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**Active Transportation Advisory Committee
(ATAC)**

AGENDA

March 24, 2014

5:00 p.m.

**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 Assistant, 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)

ITEMS

1. Call to Order
2. Introductions
3. Approval of Meeting Minutes
4. Public Comments
5. ATAC Member and Staff Comments

REGULAR AGENDA ITEMS**RECOMMENDATION**

6.	Active Transportation Program (ATP) Update (Diana Meehan) (<i>Pages 6-29</i>) Staff will give ATAC an update on program deadlines and project prioritization criteria for the first statewide call for projects.	INFORMATION/ DISCUSSION
7.	Transportation Development Act Article 3 (TDA-3) Project Review (Diana Meehan) (<i>Pages 30-33</i>) ATAC will review TDA-3 FY2013-14 and FY2014-15 project applications recommended for approval by the Board.	INFORMATION
8.	Bicycle Summit Report (Diana Meehan) (<i>Pages 34</i>) Committee member Joel King will provide ATAC with an overview of his visit to the National Bicycle Summit in Washington, D.C.	INFORMATION
9.	Topics for Next Meeting o Discussion of topics for next meeting by ATAC members.	DISCUSSION
10.	Approval of Next Regular Meeting Date of April 21 , 2014 and Adjournment	APPROVE

Napa County Transportation and Planning Agency (NCTPA)

Active Transportation Advisory Committee

MINUTES

Monday, February 24, 2014

ITEMS

1. Call to Order

Meeting was called to order at 5:05pm

2. Roll Call

Members Present:

Barry Christian
Mike Costanzo
Dieter Deiss
Gabriela Gonzalez McNamara (5:30pm)
Joel King
Paul Wagner

Members Absent:

Anne Darrow
Brett Risley
Joe Tagliaboschi
Richard Warren Jr.

3. Approval of Meeting Minutes

MSC KING / COSTANZO for **APPROVAL** and unanimously carried.

4. Public Comments

None

5. ATAC Members and Staff Comments

Committee member Dieter Deiss discussed issues with the Calistoga segment of the Vine Trail. Vine Trail staff is working with City staff to resolve issues.

Committee member Mike Costanzo received notice from Napa Valley College staff that no reference to the College is on the Countywide Bicycle Map. This will be corrected on the next printing. He also mentioned that the College may apply for the e-locker grant being offered by the air district.

There has been an ongoing issue throughout areas of the county with traffic control devices being placed in bike lanes during various construction projects. The committee is requesting better coordination between construction crews and public works staff on placement of devices that obstruct bike lanes during construction projects.

Mike Costanzo said the family training bike day at the fairgrounds was rained out in January, but has now been rescheduled to two trainings in March:

- Calistoga March 16, 2014
- American Canyon March 23, 2014

6. ATAC by-laws and Committee Appointments

Article IV Membership, section 2 language changes were approved and the committee has made a recommendation that the NCTPA Board accept the changes as written.

Staff will follow up with jurisdictions for committee appointments for expiring terms. A letter of recommendation has been received for Mike Costanzo and Dieter Deiss.

MSC KING / GONZALEZ-McNAMARA for **APPROVAL** and unanimously carried

7. Safety Campaign Draft Scope of Work, Schedule and Preliminary Budget

Staff presented a preliminary Scope of Work outline for the Safety Campaign and preliminary budget proposal. Committee member Gabby McNamara suggested the campaign be inclusive of pedestrians as well. Chair Paul Wagner suggested this be addressed by doing a two-part campaign, one designed towards bicycle safety and another designed towards pedestrian safety issues. Due to unique issues for each type of user, combing the campaign into a single message may be difficult.

One common point in the message was that all users, both motor and active have the same rights, same responsibilities and should use the same rules. Having law enforcement involved is considered key in creating an effective enforceable campaign.

Staff member Diana Meehan will be attending a three day workshop in March designed toward creating a successful campaign. A report on the workshop will be presented at the April ATAC meeting.

Committee member Mike Costanzo suggested spending less money on “SWAG” and more on the actual media program. Chair Paul Wagner suggested that certain types of give- away products are what bring people to you at events to start the dialog and that there is significant importance in making first contact to get the message out to people.

Chair Wagner suggested putting together a Scope of Work/RFP and getting a consultant on board to put together the program and budget. A draft Scope/RFP will be presented at a future ATAC meeting.

8. League of American Bicyclists (LAB) Feedback Report Review

The committee reviewed the feedback made by the ad hoc committee regarding improvements for receiving a higher ranking in the next countywide application as a bicycle friendly community. Committee member Mike Costanzo will meet with Rick Marshall from the County of Napa to discuss the recommendations prior to the submission of the next application in July 2014.

