



625 Burnell Street • Napa, CA 94559-3420

Tel: (707) 259-8631

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**Active Transportation Advisory Committee
(ATAC)**

AGENDA

**Monday, August 26, 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 – June 10, 2013
4. Public Comments
5. ATAC Member and Staff Comments

REGULAR AGENDA ITEMS

RECOMMENDATION

6.	FY 2013-14 Transportation Development Act Article 3 (TDA-3) Project Submission Review – Update on Policy Revisions for FY 2014-15 (Diana Meehan) <i>(Pages 5-64)</i>	INFORMATION
	ATAC will review and discuss TDA-3 project submission for FY 2013-14 and policy revisions for FY 2014-15.	
7.	Napa County Green Commute Challenge (Diana Meehan) <i>(Pages 65-69)</i>	INFORMATION
	Results of the 2013 Napa County Green Commute Challenge will be shared with the ATAC.	
8.	Honorable Mention – LAB Report Spring 2013 (Diana Meehan) <i>(Pages 70-80)</i>	INFORMATION
	ATAC will be given feedback on the honorable mention of Napa County by the League of American Bicyclists.	
9.	Safe Routes to Transit (SR2T) Grant Program (Eliot Hurwitz) <i>(Pages 81-90)</i>	INFORMATION
	ATAC will review SR2T grant program and its requirements for project submittals.	
10.	Topics for Next Meeting <ul style="list-style-type: none">o Discussion of topics for next meeting by ATAC members	DISCUSSION
11.	Approval of Next Regular Meeting Date of September 23, 2013 and Adjournment	APPROVE

**ACTIVE TRANSPORTATION ADVISORY COMMITTEE
(ATAC)**

Meeting Minutes - June 10, 2013

Chair Paul Wagner called the meeting to order at 5 pm. Members Brett Risley, Joe Tagliaboschi, Barry Christian, Anne Darrow, Dieter Deiss, and Joel King were also present. Staff Eliot Hurwitz was present, and Lorien Clark from the City of Napa Public Works was in attendance. There were no minutes from the April 22 meeting.

Member and Staff Comments: There was discussion about a MTC staff proposal to eliminate the requirement for local jurisdictions to maintain a Bicycle Advisory Committee to receive TDA-3 funds. It was unclear what the effect of this would be, and whether this would only apply to small communities that could be represented by a county-wide BAC. The committee saw the need to have BACs in all jurisdictions and directed Eliot to get more information about this proposal with the intent to keep BACs as the main advisory group on TDA-3 funding.

There was also discussion on the Highway 29 corridor. It may be some time before the Vine Trail is open from Napa to American Canyon, and Highway 29 provides the only access for bikes. We would like NCTPA to look into recommending that Caltrans designate the shoulders of Highway 29 as a class II bike lane from Napa through American Canyon. Also, it is difficult for bicyclists to cross the 12-29 intersection, and NCTPA should bring this up with Caltrans. There are problems for bikes crossing Hwy 29 at other points as there is no bike activation of signal lights along the highway.

Eliot will be gone for 6 weeks, and he will email us contact info for the person in his office we should contact for bike stuff.

Bike Classes: The League of American Bicyclists (LAB) offers classes for people to become League Certified Instructors (LCI). We want to support these classes locally to increase the number of bike safety instructors in Napa County. The LAB and Napa Bike have info about upcoming classes. There is a 9-hour course consisting of classroom and road instruction. People first have to complete a cycling 101 class to be eligible for the LCI class. There will be classes in late June and late July for LCI certification. The classes will be held at the NCTPA building and parking lot. The classes can have 15 to 18 students, and there is a \$10 course booklet.

Bike Map: The long awaited bike map is going to the press now. We discussed how to distribute this map and agreed that we should send some to the Vallejo Ferry, other bike coalitions and visitor bureaus. We looked at the design of the map and were happy with it.

TDA-3: The annual call for projects for TDA-3 funding will be released June 19 at the NCTPA meeting. There will be about \$300K this year for Napa County. The city of St. Helena will ask for funding for an ADA compliance plan. You can only use TDA-3 funds for planning once every 5 years. Applications will be due by August 16 and we will look at the initial proposals at our August 26 meeting. The City of Napa may ask for funding for sidewalks for SRTS in Browns Valley and crossings near the Senior Center. Members can look for projects in their jurisdictions that meet the TDA-3 selection criteria. Members received info on TDA-3 selection criteria. NCTPA is eligible to apply for TDA-3 funds if no other jurisdiction does.

Solano Avenue Bike Path: The committee reviewed the scope of work for the Environmental and Design Work on the Solano Avenue segment of the Vine Trail. The contract is to be awarded to Riechers Spence this month. The study should be done by next Spring 2014, and the project will be shovel ready then. The committee voted to support the Solano Ave. Class I bike path task order and looks forward to the trail being built.

Topics for the next meeting: The committee would like to look into a public information and education campaign and how to work with NCTPA to put one together. We will also look at updating and reviewing the one year old bike plan.

Next Meeting: The next scheduled meeting will be on July 22. Paul will be unable to attend as will Eliot. Eliot will look into whether that meeting should be held. The next scheduled meeting after that would be August 26.

The meeting was adjourned at 6:15 pm.



August 26, 2013
ATAC Agenda Item 6
Continued From: June 10, 2013
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
REPORT BY: Diana Meehan, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: FY 2013-14 Transportation Development Act Article 3 (TDA-3)
Project Submission Review - Update on TDA-3 Policy Revisions for
FY 2014-15

RECOMMENDATION

That ATAC review the TDA-3 project submissions for FY 2013-14, and approve suspending programming the funds until the results of the Regional Measure 2 (RM2) funded Safe Routes to Transit (SR2T) and Transportation Investment Generating Economic Recovery (TIGER) programs are announced.

That ATAC further review and comment on TDA-3 policy changes for FY 2014-15.

EXECUTIVE SUMMARY

TDA-3 funds are restricted to engineering and construction of bicycle and pedestrian projects. Funds may also be used every five (5) years for comprehensive bicycle and pedestrian plans, and are generated by a statutory two (2) percent set-aside of the full TDA amount. Unallocated funds roll over and accumulate for future use in the County. The Metropolitan Transportation Commission (MTC) accepts project applications annually. Projects must be completed within two (2) years plus the fiscal year of application.

There are eight (8) project applications for FY 2013-14 for review. These include projects from Calistoga totaling \$180,000, one (1) project from the County of Napa totaling \$22,500, one (1) project from the City of Napa totaling \$296,000, four (4) projects from the Town of Yountville totaling \$274,510, and one (1) project from the City of American Canyon totaling \$45,000. Subsequent to the release of the TDA 3 call for projects, Transform announced the fifth and final cycle of the regional Safe Routes to Transit. The City of Napa's project is well suited for the RM-2 Safe Routes program. NCTPA staff recommends that the full amount of TDA 3 funds currently available to

County jurisdictions be held in reserve for match should the Vine Trail receive the TIGER award, and that the City of Napa bike path project be prioritized under the Safe Routes to Transit Program.

Announcements regarding the awards for both programs are expected before the end of the calendar year.

On July 10, 2013 a memo providing guidance on implementation of ATAC review requirements was received. The memo is included in this package for ATAC review and comment. The review requirements will take effect for projects submitted in FY 2014-15.

FISCAL IMPACT

Is there a Fiscal Impact? Yes. \$296,065 in TDA-3 funds is available for allocation in FY 2013-14. There are currently eight (8) project submissions totaling \$818,010.

SUPPORTING DOCUMENTS

- Attachments:
- (1) City of Calistoga Application Package
 - (2) County of Napa Application Package
 - (3) City of Napa Application Package
 - (4) Town of Yountville Application Package
 - (5) City of American Canyon Application Package
 - (6) MTC BAC Implementation Memo
 - (7) MTC Resolution No. 4108

RESOLUTION NO. 2013-070

A RESOLUTION OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA AUTHORIZING A REQUEST TO THE METROPOLITAN TRANSPORTATION COMMISSION FOR THE ALLOCATION OF FISCAL YEAR 2013/14 TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN/BICYCLE PROJECT FUNDING IN THE AMOUNT OF \$180,000 AND AUTHORIZING THE CITY MANAGER TO APPROPRIATE AND ADJUST THE 2013/14 BUDGET IF TDA-3 GRANT FUNDING IS APPROVED

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 City of Calistoga 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 City of Calistoga declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and

NOW THEREFORE, BE IT FURTHER 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 City of Calistoga to carry out the project; and

NOW THEREFORE, BE IT FURTHER RESOLVED, that the City of Calistoga attests to the accuracy of and approves the statements in Attachment A to this resolution; and

NOW THEREFORE, BE IT FURTHER 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 Napa County for submission to MTC as part of the countywide coordinated TDA Article 3 claim; and

NOW THEREFORE, BE IT FURTHER RESOLVED, that the City of Calistoga, City Council hereby authorizes the City Manager or his designee to accept and appropriate a grant for TDA-3 funding in the amount up to \$130,000 to the Bicycle Transportation Implementation Plan Budget (25-5504) and \$50,000 to the ADA Curb Ramp Improvements Budget (25-4122); and

NOW THEREFORE, BE IT FURTHER RESOLVED, that the City Council hereby designates the City Manager or his designee as the individual authorized to submit and carry out the project.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 6th day of August 2013, by the following vote:

AYES: Councilmembers Barnes, Kraus, Lopez-Ortega,
Vice Mayor Dunsford and Mayor Canning
NOES: None
ABSTAIN: None
ABSENT: None


CHRIS CANNING, Mayor

Certified to by (signature):


AMANDA DAVIS, Deputy City Clerk

Resolution No. 2013 - 070
Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2013/2014 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings
Page 1 of 1

1. That the **City of Calistoga** 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 **City of Calistoga** legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the **City of Calistoga** 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 **City of Calistoga** 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 **City of Calistoga** 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. 2013 -
Attachment B
 Page 1 of 1

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2013-2014 Applicant: City of Calistoga

Contact person: Michael Kim, Public Works Director

Mailing Address: 414 Washington St. Calistoga, CA 94515

E-Mail Address: mkirn@ci.calistoga.ca.us Telephone: 707-942-2828

Secondary Contact (in event primary not available): Louise Harrison, Administrative Analyst

E-Mail Address: lharrison@ci.calistoga.ca.us Telephone: 707-942-2780

Short Title Description of Project: ADA—Compliant Pedestrian Curb Ramps at Various Locations – (Phase II) and Purchase of Bike Racks

Amount of claim: \$62,000

Functional Description of Project:

1. Construct Riverside Pedestrian/Bike Pathway along Napa River from Lincoln Ave. to City Parking Lot (\$125,000)
2. Improve Pedestrian Safety and ADA compliance at various intersections. In accordance with the City's ADA Transition Plan (Phase II) (\$50,000)
3. Purchase and install 15 bike racks (\$5,000)

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		\$180,000			\$180,000
List all other sources:					
1.					
2.					
3.					
4.					
Totals		\$180,000			\$180,000

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).	Yes Aug. 8, 2013
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	No
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).	N/A
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	Yes
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).	No-Mitigated Neg Dec before PC on 8/14/13
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <u>June 2014</u>	Yes
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: _____)	Yes

Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

Hillary Gitelman
Director



A Tradition of Stewardship
A Commitment to Service

MEMORANDUM

To: Ginny Leija	From: Brian Bordona – Supervising Planner
Date: August 7, 2013	Re: Atlas Peak Road Safety Improvements

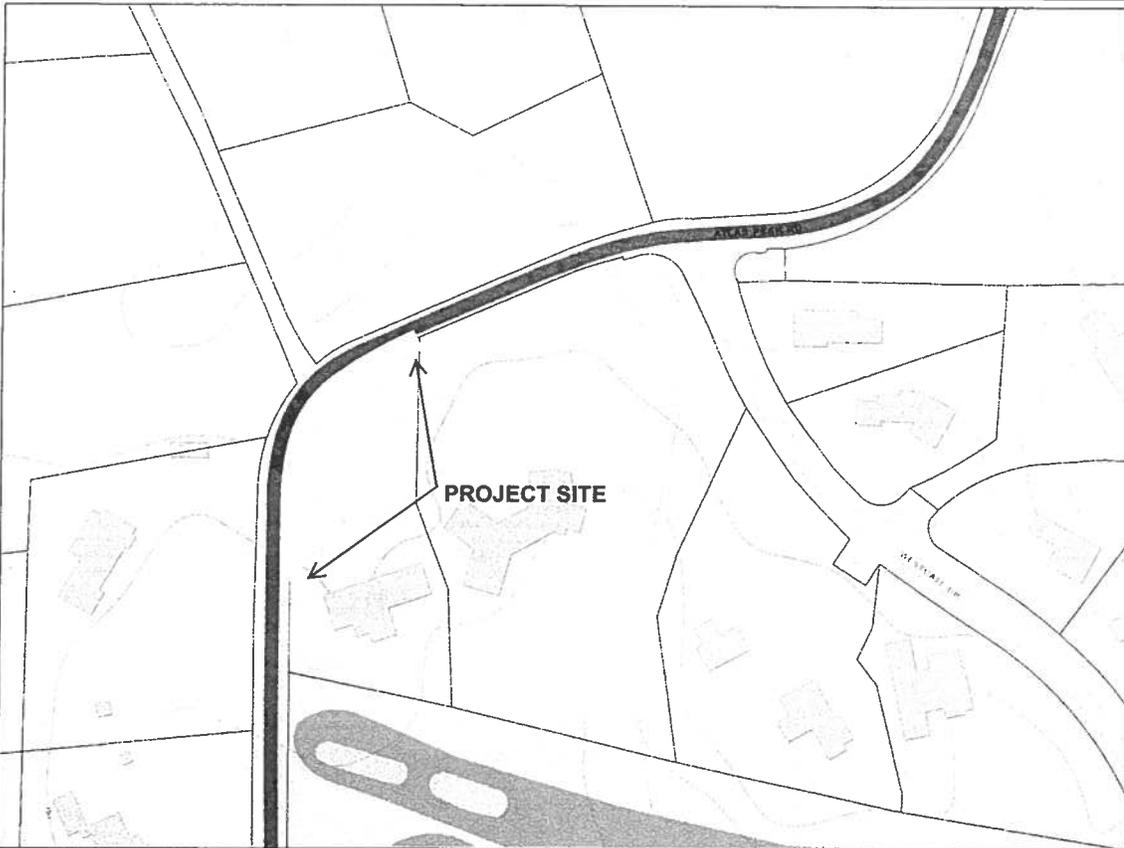
This memo is in response to your request for a determination of compliance with the California Environmental Quality Act (CEQA) Guidelines for the proposed widening of Atlas Peak Road to provide for pedestrian safety improvements. The area involved is approximately 4 feet in width and 300 feet in length and does not involve the removal of any trees. However, some trees may be trimmed to allow for pedestrian access. The project is located on Atlas Peak Road in the general vicinity of Old Soda Springs Road.

Pursuant to Sections 15022(a)(1)(C) and 15300.4 of the State CEQA Guidelines, the Napa County Board of Supervisors have adopted implementation procedures, identifying specific projects that would be categorically exempt from established CEQA Guidelines. The subject project would therefore be Categorical Exempt from the provisions of CEQA pursuant to Local Categorical Exemption Class 1 (c), consistent with Title 14 CCR Section 15301 Class 1 - Repair and maintenance of existing roads and streets, including the repair, maintenance, reconstruction, replacement, and/or minor expansion.

If you have any questions or need additional information, please contact me at 259-5935 or by e-mail at brian.bordona@countyofnapa.org.



NAPA COUNTY TDA-3 APPLICATION ATLAS PEAK ROAD PEDESTRIAN SAFETY PROJECT



Legend
 Parcels



Disclaimer: This map was prepared for informational purposes only.
 No liability is assumed for the accuracy of the data delineated hereon.

Notes

This map was printed on 8/12/2013



A Tradition of Stewardship
A Commitment to Service

Department of Public Works

1195 Third Street, Suite 101
Napa, CA 94559-3092
www.countyofnapa.org/publicworks

Main: (707) 253-4351
Fax: (707) 253-4627

Steven Lederer
Director

MEMORANDUM

To: Diana Meehan, NCTPA

From: Rick Marshall
Deputy Director of Public Works

Date: August 2, 2013

Re: Application
Transportation Development Act (TDA)

The County of Napa hereby applies for TDA Article 3 funding for the following project:

- Project Name: **Atlas Peak Road Pedestrian Safety Project**
- Project Description
 - The proposed project will widen the shoulder of Atlas Peak Road to improve pedestrian safety for well-used route serving Silverado residential community in unincorporated rural area.
- TDA funding request: \$20,000
- Total project cost: \$22,500
- Project schedule
 - Construction 04/2014

Attached please find the following:

- Application form
- CEQA clearance memo
- Location map

Please contact me at Rick.Marshall@countyofnapa.org or call (707) 259-8381 if you have questions or need additional information.



PUBLIC WORKS DEPARTMENT
1600 First Street
Mailing Address:
P.O. Box 660
Napa, California 94559-0660
Phone: (707) 257-9520
Fax: (707) 257-9522
California Relay Service (CRS) Dial 7-1-1

August 14, 2013

Eliot Hurwitz, Program Manager
Napa County Transportations and Planning Agency
625 Burnell Street
Napa, California 94559

Dear Mr. Hurwitz:

Re: Application for TDA-3—New Tulocay Creek Bridge and Trail Completion Project

Attached is the City of Napa's application for Transportation Development Act-Article 3 (TDA-3) funding for the New Tulocay Creek Bridge and Trail Completion Project. The bridge and trail construction will complete the last missing trail segment from downtown Napa to the Napa Valley Community College, commercial and retail developments, Kennedy Park, and connection to the Bay Trail.

Please contact Julie Lucido at jlucido@cityofnapa.org or 707-257-9690 if you require any additional information regarding this application.

