply with the amended guidelines.

Cycle 2 changes:

- Timeline is concurrent for State and Regional Call for Projects
- 11.47% match requirement eliminated for all projects (extra points may be given for projects leveraging other funds)
- Extra points for project readiness
- Three year program cycle -16/17 through 18/19

Adoption of the regional guidelines is scheduled for February 25, 2015. Regional Guidelines include additional evaluation criteria due at the time of application submission (Attachment 2, Regional ATP Guidelines Highlights). The regional ATP will require an 11.47% match for projects, with the exception of Safe Routes to School projects or projects benefitting Communities of Concern, and endorsement from county congestion management agencies. As mentioned, the regional program also requires buy-in from the county congestion management agency or the agency serving in that capacity.

Comments on the draft guidelines will be accepted through February. See January workgroup notes in attachment 1. To view Cycle 2 Draft Guidelines and Application go to:

<http://www.catc.ca.gov/programs/ATP.htm>

A series of application workshops will be held in each Caltrans' district beginning in March and will last through May. Staff will send out workshop dates as soon as they are available.

Cycle 2 Schedule (Dates are subject to change)

Milestone	Statewide ATP	Regional ATP
MTC Guideline Adoption	N/A	February 25 2015
CTC Guideline Approval	March 25, 2015	March 25, 2015
Call for Projects	March 26, 2015	March 26, 2015
Application Due Date	June 1, 2015	June 1, 2015
Staff Recommendations	September 15, 2015	October 7, 2015
MTC Adoption	N/A	October 28, 2015
CTC Approval	October 22, 2015	December 10, 2015

Other	Date
ATP Application Workshops	March-May 2015 (TBD)

At the February 5th Technical Advisory Committee (TAC) Meeting, NCTPA staff requested TAC members submit a list potential ATP projects for their jurisdictions. The proposed list will be discussed at the March or April ATAC meeting.

Questions about the guidelines process should be directed to Diana Meehan, 707-259-8327 or dmeehan@nctpa.net

SUPPORTING DOCUMENTS

- Attachments: (1) January workgroup notes
 (2) Regional ATP Guidelines Highlights

Notes from January 8, 2015 ATP Guidelines Workshop

Discussion at the workshop covered the following topics:

Benefit/Cost Tool:

The Department has developed a benefit/cost tool for active transportation and feels it is ready for use. Because this tool has not yet been used for the program, workshop attendees felt it should be optional for the 2015 ATP. The consensus was that the 2015 cycle be the test of the B/C tool. The tool is required to be used unless the applicant cannot successfully use it. If the applicant uses another method, the reason for using a different method should be explained, including an explanation of why the B/C tool did not work. (Because this is a test, the points for cost effectiveness have been reduced to 5 in the latest draft.)

Matching Requirement:

CTC staff proposes to delete the match requirement and instead offer up to 5 points for projects including a non-ATP match, in order to incentivize match and produce a more balanced program. There was some concern about deleting the match requirement, but most were neutral or supportive. There was also concern about giving points for match, which could skew toward the self-help counties. There was also concern voiced about larger projects adding ATP funds for just a small portion of the project and then having substantial match (i.e., a bridge project adding ATP for a sidewalk and then counting all the bridge funds as match). Keeping the points for match relatively low helps, but smaller agencies continue to be concerned about the possible skew of project scores.

Funding for Active Transportation Plans:

There was consensus that the up to 5% set aside for active transportation plans in disadvantaged communities should remain. Comments included: good planning has a multiplier effect, plans build on public support, over 500 disadvantaged communities have no plans, these local plans feed into the RTP, and you can't count on using the general plan since the circulation elements don't need to be updated. There was some concern about the list of what must be in a plan – that list based on the previous Bicycle Program. There was a suggestion that the list could be revisited in a future cycle.

Disadvantaged Communities:

There was general consensus on changing one of the definitions of disadvantaged community to be consistent with Cap and Trade programs (the most disadvantaged 25% in the state rather than 10%, based on the latest version of the CalEnviroScreen scores). There were also many comments supporting the flexibility allowed in defining disadvantaged community. There was discussion on how to score this, with the suggestion that more quantitative data be asked for in the application. There was concern that some agencies have been “stretching the truth” about how a project benefits a disadvantaged community.