9. Topics for Next Meeting

- Scope of Work/RFP Safety Campaign
- LAB Report follow up
- Bike Summit Report-Joel King
- Fund Management System Workshop Report
- Active Transportation Program Update

10. Approval of Next Regular Meeting Date of March 24, 2014

MSC KING / COSTANZO for **APPROVAL** and unanimously carried



March 24, 2014
ATAC Agenda Item 6
Continued From: February 2014
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, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Active Transportation Program (ATP) Update

RECOMMENDATION

Information Only

EXECUTIVE SUMMARY

The new Active Transportation Program (ATP) consolidates former federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and Safe Routes to School (SR2S). Due to carryover amounts, the first round of funding is anticipated to be \$240M (\$130M in subsequent years) and is intended for projects that support non-auto transportation modes.

The ATP guidelines are scheduled to be adopted by the California Transportation Commission (CTC) on March 20, 2014, with the first statewide call for projects issued on March 21, 2014. The Application submission deadline is May 21, 2014.

Project selection for the state program will be August 21, 2014. Applications not selected by the state program will be automatically submitted to the regional program call for projects. Regional project applications are tentatively due to Metropolitan Transportation Commission (MTC) by July 24, 2014. MTC's regional project recommendations are due to the CTC by September 30, 2014. All projects must be in the TIP prior to programming.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

The draft guidelines for the ATP will be adopted by the CTC on March 20, 2014, with the first call for projects in the statewide competition issued immediately following on March 21, 2014. NCTPA staff recognizes that there are a number of unfunded bicycle and pedestrian needs in the county but cautions that a coordinated effort among jurisdictions will be necessary to be successful. A key component of this effort would include recommendations by the Technical Advisory Committee (TAC) and the ATAC for countywide project prioritization that achieve the stated goals for the new ATP.

At the February TAC meeting, the committee discussed projects that could be considered for ATP funding. The ATP project minimum is \$250,000. Bundling projects together was discussed as an approach to achieve delivering multi-jurisdictional projects. However, the Vine Trail Oak Knoll segment was identified as a possible priority project for the first statewide call for projects. A description of the Vine Trail project is included in attachment 3.

At the March 6, 2014, TAC meeting, the committee recommended moving forward with the Oak Knoll segment of the Vine Trail as the priority project for the ATP funding. It was also recommended that staff send guidance criteria out to the TAC to identify potential projects for bundling that may also be included in the statewide or regional call.

The application for the statewide program is currently being developed and is scheduled to be approved by the CTC in April 2014. The attached draft application is subject to change. A District 4 ATP application workshop will take place on April 29, 2014 at the Caltrans office located at 111 Grand Avenue, Parkview Conference Rm., 15th Floor, Oakland. For more information on the application workshop contact Jose Reyes at (510) 286-5233.

Important dates are listed in the timeline below.

Action-Statewide	Date
Call for Projects	March 21, 2014
Application Approved/Released	April TBD
Applications Due	May 21, 2014
Adoption	August 20, 2014

Action-MPO (MTC)	Date
Call for Projects	May 21, 2014
Applications Due	July 24, 2014
Regional Adoption	September 24, 2014
CTC Adoption of Regional Projects	December 10, 2014

Other	Date
ATP Workshop	April 29, 2014

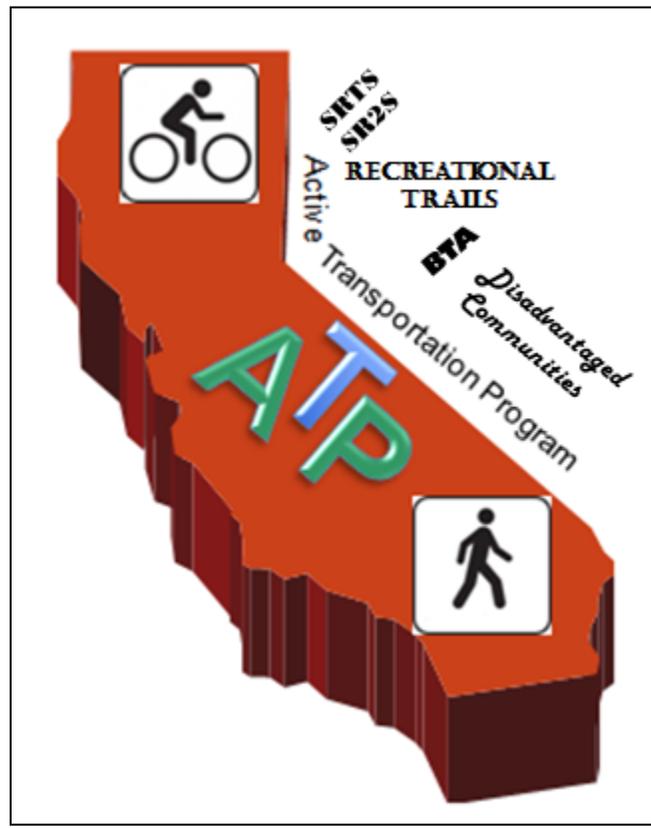
SUPPORTING DOCUMENTS

- Attachments: (1) Draft ATP Application
(2) Regional Guidelines
(3) Vine Trail Project Description