Sincerely,

Eric B. Whan
Deputy Public Works Director

Resolution No. R2013-72

Attachment B

Page 1 of 1

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2013/2014 Applicant: City of Napa

Contact person: Julie Lucido – Public Works Department

Mailing Address: 1600 First Street (P.O. Box 660)

E-Mail Address: jlucido@cityofnapa.org Telephone: (707) 257-9690

Secondary Contact (in event primary not available) Eric Whan, Deputy Director of Public Works

E-Mail Address: ewhan@cityofnapa.org Telephone: (707) 257-9634

Short Title Description of Project: New Tulocay Pedestrian/Bicycle Bridge and Trail Completion

Amount of claim: \$ 296,000

Functional Description of Project: The Project includes the design and construction of a bicycle/pedestrian bridge over New Tulocay Creek and paving of approximately three-quarters of a mile of gravel pathway. This work will complete a missing link in the City of Napa's River Trail and will serve as a connector to the existing San Francisco Bay Trail and downtown Napa. The Napa River Trail is already constructed from New Tulocay Creek south to the Napa Community College and the City's Kennedy Park. There is also an existing section north from Third Street in downtown Napa. There is a significant gap in the Napa River Trail between the City's newly built Riverfront Green Park at Third Street and the existing paved bike/pedestrian path which ends on the south bank of Tulocay Creek. The alignment in this section of the River Trail is also a segment of the Napa Valley Vine Trail (Vine Trail), a planned 47-mile regional trail which will connect the cities of Calistoga and Vallejo.

Financial Plan: Project funding will be used for the design, construction, inspection, and project management of the Project.

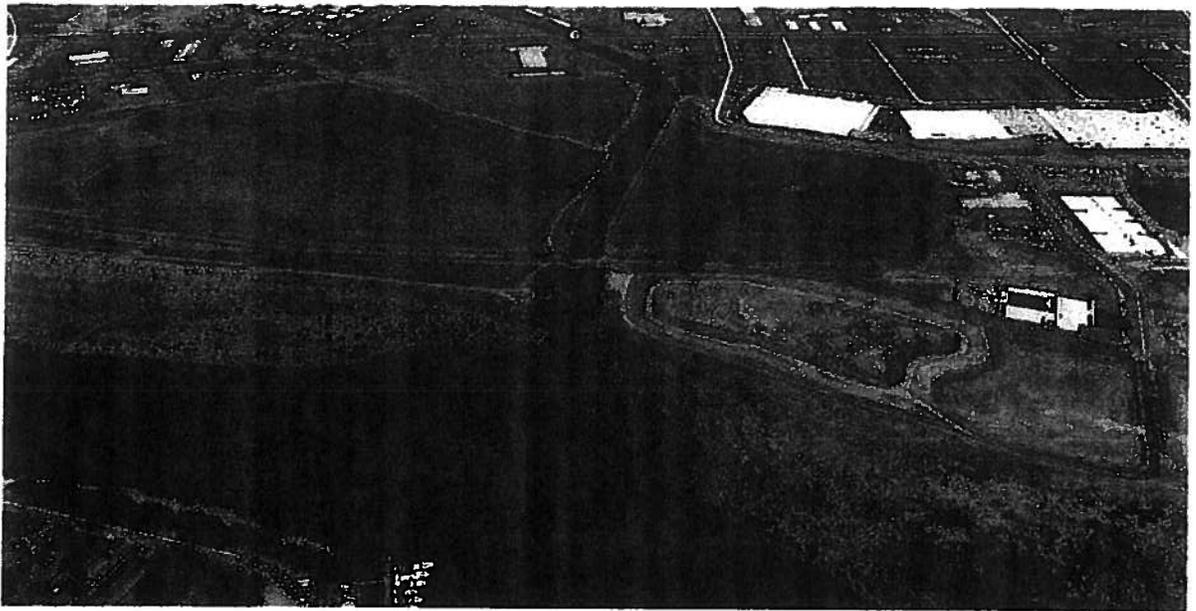
Project Elements: Engineering, materials, construction and installation, inspection, and project management

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3					
List all other sources:					
1. TDA Article 3		\$296,000			\$296,000
2. Gasser Donation		\$100,000			\$100,000
Totals		\$396,000			\$396,000

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).	Yes
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	No
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).	Yes
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	Yes
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). Date stamped by State Clearinghouse.	Yes
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <u>June 2015</u>	Yes
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: _____)	Yes

New Tulocay Creek Bridge and Trail Completion Project

**TDA-3 Grant Application Information
Submitted by the City of Napa
August 16, 2013**



Project Description

The project to construct a bicycle/pedestrian bridge over New Tulocay Creek and pave three-quarters of a mile of trail will complete a very important missing link in the City of Napa's River Trail and the Napa Valley Vine Trail. This trail segment will serve as a connector from Soscol Avenue in downtown Napa to the existing San Francisco Bay Trail, shopping and commercial developments, the Napa Valley Community College and Kennedy Park.

The three-quarter mile trail segment between New Tulocay Creek and Third Street has not been open for public use because New Tulocay Creek is a physical barrier which prevents the public from using this area. The only crossing of the creek in this area is the existing privately owned railroad bridge which is owned by the Napa Valley Wine Train. People using this bridge are trespassing on private property and there are concerns about public safety.

It is estimated with the construction of the bicycle/pedestrian bridge over New Tulocay Creek and the paving of the existing maintenance road, that the uses in this section of the River Trail and Vine Trail will exceed 200,000 uses a year. The route will provide a non-motorized alternative to access to the campus of the Napa Community College (10,000 students), Kennedy Park (60,000 users/year) and the existing shopping center and expansion at Gasser South (350,000+ annual customer visits).

The City, Flood Control District and the Vine Trail support this project and agree that it would be to the public's benefit to construct this project. This project is a public/private partnership. In September 2012 the Board of the Gasser Foundation agreed to participate in the project up to \$100,000. The City and County Flood Control District staff will provide additional staff services and hydraulic engineering analysis. The design and construction of the bridge and trail completion is estimated to cost approximately \$396,000.

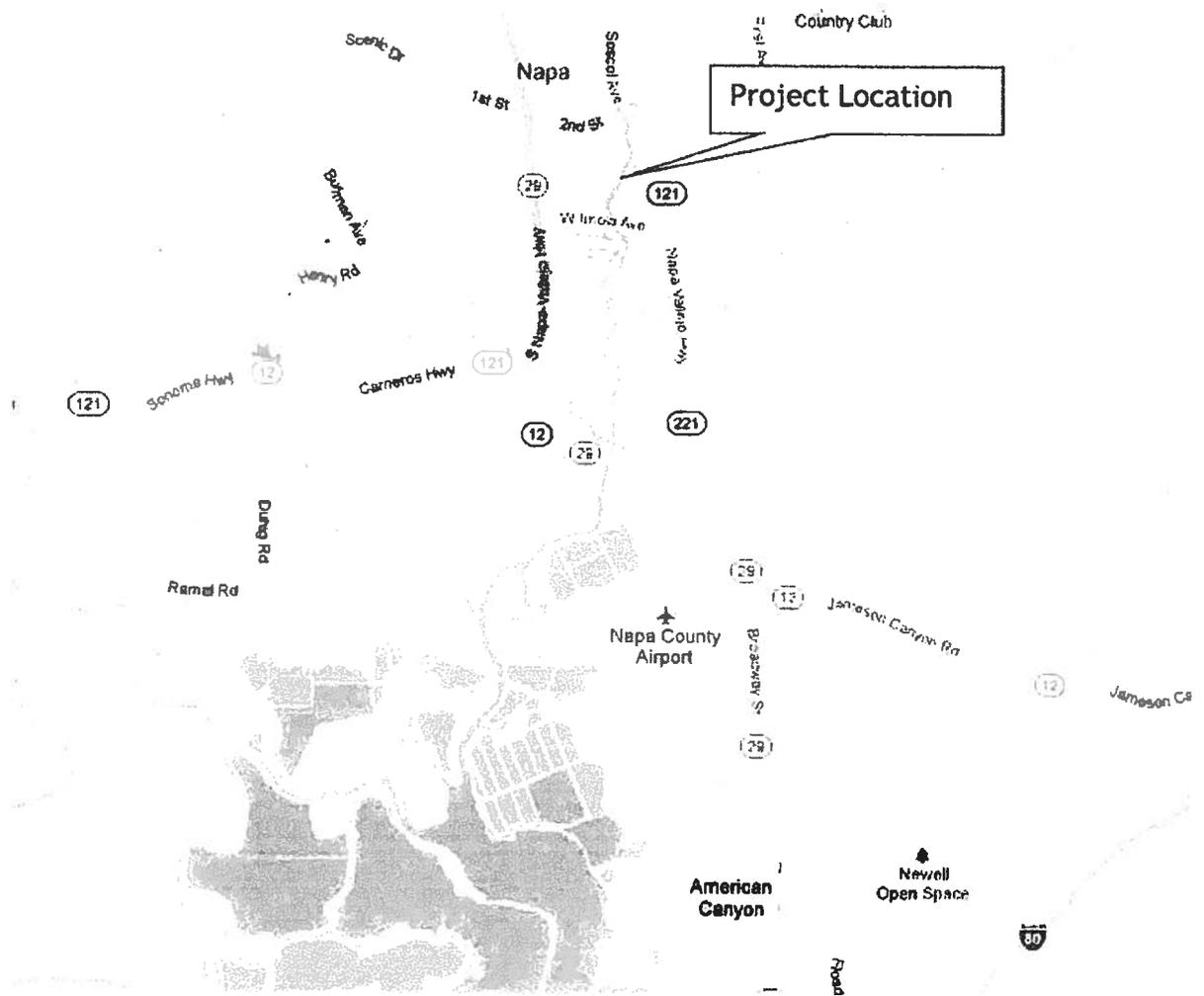
Selection Criteria

The project meets all of the selection criteria for Napa County. The project is listed as a high priority in the City of Napa's Bicycle plan. Environmental Clearance has been secured. This project is part of the Countywide Primary Bikeway Network and \$100,000 in matching funds has been secured.

The project development tasks for this project are relatively straight forward and the project completion can be accomplished within one year of the funding allocation. The bridge will be a pre-fabricated steel structure and the structural engineering will be performed by a specialized bridge fabricator and supplier. Three similar bridge structures have been constructed in Napa since 2005. A gravel trail has already been constructed. The project will place additional base and complete asphalt paving in the existing trail alignment.

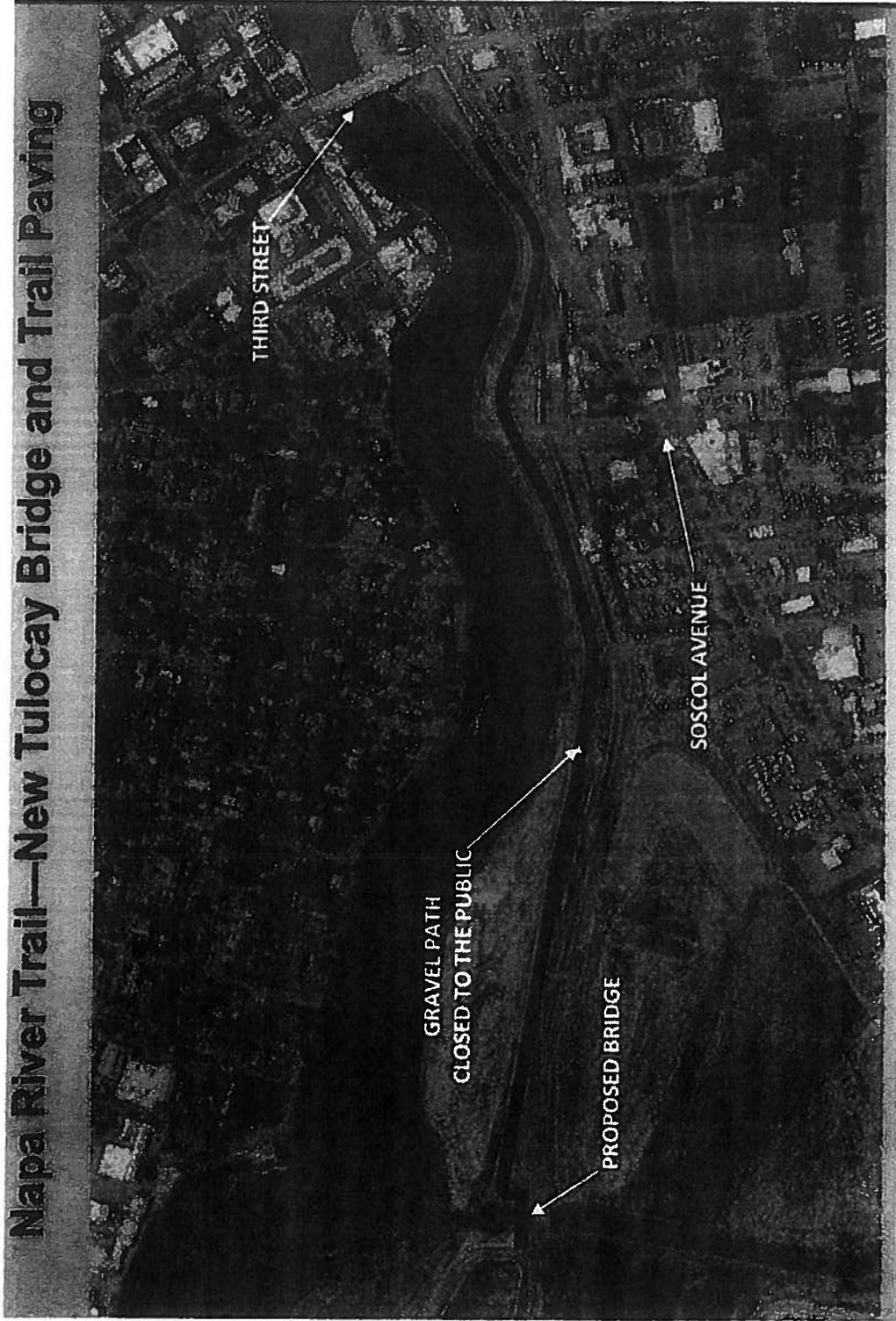
TDA-3 Grant Application
By the City of Napa for New Tulocay Creek Bridge and Trail Completion

PROJECT LOCATION



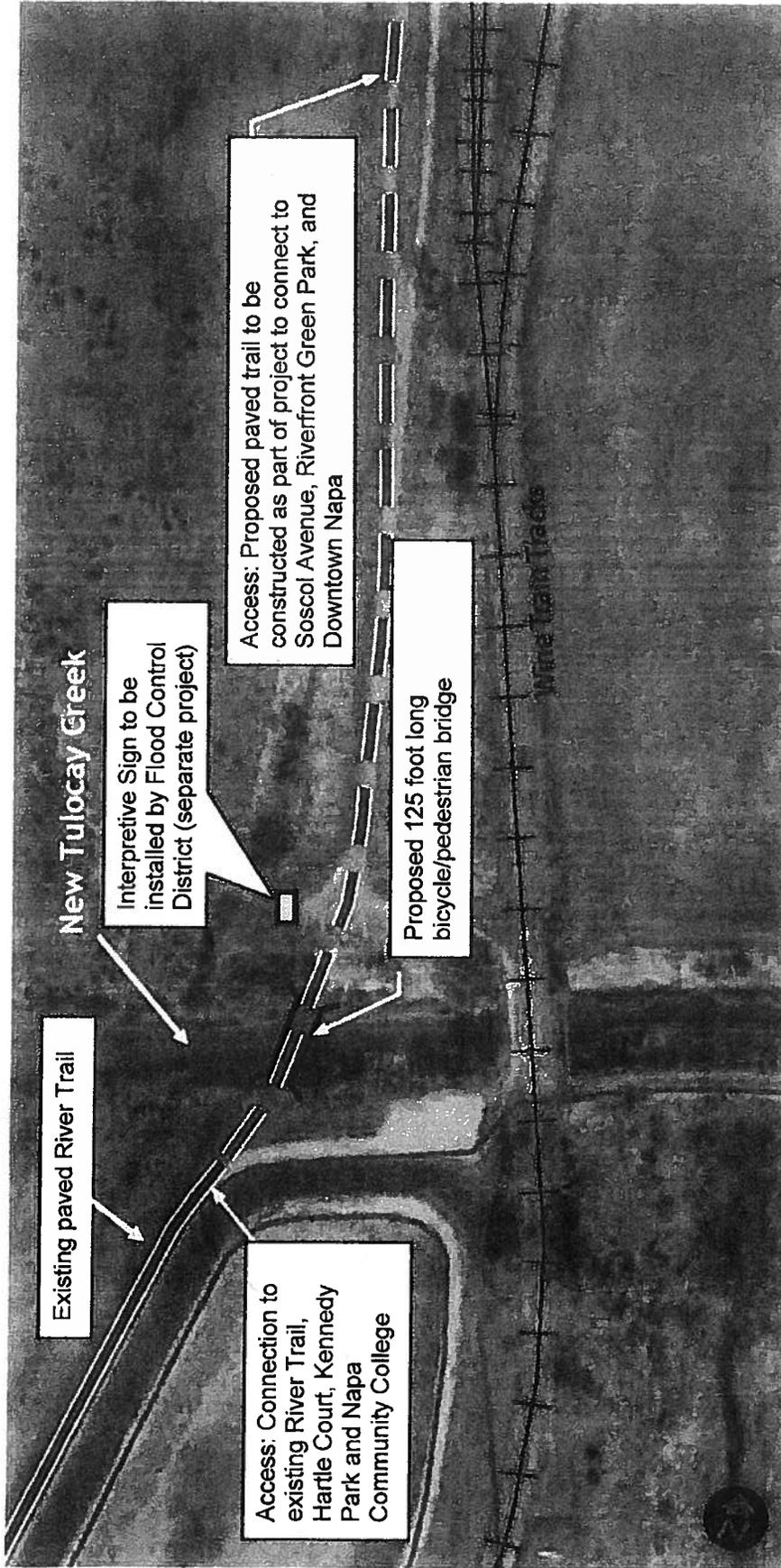
Application for TDA-3 Funding
By the City of Napa for Tulocay Creek Bridge and Trail Paving