Scoring Criteria:

Workshop attendees agreed overwhelmingly that points for match should not be taken from public participation points, as CTC staff had proposed. There was consensus that public participation is critical for judging projects in the program.

There were other suggestions, such as adding points to the first of the criteria (the potential for increasing biking and walking), but there was no consensus on changing points for any. (See the discussion above for the B/C tool and cost effectiveness points.)

CTC staff questioned the group about adding scoring for GHG reduction. This was brought up by someone outside the group who felt the ATP should be more similar to the Cap and Trade programs. The workgroup as a whole felt that measuring GHG reduction would be difficult and expensive, and urban areas would have trouble showing decreases due to active transportation projects. It was suggested that when explaining the increase in biking and/or walking, the applicant could include a discussion of what number of auto trips are being replaced. Also, GHG might be best measured in the cost/benefit model.

There was agreement that GHG reduction scoring could be re-evaluated in the future when tools for this purpose become available.

Application:

The group was interested in providing input to the application being amended by the Department. Many of the items discussed could be addressed in the application directions. The draft application has been released and the Department is eager to receive recommendations.

Streamlined Processes:

Concern was raised about the processes required to deliver a project. These include getting a master agreement if an agency does not already have one, having a workplan approved for a non-infrastructure project, and requesting an allocation. Agencies would like these processes to be streamlined as much as possible.

Eligible Components/Incidental Percentage:

Several attendees brought up the issue of eligible versus ineligible components of a project. Many approved projects have components that are not eligible for funding, even though the project as a whole is eligible. It was requested that the guidelines include a list of ineligible components. In addition, there were comments regarding incidentals and the percentage maximum for incidentals of 10%. This is something not mentioned in the guidelines, and some felt that the guidelines should address this.

CTC staff is reluctant to get into this type of detail in the guidelines, but would rather leave this up to the experts at the Department to deal with when administering the program.

Reporting:

The program requires reporting on status of projects, and some attendees requested that a report format should be created and made available to project implementers.

ATP Advisory Group:

The group was interested in providing input to the application being amended by the Department. Many of the items discussed could be addressed in the application directions. The draft application has been released and the Department is eager to receive recommendations.

Regional ATP Guidelines Highlights

Proposed Regional ATP Guidelines

MTC will follow the State Competitive ATP Guidelines, with the main changes from the Statewide ATP Guidelines noted below:

1. Additional screening criteria focused on project readiness.
2. Add additional evaluation criteria, as follows:
 - a. Consistency with Regional Priorities and Planning Efforts (such as Bay Trail and Regional Bike Network build-out and gap closures, and multi-jurisdictional projects). **Up to 5 points.**
 - b. Completion of Approved Environmental Document. Met by proof of an approved environmental document, and does not apply to planning activities or stand-alone non-infrastructure projects. **0 or 3 points.**
 - c. Consistency with OneBayArea Grant (OBAG) Complete Streets Policy. Met by updated General Plan Circulation Element or adopted complete streets policy resolution by September 30, 2015. **0 or 2 points.**
 - d. Countywide Plans/Goals Consistency. Met by Congestion Management Agency determination of consistency with countywide plans and/or goals. Inconsistent projects will receive a 2 point penalty. **0 or -2 points.**
 - e. Deliverability. Evaluators will review the project’s proposed schedule for deliverability. Projects deemed undeliverable or that have significant delivery risks will receive a 5 point penalty. **0 or -5 points.**
3. Use MTC’s Communities of Concern definition to meet the 25% requirement for projects benefiting “Disadvantaged Communities,” rather than other measures prescribed by CTC (such as Cal-Enviro-Screen and percent of subsidized school lunches), as allowed by state guidelines.
4. Maintain an 11.47% match requirement, with waivers for projects benefiting a Community of Concern, stand-alone non-infrastructure projects, and safe routes to schools projects. Also, MTC will waive local match for construction if pre-construction phases are funded entirely with non-federal and non-ATP funds.
5. Contingency Project List. MTC will also adopt a list of contingency projects, ranked in priority order based on the project’s evaluation score. MTC intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 2 Regional ATP. This will ensure that the Regional ATP will fully use all ATP funds, and minimize the loss of ATP funds to the region.