APPLICATION CYCLE 1 ACTIVE TRANSPORTATION PROGRAM (ATP)

Please read the Application Instructions at
<http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html>
prior to filling out this application

Project name:



For Caltrans use only: ___ TAP ___ STP ___ RTP ___ SRTS ___ SRTS-NI ___ SHA
___ DAC ___ Non-DAC ___ Plan



I. GENERAL INFORMATION

Project name:

(fill out all of the fields below)

1. APPLICANT (Agency name, address and zip code)	2. PROJECT FUNDING ATP funds Requested \$ _____ Matching Funds (If Applicable) \$ _____ Other Project funds \$ _____ TOTAL PROJECT COST \$ _____
3. APPLICANT CONTACT (Name, title, e-mail, phone #)	
4. APPLICANT CONTACT (Address & zip code)	5. PROJECT COUNTY(IES):
6. CALTRANS DISTRICT #- Click Drop down menu below Select District.	7. Application # ____ of ____

Area Description:

8. Metropolitan Planning Organization (MPO)- click drop down menu Select MPO.	9. Population Size- click drop down menu Select population size
10. If "Other" was selected from the #8 MPO drop down menu enter your MPO or Regional Transportation Planning Agency (RTPA) _____	

Master Agreements (MAs)-

11. Yes, the applicant has a FEDERAL MA with Caltrans. _____

12. Yes, the applicant has a STATE MA with Caltrans. _____

13. If the applicant does not have an MA. Do you meet the Master Agreement requirements?
Y/N The Applicant MUST be able to enter into MAs with Caltrans

Partner Information:

14. Partner Name*:	15. Partner Type
16. Contact Information (Name, phone # & e-mail)	17. Contact Address & zip code

Click here if the project has more than one partner; attach the remaining partner information on a separate page

*If another entity is going to assume responsibility for the operation and maintenance of the facility, documentation of the agreement must be submitted with the application.

Project Type (Select only one)

18. Infrastructure (IF) 19. Non-Infrastructure (NI) 20. Combined (IF & NI)



Project name:

I. GENERAL INFORMATION-continued

Sub-Project Type (Select all that apply)

21. Develop a Plan in a Disadvantaged Community (select any that apply)
 Bicycle Plan Safe Routes to School Plan Pedestrian Plan

- Active Transportation Plan (select if applying)

(if applying for an Active Transportation Plan- check any of the following that you already have)
 _Bike plan, _Pedestrian plan, _Safe Routes to School (SRTS) plan, _ATP plan

22. Bicycle and/or Pedestrian infrastructure
Bikeway : Class I Class II Class III
 Sidewalk Multi-use facility

Other:

23. Non-Infrastructure (Non SRTS)

24. Recreational Trails*- Trail Acquisition

***Please see additional Recreational Trails instructions before proceeding**

25. SRTS Infrastructure Non-Infrastructure

If SRTS is selected, provide the following information

26. SCHOOL NAME & ADDRESS:
27. SCHOOL DISTRICT NAME & ADDRESS:

28. County-District-School Code (CDS)	29. Total Student Enrollment	30. Percentage of students eligible for free or reduced meal programs
31. Percentage of students that currently walk or bike to school	32. Approximate # of students living along school route proposed for improvement	

- Click here if the project involves more than one school; attach the remaining school information on a separate page



II. PROJECT INFORMATION

(Please read the "ATP instructions" document prior to attaching your responses to all of the following questions in Sections II. Project Information, Section III. Screening Criteria and Section IV. Narrative Questions - 15 pages max)

1. **Project Location**

2. **Project Coordinates**

(decimal degrees)

Latitude

Longitude

3. **Project Description**

4. **Project Status**



III. SCREENING CRITERIA

1. Demonstrated Needs of the Applicant

Describe the need for the project and/or funding

2. Consistency with Regional Transportation Plan (100 words or less)

Explain how this project is consistent with your Regional Transportation Plan, include adoption date of the plan. (if applicable)



IV. NARRATIVE QUESTIONS

- 1. POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (0-30 POINTS)**
- A. I. If you checked box #25- Describe how your project encourages increased walking and bicycling, especially among students.
- II. If you did not check box #25- Describe how your project encourages increased walking and bicycling.
- B. Describe how this project improves walking and bicycling routes to and from, connects to, or is part of a school or school facility, transit facility, community center, employment center, state or national trail system, points of interest, and/or park.
- C. Describe how this project increases and/or improves connectivity, removes a barrier to mobility and/or closes a gap in a non-motorized facility.
- D. Describe the number and type of possible users and their destinations and the percentage increase in users upon completion of your project.

