



625 Burnell Street • Napa, CA 94559-3420
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**Active Transportation Advisory Committee
(ATAC)**

***** SPECIAL MEETING *****

AGENDA

**Monday, June 10, 2013
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 – April 22, 2013
4. Public Comments

Member Agencies: Calistoga, St. Helena, City of Napa, American Canyon, County of Napa
Napa County Transportation & Planning Agency
Napa Valley Transportation Authority

5. ATAC Member and Staff Comments

REGULAR AGENDA ITEMS

RECOMMENDATION

6.	<p>Bike Classes (Eliot Hurwitz)</p> <p>Committee will review the upcoming schedule of bike classes and discuss how to support the program.</p>	INFORMATION/ ACTION
7.	<p>Bike Map (Eliot Hurwitz)</p> <p>Committee will review the new bike map.</p>	INFORMATION
8.	<p>Transportation Development Act- Article 3 (TDA-3) Call for Projects (Eliot Hurwitz)</p> <p>Review and comment on TDA-3 call for projects to be submitted for approval by the Board at their June 2013 meeting</p>	INFORMATION
9.	<p>Topics for Next Meeting</p> <ul style="list-style-type: none"> o Discussion of topics for next meeting by ATAC members 	DISCUSSION
10.	<p>Approval of Next Regular Meeting Date of July 22, 2013 and Adjournment</p>	APPROVE



June 6, 2013
ATAC Agenda Item 8
Continued From: NEW
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
FROM: Kate Miller, Executive Director
REPORT BY: Eliot Hurwitz, Program Manager for Planning
(707) 259-8782 / Email: ehurwitz@nctpa.net
SUBJECT: Transportation Development Act-Article 3 (TDA-3) Call for Projects

RECOMMENDATION

Comment on TDA-3 call for projects.

EXECUTIVE SUMMARY

The 2013 TDA-3 call for projects is expected to be approved by the NCTPA Board at its June 2013 meeting. The schedule calls for the Board to approve project selections in September 2013.

FISCAL IMPACT

Is there a Fiscal Impact? No, although once the call for projects is issued, approximately \$296,000 will be available for project allocation.

BACKGROUND AND DISCUSSION

The TDA-3 program is funded by approximately 2% of the ¼ cent statewide sales tax for bicycle and pedestrian projects. This generates approximately \$120,000 per year in revenues for Napa County jurisdictions.

The TDA-3 program can fund a wide range of project types, including new capital construction, design, engineering of bike and pedestrian project or for the maintenance of class I bikeway, restriping class II bicycle lanes; development or support of a bicycle safety education program; and development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years).

PROPOSED TIMELINE

ITEM	DATE
Board Approval	June 19, 2013
Issue Call For Projects	June 19, 2013
Applications - <i>due to NCTPA by 5:00 PM</i>	August 16, 2013
Draft Program Review by ATAC	August 26, 2013
Draft Program Review by TAC	September 5, 2013
Board Approval	September 18, 2013

SUPPORTING DOCUMENTS

- Attachments: (1) Guide and Application for Transportation Development Act – Part 3 (TDA-3) Funds for Napa County
 (2) TDA-3 Projects as of November 2012
 (3) TDA-3 Project Submission for FY 2012-13
 (4) TDA-3 Fund Estimate for FY 2013-14



Guide and Application for
Transportation Development Act – Part 3 (TDA-3) Funds
for Napa County

FY 2013-14 Applications Due to NCTPA: August 16, 2013

NCTPA
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631
Fax: 707-259-8638
www.nctpa.net

May 30, 2013

The Napa County Transportation and Planning Agency is pleased to announce a Call for Projects for Transportation Development Act, Part 3 (TDA-3) funds available to Napa County jurisdictions.

The TDA-3 program is a grant program, funded by approximately 2% of the 1/4cent Statewide Sales Tax. This generates approximately \$120,000 per year in revenues for Napa jurisdictions. The purpose of the TDA-3 program is to provide grants for local bicycle and pedestrian projects.