AERIAL VIEW WITH APPROXIMATE PROJECT LIMITS



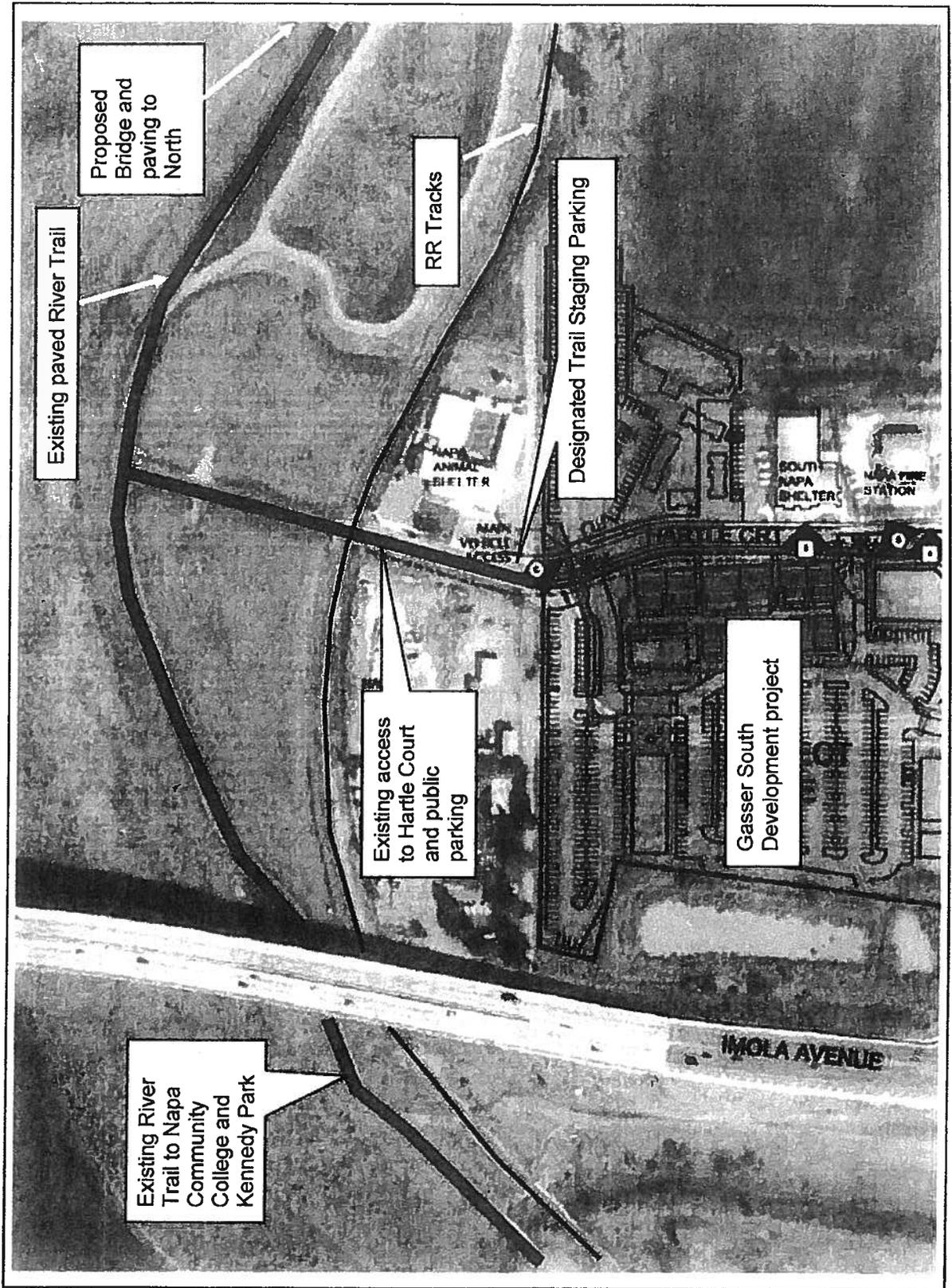
Application for TDA-3 Funding
By the City of Napa for Tulocay Creek Bridge and Trail Paving

SITE PLAN



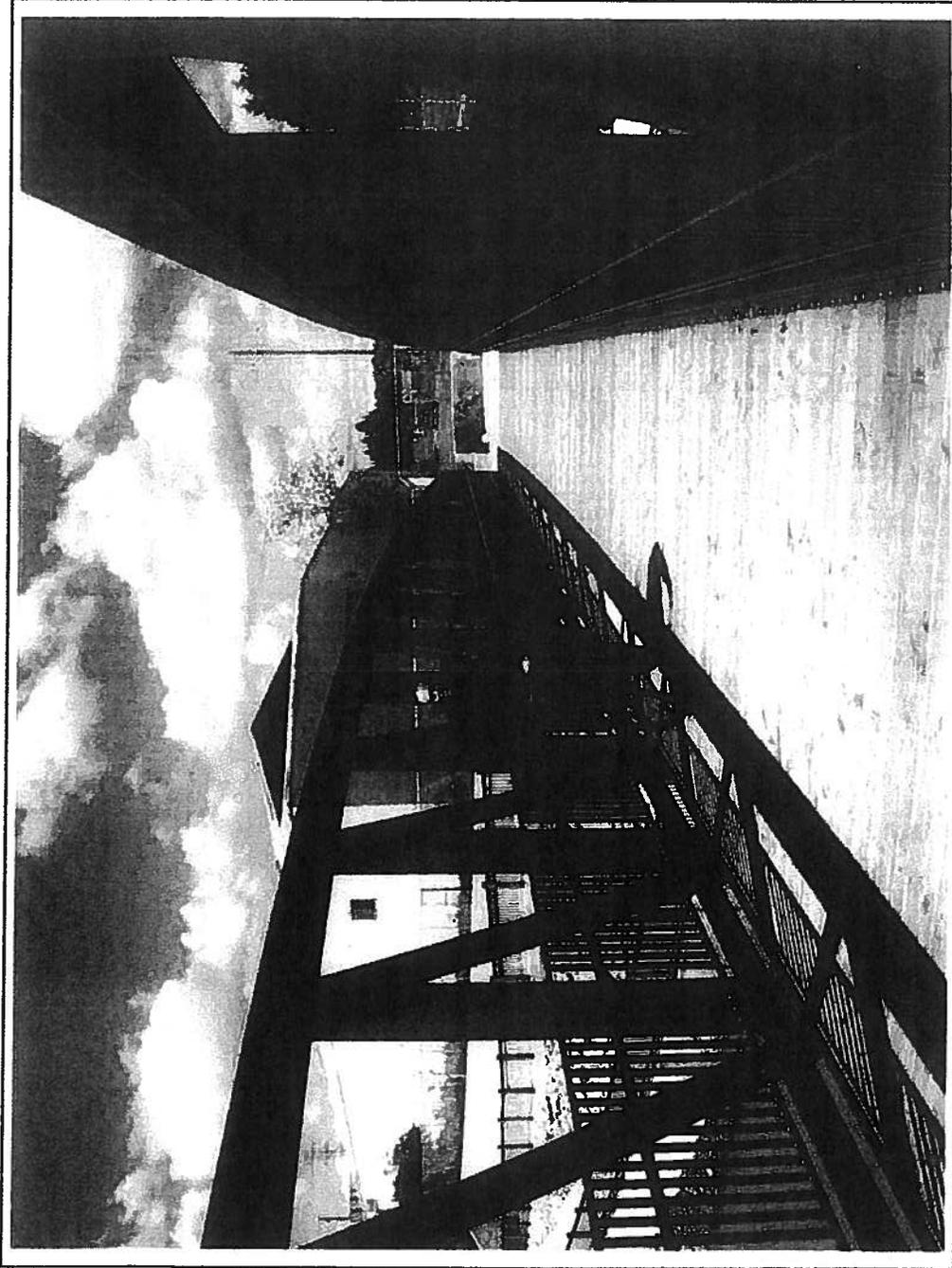
Application for TDA-3 Funding
By the City of Napa for Tulocay Creek Bridge and Trail Paving

EXISTING RIVER TRAIL AND HARTLE COURT ACCESS SOUTH OF PROJECT



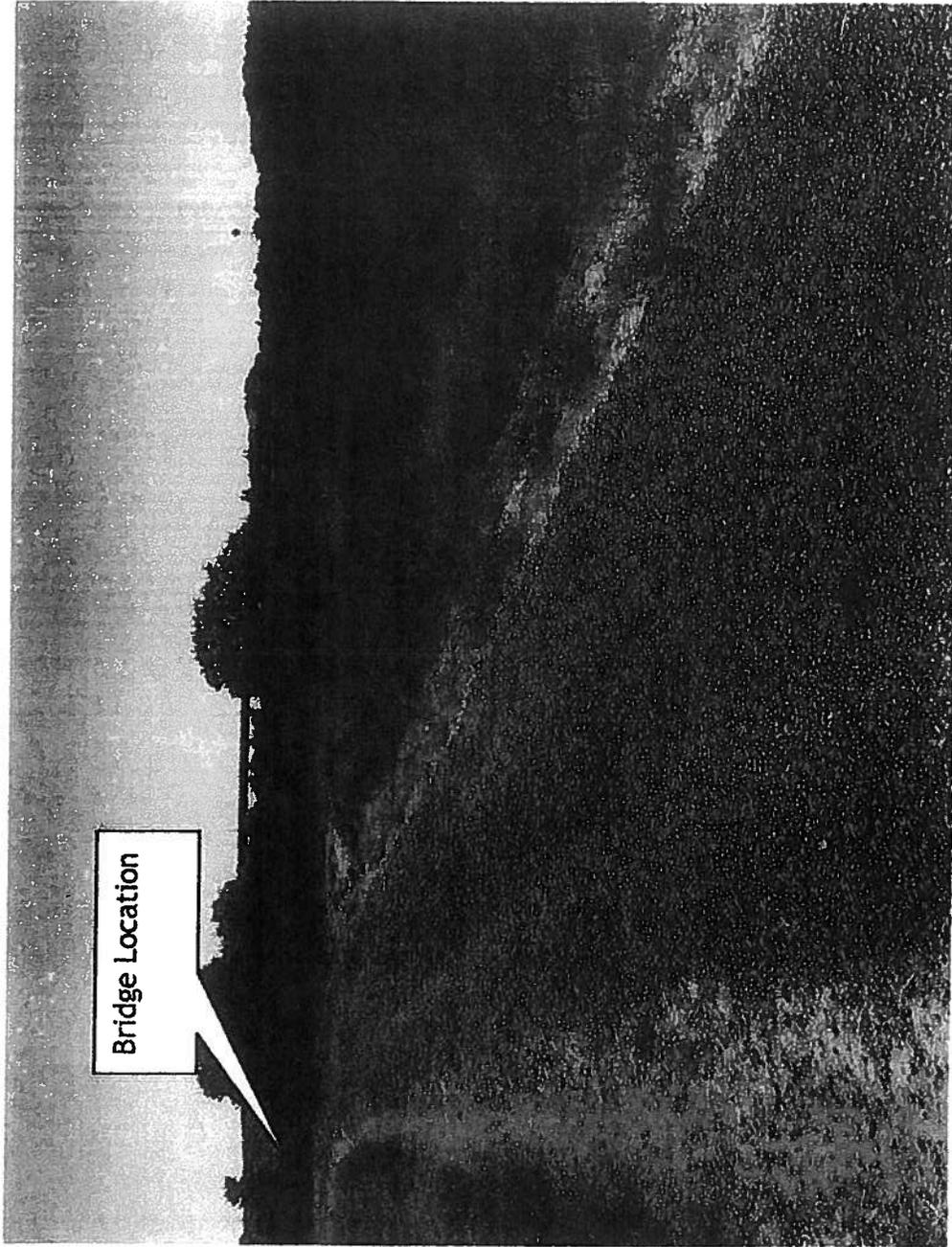
Application for TDA-3 Funding
By the City of Napa for Tulocay Creek Bridge and Trail Paving

SIMILAR PRE-FABRICATED BRIDGE STRUCTURE OVER SANTA ROSA CREEK



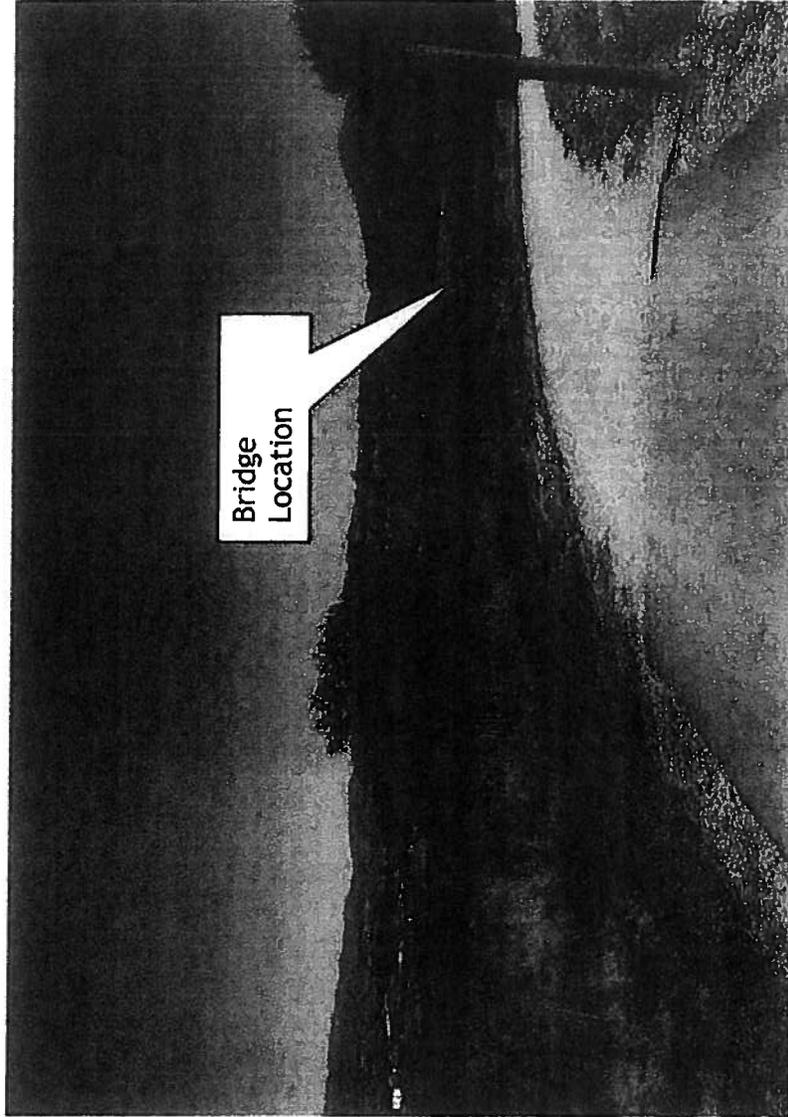
Application for TDA-3 Funding
By the City of Napa for Tulocay Creek Bridge and Trail Paving

PHOTOS OF PROJECT SITE



Gravel maintenance road (to be paved) north of New Tulocay Creek (view looking south to proposed bridge location)

**Application for TDA-3 Funding
By the City of Napa for Tulocay Creek Bridge and Trail Paving**



Existing paved pedestrian and bicycle path currently terminates south of New Tulocay Creek (view looking north to proposed bridge location).

Application for TDA-3 Funding
By the City of Napa for Tulocay Creek Bridge and Trail Paving



Pedestrians and bicyclists currently trespass onto the railroad right of way to cross New Tulocay Creek.

ATTEST
This document is a correct copy of the original on file in the office of the City Clerk of the City of Napa, County of Napa, State of California
By [Signature] Date 8/12/13

RESOLUTION R2013-72

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING A REQUEST TO THE METROPOLITAN TRANSPORTATION COMMISSION FOR THE ALLOCATION OF FISCAL YEAR 2013/2014 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 City of Napa 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; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.
2. The City Council hereby determines that the potential environmental effects of the Recommended Action described in this Agenda Report were adequately examined by the Final Environmental Impact Report (FEIR) for the Napa River/Napa Creek Flood Protection Project as certified by the Napa County Flood Control and Water Conservation District on May 4, 1999, pursuant to CEQA Guidelines Sections 15063 and 15162.

3. The City Council hereby authorizes the Public Works Director to submit a request to the Metropolitan Transportation Commission for the allocation of Fiscal Year 2013/2014 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding.

4. The City of Napa declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code.

5. 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 City of Napa to carry out the project.

6. The City of Napa attests to the accuracy of and approves the statements in Attachment A to this resolution.

7. 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 Napa County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

8. This Resolution shall take effect immediately upon its adoption.

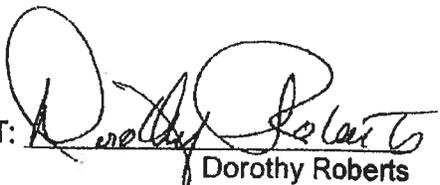
I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 6th day of August, 2013, by the following vote:

AYES: Mott, Sedgley Inman, Pedroza, Techel

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: 
Dorothy Roberts
City Clerk

Approved as to form:


Michael W. Barrett
City Attorney

Resolution No. R2013-72

Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2013/2014 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings

Page 1 of 1

1. That the City of Napa 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 City of Napa legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the City of Napa 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 City of Napa 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 City of Napa 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.

**TOWN OF YOUNTVILLE
PUBLIC WORKS DEPARTMENT**

6550 Yount Street
Yountville, CA 94599

Telephone: (707) 944-8851
Fax: (707)944-9619

TO: Napa County Transportation and
Planning Agency
625 Burnell Street
Napa, CA 94559

LETTER OF TRANSMITTAL

ATTACHMENT 4
ATAC Agenda Item 6
August 26, 2013

DATE: August 15, 2013
ATTENTION: Eliot Hurwitz

WE ARE SENDING YOU Attached via _____ the following items:

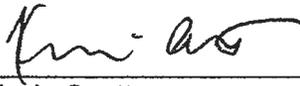
Prints Change Order # _____ Plans Quantity & Cost Estimates
Descriptions Pay Estimate # _____ Specifications _____

COPIES	DATE	NO.	DESCRIPTION
4	8/15/13	1	TDA-3 Funding Applications
2	8/15/13	2	Model Resolutions
1	8/15/13	3	Prioritized List of Projects

THESE ARE TRANSMITTED as checked below:

For Approval Approved as submitted Resubmit _____ copies for approval
For your file Approved as noted Submit _____ copies for distribution
As requested Returned for corrections Return _____ corrected prints
 For review and comment For your information _____

REMARKS If you have any questions, please call me at 707-494-8580.