- Projects with significant potential- 21 to 30 points
- Projects with moderate potential- 11 to 20 points
- Projects with minimal potential- 1 to 10 points
- Projects with no potential- 0 points



IV. NARRATIVE QUESTIONS- continued

2. POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 POINTS)

- A. Describe the potential of the project to reduce pedestrian and/or bicycle injuries or fatalities.
- B. Describe if/how your project will achieve any or all of the following:
 - o Reduces speed or volume of motor vehicles
 - o Improves sight distance and visibility
 - o Improves compliance with local traffic laws
 - o Eliminates behaviors that lead to collisions
 - o Addresses inadequate traffic control devices
 - o Addresses inadequate bicycle facilities, crosswalks or sidewalks
- C. Describe the location's history of events and the source(s) of data used (e.g. collision reports, community observation, surveys, audits).

- Projects with significant potential- 16 to 25 points
- Projects with moderate potential- 8 to 15 points
- Projects with minimal potential- 1 to 7 points
- Projects with no potential- 0 points



IV. NARRATIVE QUESTIONS- continued

3. PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)

- A. Describe the community based public participation process that culminated in the project proposal or plan, such as noticed meetings/public hearings, consultation with stakeholders, etc.
- B. Describe the local participation process that resulted in the identification and prioritization of the project:
- C. Is the project cost over \$1 Million? Y/N

If Yes- is the project Prioritized in an adopted city or county bicycle transportation plan, pedestrian plan, safe routes to school plan, active transportation plan, trail plan, circulation element of a general plan, or other publicly approved plan that incorporated elements of an active transportation plan? Y/N

- Projects with substantial participation of community members- 11 to 15 points
- Projects with moderate participation of community members - 6 to 10 points
- Projects with minimal participation of community members- 1 to 5 points
- Projects with no participation of community members- 0 points



IV. NARRATIVE QUESTIONS- continued

4. COST EFFECTIVENESS (preferred and other alternatives). (0-10 POINTS)

- A. Describe the alternatives that were considered.
- B. Discuss the relative costs and benefits of the range of all the alternatives.
- C. Discuss/quantify the safety benefits for each alternative, in relationship to both the total cost and the funds requested.
- D. Discuss/quantify the mobility benefits for each alternative, in relationship to both the total cost and the funds requested.
- E. Discuss why the preferred alternative was selected over the other alternatives.

- Applicant exceptionally described alternatives and quantified safety and mobility- 7 to 10 points
- Applicant adequately described alternatives and quantified safety and mobility - 4 to 6 points
- Applicant minimally described alternatives and quantified safety and mobility - 1 to 3 points
- Applicant did not describe alternatives or quantify safety or mobility - 0 points



IV. NARRATIVE QUESTIONS- continued

5. IMPROVED PUBLIC HEALTH *(0-10 points)*

A. Describe how the project will improve public health, i.e. through the targeting of populations who have a high risk factor for obesity, physical inactivity, asthma, or other health issues.

- Applicant exceptionally described how the project will improve public health- 7 to 10 points
- Applicant adequately described how the project will improve public health - 4 to 6 points
- Applicant minimally described how the project will improve public health - 1 to 3 points
- Applicant did not described how the project will improve public health - 0 points



IV. NARRATIVE QUESTIONS- continued

6. BENEFIT TO DISADVANTAGED COMMUNITIES (0-10 points)

A. Does the project significantly benefit a disadvantaged community? Y/N

a. Which criteria does the project meet? (Select all that apply)

- median household income < 80% of the statewide median
- among the most disadvantaged 10% in the state
- at least 75% of the public school students are eligible for the National School Lunch Program (NSLP)
- CTC approved other

B. Describe the disadvantaged community and their benefit from the project:

- Project clearly and significantly benefits a disadvantaged community- 10 points
- Project has potential or moderate benefits to a disadvantaged community- 5 points
- Project does not benefit a disadvantaged community- 0 points



IV. NARRATIVE QUESTIONS- continued

7. USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A QUALIFIED COMMUNITY CONSERVATION CORPS (0 to -5 points)

A. For Infrastructure Construction projects only- The applicant must send the following information to the CCC and CALCC prior to application submittal to Caltrans:

- o Project Description
- o Detailed Estimate
- o Project Map
- o Preliminary Plan
- o Project Schedule

Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate.

