



625 Burnell Street, Napa CA 94559

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

**AGENDA**

**Monday, January 26, 2015  
5:00 PM**

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

**General Information**

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

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

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

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

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

## ITEMS

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

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

<b>6.</b>	<b><u>CONSENT ITEMS (6.1)</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
6.1	Approval of Meeting Minutes of December 8, 2014 (Diana Meehan) <i>(Pages 4-6)</i>	APPROVE	5:20 PM
<b>7.</b>	<b><u>REGULAR AGENDA ITEMS</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
7.1	Nomination and Election of Chairperson and Vice Chairperson of the Active Transportation Advisory Committee (ATAC) (Diana Meehan) <i>(Pages 7-8)</i>  ATAC action will nominate and elect a Chair and Vice Chair for CY 2015	APPROVE	5:20 PM
7.2	Active Transportation Program (ATP) Update (Diana Meehan) <i>(Pages 9-56)</i>  Staff will provide an update on the ATP	INFORMATION	5:40 PM
7.3	Transportation for Clean Air (TFCA) Expenditure Plan – Fiscal Year End 2016 Call For Projects (Diana Meehan) <i>(Pages 57-70)</i>  ATAC will 1) recommend the approval of the FYE 2015 TFCA Expenditure Plan and 2) issue a call for projects.	INFORMATION	5:50 PM

- |    |  |                                      |
|----|--|--------------------------------------|
| 8. | <b><u>FUTURE AGENDA ITEMS</u></b>  | 6:40 PM                              |
| 9. | <b><u>ADJOURNMENT</u></b>  | <b><u>RECOMMENDATION</u></b> 6:45 PM |
|    | 9.1 Approval of next Regular Meeting<br>Date of February 23, 2015 and<br>Adjournment | APPROVE                              |

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA, by 5:00 p.m., Monday, January 19, 2015.

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Karalyn E. Sanderlin, NCTPA Board Secretary

**Napa County Transportation and Planning Agency (NCTPA)**

**Active Transportation Advisory Committee (ATAC)**

***MINUTES***

**Monday, December 8, 2014**

**ITEMS**

**1. Call to Order**

Meeting was called to order at 5:00 pm

Members Present:

Barry Christian  
Mike Costanzo (Vice Chair)  
Anne Darrow  
Dieter Deiss  
Joel King  
Paul Wagner (Chair)  
Eric Hagyard

Members Absent:

Gabriela Gonzalez McNamara

**2. Introductions**

Danielle Schmitz, NCTPA Planning Manager; James Eales Town of Yountville ATAC appointee; Steve Crosley, Fehr & Peers, Kendra Rowley, Fehr & Peers.

**3. Public Comments**

None

**4. ATAC Member and Staff Comments**

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

- Mixer at Downtown Joes on January 11, 2015
- Kids bikes available for donation: 12" to 24" sizes available

Committee member Anne Darrow gave an SRTS update:

- Walk and Roll Days - every Friday, 7 schools participating

Staff member Diana Meehan announced ATAC committee appointment of Donna Hinds by the St. Helena City Council. Ms. Hinds' recommendation will go to the NCTPA Board for approval at the January 21, 2015 meeting.

**5. Routine Accommodations/Complete Streets Checklist Review**

None.

**6. CONSENT ITEMS (6.1)**

**6.1 Approval of Meeting Minutes of October 27, 2014**

**MOTION MADE by COSTANZO SECONDED by KING to APPROVE the minutes as amended. Motion Passed Unanimously.**

Amendment: Bike path closure was between Pueblo and California, not Vallejo and Lincoln.

**7. REGULAR AGENDA ITEMS**

**7.1 Countywide Pedestrian Master Plan Overview**

Consultants Steve Crosley and Kendra Rowley gave an overview of the process and timeline for developing the Countywide Pedestrian Master Plan.

**7.2 Active Transportation Advisory Committee (ATAC) Member Appointment**

Mr. James Eales appointment as representative from the Town of Yountville was approved.