Kevin Scott
Management Analyst

Copy: File

Resolution No.
Attachment A

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2013-2014 TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in Napa County

Prioritized List of Projects

	Short Title Description of Project	TDA Article 3 Amount	Total Project Cost
1.	North Yountville Bike Route	\$65,810	\$161,810
2.	Pedestrian Path from Oak Circle to Mission	\$74,000	\$499,000
3.	Park Paths Program (Mission Street to Hotel Yountville Path)	\$74,700	\$74,700
4.	Sidewalk on East side of Washington Street between Yountville Inn and Catholic Church	\$60,000	\$60,000
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
	Totals	\$274,510	\$795,510

Resolution No.
Attachment B
 page 1 of 4

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2013-2014 Applicant: Town of Yountville

Contact person: Graham Wadsworth

Mailing Address: 6550 Yount Street, Yountville, CA 94599

E-Mail Address: qwadsworth@yville.com Telephone: (707) 944-8851

Secondary Contact (in event primary not available): Kevin Scott

E-Mail Address: kscott@yville.com Telephone: (707) 494-8580

Short Title Description of Project: North Yountville Bike Route

Amount of claim: \$65,810

Functional Description of Project:
 This project includes a concrete path from Washington at Lincoln to the Yountville Park Restrooms and a path connecting Webber Ave. to Multiuse Path along Highway 12. Also included in the project is replacement of reflective road markers and re-striping on Yountville Cross Road and Madison Street .

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: Planning, Environmental, Engineering, Right-of-way, Construction, Inspection, Contingency

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		\$65,810			\$65,810
list all other sources:					
1. Caltrans TE funding		\$85,900			\$85,900
2. CIP Budget		\$10,100			\$10,100
3.					
4.					
Totals		\$161,800			\$161,810

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).	YES
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	NO
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).	YES
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	YES
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).	YES
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <u>October 2013</u>	YES
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: _____)	YES

Resolution No.
Attachment B
page 2 of 4

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2013-2014 Applicant: Town of Yountville

Contact person: Graham Wadsworth

Mailing Address: 6550 Yount Street, Yountville, CA 94599

E-Mail Address: gwadsworth@yville.com Telephone: (707) 944-8851

Secondary Contact (in event primary not available): Kevin Scott

E-Mail Address: kscott@yville.com Telephone: (707) 494-8580

Short Title Description of Project: Pedestrian Path from Oak Circle to Mission

Amount of claim: \$74,000

Functional Description of Project:
The project includes the construction of a pedestrian bridge across Hopper Creek and construction of park path leading up to the bridge on both sides of the creek. This construction will connect two existing pedestrian path segments (along Heather to Oak Circle open space and south of Mission to the southern Town Limits).

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: Planning, Environmental, Engineering, Right-of-way

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		\$74,000	\$425,000		\$499,000
list all other sources:					
1.					
2.					
3.					
4.					
Totals					\$499,000

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).	YES
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	NO
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).	N/A
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	N/A
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).	NO
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <u>December 2015</u>	YES
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: _____)	YES

Resolution No.
Attachment B
 page 3 of 4

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2013-2014 Applicant: Town of Yountville

Contact person: Graham Wadsworth

Mailing Address: 6550 Yount Street, Yountville, CA 94599

E-Mail Address: gwadsworth@yville.com Telephone: (707) 944-8851

Secondary Contact (in event primary not available): Kevin Scott

E-Mail Address: kscott@yville.com Telephone: (707) 494-8580

Short Title Description of Project: Park Paths Program (Mission Street to Hotel Yountville Path)

Amount of claim: \$74,700

Functional Description of Project:
 Replace the path at Hotel Yountville, east of Hopper Creek and remove the trees between Mission and the pedestrian bridge, approx 400 lineal feet.

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: Planning, Environmental, Engineering, Right-of-way, Construction, Inspection, Contingency

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		\$74,700			\$74,700
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).	YES
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	NO
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).	N/A
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	N/A
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).	NO
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <u>December 2015</u>	YES
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: _____)	YES

Resolution No.
Attachment B
page 4 of 4

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2013-2014 Applicant: Town of Yountville

Contact person: Graham Wadsworth

Mailing Address: 6550 Yount Street, Yountville, CA 94599

E-Mail Address: gwadsworth@yville.com Telephone: (707) 944-8851

Secondary Contact (in event primary not available): Kevin Scott

E-Mail Address: kscott@yville.com Telephone: (707) 494-8580

Short Title Description of Project: Sidewalk on the east side of Washington Street between Yountville Inn and Catholic Church

Amount of claim: \$60,000

Functional Description of Project:

Design and construction of a sidewalk from the south end of the sidewalk at Yountville Inn Expansion Project (south of Champagne) to the Town limit to provide access to the Catholic Church

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: Planning, Environmental, Engineering, Right-of-way, Construction, Inspection, Contingency

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		\$60,000			\$60,000
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).	YES
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	NO
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).	N/A
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	N/A
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).	NO
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <u>December 2015</u>	YES
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: _____)	YES

Resolution No.
Abstract [Optional]

This resolution approves the request to the Metropolitan Transportation Commission by the **Town of Yountville** for an allocation of Transportation Development Act Article 3 Pedestrian and Bicycle Project funding for fiscal year **2013-2014**.

Resolution No.

Re: Request to the Metropolitan Transportation Commission for the allocation of fiscal year 2013-2014 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 **Town of Yountville** 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 **Town of Yountville** 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 **Town of Yountville** to carry out the project; and furthermore, be it

RESOLVED, that the **Town of Yountville** 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 **Napa County** for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

The Town of Yountville adopted this resolution on **INSERT DATE**.

AYES:

NAYS:

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

Resolution No.
Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2013-2014 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings

Page 1 of 1

1. That the **Town of Yountville** 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 **Town of Yountville** legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the **Town of Yountville** 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 **Town of Yountville** 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 **Town of Yountville** 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.

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2103-2014 TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in Napa 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 Napa County Transportation Planning 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 **Napa 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 **Napa County** whose project or projects have been prioritized for inclusion in the fiscal year **2013-2014** TDA Article 3 countywide coordinated claim, has forwarded to the Napa County Transportation Planning 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 Napa County Transportation Planning Agency approves the prioritized list of projects included as Attachment A to this resolution; and furthermore, be it

RESOLVED, that the Napa County Transportation Planning Agency approves the submittal to MTC, of the **Napa County** fiscal year **2013-2014** 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 Napa County Transportation Planning Agency on **INSERT DATE.**

AYES:

NAYS:

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



CITY OF AMERICAN CANYON

August 16, 2013

Kate Miller, Executive Director
NCTPA
625 Burnell Street
Napa, CA 94559-3420

RE: FY2013-14 Transportation Development Act-Article 3 (TDA-3) Grant Application

Dear Ms. Miller:

On behalf of the City of American Canyon, attached please find the project description and location map for the Transportation Development Act-Article 3 (TDA-3) to conduct a feasibility study for a Vine Trail gap closure between Silver Oak Drive and Silver Oak Park project application form.

The City understands that these projects, among others submitted by other Napa County jurisdictions, will be reviewed by the NCTPA Technical Advisory Committee in September. If you or the members of the TAC have any questions regarding the projects, please do not hesitate to contact me or Ms. Cheryl Braulik, Senior Civil Engineer, at 707 647-4558.

Sincerely,

Jacques LaRochelle, P.E., P.L.S.
Interim Public Works Director

Enclosures

cc: Dana Shigley, City Manager
Brent Cooper, Community Development Director
Cheryl Braulik, Senior Civil Engineer



TDA Article 3 Project Application Form

Fiscal Year of this Claim: FY13-14 Applicant: City of American Canyon

Contact person: Cheryl Braulik

Mailing Address: 4381 Broadway, Suite 201

E-Mail Address: cbraulik@cityofamericancanyon.org Telephone: 707-647-4588

Secondary Contact (in event primary not available) Bent Cooper

E-Mail Address: bcooper@cityofamericancanyon.org Telephone: 707-647-4335

Short Title Description of Project: Vine Trail Gap Closure Project

Amount of claim: \$45,000

Functional Description of Project:

The City's bicycle master plan identifies a proposed Class 1 Vine Trail bicycle route along the north side of the American Canyon Creek between Silver Oak Drive and Newell Drive. A segment between Newell Drive and Silver Oak Park currently exists. Funding from this grant would allow for a feasibility study that includes preliminary engineering, community outreach and biological surveys to extend the trail west from Silver Oak Park to Silver Oak Drive.

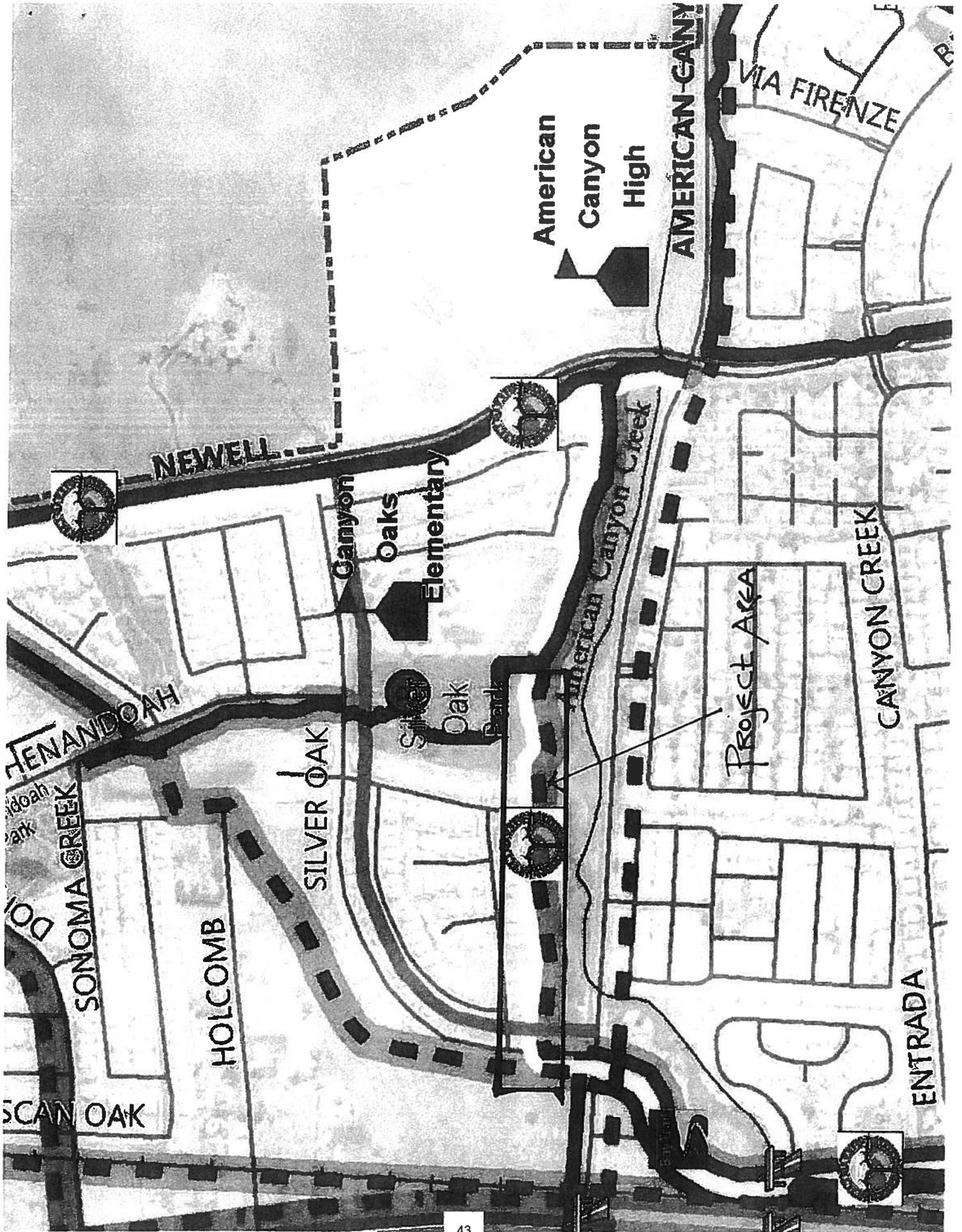
Financial Plan:

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: Feasibility study, including preliminary engineering, community outreach and biological surveys

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		\$45,000			\$45,000
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).	Yes
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	No
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).	Yes
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	Yes
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).	N/A
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) 12/2013	Yes
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: _____)	N/A



Date: June 26, 2013
W.I.: 1514
Referred By: PAC

ABSTRACT

Resolution No. 4108

This resolution establishes policies and procedures for the submission of claims for Article 3 funding for pedestrian and bicycle facilities as required by the Transportation Development Act in Public Utilities Code (PUC) Section 99401.(a). Funding for pedestrian and bicycle projects is established by PUC Section 99233.3.

This resolution supersedes MTC Resolution No. 875, Revised commencing with the FY2014-15 funding cycle.

Further discussion of these procedures and criteria are contained in the Programming and Allocations Summary Sheet dated June 12, 2013.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC

RE: Transportation Development Act, Article 3, Pedestrian and Bicycle Projects.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4108

WHEREAS, the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., requires the Transportation Planning Agency to adopt rules and regulations delineating procedures for the submission of claims for funding for pedestrian and bicycle facilities (Article 3, PUC Section 99233.3); state criteria by which the claims will be analyzed and evaluated (PUC Section 99401(a); and to prepare a priority list for funding the construction of pedestrian and bicycle facilities (PUC Section 99234(b)); and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the Transportation Planning Agency for the San Francisco Bay Region, adopted MTC Resolution No. 875 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates procedures and criteria for submission of claims for Article 3 funding for pedestrian and bicycle facilities; and

WHEREAS, MTC desires to update these procedures and criteria commencing with the FY2014-15 funding cycle, now therefore be it

RESOLVED, that MTC adopts its policies and procedures for TDA funding for pedestrian and bicycle facilities described in Attachment A ; and be it further

RESOLVED, that the prior policy governing allocation of funds contained in Resolution No. 875 is superseded by this resolution, effective with the FY 2014-15 funding cycle.

METROPOLITAN TRANSPORTATION COMMISSION

Amy Rein Worth, Chair

The above resolution was approved by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on June 26, 2013.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC

Attachment A
Resolution No. 4108
Page 1 of 7

TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3,
PEDESTRIAN/BICYCLE PROJECTS
Policies and Procedures

Eligible Claimants

The Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available in the nine-county Metropolitan Transportation Commission (MTC) Region for the exclusive use of pedestrian and bicycle projects. MTC makes annual allocations of TDA Article 3 funds to eligible claimants after review of applications submitted by counties or congestion management agencies.

All cities and counties in the nine counties in the MTC region are eligible to claim funds under TDA Article 3. Joint powers agencies composed of cities and/or counties are also eligible provided their JPA agreement allows it to claim TDA funds.

Application

1. Counties or congestion management agencies will be responsible for developing a program of projects not more than annually, which they initiate by contacting the county and all cities and joint powers agencies within their jurisdiction and encouraging submission of project applications.
2. Claimants will send one or more copies of project applications to the county or congestion management agency (see "Priority Setting" below).
3. A project is eligible for funding if:
 - a. The project sponsor submits a resolution of its governing board that addresses the following six points:
 1. There are no legal impediments regarding the project.
 2. Jurisdictional or agency staffing resources are adequate to complete the project.
 3. There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
 4. Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.
 5. Adequate local funding is available to complete the project.
 6. The project has been conceptually reviewed to the point that all contingent issues have been considered.

- b. The funding requested is for one or more of the following purposes:
 - 1. Construction and/or engineering of a bicycle or pedestrian capital project
 - 2. Maintenance of a multi-purpose path which is closed to motorized traffic
 - 3. Bicycle safety education program (no more than 5% of county total).
 - 4. Development of a comprehensive bicycle or pedestrian facilities plans (allocations to a claimant for this purpose may not be made more than once every five years).
 - 5. Restriping Class II bicycle lanes.Refer to Appendix A for examples of eligible projects.
- c. The claimant is eligible to claim TDA Article 3 funds under Sections 99233.3 or 99234 of the Public Utilities Code.
- d. If it is a Class I, II or III bikeway project, it must meet the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual (Available via Caltrans headquarters' World Wide Web page); or if it is a pedestrian facility, it must meet the mandatory minimum safety design criteria published in Chapter 100 of the California Highway Design Manual (Available via Caltrans headquarters' World Wide Web page).
- e. The project is ready to implement and can be completed within the three year eligibility period.
- f. *If the project includes construction, that it* meets the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.) and project sponsor submits an environmental document that has been stamped by the County Clerk within the past three years.
- g. A jurisdiction agrees to maintain the facility.
- h. The project is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.

Priority Setting

- 1. The county or congestion management agency (CMA) shall establish a process for establishing project priorities in order to prepare an annual list of projects being recommended for funding.
- 2. Each county and city is required to have a Bicycle Advisory Committee (BAC) to review and prioritize TDA Article 3 bicycle and pedestrian projects and to participate in the development and review of comprehensive bicycle plans. BACs should be composed of both bicyclists and pedestrians.

A city BAC shall be composed of at least 3 members who live or work in the city. More members may be added as desired. They will be appointed by the City Council. The City or Town Manager will designate staff to provide administrative and technical support to the Committee.

An agency can apply to MTC for exemption from the city BAC requirement if they can demonstrate that the countywide BAC provides for expanded city representation.