The corps agencies can be contacted at:

California Conservation Corps at: www.ccc.ca.gov,

Community Conservation Corps at: www.californialocalconservationcorps.org.

B. Does the applicant intend to utilize the CCC or CALCC on those items where participation has been indicated? Y/N

- The applicant has submitted the project application to CCC and CALCC - 0 points
- The applicant has not submitted the project application to CCC and CALCC (-)5 points



IV. NARRATIVE QUESTIONS- continued

8. APPLICANT'S PERFORMANCE ON PAST GRANTS (0 to -10 points)

APPLICANT DO NOT RESPOND

Caltrans staff to determine the Applicant's performance on past grant awards.

- The applicant has no past grant experience or has performed satisfactorily on past grants - 0 points
- The applicant has not performed satisfactorily on past grants (-)10 points



Project name: _____

V. PROJECT COST ESTIMATE

All project costs MUST be accounted for on this form, including elements of the overall project that will be, or has been funded by other sources.

The information in the shaded fields will be calculated automatically. All costs will automatically be rounded up to the next \$1000.

Phase		ATP funds	Other funds	TOTAL FUNDS
Preliminary Engineering (PE)	Environmental	\$	\$	\$
	Plan, Specs & Estimate (PS&E)	\$	\$	\$
	Matching funds	Type-		\$
	PE subtotal	\$	\$	\$

This application is not requesting funds for the PE phase

Right of Way (ROW)	Right of way Engineering	\$	\$	\$
	Appraisals, Acquisitions & Utilities	\$	\$	\$
	Matching funds	Type-		\$
	ROW subtotal	\$	\$	\$

This application is not requesting funds for the ROW phase

Construction (CON)	Construction Engineering (CE)	\$	\$	\$
	Construction (Con)	\$	\$	\$
	Matching funds	Type-		\$
	CON subtotal	\$	\$	\$

This application is not requesting funds for the CON phase

Non-Infrastructure (NI)	Non-Infrastructure (NI)	\$	\$	\$
	Matching funds	Type-		\$
	NI subtotal	\$	\$	\$

This application is not requesting funds for a NI phase

Grand Total	\$	\$	\$
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ATP work type (If applicable)

Enter Estimated ATP fund amount

Request for funding a Plan	\$
Request for Safe Routes to Schools Infrastructure work	\$
Request for Safe Routes to Schools Non-Infrastructure work	\$
Request for other Non-Infrastructure work	\$
Request for Disadvantage Community work	\$
Request for Recreational Trails work	\$

All Non-ATP fund types on this project

fund amount

	\$
	\$
	\$
	\$
	\$
	\$



Project name: []

VI. INFRASTRUCTURE SCHEDULE INFORMATION

Project Approval & Environmental Doc (PA & ED)

Proposed Date

PA & ED Allocation []

PE Authorization

[]

Project Initiation document Approved (or Field review/PES submittal)

[]

Begin Environmental (PA & ED) Phase

[]

Circulate Draft Environmental Document (for EIS or FONSI)

[]

Environmental Document Type: California Environmental Quality Act (**CEQA**)
 CE ND/MND EIR
National Environmental Policy Act (**NEPA**)
 CE EA/FONSI EIS

Draft Project Report (for EIS or FONSI)

[]

End Environmental Phase (PA&ED Milestone)

[]

Plans, Specifications & Estimate (PS&E)

PS&E Allocation

[]

Begin Design (PS&E) Phase

[]

End Design Phase (Ready to List or Advertise)

[]

Right of Way (ROW)

ROW Allocation []

ROW Authorization

[]

Begin ROW Phase

[]

End of ROW Phase (ROW Certification Milestone)

[]

Construction (CON)

CON Allocation []

CON Authorization

[]

Begin CON Phase (Contract Award Milestone)

[]

End CON Phase (Contract Acceptance Milestone)

[]

Closeout

Begin Closeout Phase

[]

End Closeout Phase (Final Report of Expenditures)

[]



Project name:

VII. APPLICATION SIGNATURES

Applicant: The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

Signature: Date:
Name: Phone:
Title: e-mail:

Local Agency Official (City Engineer or Public Works Director): The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

Signature: Date:
Name: Phone:
Title: e-mail:

School Official: The undersigned affirms that the school(s) benefited by this application is not on a school closure list.