In addition to the above changes, all projects in the Regional ATP will be subject to regional policies, including Resolution 3606 deadlines, and submittal of a resolution of local support for all selected projects by February 1, 2016.

Other Information

Funding Amount:

The funding amounts for the Statewide and Regional ATP are below.

<u>Program</u>	<u>Programming Agency</u>	<u>Amount Available this Cycle</u>
Statewide Competitive ATP	CTC, Caltrans	\$180 million
Regional ATP	MTC	\$ 30 million

Schedule:

The current estimated schedule for the Cycle 2 ATP is below.

Milestone	Statewide ATP	Regional ATP
MTC Guideline Adoption	N/A	February 25, 2015
CTC Guideline Approval	March 25, 2015	March 25, 2015
Call for Projects	March 26, 2015	March 26, 2015
Application Due Date	June 1, 2015	June 1, 2015
Staff Recommendations	September 15, 2015	October 7, 2015
MTC Adoption	N/A	October 28, 2015
CTC Approval	October 22, 2015	December 10, 2015

Application and Evaluation:

MTC staff will prepare a supplemental application for projects competing for the Regional ATP that will address the above changes. The base application will remain the statewide application to avoid duplication. An evaluation committee will be formed to score and rank the submitted applications.

Programming in the TIP:

Project sponsors will be able to add the projects into the TIP following CTC approval of the Regional ATP program in December. ATP projects with federal funds will not receive obligation and the authorization to proceed until early 2016.

ATP Contacts:

For additional information, please go to the State ATP website (<http://www.catc.ca.gov/programs/ATP.htm>), MTC's ATP website (<http://www.mtc.ca.gov/funding/ATP/>), or contact the staff below.

Responsibility

Guidelines and programming
Application, evaluation, and scoring

Contact

Kenneth Kao, 510-817-5768
Sean Co, 510-817-5748

Section

Programming
Planning



February 23, 2015
NCTPA Agenda Item 7.2
Continued From: New

Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Safe Routes to School Program Update & Presentation

RECOMMENDATION

That the Active Transportation Advisory Committee (ATAC) receive an update and presentation for the Safe Routes to School (SRTS) Program by Anne Williams Darrow, Napa County Office of Education (NCOE) program coordinator.

DISCUSSION

The Napa County Safe Routes to School (SRTS) program is managed by the Napa County Office of Education (NCOE). The program goal is to increase the number of students that walk or bike to school and to instill healthy habits in youth that they will carry into adulthood.

FINANCIAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

Safe Routes to School is an international movement that has taken hold in communities throughout the United States. The concept is to increase the number of children who walk or bicycle to school by funding projects that remove the barriers that currently prevent them from doing so. Those barriers include lack of infrastructure, unsafe infrastructure, lack of programs that promote walking and bicycling through education/encouragement programs aimed at children, parents, and the community.

Thirty years ago, 60% of children living within a 2-mile radius of a school, walked or bicycled to school. Today, that number has dropped to less than 15%. Roughly 25%

commute by school bus, and well over half are driven to or from school in vehicles. At the time, 5% of children between the ages of 6 and 11 were considered to be overweight or obese. Today, that number has climbed to 20%. These statistics point to a rise in preventable childhood diseases, worsening air quality and congestion around schools, and missed opportunities for children to grow into self-reliant, independent adults.

Safe Routes to School Programs are intended to reverse these trends by funding projects that improve safety and efforts that promote walking and bicycling within a collaborative community framework. It is through local champions working with a coalition of parents, schools, professionals in transportation, engineering, health, and law enforcement, that the most sustainable projects are expected to emerge.

NCOE received \$420,000 for SRTS programs in May of 2013. The funding supports the NCOE Bike and Pedestrian Safety program for three years.