A county BAC shall be composed of at least 5 members who live or work in the county. More members may be added as desired. The County Board of Supervisors or Congestion Management Agency (CMA) will appoint BAC members. The county or congestion management agency executive/administrator will designate staff to provide administration and technical support to the Committee.

3. All proposed projects shall be submitted to the County or congestion management agency for evaluation/prioritization. Consistent with the county process, either the Board of Supervisors or the Congestion Management Agency (CMA) will adopt the countywide list and forward it to MTC for approval.
4. The county or congestion management agency will forward to MTC a copy of the following:
 - a) Applications for the recommended projects, including a governing body resolution, stamped environmental document, and map for each, as well as a cover letter stating the total amount of money being claimed; *and confirmation that each project meets Caltrans' minimum safety design criteria and can be completed before the allocation expires.*
 - b) The complete priority list of projects with an electronic version to facilitate grant processing.
 - c) A Board of Supervisors' or CMA resolution approving the priority list and authorizing the claim.

MTC Staff Evaluation

MTC Staff will review the list of projects submitted by each county. If a recommended project is eligible for funding, falls within the overall TDA Article 3 fund estimate level for that county, and has a completed application, staff will recommend that funds be allocated to the project.

Allocation

The Commission will approve the allocation of funds for the recommended projects. The County Auditor will be notified by allocation instructions to reserve funds for the approved projects. Claimants will be sent copies of the allocation instructions and funds should be invoiced in accordance with the "Disbursement" section below.

Eligible Expenditures

Eligible expenditures may be incurred from the start of the fiscal year of award plus two additional fiscal years. Allocations expire at the end of third fiscal year following allocation. For example, if funds are allocated to a project in October 2014, a claimant may be reimbursed for eligible expenses that were incurred on or after July 1, 2014. The allocation expires on June 30, 2017 and all eligible expenses must be incurred before this date. All disbursement requests should be submitted by August 31, 2017.

Disbursement

1. The claimant shall submit to MTC the following, no later than two months after the grant expiration date:
 - a) A copy of the allocation instructions along with a dated cover letter referring to the project by name, dollar amount and allocation instruction number and the request for a disbursement of funds;
 - b) Documents showing that costs have been incurred during the period of time covered by the allocation.
 - c) With the final invoice, the claimant shall submit a one paragraph summary of work completed with the allocated funds. This information may be included in the cover letter identified in bullet "a" above and is required before final disbursement is made. If the project includes completion of a Class I, II or III bicycle facility, this information should be added to Bikemapper or a request should be made to MTC to add it to Bikemapper.
2. MTC will approve the disbursement and, if the disbursement request was received in a timely fashion and the allocation instruction has not expired, been totally drawn down nor been rescinded, issue an authorization to the County Auditor to disburse funds to the claimant.

Rescissions and Expired Allocations

Funds will be allocated to claimants for specific projects, so transfers of funds to other projects sponsored by the same claimant may not be made. If a claimant has to abandon a project or cannot complete it within the time allowed, it should ask the county or congestion management

agency to request that MTC rescind the allocation. Rescission requests may be submitted to and acted upon by MTC at any time during the year. Rescinded funds will be returned to the county's apportionment.

Allocations that expire without being fully disbursed will be disencumbered in the fiscal year following expiration. The funds will be returned to county's apportionment and will be available for allocation.

Fiscal Audit

All claimants that have received an allocation of TDA funds are required to submit an annual certified fiscal and compliance audit to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year, in accordance with PUC Section 99245. Article 3 applicants need not file a fiscal audit if TDA funds were not expended (that is, costs incurred) during a given fiscal year. However, the applicant should submit a statement for MTC's records certifying that no TDA funds were expended during the fiscal year. Failure to submit the required audit for any TDA article will preclude MTC from making a new Article 3 allocation. For example, a delinquent Article 4.5 fiscal audit will delay any other TDA allocation to the city/county with an outstanding audit. Until the audit requirement is met, no new Article 3 allocations will be made.

TDA Article 3 funds may be used to pay for the fiscal audit required for this funding.

Appendix A: Examples of Eligible Projects

1. Projects that eliminate or improve an identified problem area (specific safety hazards such as high-traffic narrow roadways or barriers to travel) on routes that would otherwise provide relatively safe and direct bicycle or pedestrian travel use. For example, roadway widening, shoulder paving, restriping or parking removal to provide space for bicycles; a bicycle/pedestrian bridge across a stream or railroad tracks on an otherwise useful route; a segment of multi-purpose path to divert young bicyclists from a high traffic arterial; a multi-purpose path to provide safe access to a school or other activity center; replacement of substandard grates or culverts; adjustment of traffic-actuated signals to make them bicycle sensitive. Projects to improve safety should be based on current traffic safety engineering knowledge.
2. Roadway improvements or construction of a continuous interconnected route to provide reasonably direct access to activity centers (employment, educational, cultural, recreational) where access did not previously exist or was hazardous. For example, development of Multi-purpose paths on continuous rights-of-way with few intersections (such as abandoned railroad rights-of-way) which lead to activity centers; an appropriate combination of Multi-purpose paths, Class II, and Class III bikeways on routes identified as high demand access routes; bicycle route signs or bike lanes on selected routes which receive priority maintenance and cleaning.
3. Secure bicycle parking facilities, especially in high use activity areas, at transit terminals, and at park-and-ride lots. Desirable facilities include lockers, sheltered and guarded check-in areas; self-locking sheltered racks that eliminate the need to carry a chain and racks that accept U-shaped locks.
4. Other provisions that facilitate bicycle/transit trips and walk/transit. For example, bike racks on buses, paratransit/trailer combinations, and bicycle loan or check-in facilities at transit terminals, bus stop improvements, wayfinding signage.
5. Maintenance of multiple purpose pathways that are closed to motorized traffic or for the purposes of restriping Class II bicycle lanes (provided that the total amount for Class II bicycle lane restriping does not exceed twenty percent of the county's total TDA Article 3 allocation).
6. Funds may be used for construction and plans, specification, and estimates (PS&E) phases of work. Project level environmental, planning, and right-of-way phases are not eligible uses of funds.
7. Projects that enhance or encourage bicycle or pedestrian commutes, including Safe Routes to Schools projects.

8. Intersection safety improvements including bulbouts/curb extensions, transit stop extensions, installation of pedestrian countdown or accessible pedestrian signals, or pedestrian signal timing adjustments. Striping high-visibility crosswalks or advanced stop-back lines, where warranted.
9. Purchase and installation of pedestrian traffic control devices, such as High-intensity Activated crossWalk (HAWK) beacons, rectangular rapid flashing beacons (RRFB), or pedestrian safety “refuge” islands, where warranted.
10. Projects that provide connection to and continuity with longer routes provided by other means or by other jurisdictions to improve regional continuity.
11. The project may be part of a larger roadway improvement project as long as the funds are used only for the bicycle and/or pedestrian component of the larger project.
12. Bicycle Safety Education Programs. Up to five percent of a county's Article 3 fund may be expended to supplement monies from other sources to fund public bicycle safety education programs and staffing.
13. Comprehensive Bicycle and Pedestrian Facilities Plan. Funds may be allocated for these plans (emphasis should be for accommodation of bicycle and walking commuters rather than recreational uses). A city or county may not receive allocations for these plans more than once every five years. Environmental documentation and approval necessary for plan adoption is an eligible expense.



METROPOLITAN
TRANSPORTATION
COMMISSION

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WEB www.mtc.ca.gov

Memorandum

TO: Local Streets and Roads Working Group (LSRWG)

DATE: July 10, 2013

Partnership Programming and Delivery Working Group
(PDWG)

County Coordinators of TDA, Article 3

FR: Cheryl Chi

W. I. 1514

RE: **Clarification of Bicycle Advisory Committee (BAC) Requirement in Transportation Development Act, Article 3 Policies and Procedures**

MTC updated its policies and procedures for Transportation Development Act (TDA), Article 3, Pedestrian and Bicycle funding on June 26, 2013. The new guidance will take effect with claims submitted for FY 2014-15 funding. The policies and procedures (MTC Resolution 4108) can be found on the following website: <http://www.mtc.ca.gov/funding/STA-TDA/>.

The purpose of this memorandum is to provide guidance on the implementation of the Bicycle Advisory Committee (BAC) review requirement. Below are answers to some of the most common questions we have received regarding this requirement.

1. May an agency designate an alternative Committee to serve as the BAC?

Yes, another Committee may serve as the BAC. This Committee should meet the requirements of a BAC stipulated in the policies and procedures. These include:

- 3 or more members for a city or at least 5 members at the county/countywide level
- Appointed by the City Council or Board
- Composed of both bicyclists and pedestrians

A city council resolution identifying the other Committee as the BAC or acknowledgement of the committee's role as the BAC in the bylaws of the committee is required.

2. Agencies will be exempted from the BAC requirement if they can demonstrate that the countywide BAC provides for expanded city representation. How is MTC staff defining "expanded city representation?"

The countywide BAC should provide for representation from all jurisdictions. The unincorporated county is considered equivalent to a jurisdiction and should have a representative on the countywide BAC in order to meet "expanded city representation."

3. How does an agency apply for exemption?

An agency wishing to apply for an exemption should adopt a resolution identifying the countywide BAC as the review body for TDA, Article 3 funding. The agency should also appoint its representative on the countywide BAC by resolution. The written request to MTC should include an explanation of how the agency intends to utilize an alternative countywide process that meets the requirements of MTC's policies. MTC staff will respond, confirming whether the exemption request is approved.

4. How long will the exemption apply?

The exemption will apply as long as the provision included in MTC Resolution 4108 remains in effect as written.

5. Should the request for an exemption be made to the County/CMA, MTC, or both?

MTC policy requires that the request for an exemption be submitted to MTC. Agencies seeking an exemption should also coordinate with the County/CMA to ensure that it will act as the BAC for the agency. The request for an exemption should demonstrate how the countywide BAC provides for expanded city representation.

6. Is concurrence from the County or CMA required to apply for an exemption?

No official/formal concurrence is required from the County or CMA. However, MTC will consult with the County and/or CMA on exemption requests.

7. Are "county" and "countywide" the same thing?

A county may want to form a BAC to represent unincorporated areas within the county, or they may want to use the CMA's BAC for that purpose. If the county chooses to use the CMA's BAC, the county will need to apply to MTC for an exemption from the BAC requirement, similar to what a city or town would need to do.

8. How does an agency notify MTC that it has complied with the policy requiring BAC review of proposed projects?

As part of the funding application process, the BAC review requirement will be enforced through the project sponsor's adoption of a resolution of local support certifying that the project has been reviewed by a BAC. MTC staff will recommend allocation of funding only after appropriate documentation (including the local support resolution) has been received.

Please note that the templates for the funding application and the required local support resolution will be updated. When this information is available, an email notification will be sent to the County Coordinators.

Clarification of BAC Requirement
Page 3 of 3

In addition, please remember that project-level environmental, planning, and right-of-way phases are ineligible for TDA Article 3 funding (see bullet 6 on page 6 of Attachment A to MTC Resolution 4108).

Should you have further questions regarding the TDA, Article 3 policies and procedures, please email me at cchi@mtc.ca.gov or call me at 510-817-5939.

J:\PROJECT\Funding\TDA~STA Administration\TDA Article 3\Revise TDA 3 Policies\BAC implementation memo.docx

Date: June 26, 2013
W.I.: 1514
Referred By: PAC

ABSTRACT

Resolution No. 4108

This resolution establishes policies and procedures for the submission of claims for Article 3 funding for pedestrian and bicycle facilities as required by the Transportation Development Act in Public Utilities Code (PUC) Section 99401.(a). Funding for pedestrian and bicycle projects is established by PUC Section 99233.3.

This resolution supersedes MTC Resolution No. 875, Revised commencing with the FY2014-15 funding cycle.

Further discussion of these procedures and criteria are contained in the Programming and Allocations Summary Sheet dated June 12, 2013.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC

RE: Transportation Development Act, Article 3. Pedestrian and Bicycle Projects.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4108

WHEREAS, the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., requires the Transportation Planning Agency to adopt rules and regulations delineating procedures for the submission of claims for funding for pedestrian and bicycle facilities (Article 3, PUC Section 99233.3); state criteria by which the claims will be analyzed and evaluated (PUC Section 99401(a); and to prepare a priority list for funding the construction of pedestrian and bicycle facilities (PUC Section 99234(b)); and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the Transportation Planning Agency for the San Francisco Bay Region, adopted MTC Resolution No. 875 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates procedures and criteria for submission of claims for Article 3 funding for pedestrian and bicycle facilities; and

WHEREAS, MTC desires to update these procedures and criteria commencing with the FY2014-15 funding cycle, now therefore be it

RESOLVED, that MTC adopts its policies and procedures for TDA funding for pedestrian and bicycle facilities described in Attachment A ; and be it further

RESOLVED, that the prior policy governing allocation of funds contained in Resolution No. 875 is superseded by this resolution, effective with the FY 2014-15 funding cycle.

METROPOLITAN TRANSPORTATION COMMISSION

Amy Rein Worth, Chair

The above resolution was approved by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on June 26, 2013.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC

Attachment A
Resolution No. 4108
Page 1 of 7

TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3,
PEDESTRIAN/BICYCLE PROJECTS
Policies and Procedures

Eligible Claimants

The Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available in the nine-county Metropolitan Transportation Commission (MTC) Region for the exclusive use of pedestrian and bicycle projects. MTC makes annual allocations of TDA Article 3 funds to eligible claimants after review of applications submitted by counties or congestion management agencies.

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1. Counties or congestion management agencies will be responsible for developing a program of projects not more than annually, which they initiate by contacting the county and all cities and joint powers agencies within their jurisdiction and encouraging submission of project applications.
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 3. There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
 4. Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.
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 6. The project has been conceptually reviewed to the point that all contingent issues have been considered.

- b. The funding requested is for one or more of the following purposes:
 - 1. Construction and/or engineering of a bicycle or pedestrian capital project
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 - 3. Bicycle safety education program (no more than 5% of county total).
 - 4. Development of a comprehensive bicycle or pedestrian facilities plans (allocations to a claimant for this purpose may not be made more than once every five years).
 - 5. Restriping Class II bicycle lanes.Refer to Appendix A for examples of eligible projects.
- c. The claimant is eligible to claim TDA Article 3 funds under Sections 99233.3 or 99234 of the Public Utilities Code.
- d. If it is a Class I, II or III bikeway project, it must meet the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual (Available via Caltrans headquarters' World Wide Web page); or if it is a pedestrian facility, it must meet the mandatory minimum safety design criteria published in Chapter 100 of the California Highway Design Manual (Available via Caltrans headquarters' World Wide Web page).
- e. The project is ready to implement and can be completed within the three year eligibility period.
- f. *If the project includes construction, that it meets the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.) and project sponsor submits an environmental document that has been stamped by the County Clerk within the past three years.*
- g. A jurisdiction agrees to maintain the facility.
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- 1. The county or congestion management agency (CMA) shall establish a process for establishing project priorities in order to prepare an annual list of projects being recommended for funding.
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An agency can apply to MTC for exemption from the city BAC requirement if they can demonstrate that the countywide BAC provides for expanded city representation.

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3. All proposed projects shall be submitted to the County or congestion management agency for evaluation/prioritization. Consistent with the county process, either the Board of Supervisors or the Congestion Management Agency (CMA) will adopt the countywide list and forward it to MTC for approval.
4. The county or congestion management agency will forward to MTC a copy of the following:
 - a) Applications for the recommended projects, including a governing body resolution, stamped environmental document, and map for each, as well as a cover letter stating the total amount of money being claimed; *and confirmation that each project meets Caltrans' minimum safety design criteria and can be completed before the allocation expires.*
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 - c) A Board of Supervisors' or CMA resolution approving the priority list and authorizing the claim.

MTC Staff Evaluation

MTC Staff will review the list of projects submitted by each county. If a recommended project is eligible for funding, falls within the overall TDA Article 3 fund estimate level for that county, and has a completed application, staff will recommend that funds be allocated to the project.

Allocation

The Commission will approve the allocation of funds for the recommended projects. The County Auditor will be notified by allocation instructions to reserve funds for the approved projects. Claimants will be sent copies of the allocation instructions and funds should be invoiced in accordance with the "Disbursement" section below.

Eligible Expenditures

Eligible expenditures may be incurred from the start of the fiscal year of award plus two additional fiscal years. Allocations expire at the end of third fiscal year following allocation. For example, if funds are allocated to a project in October 2014, a claimant may be reimbursed for eligible expenses that were incurred on or after July 1, 2014. The allocation expires on June 30, 2017 and all eligible expenses must be incurred before this date. All disbursement requests should be submitted by August 31, 2017.

Disbursement

1. The claimant shall submit to MTC the following, no later than two months after the grant expiration date:
 - a) A copy of the allocation instructions along with a dated cover letter referring to the project by name, dollar amount and allocation instruction number and the request for a disbursement of funds;
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Rescissions and Expired Allocations

Funds will be allocated to claimants for specific projects, so transfers of funds to other projects sponsored by the same claimant may not be made. If a claimant has to abandon a project or cannot complete it within the time allowed, it should ask the county or congestion management

agency to request that MTC rescind the allocation. Rescission requests may be submitted to and acted upon by MTC at any time during the year. Rescinded funds will be returned to the county's apportionment.

Allocations that expire without being fully disbursed will be disencumbered in the fiscal year following expiration. The funds will be returned to county's apportionment and will be available for allocation.

Fiscal Audit

All claimants that have received an allocation of TDA funds are required to submit an annual certified fiscal and compliance audit to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year, in accordance with PUC Section 99245. Article 3 applicants need not file a fiscal audit if TDA funds were not expended (that is, costs incurred) during a given fiscal year. However, the applicant should submit a statement for MTC's records certifying that no TDA funds were expended during the fiscal year. Failure to submit the required audit for any TDA article will preclude MTC from making a new Article 3 allocation. For example, a delinquent Article 4.5 fiscal audit will delay any other TDA allocation to the city/county with an outstanding audit. Until the audit requirement is met, no new Article 3 allocations will be made.

TDA Article 3 funds may be used to pay for the fiscal audit required for this funding.