The TDA-3 program can fund a wide range of project types, including for capital construction and/or design engineering of bicycle and pedestrian projects; and/or for the maintenance of a Class I bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years),

NCTPA is pleased that your agency or organization has chosen the TDA-3 program as a potential funding source to complete your eligible project. This packet has been created to help guide you in submitting a successful application for funding.

The available funding for Napa County TFCA projects for FY 2013-14 will be approximately \$296,000 dollars. The Applications for FY 2013-14 will be due to NCTPA by 5:00 PM on Friday, August 16, 2013th.

If you have any questions, you may contact Eliot Hurwitz, TDA-3 Program Manager at:
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631

Sincerely,

Kate Miller
Executive Director
Napa County Transportation & Planning Agency

The TDA-3 Program

The State Legislature passed the Transportation Development Act (TDA) in 1971. The TDA provides one of the major funding sources for public transportation in California. Transportation Development Act (TDA) funds are generated from a statewide ¼ cent sales tax. Article 3 of TDA is a set-aside of approximately 2% of those monies. Under Article 3 of the TDA, funds are also used by local jurisdictions for bicycle and pedestrian projects.

The Metropolitan Transportation Commission (MTC) administers TDA3, which is distributed based on population. Each year, an annual fund estimate or “entitlement” is developed for each jurisdiction. Unused “entitlement” is accumulated as credit. A jurisdiction’s claim in any given year cannot exceed the sum of their accumulated credit plus their projected entitlement for the following two years.

Funds are obtained by local jurisdictions via a three-step process: (1) apportionment, (2) allocation, and (3) payment (reimbursement). Apportionment in the San Francisco Bay Area follows a Metropolitan Transportation Commission (MTC) formula based upon population. Allocation is the discretionary action by MTC that designates funds for a specific claimant for a specific purpose. NCTPA submits TDA allocation requests to MTC on a regular basis, and unused TDA funds allocated to any project may be rolled over from one fiscal year to the next. No matching funds are required, but the project must meet the funding objectives and be developed in cooperation with the community. The basic objectives of the grant source are to fund projects that increase the safety, security, and efficiency of bicycle and pedestrian travel, and to provide for a coordinated system. The MTC requires supporting resolutions from the sponsoring Council.

There are no matching requirements with this funding source. TDA 3 projects are required to meet Caltrans safety design criteria and CEQA requirements; be completed within three years; be maintained; be consistent with adopted bicycle plans; and be authorized by a governing council or board.

This “Call for Projects” will be issued on May 15, 2013, upon approval by the NCTPA Board of Directors. In addition to the application, project sponsors must deliver documentation of environmental clearance and maps/documents showing project locations and design parameters. Projects must be approved by MTC.

As part of the grant process, MTC also requires the City Council to adopt a resolution making certain findings as follows:

- (i) the City is eligible to request grant funding under State law,
- (ii) there is no pending or threatened litigation that adversely affects the project
- (iii) the grant application is accurate,
- (iv) The jurisdiction has committed adequate staffing resources to complete the projects
- (v) The jurisdiction will comply with CEQA,
- (vi) the completed projects will be maintained by the jurisdiction for the benefit of the public, and
- (vii) the adopted resolution will be sent to NCTPA

Basic Eligibility for TDA-3 Funding

TDA Article 3 funds may be used for the following activities relating to pedestrian and bicycle facilities (including sidewalk wheelchair ramps):

- Engineering expenses leading to construction.
- Right-of-way acquisition.

- Construction and reconstruction.
- Retrofitting existing bicycle and pedestrian facilities, including installation of signage, to comply with the Americans with Disabilities Act (ADA).
- Route improvements such as signal controls for cyclists, bicycle loop detectors, rubberized rail crossings and bicycle-friendly drainage grates.
- Purchase and installation of bicycle facilities such as
 - secure bicycle parking,
 - benches, drinking fountains, changing rooms, rest rooms and showers which are adjacent to bicycle trails, employment centers, park-and-ride lots, and/or transit terminals and are accessible to the general public.
- Maintenance of Class I bikeways (unlimited)
- Maintenance of Class II bikeways. Countywide, the total funds allocated to Class II bikeway maintenance cannot exceed 20% of the total countywide TDA estimate
- Bicycle Safety Education Programs (not more than 50% of the project's budget and not more 5% of the countywide TDA Article 3 funds)
- Comprehensive Bicycle & Pedestrian Facilities Plans (not more than once per jurisdiction every 5 years)
- Projects identified in a recent (within 5 years) comprehensive local bicycle or pedestrian plan
- Annual TDA Article 3 Audits

TDA Article 3 funds may not be used to fully fund the salary of any one person working on these programs.