The program will reach students in every school in Napa County by providing multiple components based on student grade level, offering age appropriate instruction. The program distributes brochures with tips for safe walking and riding, reflectors and colored vests.

SRTS staff members also work within the community to raise awareness about the value of biking and walking. SRTS program coordinator Anne Williams Darrow will give an update and presentation on the program. Potential discussion topics:

- Program successes and challenges
- How can the program build on success?
- Overcoming program challenges
- Program expansion potential
- SRTS Best practices
- Alternate funding sources

SUPPORTING DOCUMENTS

Attachments: (1) NCOE Program Proposal

EXHIBIT "A"

Project Proposal to: NCTPA SRTS Funding 2013-2016
Program: Napa County Office of Education SRTS Continuation Program

Napa County Office of Education is the county's provider of Safe Routes to Schools (SRTS) programming, and has received continuous funding for direct "non-Infrastructure" services from CalTrans and NCTPA since 2007. This proposal is to request the available \$420,000 of Napa County SRTS funding to continue the service and expand into all schools in the county over the next three fiscal years (July 2013 – June 2016). As detailed below, NCOE is a capable provider with ample experience and momentum to maintain the strong program of educational services for biking and walking to school.

Agency Overview

Napa County Office of Education's School & Community Partnership Projects Division (SCPP) operates more than 15 federal, state and local grants that "engage the community, various funding sources, and schools to promote safe and healthy environments in which Napa County students can learn, develop and thrive." Projects include a Drug Free Communities Support program, Emergency Response and Crisis Management project, Foster Youth and Homeless Support, Counseling Services, Pregnancy Prevention, Gang and Violence Prevention, School Safety Committees, After School Programs and much more. Together, these \$4 million+ of independently funded projects fall under the School and Community Partnership Project Division, to work collaboratively in the County of Napa. The focus of the School and Community Partnership Project Division is to work together to improve student engagement, health and academic success.

Existing Program Overview

Napa County Office of Education received Safe Routes to School Program funding in 2007. The Napa County Office of Education's Safe Routes to School (SRTS) Program has operated continuously since that time, expanding to include additional funding resources (Napa County Transportation & Planning Agency Congestion Mitigation and Air Quality Improvement funds (CMAQ) and local contributions), and has conducted activities at 16 elementary, middle and high schools in Napa County. The program, staffed by employees of Napa County Office of Education has gone into the partner schools to provide services. The program has created strong partnerships with Napa County Transportation Planning Agency and local police departments. Additionally, the program is highly supported by the Bicycle Coalition, Safe Kids Committee and local hospitals and has strong collaborative relationships with the National Safe Routes to School Partnership and other regional SRTS programs.

The NCOE SRTS program is prepared to leverage NCTPA funding with existing and new resources. The program has a fleet of bicycles for use in classroom lessons with students for safe riding classes. Credentialed instructors are already trained to provide in-class and after school lessons and activities for students. The program has been heavily focused on improving air quality around schools by reducing motor vehicle traffic. Presentation materials and awareness materials regarding bike trails (Vine Trail), walking paths, family fun activities and more, are already designed and available to be distributed into the schools. Activities of the SRTS program in Napa County in the past few years have included:

- Bike rodeos for all students in grades K-6 at 12 elementary schools
- Distribution of safety equipment including reflectors and helmets at 12 elementary schools
- 10 hours (two weeks) of safe bicycle riding lessons in 4th and 5th grade classrooms at Napa County elementary schools
- Parent presentations about safe walking and riding at elementary schools
- Safe Walking presentations in 2nd-3rd grade classrooms at elementary schools
- Integration of NCOE, Napa County Transportation and Planning Agency, law enforcement and hospital programs to support youth safety
- Bicycle and walking groups and clubs in middle and high schools

Program Proposal

The SRTS Bike and Pedestrian Safety program will reach students in every school in Napa County. The program will provide multiple components based on student grade level, offering age appropriate instruction. Brochures with tips for safe walking and riding, reflectors and brightly colored vests will be offered to all participants.

In elementary school, students will be provided a two week long intensive class designed to teach riding and walking to and from school. The 10 lesson program moves from school to school and leaves students excited about biking and walking. Trained instructors use a curriculum that aligns with content standards for physical education and health.