Appendix A: Examples of Eligible Projects

1. Projects that eliminate or improve an identified problem area (specific safety hazards such as high-traffic narrow roadways or barriers to travel) on routes that would otherwise provide relatively safe and direct bicycle or pedestrian travel use. For example, roadway widening, shoulder paving, restriping or parking removal to provide space for bicycles; a bicycle/pedestrian bridge across a stream or railroad tracks on an otherwise useful route; a segment of multi-purpose path to divert young bicyclists from a high traffic arterial; a multi-purpose path to provide safe access to a school or other activity center; replacement of substandard grates or culverts; adjustment of traffic-actuated signals to make them bicycle sensitive. Projects to improve safety should be based on current traffic safety engineering knowledge.
2. Roadway improvements or construction of a continuous interconnected route to provide reasonably direct access to activity centers (employment, educational, cultural, recreational) where access did not previously exist or was hazardous. For example, development of Multi-purpose paths on continuous rights-of-way with few intersections (such as abandoned railroad rights-of-way) which lead to activity centers; an appropriate combination of Multi-purpose paths, Class II, and Class III bikeways on routes identified as high demand access routes; bicycle route signs or bike lanes on selected routes which receive priority maintenance and cleaning.
3. Secure bicycle parking facilities, especially in high use activity areas, at transit terminals, and at park-and-ride lots. Desirable facilities include lockers, sheltered and guarded check-in areas; self-locking sheltered racks that eliminate the need to carry a chain and racks that accept U-shaped locks.
4. Other provisions that facilitate bicycle/transit trips and walk/transit. For example, bike racks on buses, paratransit/trailer combinations, and bicycle loan or check-in facilities at transit terminals, bus stop improvements, wayfinding signage.
5. Maintenance of multiple purpose pathways that are closed to motorized traffic or for the purposes of restriping Class II bicycle lanes (provided that the total amount for Class II bicycle lane restriping does not exceed twenty percent of the county's total TDA Article 3 allocation).
6. Funds may be used for construction and plans, specification, and estimates (PS&E) phases of work. Project level environmental, planning, and right-of-way phases are not eligible uses of funds.
7. Projects that enhance or encourage bicycle or pedestrian commutes, including Safe Routes to Schools projects.

8. Intersection safety improvements including bulbouts/curb extensions, transit stop extensions, installation of pedestrian countdown or accessible pedestrian signals, or pedestrian signal timing adjustments. Striping high-visibility crosswalks or advanced stop-back lines, where warranted.
9. Purchase and installation of pedestrian traffic control devices, such as High-intensity Activated crossWalk (HAWK) beacons, rectangular rapid flashing beacons (RRFB), or pedestrian safety “refuge” islands, where warranted.
10. Projects that provide connection to and continuity with longer routes provided by other means or by other jurisdictions to improve regional continuity.
11. The project may be part of a larger roadway improvement project as long as the funds are used only for the bicycle and/or pedestrian component of the larger project.
12. Bicycle Safety Education Programs. Up to five percent of a county's Article 3 fund may be expended to supplement monies from other sources to fund public bicycle safety education programs and staffing.
13. Comprehensive Bicycle and Pedestrian Facilities Plan. Funds may be allocated for these plans (emphasis should be for accommodation of bicycle and walking commuters rather than recreational uses). A city or county may not receive allocations for these plans more than once every five years. Environmental documentation and approval necessary for plan adoption is an eligible expense.



August 26, 2013
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)
REPORT BY: Diana Meehan, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Napa County Green Commute Challenge 2013

RECOMMENDATION

Information only.

EXECUTIVE SUMMARY

The Napa County Green Commute Challenge is an incentive program for employees who commit to using an alternative form of transportation to commute to work during a two (2) month period.

The 2013 Napa Commute Challenge saw the number of Commute Champion employees (champions used alternative forms of transportation for 30 or more days during the challenge) nearly double from the previous challenge first introduced in Fall 2012. There were 124 participants over 64 from the last challenge with further opportunities to improve the numbers.

There were three (3) Commute Champion Workplaces: (1) Napa County (Most Outstanding Workplace) with 36 Commute Champion employees; (2) Colinas Farming Co. with 31; and (3) Pacific Union College with 20. One Commute Champion Workplace: AP Tech with 15.

A luncheon was held to honor County of Napa participants at the Napa County Library on August 5, 2012. Supervisor Brad Wagenknecht discussed the benefits of the challenge and presented a plaque of recognition to the County of Napa, the winner of the challenge for two (2) consecutive years.

A special recognition event was held on August 13, 2013 for the Colinas Farming Company with another event planned for other participants in the near future.

Enthusiasm for the challenge is growing as shown by the increased number of participants in the program over the past year. As improvements to bicycling and pedestrian access are made throughout the community, the choice for using these alternate forms of commuting are also expected to increase.

SUPPORTING DOCUMENT

- Attachments:
- (1) Green Commute Challenge - SNCI Press Release
 - (2) 2013 Napa County Green Commute Challenge - Awards Ceremony Photos
 - (3) 2013 Napa Commute Challenge Final Result Summary Tables



FOR IMMEDIATE RELEASE

December 21, 2012

Contact: Jayne Bauer

Marketing & Legislative Program Manager

jbauer@sta-snci.com, 707-424-6075

***** MEDIA ADVISORY *** MEDIA ADVISORY *****

Napa Green Commute Challenge Rewards Commuters

SUISUN CITY, CA – More than 100 employees from major Napa Valley employers participated in the first-ever Napa Green Commute Challenge from September through November 2012. Ninety employees met the Challenge goals and received rewards for commuting by carpool, transit, vanpool, bus, bicycle, or walking to work.

Solano Napa Commuter Information (SNCI) coordinated the Napa Green Commute Challenge, in partnership with the Napa County Transportation & Planning Agency (NCTPA) and Chambers of Commerce throughout the Napa Valley.

The Challenge is a fun and engaging way to encourage employees to use commute alternatives instead of driving alone to work. Choosing a new way to commute offers many benefits including: saving money, boosting morale and health, reducing traffic congestion and reducing air pollution and carbon emissions.

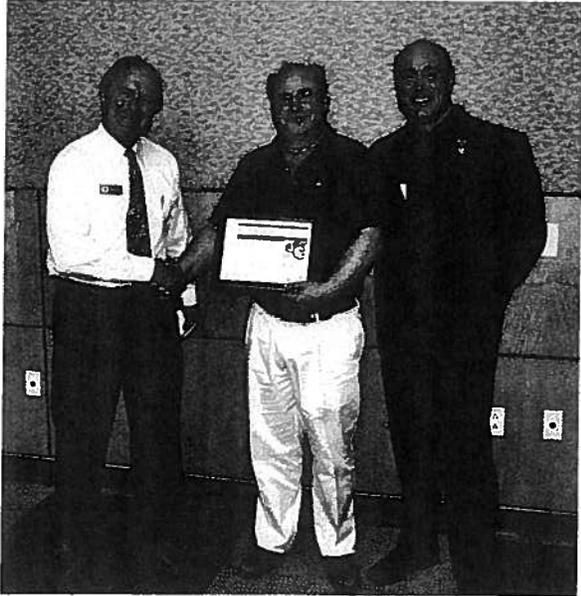
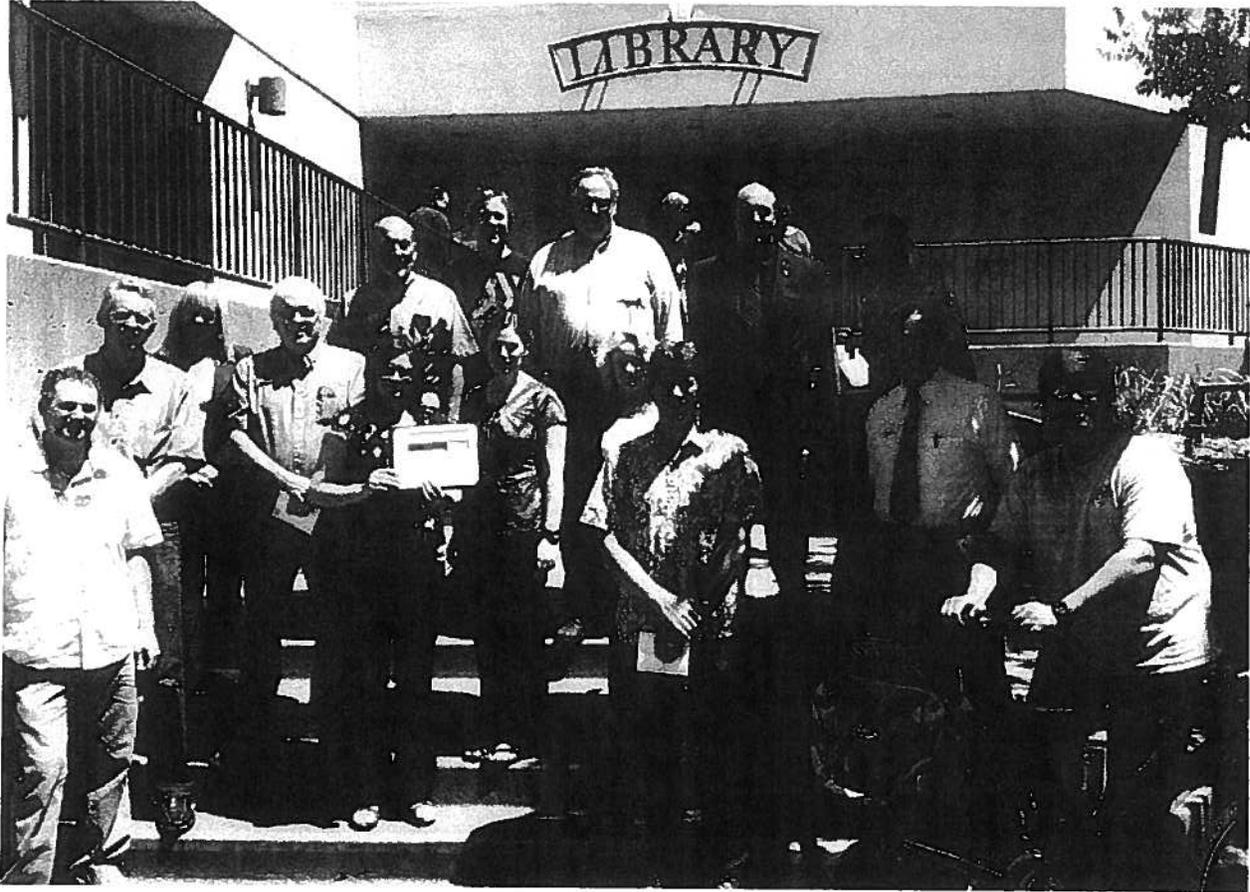
Sixty-five employees at nine major employers used a commute alternative on 30 or more workdays and earned the title of Commute Champions; another 25 employees logged 15-29 "green commute" days and became Commute Contenders. The employee with the highest number of "green commute" days at each worksite was named Most Outstanding Commuter.

Countywide, 18 employers registered for the Napa Green Commute Challenge, and nine participated actively. The Most Outstanding Workplace was Napa County, with 36 Commute Champion employees. Pacific Union College placed second with 12 Commute Champion employees, making it a Commute Contender Workplace.

SNCI is a program of the Solano Transportation Authority in partnership with the Napa County Transportation & Planning Agency that provides free information and services to assist employers and individuals in Napa and Solano counties find a better way to commute. For details on the Napa Green Commute Challenge and SNCI's other programs and services, please call 1-800-535-6883, follow SNCI on Facebook at <http://www.facebook.com/511SolanoNapa>, or visit <http://www.commuterinfo.net>.

*

Napa County Green Commute Challenge 2013



of Commute Champions

Employer Name	City	Employees Registered	Champs	Contenders
Napa County	Napa	58	39	5
Colinas Farming Company	Rutherford	32	31	1
Pacific Union College	Angwin	25	20	5
AP Tech	Napa	20	15	5
Cakebread Cellars	Rutherford	5	5	0
City of Napa	Napa	10	4	1
Domaine Chandon	Yountville	4	3	1
Napa Valley Wine Train	Napa	2	2	0
Solage Calistoga	Calistoga	5	2	1
City of Calistoga	Calistoga	2	1	1
Crystal Geyser	Calistoga	1	1	0
Kaiser Permanente Medical Offices	Napa	1	1	0
Napa County Office of Education	Napa	3	1	2
Napa Valley Care Center	Napa	1	1	0
St Helena Hospital	St Helena	1	1	0
Aldea	Napa	0	0	0
Auberge Du Soleil	Rutherford	0	0	0
GL Mezzetta	American Canyon	0	0	0
Napa Valley Unified School District	Napa	0	0	0
The Carneros Inn	Napa	0	0	0
The Westin Verasa Napa	Napa	0	0	0
Trinchero Family Estates	St Helena	1	0	0
US Postal Service (USPS)	Napa	0	0	0
Walmart	American Canyon	0	0	0
Totals		171	127	22

Alphabetical by Company Name

Employer Name	City	Employees Registered	Champs	Contenders
Aldea	Napa	0	0	0
AP Tech	Napa	20	15	5
Auberge Du Soleil	Rutherford	0	0	0
Cakebread Cellars	Rutherford	5	5	0
City of Calistoga	Calistoga	2	1	1
City of Napa	Napa	10	4	1
Colinas Farming Company	Rutherford	32	31	1
Crystal Geyser	Calistoga	1	1	0
Domaine Chandon	Yountville	4	3	1
GL Mezzetta	American Canyon	0	0	0
Kaiser Permanente Medical Offices	Napa	1	1	0
Napa County	Napa	58	39	5
Napa County Office of Education	Napa	3	1	2
Napa Valley Care Center	Napa	1	1	0
Napa Valley Unified School District	Napa	0	0	0
Napa Valley Wine Train	Napa	2	2	0
Pacific Union College	Angwin	25	20	5
Solage Calistoga	Calistoga	5	2	1
St Helena Hospital	St Helena	1	1	0
The Carneros Inn	Napa	0	0	0
The Westin Verasa Napa	Napa	0	0	0
Trinchero Family Estates	St Helena	1	0	0
US Postal Service (USPS)	Napa	0	0	0
Walmart	American Canyon	0	0	0
Totals		171	127	22



August 26, 2013
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)
REPORT BY: Diana Meehan, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Honorable Mention - LAB Report Spring 2013

RECOMMENDATION

Information only.

EXECUTIVE SUMMARY

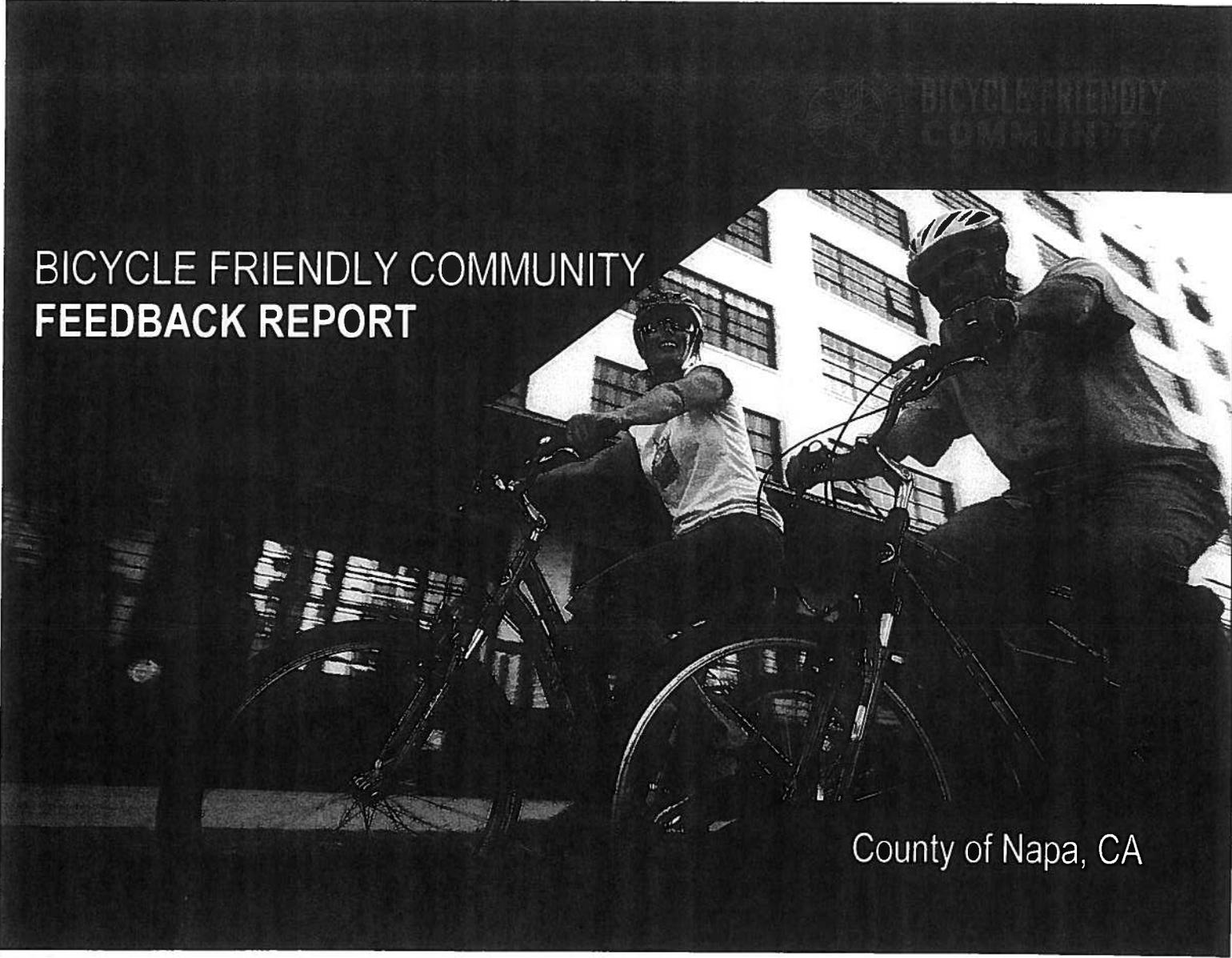
The League of American Bicyclists gave honorable mention in their Spring 2013 Bicycle Friendly Community Report to Napa County. The report provides feedback on current bicycle friendly practices and suggests that the core version of these practices is already in place within Napa County.