**MOTION MADE by KING SECONDED by DARROW to APPROVE the Appointment. Motion Passed Unanimously.**

**7.3 Active Transportation Advisory Committee 2015 Work Plan**

The committee approved the 2015 Work Plan with the following changes/additions:

- Review Bicycle and Pedestrian Plan Programs-Quarterly with an annual Live Streamed Open Forum Meeting (staff will investigate ability to live stream)
- Add-Best Practices Review for bicycle and pedestrian projects and programs-semi-annual
- Add-Safety and Enforcement-Quarterly visits from law enforcement agencies
- Add-Live Healthy Napa County (LHNC)-Semi Annual Coordination meeting

**MOTION MADE by KING SECONDED by DARROW to APPROVE the Work Plan as amended. Motion Passed Unanimously.**

**7.4 Draft Methodology for Bicycle and Pedestrian Counts and Surveys**

The committee approved the Draft Methodology for Bicycle and Pedestrian Counts and surveys with the following changes and additions & suggestions:

- Include Saturday in count days
- Add an annual calendar of events (no counts on event days unless this data is desired) Include all major events
- Use Volunteer Center for staffing Counts
- Consider promoting and encouraging use of “Textizen” Cell Phone application for gathering survey information
- Consider doing surveys through “Next Door”
- Add tourist related question to survey
- Each ATAC representative will review potential count locations from their respective jurisdictions and recommend 3-5 locations for counting

**MOTION MADE by KING SECONDED by COSTANZO to APPROVE the Draft Methodology for Bicycle and Pedestrian Counts and Surveys as amended. Motion Passed Unanimously.**

**7.5 Napa Countywide Transportation Plan: Vision 2040 *Moving Napa Forward* Update**

The ATAC committee received an update on the status of the Countywide Transportation Plan: *Vision 2040 Moving Napa Forward* from Planning Manager, Danielle Schmitz.

The committee was informed of the timeline and upcoming meeting dates.

**8. Topics for Next Meeting**

- Office of Traffic Safety Funding for Safety Campaign
- Active Transportation Program Update
- Election of Chair and Vice Chair
- Lifeline Transportation Program

**9. Approval of Meeting Date of January 26, 2015 and Adjournment**

The next meeting date was approved

Meeting Adjourned at 7:15 PM.



January 26, 2015  
ATAC Agenda Item 7.1  
Continued From: New  
**Action Requested: ACTION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

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**TO:** Active Transportation Advisory Committee (ATAC)  
**REPORT BY:** Diana Meehan, Assistant Program Planner/Administrator  
(707) 259-8327 / Email: dmeehan@nctpa.net  
**SUBJECT:** Nomination and Selection of Chairperson and Vice Chairperson of  
the Active Transportation Advisory Committee (ATAC)

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### **RECOMMENDATION**

That the ATAC nominate and elect a Chairperson and Vice Chairperson to serve on the committee for the 2015 calendar year.

### **EXECUTIVE SUMMARY**

Article VI, Section 1 of the Active Transportation Advisory Committee (ATAC) Bylaws requires that the committee nominate and select a Chairperson and Vice Chairperson at the first meeting of the calendar year.

The committee Chairperson will preside over meetings and give general direction to the committee. The Vice Chairperson will provide assistance to the Chairperson and will preside over meetings in the absence of the Chairperson.

An ATAC member list with term expirations is provided for reference.

### **SUPPORTING DOCUMENT**

Attachments: (1) ATAC Membership Roster

**ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC)  
 MEMBERSHIP ROSTER**

<b>MEMBERS ATAC</b>	<b>REPRESENTING</b>	<b>TERM ENDS</b>	<b>NCTPA APPOINTMENT DATE</b>
Michael Costanzo ( <b>Vice Chair</b> )	Napa County	March 1, 2017	March 2014
Barry Christian	American Canyon	April 1, 2017	April 2014
Gabriella Gonzalez-McNamara	City of Napa	Sept. 1, 2016	March 2013
<b>Paul Wagner (Chair)</b>	<b>City of Napa</b>	<b>January 1, 2015</b>	Reappointment Feb. 2015
Joel King	City of Napa	Sept. 1, 2016	March 2013
Anne Darrow	City of Napa	Sept. 1, 2016	March 2013
Eric Hagyard	City of Napa	Sept. 1, 2017	September 2014
James Eales	Yountville	January 1, 2018	December 2014
Donna Hinds	St. Helena	Feb. 1, 2018	January 2015
Dieter Deiss	Calistoga	March 1, 2017	March 2014
<b>VACANT</b>	<b>Napa County</b>	<b>January 1, 2015</b>	Open Recruitment