In middle school, youth will continue to be engaged during their after school program and through clubs. Students will learn to ride bikes safely, repair flat tires and how to maintain a bike. The program is supported in part by the after school program providers in a sustainable collaborative relationship.

High school students will be engaged in bicycling and walking through advocacy campaigns and clubs. Students will be invited to attend the well-established Eagle Cycling Club and Napa County Active Transportation Advisory Committee to give a youth perspective to the conditions of biking all over Napa County. This will build a sense of ownership from the students on the biking clubs and motivates them to participate in more coordinated student bike rides. High school students will be trained as volunteers to assist with riding programs for younger students, promoting cycling at all ages.

In addition to instruction and groups, staff will also work within the community to raise awareness and educate the public about the value of biking and walking. Staff coordinates parent informational meetings about pedestrian and biking safety, Walk and Roll days, Bike Rodeos, Walking School Buses and outreach at community events. Continuing education and training will be provided for staff to keep current with the safest and most effective instruction. In 2012, Walk to School Day was held at multiple elementary schools across the county, with leaders such as Mayor Jill Techel, Supervisors Dillon and Caldwell, and Superintendent Barbara Nemko welcoming walkers to school.

District wide Bike Rodeos will continue to be held twice per year at elementary schools who would like the service. The Bike Rodeos are a partnership with the Napa Police Department, Safe Kids Napa Valley and Napa County Office of Education where students from all grade levels are taught bike safety laws from a police officer and are offered a free helmet.

The program will also continue to conduct Bike to School Day each May & Walk to School Day each October. The Program Coordinator and safety instructors will work with school staff to organize booths to be set up at each participating school site to welcome students that walk or ride to school. Raffle tickets will be given to students for prizes that will be donated by community businesses. Publicity for the events will feature student art work from contests conducted at each school. Walking school buses and bike trains will be organized by safety instructors who will work with school staff to select a meeting spot within 1 mile of the school and a safe route to follow to the school with a group. Local media will be notified of the events to cover.

The program will also be evaluated and data will be reviewed regularly for continuous program improvement efforts. In 2011, NCOE added questions to the "California Healthy Kids Survey", conducted biannually for all 5, 7, 9 and 11th graders, to find out more about youth biking and walking habits. Data will be used to help identify areas of need in the community. Within the SRTS program, pre and post surveys will be administered to students and parents at each participating school site at the beginning and end of each program to measure program impact. Raffle tickets will be given to students when they turn in parent surveys and prizes that are donated by local businesses will be given to the raffle winners.

Napa County Office of Education

Safe Routes to School Expansion Program Proposal- Budget

Description	2013-2014	2014-2015	2015-2016	3-Year Total
<u>Salaries</u>				
.65 FTE Program Coordinator @ \$68000	\$ 44,200.00	\$ 44,200.00	\$ 44,200.00	\$ 132,600.00
Lead Instructor 40 weeks, 30 hours/week, \$25/hr	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 90,000.00
.75 FTE Contract Assistant	\$ 31,800.00	\$ 31,800.00	\$ 31,800.00	\$ 95,400.00
<u>Benefits</u>				
Calculated at NCOE rate for mandatory benefits plus health for salary staff	\$ 26,500.00	\$ 26,500.00	\$ 26,500.00	\$ 79,500.00
<u>Supplies</u>				
Instructional supplies, office supplies, helmets, vests, riding gear	\$ 6,000.00	\$ 6,000.00	\$ 4,500.00	\$ 16,500.00
<u>Travel</u>				
Annual bicycle conferences for 2 staff- Pro Walk/Pro Bike Conference and National Bike Summit	\$ 3,000.00			\$ 3,000.00
mileage @ 55.5cents/mile or current Federal rate x45 miles/month	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
<u>Indirect- Federal rate: 10.43% (ineligible for reimbursement from SRTS/CalTrans)</u>				
<u>TOTAL</u>	\$ 142,500.00	\$ 139,500.00	\$ 138,000.00	\$ 420,000.00