Bicycle Advisory Committee Requirement

Cities and counties may not receive TDA Article 3 funds for bicycle projects unless the jurisdiction has established a Bicycle Advisory Committee (BAC) and the project is included in an adopted plan as stipulated in the MTC TDA Article 3 Rules and Procedures. This requirement does not apply to pedestrian projects. For Napa County, the NCTPA Active Transportation Advisory Committee is fulfills this requirement. However, for those jurisdictions with additional local Bicycle Advisory Committees, the approval of that committee is also required.

Recent Project Examples in Napa County

Project Name	Sponsor	TDA-3 Funds	Total Project \$	Costs must be incurred by
ADA Curb Ramps, CON	Calistoga	\$60,000	\$60,000	6/30/2015
Rowena Ave Sidewalk Improvements, CON	City of Napa	\$169,000	\$169,000	6/30/2015
SR29 Undercrossing, PE	City of Napa	\$72,000	\$72,000	6/30/2015
Vine Trail – Solano Ave, PE	NCTPA	\$50,000	\$504,000	6/30/2015

Project Selection Process

The project selection process is as follows. NCTPA staff will run the prospective projects through an initial qualification process based on project eligibility, and present their findings to the NCTPA Active Transportation Advisory Committee (ATAC) which will serve as the initial selection and prioritization committee. The ATAC recommendations will be forwarded to the NCTPA Technical Advisory Committee (TAC) for their review and recommendation. The recommendation from both Committees will be forwarded to the NCTPA Board for their decision.

Projects will be evaluated on a cost effective and project readiness basis.

TDA-3 Project Selection Criteria for Napa County

For Bicycle Projects

- The project is listed in the jurisdiction's adopted Bicycle Plan
- The project priority level is "high" as indicated in the jurisdiction's Bicycle Plan
- Environmental Clearance is secured

For Pedestrian Projects

- The project is listed in the jurisdiction's Capital Improvement Plan
- Environmental Clearance is secured

Additional credit will be given to projects that

- are on the Countywide "Primary Bikeway Network"
- provide additional local matching funds (not required)

Application Instructions:

TDA-3 project applications for FY 2013-14 must be submitted to NCTPA no later than 5:00 pm on Friday August 16, 2013. Applications may be emailed to Eliot Hurwitz at ehurwitz@nctpa.net. Applications must include:

- MTC project application (attached)
- Resolution of local support following MTC requirements (attached)

What Happens After Submission of the TDA-3 application?

After applications are submitted to NCTPA the evaluation process will begin. NCTPA plans on the following action timeline:

- August 27, 2013 – NCTPA will take proposed 2013-14 TDA-3 projects to the NCTPA Active Transportation Advisory Committee (ATAC) for recommendation to NCTPA Board

- September 5, 2013 – NCTPA will take proposed 2013-14 TDA-3 projects to the NCTPA Technical Advisory Committee (TAC) for recommendation to NCTPA Board
- September 18, 2013 – NCTPA will take proposed final projects for FY 2013-14 to the NCTPA Board for approval (date tentative) and forwards the applications to MTC
- October 2013 – MTC sends out agreements to project sponsors (date tentative)

Contact Information

Napa County TDA-3 Program Manager:
Eliot Hurwitz
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-8782
ehurwitz@nctpa.net

NCTPA Main Office
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-8631
Fax: (707) 259-8638
www.nctpa.net

Metropolitan Transportation Commission
TDA & RM2 Operating Program Manager
Cheryl Chi
510-817-5939
cchi@mtc.ca.gov

Metropolitan Transportation Commission

Transportation Development Act Article 3 Funds Bicycle and Pedestrian Projects

Instructions for the Use of the Model Governing Body Resolution by Claimants

(A model resolution follows these instructions)

The model resolution contains four parts:

1. Abstract of the purpose of the resolution (optional)
2. Body of the Resolution
3. Attachment A to the Resolution – Required Findings
4. Attachment B to the Resolution – MTC Claim Form(s)

All TDA Article 3 claimants should use this model resolution since it includes proper wording for findings to be made by the claimant.