The benefit of reducing greenhouse gas emissions by improving and increasing bicycle use throughout the County is in line with current best practices for sustainable community strategies established by the Metropolitan Transportation Commission (MTC) in the One Bay Area Grant Program. This report provides an encouraging view of multiple strategies available for improving bicycling in Napa County.

The electronic version of the report can be found on our website at www.nctpa.net

SUPPORTING DOCUMENT

Attachments: (1) Bicycle Friendly Community – Feedback Report



BICYCLE FRIENDLY COMMUNITY
FEEDBACK REPORT

County of Napa, CA

The Bicycle Friendly Community review committee was impressed with the growing commitment to make **the County of Napa** a great place for bicyclists. The Honorable Mention given by the reviewers reflects their view that some of the key building blocks of creating a Bicycle Friendly Community are in place.

Particular **highlights** were the countywide bicycle master plan, the Safe Routes to School program and the Complete Streets policy.

Reviewers were very pleased to see the current efforts and dedication to make the County of Napa a great place for cyclists.

Below, reviewers provided key recommendations to further promote bicycling in the County of Napa and a menu of additional pro-cycling measures that can be implemented in the short and long term. We strongly encourage you to use this feedback to build on your momentum and improve your community for bicyclists. There may also be initiatives, programs, and facilities that are not mentioned here that would benefit your bicycling culture, so please continue to try new things to increase your ridership, safety, and awareness!

To learn more about what funds are available for bicycle projects, use Advocacy Advance's interactive [Find it. Fund it tool](#) to search for eligible **funding** programs by bike/ped project type or review the same information as a PDF [here](#).

The key measures the County of Napa should take to improve cycling:

- Expanding the Bicycle & Pedestrian Coordinator's time focused on bicycle projects would help in scaling up your BFC efforts. This staff person should spend more time on working closely with the Bicycle Advisory Committee, reviewing development proposals to ensure that local bicycle/pedestrian requirements are incorporated and to assess bicycling and walking impacts, developing and implementing educational and promotional programs, writing grant proposals, serving as the public contact for bicycling/walking inquiries and complaints, educating other staff about state and federal facilities standards and guidelines, and coordinating with neighboring cities, transit agencies and other departments to implement policies and projects. See [this report](#) on the importance of Bicycle & Pedestrian program staff.
- Ensure that the standards for bike parking conform to [APBP guidelines](#).
- Install a [bicycle wayfinding system](#) at strategic locations around the community.
- Continue to expand the bike network and to increase network connectivity through the use of different types of [bike lanes](#), [cycle tracks](#) and [shared lane arrows](#). Work with the state on adding bicycle infrastructure on key routes that are outside of the County's jurisdiction, i.e.

State Hwy 29 between Napa & Vallejo. On-street improvements coupled with the development of an off-street system will encourage more people to cycle and will improve safety. In particular, continue to support of the Napa Valley Vine Trail. Ensure smooth transitions for bicyclists between the trail network and the street network. These improvements will also increase the effectiveness of encouragement efforts by providing a broader range of facility choices for users of various abilities and comfort levels.

- It is essential to make both motorists and cyclists aware of their rights and responsibilities on the road. Continue to expand your public education campaign promoting the share the road message. Take advantage of your local bicycle groups for content development and manpower. See the excellent "Look" campaign in New York City or the "Don't be a Road Hog" campaign in Colorado.
- Host another League Cycling Instructor (LCI) seminar to increase the number of certified LCIs in your community and offer scholarships, if possible. Having local instructors will enable your community to expand cycling education, recruit knowledgeable cycling ambassadors, deliver education to motorists, provide cycling education to adults and kids, and have experts available to assist in encouragement programs. Visit <http://www.bikeleague.org/programs/education/> for more information.

Benefits of Further Improving the County of Napa for Cycling

Further increasing bicycle use can **improve the environment** by reducing the impact on residents of pollution and noise, limiting greenhouse gases, and improving the quality of public spaces; **Reduce congestion** by shifting short trips (the majority of trips in communities) out of cars. This will also make communities more accessible for public transport, walking, essential car travel, emergency services, and deliveries; **Save lives** by creating safer conditions for bicyclists and as a direct consequence improve the safety of all other road users. Research shows that increasing the number of bicyclists on the street improves bicycle safety; **Increase opportunities** for residents of all ages to participate socially and economically in the community, regardless of income or ability.

Greater choice of travel modes also increases independence, especially among seniors and children; **Boost the economy** by creating a community that is an attractive destination for new residents, tourists and businesses; **Enhance recreational opportunities**, especially for children, and further contribute to the quality of life in the community; **Save county funds** by increasing the efficient use of public space, reducing the need for costly new road infrastructure, preventing crashes, improving the health of the community, and increasing the use of public transport; **Enhance public safety and security** by increasing the number of "eyes on the street" and providing more options for movement in the event of emergencies, natural disasters, and major public events; **Improve the health and well being** of the population by promoting routine physical activity.

- Offer Cycling Skills classes, Traffic Skills 101 classes and bike commuter classes more frequently or encourage a local bicycle advocacy group or shop to do so. Ideally, the instruction should incorporate a classroom portion as well as on-road training. The classroom portion of Traffic Skills 101 is now available online as well. For more information visit: www.bikeleague.org/programs/education/
- Celebrate Bike Month in partnership with local bicycle advocacy groups. Proclaim May (or a month with mild and dry weather) as Bike Month. Host, sponsor and encourage bicycle-themed community events, campaigns and programs. Increase your efforts on Bike to Work Day and Bike to School Day. Ensure to widely advertise all bicycle-themed community events and programs. For ideas and more information, visit <http://www.bikeleague.org/content/national-bike-month>.
- Invite a police officer to become an active member of the Bicycle Advisory Committee and appoint a law-enforcement point person to interact with the cyclists. This will actively facilitate stronger connections between bicycle advocates, the wider bicycling community and law enforcement, which will improve road safety for all users, and improve fair enforcement of motorist and cyclist infractions.

Menu of additional recommendations to further promote bicycling:

Engineering

Low hanging fruit and fast results

- Develop and implement streetscape design guidelines that foster a pleasant and comfortable environment for pedestrians and cyclists. Beautiful streetscaping has also shown to increase community livability and pride, reduce crime and increase property values.
- Offer ongoing training opportunities on accommodating bicyclists for engineering and planning staff.
- Consider passing an ordinance or policy that would require larger employers to provide shower facilities and other end-of-trip amenities.
- Increase the amount of high quality bicycle parking at popular destinations such as retail stores throughout the community. Also consider adding some artistic bike racks to enhance the sense of place of your community.
- Allow access to suitable public lands for mountain bicyclists. Ensure to connect any off-road trails and facilities to your bicycle network.

- Promote active transportation by reducing traffic speeds. Consider lowering the speed limit to 25 mph or lower on non-arterial roads, especially in denser areas, around schools and shopping centers, and in neighborhoods. Use traffic calming measures and low speed design principles to achieve higher compliance rates. Speed has been identified as a key risk factor in road traffic injuries, influencing both the risk of a road traffic crash as well as the severity of the injuries that result from crashes. For instance, pedestrians and cyclists have a 90% chance of survival if hit by a car travelling at a speed of 20 mph or below, but less than a 50% chance of surviving an impact of 30 mph or above. Studies also generally report a positive association between traffic safety (perceived and/or measured) and walking and cycling, particularly among women.
- Implement road diets in appropriate locations to make streets more efficient and safe. Use the newly created space for bicycle and pedestrian facilities.
- Implement broader transportation policies and programs that encourage alternative transportation choices, such as maximum/no minimum car parking standards or shared-parking allowances to complement your community's infrastructure investments and programs.
- Adequately maintain your on and off road bicycle infrastructure to ensure usability and safety. Increase

the frequency of sweepings and address potholes and other hazards faster.

- Develop an easier mechanism that will allow cyclists to report hazards to traffic engineers and planners, such as a hotline or an online reporting tool.

Long Term Goals

- Implement land use policies that minimize large lot/low density development to better facilitate bicycling, pedestrian and transit trips. Require a mix of uses throughout the community to further shorten the distances people need to bike. Consider a form-based code to allow for flexible land uses and to provide a comfortable and convenient built environment for pedestrians and cyclists.
- Develop solutions to physical barriers in order to provide convenient bicycle access to all parts of the community.
- Improve the connectivity of your street network. Both increased intersection density and additional street connectivity are associated with more walking, biking, and transit use due to greater directness of travel and more route choice options.
- Develop a system of bicycle boulevards, utilizing quiet neighborhood streets, that creates an attractive,

convenient, and comfortable cycling environment welcoming to cyclists of all ages and skill levels. Learn how to do it at <http://www.ibpi.usp.pdx.edu/guidebook.php>. Use the [Bicycle Boulevards section](#) of the NACTO Urban Bikeway Design Guide for design guidelines.

- Make intersections safer and more comfortable for cyclists. Include elements such as color, signage, medians, signal detection, and pavement markings. The level of treatment required for bicyclists at an intersection will depend on the bicycle facility type used, whether bicycle facilities are intersecting, the adjacent street function and land use. See the [NACTO design guidelines](#) and the 2012 [AASHTO Guide for the Development of Bicycle Facilities](#) for recommended intersection treatments.

Education

Low hanging fruit and fast results

- Integrate basic street skills training into the BE BRIGHT program.
- Consider offering more bicycle education for children and youth outside of school through youth recreation programs, helmet fit seminars or a [Safety Town](#) program.

- Consider creating a Bicycle Ambassador program. Have Ambassadors attend community and private events year-round to talk to residents and visitors of all ages about bicycling and to give bicycle safety demonstrations. They can also offer bike commuting presentations for area businesses.
- Team with a local bicycle group or shop to offer regular bike maintenance workshops at parks, libraries, community centers or at events. A short tutorial on how to change a flat tire can empower a person to ride their bike more often.
- Regularly host Traffic Skills 101 or bike commuter courses for engineers and planners to better understand cyclists' needs. For more information visit: www.bikeleague.org/programs/education/

Long Term Goals

- Bicycle-safety education should be a routine part of public education, and schools and the surrounding neighborhoods should be particularly safe and convenient for biking. Work with your Bicycle Advisory Committee, local bicycle groups or interested parents to expand the existing Safe Routes to School (or equivalent) program to all elementary schools, middle schools and high schools. For more information, see the [National Highway Traffic Safety Administration's Safe Routes To School Toolkit](#) or visit www.saferoutesinfo.org.

- Start a bicyclist and motorist ticket diversion program. Road users given a citation are offered an opportunity to waive fees for violations by attending a bicycling education course. This course should include a classroom and on-road component. See what [Pima County](#) and [San Diego County](#) have done.
- Start a motorist education program for professional drivers. See San Francisco's [Frequent Driver Education](#).
- Increase your efforts to ensure your bicycle education programs reach traditionally underserved populations, particularly seniors, women, minorities, non-English speakers and the disabled.
- Consider offering a 'Summer Streets' type event, closing off a major corridor to auto traffic and offering the space to cyclists, pedestrians and group exercise events.
- Set up and promote a bicycle-themed community celebration or social ride each time a new bicycle related project is completed. This is a great way to show off the community's good efforts and introduces new users to the improvement.
- Encourage local public agencies, businesses and organizations to promote cycling to the workplace and to seek recognition through the free [Bicycle Friendly Business program](#). Businesses will profit from a [healthier, happier and more productive workforce](#) while the community would profit from less congestion, better air quality, public bike parking in prime locations provided by businesses, new and powerful partners in advocating for bike infrastructure and programs on the local, state and federal level, and business-sponsored public bike events or classes. Your community's government should be the model employer for the rest of the community.
- Encourage Napa Valley College and Pacific Union College to promote cycling and to seek recognition through the [Bicycle Friendly University program](#). Many colleges and universities have embraced the growing enthusiasm for more bicycle-friendly campuses by incorporating bike share programs, bike co-ops,

Encouragement

Low hanging fruit and fast results

- Host, sponsor and/or encourage a variety of social and family-friendly bicycle-themed community events year-round, such as a bike movie festival, a 4th of July bike parade, an "increase-your-appetite" Thanksgiving community ride, a dress-like-Santa community ride before Christmas, a bicycle fashion show (stylish alternatives to spandex), a Halloween bike decoration competition, a bike to the arts event, etc. Work closely with local bicycle groups, bike shops and schools. Provide appropriate safety measures such as road closures or police escorts.

bicycling education classes and policies to promote bicycling as a preferred means of transportation. The community could potentially profit as well:

Communities near a BFU such as Stanford or University of California at Davis have a very high number of regular bicyclists (as many students bike to campus, shops and restaurants), less congestion around campus, safer streets and university-hosted public bicycle events, programs and classes.

- Establish a community cycling center that assist commuters and tourists, and provides space for bike education classes with the markings painted on the lot. See what the Community Cycling Center in Portland, OR does: <http://www.communitycyclingcenter.org/>
- Recreational bicycling can be promoted through bicycle amenities such as a mountain bike park, a cyclocross course or a pump track. Ensure that the facilities are accessible by bicycle, so that there is no need to drive to ride.

Enforcement

Low hanging fruit and fast results

- Ensure that police officers are initially and repeatedly educated on the “Share the Road” message and traffic law as it applies to bicyclists and motorists. Training is offered by the International Police Mountain Bike Association, the Law Enforcement Bicycle Association

and the National Highway Traffic Safety Administration. Here are some recommended Law Enforcement Products: Bicycle Safety [seminar](#); National Highway Traffic Safety Administration [video](#); Law Enforcement’s [Roll Call Video: “Enforcing Law for Bicyclists”](#); and [Enhancing Bicycle Safety: Law Enforcement’s Role](#) (CD-ROM Training).

- Have police officers distribute helmets, bike lights and bike locks (or coupons to the local bike shop for each item) to encourage all types of cyclists to ride more safely, discourage bike theft and remove the barriers to attaining these essential bike accessories.
- Ask police officers to use targeted information and enforcement to encourage motorists and cyclists to share the road safely. This could be in the form of a brochure or tip card explaining each user’s rights and responsibilities. Have information material available in Spanish, if applicable.
- Ask police officers to target both motorist and cyclist infractions to ensure that laws are being followed by all road users. Ensure that bicycle/car crashes are investigated thoroughly and that citations are given fairly.
- Enforcement practices could also include positive enforcement ticketing. Police officers could team up with local stores to reward safe cycling practices by

handing out gift certificates to cyclists who are “caught” following the law.

- Have a number of officers patrol streets on bikes, as it gives officers a better understanding of the conditions for cyclists. Also ensure that secluded off road paths are regularly patrolled to improve personal safety and encourage more people to take advantage of this amenity.
- Provide safety amenities such as adequate street lighting and emergency call boxes, and offer services such as non-mandatory bike registration and missing bike recovery assistance.
- Pass more laws that protect cyclists, e.g. implement specific penalties for motorists for failing to yield to a cyclist when turning, make it illegal to park or drive in a bike lane (intersections excepted), implement penalties for motor vehicle users that ‘door’ cyclists, ban cell phone use and texting while driving, specifically protect all vulnerable road users, formalize a legal passing distance of 3 feet, and make it illegal to harass a cyclist.

Evaluation/Planning

Low hanging fruit and fast results

- Regularly conduct research on bicycle usage beyond the U.S. Census’ Journey to Work report to more efficiently distribute resources according to demand. Conduct

yearly counts using automated and manual counters in partnership with advocacy organizations. Consider participating in the National Bicycle and Pedestrian Documentation Project.

- Routinely conduct pre/post evaluations of bicycle-related projects in order to study the change in use, car speed and crash numbers. This data will be valuable to build public and political support for future bicycle-related projects.
- Adopt a target level of bicycle use (e.g. percent of trips) to be achieved within a specific timeframe, and ensure data collection necessary to monitor progress.
- Expand efforts to evaluate bicycle crash statistics and produce a specific plan to reduce the number of crashes in the community. Available tools include Intersection Magic and the Pedestrian and Bicyclist Crash Analysis Tool. See the report Bicyclist Fatalities and Serious Injuries in New York City 1996-2005
- Consider measuring the Bicycle Level of Service (BLOS) on community roads and at intersections, to be able to identify the most appropriate routes for inclusion in the community bicycle network, determine weak links and hazards, prioritize sites needing improvement, and evaluate alternate treatments for improving bike-friendliness of a roadway or intersection: <http://www.bikelib.org/bike-planning/bicycle-level-of-service/> (roads) and

<http://www.bicyclinginfo.org/library/details.cfm?id=4425> (intersections).

- Implement a community-wide trip reduction program or ordinance. See good examples [here](#).
- Consider individualized marketing to identify and support current and potential bike commuters in your community. See what Bellingham, WA is doing: www.whatcomsmarttrips.org
- Consider conducting an economic impact study on bicycling in your community. [Read about](#) what Portland, OR has done.

- Establish a mechanism that ensures that bicycle facilities and programs are implemented in traditionally underserved neighborhoods.

Long Term Goals

- Ensure that there is dedicated funding for the implementation of the bicycle master plan.
- Work with your mountain bike community to develop a plan for off-road access to increase opportunities for [singletrack](#) riding within the community.

For more ideas and best practices please visit the [Bicycle Friendly Community Resource Page](#).



August 26, 2013
ATAC Agenda Item 9
Continued From: NEW
Action Requested: **INFORMATION**

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
REPORT BY: Eliot Hurwitz, Program Manager for Planning
(707) 259-8782 / Email: ehurwitz@nctpa.net
SUBJECT: Safe Routes to Transit (SR2T) Grant Program

RECOMMENDATION

The ATAC review SR2T program and make recommendations.