Signature: Date:
Name: Phone:
Title: e-mail:

Person to contact for questions:

Name: Phone:
Title: e-mail:

Caltrans District Traffic Operations Office Approval

If the application's project proposes improvements on a freeway or state highway that affects the safety or operations of the facility, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support from the traffic operations office be attached () or the signature of the traffic personnel be secured below.

Signature: Date:
Name: Phone:
Title: e-mail:



Project name:

VIII. APPLICATION ATTACHMENTS

Check all attachments included with this application.

- Completed Project Programming Request Template (PPR)- REQUIRED**
<http://www.dot.ca.gov/hq/transprog/ocip.htm>
- Vicinity/Location Map- **REQUIRED for all IF Projects**
 - North Arrow
 - Label street names and highway route numbers
- Photos and/or Video of Existing Location- **REQUIRED for all IF Projects**
 - Minimum of one labeled color photo of the existing project location
 - Minimum photo size 3 x 5 inches
 - Optional video and/or time-lapse
- Preliminary Plans- **REQUIRED for Construction phase only**
 - Must include a north arrow
 - Label the scale of the drawing
 - Typical Cross sections where applicable with property or right-of-way lines
 - Label street names, highway route numbers and easements
- Detailed Engineer's Estimate- **REQUIRED for Construction phase only**
 - Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal
 - Must show a breakdown of all bid items by unit and cost. Lump Sum may only be used if that is how the item will be bid.
 - Must show all items that are eligible for ATP funding
 - Contingency is limited to 10% of funds being requested
 - Evaluation required under the ATP guidelines is not a reimbursable item
- Maintenance Agreement- If entity other than the applicant will be maintaining the project after completion
- Letters of Support from Caltrans (Required for projects on the State Highway System(SHS))
- Digital copy of or an online link to an approved plan (bicycle, pedestrian, safe routes to school, active transportation, general, recreation, trails, city/county or regional master plan(s), technical studies, and/or environmental studies (with environmental commitment record or list of mitigation measures), if applicable. Include/highlight portions that are applicable to the proposed project.
- Documentation of the public participation process (required)
- Additional documentation, letters of support, etc (optional)



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Local Streets and Roads / Programming and Delivery
Working Groups

DATE: 03/13/2014

FR: Kenneth Kao

RE: Proposed Regional Competitive Active Transportation Program (ATP) Guidelines

This memo outlines proposed revision to the ATP Guidelines for the regional competitive process.

Background

In September 2013, the Governor signed into law legislation creating the Active Transportation Program (ATP). ATP includes a share of funds for large Metropolitan Planning Organizations (MPOs) such as MTC. The California Transportation Commission (CTC) has developed guidelines for the Statewide Competitive ATP, and MPOs have the option of developing separate guidelines for the Regional Competitive ATP.

Proposed Regional Competitive ATP Guidelines

MTC recommends three main changes from the Statewide Competitive ATP Guidelines:

1. Add additional evaluation criteria for previously adopted regional priorities, such as bike share expansion, Bay Trail and Regional Bike Network build-out, gap closures in the Regional Bike Network, and multi-jurisdictional projects such as the Ohlone Greenway and Napa Vine Trail.
2. 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).
3. Waive local match for construction if pre-construction phases are funded entirely with non-federal and non-ATP funds. Other match and minimum project size requirements remain the same as the Statewide Competitive ATP.

In addition to the above changes, all projects in the Regional Competitive ATP will be subject to regional policies, including Resolution 3606 deadlines, and must submit a resolution of local support.

Other Information

Funding Amount:

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

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

Regional Schedule:

The current estimated schedule for the Regional Competitive ATP is below.

<u>Date</u>	<u>Action</u>
April 9/23	PAC and MTC Commission consideration of Regional ATP Guidelines
May 21	CTC consideration of MTC's Regional ATP Guidelines
May 22	MTC releases Regional ATP Call for Projects
July 24	Regional ATP applications due to MTC
September 10/24	PAC and MTC Commission adoption of Regional ATP
December 10	Latest date for CTC approval of MTC's Regional ATP

Application and Evaluation:

MTC Planning staff will prepare a supplemental application for projects competing for the Regional Competitive ATP that will address the above changes. The base application will remain the statewide application to avoid duplication. The Active Transportation Working Group will form an evaluation committee to score and rank the submitted applications.

Programming in the TIP:

Due to the development of the 2015 Transportation Improvement Program (TIP), the TIP will be locked down until about December. The first amendment to the 2015 TIP is expected to be approved in by FHWA/FTA in January 2015; therefore, ATP projects with federal funds will not receive obligation and the authorization to proceed until early 2015.

Delivery:

The first cycle of ATP represents 3 years of funding to be delivered during a two-year period. Therefore, the target is for two-thirds or \$20 million to be delivered (obligated) by March 31, 2015, and the remaining \$10 million to be delivered (obligated) by January 31, 2016.