One resolution may be used for requesting allocations for multiple projects.

A claimant may reformat the resolution for administrative purposes, but any wording changes should be approved by MTC in advance.

Attachment A, the "Findings," must be included as part of the resolution. If you have questions about revising any of the text in the resolution or in Attachment A, or altering any of the findings, please contact MTC for prior approval.

For attachment B – local Congestion Management agency or county-approved forms may be used in lieu of MTC's standard format if basic identifying information about the project and the project sponsor is included. A separate "Project Application" form must be used for each project. If the claim covers multiple projects, the multiple claim forms still constitute only one Attachment B. In other words, Attachment B can be one to "n" number of claim forms, and the total number of pages of Attachment B is the total number of pages of all of the claim forms (including any accompanying pages).

Where you see INSERT NUMBER, insert – in black type – the number you assign to the resolution.

Where you see INSERT NAME OF CLAIMANT, insert – in upper and lower case black type – the official name of the city or county (e.g., "the City of Oakland," "the County of Solano").

Where you see INSERT NAME OF COUNTY, insert – in upper and lower case black type – the name of the county from which the claim is being submitted (e.g., "Napa County").

Resolution No. **INSERT NUMBER**
Abstract [Optional]

This resolution approves the request to the Metropolitan Transportation Commission by the **INSERT NAME OF CLAIMANT** for an allocation of Transportation Development Act Article 3 Pedestrian and Bicycle Project funding for fiscal year **INSERT FISCAL YEAR**.

Resolution No. **INSERT NUMBER**

Re: Request to the Metropolitan Transportation Commission for the allocation of fiscal year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle project funding

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 875, Revised, entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 875, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the **INSERT NAME OF CLAIMANT** desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it

RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the **INSERT NAME OF CLAIMANT** to carry out the project; and furthermore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of **INSERT NAME OF COUNTY** for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

The **INSERT NAME OF CLAIMANT** adopted this resolution on **INSERT DATE**.

AYES:

NAYS:

Certified to by (signature): _____

TYPE NAME OF CERTIFYING INDIVIDUAL HERE

Resolution No. **INSERT NUMBER**
Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings

Page 1 of 1

1. That the **INSERT NAME OF CLAIMANT** is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the **INSERT NAME OF CLAIMANT** legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That the **INSERT NAME OF CLAIMANT** has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the **INSERT NAME OF CLAIMANT** within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.).
9. That any project described in Attachment B that is a “Class I Bikeway,” meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Attachment B are ready to commence implementation during the fiscal year of the requested allocation.
11. That the **INSERT NAME OF CLAIMANT** agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

Resolution No. INSERT NUMBER
Attachment B
page INSERT PAGE NUMBER of INSERT TOTAL PAGE NUMBERS

TDA Article 3 Project Application Form

Fiscal Year of this Claim: _____ Applicant: _____

Contact person: _____

Mailing Address: _____

E-Mail Address: _____ Telephone: _____

Secondary Contact (in event primary not available) _____

E-Mail Address: _____ Telephone: _____

Short Title Description of Project: _____

Amount of claim: \$ _____

Functional Description of Project: _____

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning, environmental, engineering, right-of-way, construction, inspection, contingency, audit). Use the table below to show the project budget. Include prior and proposed future funding of the project. If the project is a segment of a larger project, include prior and proposed funding sources for the other segments.

Project Elements: _____

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3					
list all other sources:					
1.					
2.					
3.					
4.					
Totals					

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) _____	
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	

Instructions for the Use of the Model Resolution for Use by Countywide Agencies for Submittal of the Countywide Coordinated Claim

A copy of the resolution follows these instructions.