EXECUTIVE SUMMARY

The Safe Routes to Transit (SR2T) program awards grants to improve facilities and encourage walking and bicycling to regional transit in and around the bridge corridors. The program is funded by Regional Measure 2 (RM2), and is administered by the Metropolitan Transportation Commission (MTC), TransForm, and the East Bay Bicycle Coalition.

FISCAL IMPACT

Is there a Fiscal Impact? \$4M in grant funds will be available for competitive awards throughout the Bay Area.

BACKGROUND AND DISCUSSION

Bicycling and walking are cost-effective and sustainable ways to reach regional transit stations, yet many commuters cite safety as the main reason they drive instead. SR2T promotes bicycling and walking to transit stations by funding projects and plans that make non-motorized feeder trips easier, faster, and safer. Improvements in the safety and convenience of bicycling and walking to regional transit provides alternative transportation and encourages commuters to leave their cars at home.

SR2T funds may be used for:

- Secure bicycle storage at transit stations/stops/pods.
- Safety enhancements for ped/bike station access to transit stations/stops/pods.
- Removal of ped/bike barriers near transit stations.

- System-wide transit enhancements to accommodate bicyclists or pedestrians.

2013 is the final year of a five (5) year funding cycle.

Only public agencies may apply for funding, however they may partner with nonprofits or other community organizations. Partnerships between public agencies, and between departments within an agency, are encouraged.

The SR2T is a unique program that builds a nexus between walking/biking and transit. SR2T encourages project applicants to work together with neighboring jurisdictions and with transit agencies to submit broad-reaching projects. In addition, project applicants are also strongly encouraged to include both pedestrian and bicycle improvements in their project applications, resulting in transit stations to which it is generally safe to walk *and* to bicycle. Another important feature of SR2T program is the personal security aspect of the program. Eligible projects include those that improve the personal security of pedestrians and bicyclists in and around transit stations/stops. Finally, a unique aspect of SR2T is its goal to encourage innovative projects that can serve as models for other communities.

The SR2T program encourages projects that expand the options available for improving bicycling and walking and that may be used as a model across the region. One way SR2T encourages innovations and pilot projects is to allow an additional year (up to four years) for project completion, which provides time to resolve challenges associated with the innovation. The support for innovations does not mean that conventional bicycle/pedestrian projects are not encouraged. A well-designed bicycle/pedestrian project including commonly used facilities, such as bike lanes or high visibility crosswalks, could receive high scores.

Project Evaluation

The SR2T Advisory Committee will evaluate and score each application. Proposals will be evaluated using a variety of criteria which include:

- Bridge Nexus
- Personal Safety and Security
- Appropriate Solution for Conditions/Project Design
- Total Trip
- At-risk/Under-served Communities
- Local Support
- Implementation (Project Readiness)
- Multi-jurisdiction Projects
- Multimodal Projects

SUPPORTING DOCUMENTS

Attachments: (1) Frequently Asked Questions about the SR2T Program

SAFE ROUTES TO TRANSIT

Frequently Asked Questions/ Program Overview

This document summarizes the regional Safe Routes to Transit Program (SR2T) and provides additional information for project applicants. Funding for this program comes from Regional Measure 2 (RM2), which raised tolls on state-owned Bay Area bridges by \$1 and was approved by voters in 2004. Because RM2 has strict legal criteria governing its implementation, some of the rules and regulations associated with this grant program may be different from other bike/pedestrian funding programs.

WHAT IS THE PURPOSE OF SR2T?

The goal of the SR2T program is to increase the number of people who walk and bicycle to regional transit.

Regional traffic relief improvements involving bicycling and walking are cost-effective and sustainable ways to increase transit ridership, yet many commuters cite safety and convenience as the main reason they chose to drive instead of walking or biking. SR2T projects will promote bicycling and walking to transit stations by making important bike/pedestrian feeder trips easier, faster, and safer. By improving the safety and convenience of bicycling and walking to regional transit, SR2T will give commuters the opportunity to leave their cars at home, thereby decreasing bridge corridor congestion, which is the primary goal of Regional Measure 2.

WHO IS ELIGIBLE TO APPLY?

Only public agencies may apply for funding, however they may partner with nonprofits or other community organizations. Partnerships between public agencies, and between departments within an agency, are encouraged.

Projects located in the nine Bay Area counties (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma) are eligible to receive funding from the SR2T program.

WHAT KINDS OF PROJECTS ARE ELIGIBLE TO RECEIVE FUNDING?

Regional Measure 2 legislation outlined the SR2T program as follows:

(20) Safe Routes to Transit: Plan and construct bicycle and pedestrian access improvements in close proximity to transit facilities. Priority shall be given to those projects that best provide access to regional transit services.

For SR2T purposes, eligible transit services are those that are regional in that they serve a corridor that crosses the Bay (e.g. a transbay bus) and those that directly link to regional service (e.g., feeder bus to Caltrain).

Therefore:

1. Only pedestrian and bicycle projects are eligible;

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2. All projects must improve bicycle and/or pedestrian access in close proximity to or within existing regional transit facilities;
3. Each project must have the potential to reduce congestion on a state-owned Bay Area bridge (i.e. all Bay Area bridges except the Golden Gate) by improving bicycle/pedestrian access to existing regional transit stops and stations; and,
4. Every project must result in a “deliverable product,” which may be:
 - a. A completed planning or transit study/environmental decision/project approval documentation when allocating to the environmental phase;
 - b. A final design package including contract documents when allocating to the final design phase;
 - c. Title to property/easements/rights of entry/possession or utility relocation when allocating to the right-of-way phase; or,
 - d. A completely constructed improvement (or vehicle acquisition/rehabilitation) available for public usage when allocating to the construction phase.

Projects and expenses that are **not eligible** for funding include:

- Non-bicycle and non-pedestrian projects
- Landscaping/beautification projects
- Projects that do not connect to existing regional public transportation
- Feasibility studies or conceptual designs alone (these may be components of projects, but are not eligible products on their own)
- Projects that result in congestion reduction only on the Golden Gate Bridge
- Operations or maintenance expenses

Note: Although both plans and capital projects are eligible for funding, SR2T will not consider combined a plan and capital project proposal as a single proposal. Please separate these components into distinct applications; if the capital project depends on the outcome of the plan, please apply for funding for the plan now and apply for the capital portion in a future cycle of SR2T funding.

WHAT TYPES OF PROJECTS HAVE BEEN FUNDED IN THE PAST?

- Pedestrian and bikeway facility construction
- Pedestrian and bicycle improvements on transit vehicles and at stations
- Secure bicycle storage on transit vehicles and at stations
- Planning for pedestrian and bicycle access around transit stations

An ideal transit stop or station would have safe and convenient bicycle and pedestrian access from all directions, secure bicycle parking at the station/stop, and good accommodation of bicyclists and pedestrians on-board transit vehicles. Safe Routes to Transit seeks to fund projects that help realize these outcomes. Pilot and innovative projects are encouraged.

A list of the projects selected for funding in the first four cycles of Safe Routes to Transit is available at: <http://www.TransformCA.org/sr2t/sr2t-funded-projects>

WHAT IS THE TIMELINE FOR THIS FUNDING CYCLE?

HOW MUCH MONEY IS AVAILABLE AND WHAT IS THE MAXIMUM AND MINIMUM AWARD?

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\$4.3 million is available for this funding cycle. Regional Measure 2 provides \$20 million for the Safe Routes to Transit grant program. The funds are being distributed over five funding cycles of approximately \$4 million each. This is the fifth and last funding cycle.

The program has a minimum grant award of \$100,000 for capital projects and a minimum grant award of \$25,000 for planning projects. The maximum grant award for capital projects with only one sponsoring agency is \$500,000. The maximum grant award for capital projects with two or more sponsoring agencies request is \$750,000. For planning projects with only one sponsoring agency, applicants are strongly encouraged to limit their funding request to \$100,000 and, for planning projects with two or more sponsoring agencies, to limit their funding request to \$200,000.

Grant awards are competitive and there is no guarantee of an award for projects that meet certain criteria.

July 10, 2013	Call for Projects released
September 30, 2013, 3:00 p.m.	Deadline for Applications
October - November 2013	Projects reviewed by SR2T Advisory Committee
December, 2013	Recommended project list presented to relevant MTC committees
January 2014	MTC Commission approves Cycle V SR2T grant awards
February 2014	Recipients begin coordinating project initiation and receipt of funds with MTC and TransForm

IS A LOCAL MATCH REQUIRED?

No matching funds are required. However, the scoring criteria will give an advantage to projects with outside sources of funding.

IS A RESOLUTION REQUIRED?

A resolution does not need to be submitted with the application. If a project is selected, an authorizing resolution will be required. Please note that scoring takes into account demonstrated agency board support for the proposed project/plan.

WHY DO I NEED TO FILL OUT MTC'S ROUTINE ACCOMMODATION CHECKLIST?

MTC's Routine Accommodations Checklist is intended for use on projects at their earliest conception or design phase to ensure that any pedestrian or bicycle consideration can be included in the project budget. The R.A. Checklist is required for Regional Measure 2 funded projects. To fill out the checklist, you need a password and login from your county's Congestion Management Agency. The following are a list of contacts to obtain the password and login for different Bay Area Counties:

Alameda County Congestion Management Agency

Vivek Bhat <vbhat@accma.ca.gov>

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Contra Costa Transportation Authority
Amin AbuAmara < aabuamara@ccta.net >

Transportation Authority of Marin
David Chan < dchan@tam.ca.gov >

Napa County Transportation Planning Agency
Eliot Hurwitz < ehurwitz@nctpa.net >

San Francisco County Transportation Agency
Ben Stupka < ben.stupka@sfcta.org >

City/County Association of Governments
Sandy Wong < slwong@co.sanmateo.ca.us >

Valley Transportation Authority
Marcella Rensi < marcella.rensi@vta.org >

Solano County Transportation Authority
Sara Woo < swoo@sta-snci.com >

Sonoma County Transportation Authority
Seana Gause < sgause@sctainfo.org >
Lynn March < lmarch@sctainfo.org >

After completing the Checklist, your County Congestion Management Agency is required to make completed checklists available to their Bicycle and Pedestrian Advisory Committee (BPACs) for review. Learn more and complete the checklist at:
http://www.mtc.ca.gov/planning/bicyclespedestrians/routine_accommodations.htm

HOW MANY APPLICATIONS MAY BE SUBMITTED?

An agency may serve as the primary project applicant for a maximum of **three (3)** different applications. Agencies are not limited in how many applications they can submit as a secondary project applicant.

HOW SHOULD MULTI-AGENCY APPLICATIONS BE SUBMITTED?

A letter of support is not enough to qualify a project for multi-jurisdictional status. Each project sponsor must demonstrate joint involvement in administering the project. The agency listed as "primary applicant" will be the one responsible for submitting the application and coordinating the funding agreement with the MTC. The "primary applicant" will also be responsible for coordinating the other co-applicants' involvement in the project completion.

Letters from secondary applicants must be submitted as attachments to an application, and must include a description of the secondary agency's role, including staffing, funding, and other commitments of participation.

WHAT MAKES SR2T UNIQUE AS A FUNDING SOURCE?

The SR2T program is not exactly like other bicycle/pedestrian funding sources. Aside from

the necessary transit station/stop component of the program, there are other unique requirements. SR2T encourages project applicants to work together with neighboring jurisdictions and with transit agencies to submit broad-reaching projects. In addition, project applicants are also strongly encouraged to include both pedestrian and bicycle improvements in their project applications, resulting in transit stations to which it is generally safe to walk and to bicycle. Another important feature of SR2T program is the personal security aspect of the program. Eligible projects include those that improve the personal security of pedestrians and bicyclists in and around transit stations/stops (ex: lighting improvements, wayfinding signage, etc).

Finally, a unique aspect of SR2T is its goal to encourage innovative projects that can serve as models for other communities. The SR2T program encourages projects that expand the options available for improving bicycling and walking and that may be used as a model across the region. One way SR2T encourages innovations and pilot projects is to allow an additional year (up to four years) for project completion, which provides time to resolve challenges associated with the innovation. The support for innovations does not mean that conventional bicycle/pedestrian projects are not encouraged. A well-designed bicycle/pedestrian project including commonly used facilities, such as bike lanes or high-visibility crosswalks, should receive high scores.

HOW WILL THE APPLICATIONS BE EVALUATED?

Program sponsors (TransForm, East Bay Bicycle Coalition (EBBC), and MTC) will work with applicants to clarify any necessary information about submitted projects before passing applications on to the SR2T Advisory Committee for review. The SR2T Advisory Committee will evaluate and score each application. Proposals will be evaluated using a variety of criteria, which are outlined in the Scoring Criteria document.

These scoring criteria include, for example:

- Bridge Nexus
- Personal Safety and Security
- Appropriate Solution for Conditions/Project Design
- Total Trip
- At-risk/Under-served Communities
- Local Support
- Implementation (Project Readiness)
- Multi-jurisdiction Projects
- Multimodal Projects
- Significant leveraging of outside funding
- Innovation
- Traffic Safety/Calming

These scoring criteria alone will not determine which projects are funded. Equity criteria and innovation, among other criteria, will be considered to determine the final list of recommended projects, including:

- *Modal Equity:* A balance of bicycle and pedestrian projects over the life of the funding program.

- *Geographic Equity:* Equitable distribution of funds throughout the region over the life of the Funding Program, roughly proportional with the number of each county's population paying the bridge tolls.
- *Innovation:* Safe Routes to Transit encourages innovative projects that go beyond the Caltrans Highway Design Manual, the AASHTO Greenbook, and other applicable standards. The program seeks to fund projects that would serve as models that might be applied elsewhere, approaches safety and access issues in a new way, improves upon a standard design, and those that--if successful--might be included in standards such as the Caltrans Highway Design Manual.
- *Performance on past grant awards:* Safe Routes to Transit Advisory Committee will consider agencies' performance on past SR2T grant awards, including compliance with SR2T reporting requirements, schedule, and ability to deliver proposed project/plan.

Once the SR2T Advisory Committee has scored the applications and determined a list of recommended projects to receive funding, the MTC Commission will review and approve and final list of project to be awarded funds.

WHAT IS THE FUNDING PROCESS?

After submission, applications will be reviewed by the Advisory Committee. The Committee will submit its recommendations to MTC's Programming and Allocations Committee for recommended approval, and then to MTC's full Commission for final approval. Awardees will be notified of their selection once the MTC Committee has approved the list. At this point, project sponsors will be notified and have three years within which to complete their funded projects or plans.

Please note: Before allocations may be issued or reimbursable expenses may be accrued, the selected projects must submit an Initial Project Report (IPR), which include a refined workplan and budget. MTC and TransForm will work with the project sponsors to ensure that IPRs include enough detail for the allocation of funds. This may require TransForm to follow up with project sponsors on questions regarding specific project scope and work products in response to submitted IRPs. Once an IPR is completed, MTC will adopt an allocation for the project and issue a finance letter to each of the project sponsors confirming the allocation and summarizing invoicing logistics. At this point, and not before, the project may begin to incur expenses that may be reimbursed with SR2T funds.

Project sponsors will send invoices to MTC directly, once an IPR is approved by MTC and reimbursable expenses are incurred. MTC staff will review the invoices for eligible expenses based on the workplan and estimated budget plans. The project sponsors will summarize the billable activities within the invoices to MTC.

On an annual basis, TransForm will communicate with each of the project sponsors about their progress on their individual projects for the SR2T progress report. It is the sponsoring agencies' responsibility to complete these on time and return these to TransForm. Furthermore, sponsoring agencies are responsible for informing TransForm when/if the staff contact for the project changes.

Specific funding requirements associated with RM2 and SR2T include:

- All funds will be distributed on a reimbursement basis after allocation approval and subsequent submittal of invoices.
- Project sponsors may begin incurring project costs as of the date the MTC Commission approves the allocation of funds (note that this is not the same as the Commission's approval of the grant award list; allocation approval requires submittal of an IPR as discussed above). No reimbursements shall be made prior to the execution of a Funding Agreement.
- Overhead for the implementing agency may be reimbursed up to 50% of direct staff costs. Consultant overhead costs are not subject to the 50% reimbursement limit.
- Failure to meet the timely use of fund requirements, meet the project schedule without compelling reason, file required reports, or comply with applicable regulations could result in loss or withholding of funding.
- Funded projects shall agree to use RM2 and SR2T logos on all signage, newsletters, and marketing materials associated with the project.

WHAT ARE THE DEADLINES FOR EXPENDING FUNDS?

Once MTC approves the list of grantees submitted by the SR2T Advisory Committee, the project sponsor has three (3) years to complete construction (or planning process if the award is for the creation of a plan). If your project cannot be completed in this time, please consider applying for a SR2T grant in a subsequent year. Exceptions will be made for projects that are highly innovative; in these cases, additional time will be awarded along with project's announcement of funding. For projects that are "innovative", applicants have up to four (4) years to complete construction.

WHAT ARE THE SUBMITTAL REQUIREMENTS?

A complete application submission includes four (5) paper copies, unbound; all material, including attachments, maps, and graphics should be printed in black and white on 8 1/2" x 11" paper to ensure easy reproduction. All applications should also be submitted electronically, either by including a labeled flash drive (if you want it mailed back) with your application packet, or by uploading your application as one file to: <https://dropbox.yousendit.com/SR2T>

Applications are due at 3:00 PM on Monday, September 30, 2013 at the TransForm office; post marks **will not** suffice:

SR2T Project Application
TransForm, Attn: Clarrissa Cabansagan
436 14th St., Suite 600
Oakland, CA 94612

QUESTIONS, WHO DO I TALK TO?

Regional Measure 2 designated TransForm (formerly the Transportation and Land Use Coalition) and the East Bay Bicycle Coalition (EBBC) as the SR2T program administrators. The Metropolitan Transportation Commission (MTC) is the public administrator. Once projects are selected for funding, individual agencies will work directly with MTC for

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funding allocation.

Please consult the resources available on the website:
<http://www.transformca.org/campaign/sr2t>

If you have any further questions about the Safe Routes to Transit Program, please contact:

Clarrissa Cabansagan
TransForm
(510) 740-3150 x333
ccabansagan@TransformCA.org