ATP Contacts:

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

<u>Responsibility</u>	<u>Contact</u>	<u>Section</u>
Guidelines and programming	Kenneth Kao, 510-817-5768	Programming
Application, evaluation, and scoring	Sean Co, 510-817-5748	Planning

**PROJECT – OAK KNOLL DISTRICT OF THE VINE TRAIL
Information for the NCTPA TAC**

Description

The project will construct a Class I path between Redwood Road in the City of Napa and California Drive in the Town of Yountville. The path will be located between the Napa Valley Wine Train right of way and Solano Avenue. All but six parcels for Solano Ave are within public right of way. The project will connect Park & Ride facilities in the City of Napa and Town of Yountville. It will cross seven local streets with safety improvements being installed including two warranted traffic signals at the Wine Country Ave. & Salvador Ave. crossings.

Approximately 100 trees are planned to be removed with 300 native species planted as mitigation. About 50% of the trees planned for removal are either damaged or suppressed. Bridge crossings at Dry Creek, Hinman Channel and Salvador Channel are being planned. Two to three miles of the alignment lie within the floodplain.

Funding

The current funding package is as follows:

TCSP (fed)	\$2,500,000
Vine Trail (TCSP match)	\$ 324,000
CMAQ (Co. pledge)	\$ 211,000
Vine Trail (CMAQ match)	\$ 28,000
County	\$ 30,000
City	\$ 10,000
TOTAL	\$3,103,000

The preliminary engineering, environmental determination and design budget is \$1,000,000. At 35% design the construction budget was \$6,000,000. Based on current funding the shortfall for construction is approx. \$3,900,000. 65% design will be completed in two weeks and the budget will be revised based on new developments.

Schedule

Currently the design is scheduled to be completed by June 2014. NEPA determination is expected in April. Construction could begin in late summer if all goes well. At this time the project has been divided into two phases. Phase 1 would be constructed based on the current available funding, Redwood Road to approx. Orchard Ave. Phase 2 would complete the project to Yountville, pending securing additional funding.



March 24, 2014
ATAC Agenda Item 7
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, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Transportation Development Act Article 3 (TDA-3) Project Review

RECOMMENDATION

That the ATAC review submitted Transportation Development Act Article 3 (TDA-3) projects and make a recommendation to the NCTPA Board for project awards.

EXECUTIVE SUMMARY

The TDA-3 program is for bicycle and pedestrian projects funded by approximately 2% of the ¼ cent statewide sales tax. This generates roughly \$125,000 per year for Napa County jurisdictions. Priority is given to capital projects. Planning is a permissible activity under TDA-3 revenues but can only be used for comprehensive planning activities every 5 years per jurisdiction.

In June 2013 the NCTPA Board approved a TDA-3 call for projects for FY 2013-14. Multiple projects from several jurisdictions were received. To better leverage funds for bicycle and pedestrian projects in the county, award of TDA-3 funding was delayed pending additional information due in December 2013 about two (2) critical grant applications - the TIGER V and Regional Measure 2 (RM2) Safe Routes to Transit (SR2T) programs. Ultimately neither of these efforts was successful.

The TAC made a recommendation at its January 2, 2014, meeting that the NCTPA Board of Directors approve a new call for projects combining both FY 2013-14 and FY 2014-15 funding cycles and tasked NCTPA to develop a scoring concept to prioritize projects for the TDA-3 program and for prioritizing projects for future programs, such as the Active Transportation Program (ATP).

At the January 15, 2014, NCTPA Board Meeting, the City of Napa requested that the Board approve immediate programming of \$163,125 to the Tulocay Trail Project which was submitted in August 2013. The City argued that further delay would confound the construction schedule for this project which is scheduled to begin in summer 2014. Subsequent to the City’s original request for \$296,000 in TDA-3 funding, \$140,000 in California State Parks funding was awarded for the Tulocay Trail project. The Board approved the City of Napa’s request for \$163,125 in TDA-3 FY 2013-14 funding at its February Board meeting leaving \$294,932 available for funding under the combined call.

The combined TDA-3 call for projects was closed on March 7, 2014. There are multiple project submissions from all jurisdictions and a significant shortfall in funding. Project prioritization should consider the scoring criteria listed in Attachment 1 to ensure moving priority projects forward. Attachment 3 lists all project submittals for FY 2013-14 and 2014-15. The TDA-3 Timeline is shown in Table A below.