The exact text of the body of the model resolution must be submitted to MTC; however, a claimant may reformat the resolution for administrative purposes.

Attachment A, the prioritized list of projects, must be completed and included as part of the resolution.

Where you see INSERT NUMBER, insert – in black type – the number you assign to the resolution.

Where you see INSERT NAME OF COUNTY, insert – in upper and lower case black type – the name of the county from which the claim is being submitted. (e.g., “Napa County”).

Where you see INSERT NAME OF COUNTYWIDE AGENCY, insert – in upper and lower case black type – the name of the agency from which the claim is being submitted. (e.g., “Napa County Transportation Planning Agency,” “Solano Transportation Authority,” “Contra Costa County Board of Supervisors,” “Santa Clara Valley Transportation Authority”).

Resolution No. **INSERT NUMBER**

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in **INSERT NAME OF COUNTY**

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 *et seq.*, authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 875, Revised, which delineates procedures and criteria for submission of requests for the allocation of TDA Article 3 funds; and

WHEREAS, MTC Resolution No. 875, Revised requires that requests from eligible claimants for the allocation of TDA Article 3 funds be submitted as part of a single, countywide coordinated claim, composed of certain required documents; and

WHEREAS, the **INSERT NAME OF COUNTYWIDE AGENCY** has undertaken a process in compliance with MTC Resolution No. 875, Revised for consideration of project proposals submitted by eligible claimants of TDA Article 3 funds in **INSERT NAME OF COUNTY**, and a prioritized list of projects, included as Attachment A of this resolution, was developed as a result of this process; and

WHEREAS, each claimant in **INSERT NAME OF COUNTY** whose project or projects have been prioritized for inclusion in the fiscal year **INSERT FISCAL YEAR** TDA Article 3 countywide coordinated claim, has forwarded to the **INSERT NAME OF COUNTYWIDE AGENCY** a certified copy of its governing body resolution for submittal to MTC requesting an allocation of TDA Article 3 funds; now, therefore, be it

RESOLVED, that the **INSERT NAME OF COUNTYWIDE AGENCY** approves the prioritized list of projects included as Attachment A to this resolution; and furthermore, be it

RESOLVED, that the **INSERT NAME OF COUNTYWIDE AGENCY** approves the submittal to MTC, of the **INSERT NAME OF COUNTY** fiscal year **INSERT FISCAL YEAR** TDA Article 3 countywide, coordinated claim, composed of the following required documents:

- A. transmittal letter
- B. a certified copy of this resolution, including Attachment A;
- C. one copy of the governing body resolution and required attachments, for each claimant whose project or projects are the subject of the coordinated claim;
- D. a description of the process for public and staff review of all proposed projects submitted by eligible claimants for prioritization and inclusion in the countywide, coordinated claim;

E. confirmation that each project meets Caltrans' minimum safety design criteria and is ready to implement within the next fiscal year.

This resolution was adopted by **INSERT NAME OF COUNTYWIDE AGENCY** on **INSERT DATE**.

AYES:

NAYS:

Certified to by (signature): _____
TYPE NAME OF CERTIFYING INDIVIDUAL HERE

Resolution No. **INSERT NUMBER**
Attachment A

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in **INSERT NAME OF COUNTY**

Prioritized List of Projects

	Short Title Description of Project	TDA Article 3 Amount	Total Project Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
	Totals		

TDA 3 Project List

Index	TIP ID	Sponsor	Project Title	Source	Prog'd Amount (\$x 1,000)	Phase	FY	Req'd Activity	Date Req'd By	Zone	Notes	Prev Zone
1	TDA 3	Calistoga	ADA Curb Ramps CON		\$60		12/13	cost to be incurred	6/30/2015	G		
2	TDA 3	City of Napa	Rowena Ave Sidewalk Improvements CON		\$169		12/13		6/30/2015			
3	TDA 3	City of Napa	SR29 Undercrossing PE		\$72		12/13		6/30/2015			