Table A: TDA-3 Timeline FY 2013-14 & 2014-15 Combined

ITEM	DATE
Board Approval – Call For Projects	January 15, 2014
Issue Call For Projects	January 16, 2014
TDA-3 Applications - due to NCTPA by 5:00 PM	March 7, 2014
Draft Program Review by ATAC	March 24, 2014
Draft Program Review by TAC	April 3, 2014
Board Approval – Program of Projects	April 16, 2014
Execute Funding Agreements	June 15, 2014

FISCAL IMPACT

Is there a Fiscal Impact? Yes. Approximately \$294,932 is available for programming for the FY 2013-14 and FY 2014-15 cycles.

SUPPORTING DOCUMENTS

- Attachments: (1) TDA-3/Active Transportation Project Scoring Criteria
 (2) TDA-3 Project Submission List

Active Transportation Projects Potential Scoring Criteria

Criteria	Description	Scoring
Effectiveness	Potential for increased walking and/or biking/multimodal	0-25
Safety	Potential to reduce bicycle/pedestrian injuries	0-25
Plan Consistency	Project is included in a City/County adopted bicycle/pedestrian or specific plan	0-10
Connectivity	"gap" closure connectivity (trail, lane, or sidewalk gap closure)	0-5
	Connectivity to major destination (school, shopping, employment center or transit hub)	0-5
	Inter-jurisdiction connectivity (city to city; city to county; county to county)	0-5
Benefit to seniors and/or disabled	Improves safety and access for seniors and persons with disabilities	0-5
Benefit to disadvantaged communities	Potential to provide health and safety benefits, access to transit	0-5
Cost Effectiveness	Project cost vs potential for increased walking and/or bicycling including VMT reduction	0-5
Project Readiness	Timeline for improvements	0-5
Funding	Funding from additional sources/local match	0-5

Project Sponsor	Project Description	Amount Requested	Pros	Cons
County of Napa	Atlas Peak Pedestrian Project	\$ 20,000	Improves safety, shovel ready	Serves small population, no link to school, business
American Canyon	Vine Trail Gap Closure Study	\$ 45,000	Vine Trail is a countywide priority project; priority for countywide bike plan	Use of funds for planning, not infrastructure
American Canyon	Rio del Mar/Los Alstos/Theresa Ped. Improvements	\$ 56,205	Safety improvements; serves school and commercial development.	
City of Napa	Hwy 29/Napa Creek Path (undercrossing)	\$ 147,000	Safety improvement; provides access for bikes/peds across Hwy 29; serves a community of concern (Westwood), priority project in bike plan	May be better suited for ATP funding
City of Napa	Sidewalk installation, Browns Valley Rd.	\$ 283,000	Improves safety for school route; closes short sidewalk gap	Uses all the TDA-3 funds
Yountville	North Yountville Bike Route	\$ 65,810	Provide gap closure; links to multi-use trail	
Yountville	Pedestrian Project, Oak Circle to Mission	\$ 74,000	Provides pedestrian bridge and gap closure	Requires further funding to complete
Yountville	Park Paths Program	\$ 74,700	Improves safety along path: part of Town Path Program	Recreational non commuter based path
Yountville	Washington St. Sidewalk Project	\$ 60,000	Provides access to hotel and church for pedestrians, closes gaps in pedestrian network	
St. Helena	Mitchell Dr. Sidewalk Project	\$ 126,000	Improves safety and mobility to a significant number of residents; access to businesses	
St. Helena	Pedestrian Master Plan	\$ 146,194	Fits with priority for creation of a countywide pedestrian plan	NCTPA has already budgeted funds to complete countywide ped plan
Calistoga	Riverside Pedestrian Path	\$ 125,000	Provides safe access for multiple users near businesses, residences	NCTPA has already budgeted funds to complete countywide ped plan
Calistoga	ADA Pedestrian Improvements	\$ 50,000	Completes Phase II, ADA transition plan; improves safety & access for growing elderly population	
Calistoga	Bike Racks	\$ 5,000	Facilitates bicycle use by providing better facilities; inexpensive	Other grant funding available for bike racks like TFCA

Total Requests \$ 1,277,909
Available Funds \$ 294,932
Program Shortfall \$ 982,977



March 24, 2014
ATAC Agenda Item 8
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, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: National Bike Summit Report

RECOMMENDATION

Information Only

EXECUTIVE SUMMARY

The League of American Bicyclists (LAB) held its National Bike Summit in Washington, D.C., March 3-5, 2014. This bike advocacy event has helped increase investments in bicycling at the state and local level. The event includes keynote addresses from top government officials, members of congress, and leaders from advocacy and industry.

The event also includes an organized Lobby Day to bring the message about the benefits of bicycling to elected officials on Capitol Hill.

The event was attended by ATAC committee member Joel King who will give a report on the event.

SUPPORTING DOCUMENT

None