Resolution No. 12-17
 Page 3 of 3

Attachment A

Prioritized List of Projects

	Short Title Description of Project	TDA Article 3 Amount	Total Project Cost
1.	ADA-curb ramps in Calistoga CA	60,000	60,000
2.	Rowena Ave. Sidewalk – Napa CA	169,000	169,000
3.	Class 1 Bikeway Study – Napa CA	72,000	72,000
4.	Vine Trail Solano Ave. Class I – NCTPA	50,000	504,000
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
	Totals	351,000	805,000

**FY 2013-14 FUND ESTIMATE
TRANSPORTATION DEVELOPMENT ACT FUNDS
NAPA COUNTY**

Column	A 6/30/2012 Balance (w/o interest)	B FY 2011-12 Interest	C=Sum(A:B) 6/30/2012 Balance (w/interest) ¹	D FY 2011-13 Outstanding Commitments ²	E FY 2012-13 Transfers/ Refunds	F FY 2012-13 Original Estimate	G FY 2012-13 Revenue Adjustment	H=Sum(C:G) 6/30/2013 Projected Carryover	I FY 2013-14 Revenue Estimate	J=Sum(H:I) FY 2013-14 Available for Allocation
FY 2012-13 TDA Revenue Estimate Adjustment										
FY 2012-13 Generation Estimate Adjustment										
1. Original County Auditor Estimate (Feb. 11)	6,180,000		6,180,000							6,180,000
2. Revised County Auditor Estimate (Feb. 11)	6,500,000		6,500,000							6,500,000
3. Revenue Adjustment (Lines 2-1)				320,000						
FY 2012-13 Planning and Administration Charges Adjustment										
4. MTC Administration (0.5% of Line 3)	1,600		1,600						33,475	33,475
5. County Administration (0.5% of Line 3)	1,600		1,600						200,850	200,850
6. MTC Planning (3.0% of Line 3)	9,600		9,600						267,800	267,800
7. Total Charges (Lines 4+5+6)				12,800					128,544	128,544
8. Adjusted Generations Less Charges (Lines 3-7)				307,200					314,933	314,933
FY 2012-13 TDA Adjustment By Article										
9. Article 3 Adjustment (2.0% of line 8)	6,144		6,144							
10. Funds Remaining (Lines 8-9)				301,056						
11. Article 4.5 Adjustment (5.0% of Line 10)	15,053		15,053							
12. Article 4 Adjustment (Lines 10-11)				286,003						

TDA APPORTIONMENT BY JURISDICTION

Column	A 6/30/2012 Balance (w/o interest)	B FY 2011-12 Interest	C=Sum(A:B) 6/30/2012 Balance (w/interest) ¹	D FY 2011-13 Outstanding Commitments ²	E FY 2012-13 Transfers/ Refunds	F FY 2012-13 Original Estimate	G FY 2012-13 Revenue Adjustment	H=Sum(C:G) 6/30/2013 Projected Carryover	I FY 2013-14 Revenue Estimate	J=Sum(H:I) FY 2013-14 Available for Allocation
Article 3	606,089	4,632	610,721	(568,000)	0	118,656	6,144	167,521	128,544	296,065
Article 4.5	37,533	334	37,867	(305,457)	0	290,707	15,053	38,170	314,933	353,103
SUBTOTAL	643,622	4,966	648,588	(873,457)	0	409,363	21,197	205,691	443,477	649,168
Article 4/8										
NCTPA ³	13,574,066	99,130	13,673,197	(12,818,497)	0	5,523,437	286,003	6,664,140	5,983,723	12,647,863
SUBTOTAL	13,574,066	99,130	13,673,197	(12,818,497)	0	5,523,437	286,003	6,664,140	5,983,723	12,647,863
GRAND TOTAL	\$14,217,688	\$104,096	\$14,321,785	(\$13,691,954)	\$0	\$5,932,800	\$307,200	\$6,869,851	\$6,427,200	\$13,297,031

1. Balance as of 6/30/12 is from MTC FY 2011-12 Audit, and it contains both funds available for allocation and funds that have been allocated but not disbursed.
2. The outstanding commitments figure includes all unpaid allocations as of June 30, 2012, and FY 2012-13 allocations as of January 31, 2013.
3. NCTPA is authorized to claim 100% of the apportionment to Napo County.