Terms are for three years



January 26, 2015  
ATAC Agenda Item 7.2  
Continued From: NEW

**Action Requested: INFORMATION/DISCUSSION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

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

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### **RECOMMENDATION**

Information Only

### **EXECUTIVE SUMMARY**

The Active Transportation Program (ATP) is a program of projects adopted by the California Transportation Commission (CTC) for allocation of transportation funds for projects with the overall goal to encourage increased use of active modes of transportation. The ATP funds are distributed through three competitively awarded components: Statewide component (50%), Small Urban and Rural component (10%), and the Metropolitan Planning Organization (MPO) component (40%).

Annual funding for the program is approximately \$129 million and is made up of both federal and state funds. A minimum of \$24 million of the statewide competitive program is available for safe routes to schools projects; \$7.2 million funds the state technical resource center and non-infrastructure grants.

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

The ATP Cycle 2 timeline will remain similar to Cycle 1, with program guideline adoption and call for projects in March 2015. Applications will be due by May 31, 2015. Currently proposed guideline changes include:

- **Timeline:** State/Small Urban, Rural and MPO call for projects may be concurrent instead of sequential.

- **Match Requirement:** 11.47% Match may be eliminated (there is discussion on awarding extra points for projects that leverage other funds)
- **Scoring Criteria:** Potential extra points for: project readiness (construction ready), multi-jurisdictional, projects that close gaps and projects that contribute to regional GHG reduction strategies.
- Funding amount similar to Cycle I but will be programmed over three years - FY 16/17 through 18/19. The earliest a project could receive funding is 2017.

**FISCAL IMPACT**

Is there a fiscal impact? No

**BACKGROUND AND DISCUSSION**

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

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

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

Comments on the draft guidelines will be accepted through January. Staff will provide information on the January workgroup meeting once it becomes available. A new application form will also be reviewed at workgroup meetings (see attachment 2)

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

Important dates are listed in the timeline below.

<b>Action-Statewide</b>	<b>Date</b>
Guidelines Hearing	February 2015 (Exact date TBD)
CTC Adopts ATP Guidelines	March 26, 2015
Call for Projects	March 26, 2015
Applications Due to Commission	May 31, 2015
Staff Recommendations	September 30, 2015
Adoption	October 22, 2015

<b>Action-MPO (MTC)</b>	<b>Date</b>
Call for Projects	March 26, 2015
Applications Due	May 31, 2015
MPO submit optional guidelines to CTC	May 31, 2015
CTC approves/rejects guidelines	June 25, 2015
Projects not programmed distributed to MPO	October 22, 2015
MPO project recommendations to CTC	November 15, 2015
CTC Adoption of Regional Projects	December 10, 2015

<b>Other</b>	<b>Date</b>
ATP Application Workshops	March-May 2015

Questions about the 2015 ATP can be addressed to Laurie Waters at (916) 651-6145 or [laurie.waters@dot.ca.gov](mailto:laurie.waters@dot.ca.gov).

**SUPPORTING DOCUMENTS**

- Attachments: (1) 2015 Active Transportation Program Guidelines January 22, 2015  
 (2) Active Transportation Program Cycle 2 Project Application

**2015**  
**ACTIVE TRANSPORTATION PROGRAM**  
**GUIDELINES**

*January 22, 2015*

**California Transportation Commission**



**CALIFORNIA TRANSPORTATION COMMISSION  
2015 ATP GUIDELINES  
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## **I. Introduction**

### **1. Background**

The Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking.

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

The California Transportation Commission (Commission) must hold at least two public hearings prior to adopting the Active Transportation Program guidelines. The Commission may amend the adopted guidelines after conducting at least one public hearing. The Commission must make a reasonable effort to amend the guidelines prior to a call for projects or may extend the deadline for project submission in order to comply with the amended guidelines.

### **2. Program Goals**

Pursuant to statute, the goals of the Active Transportation Program are to:

- Increase the proportion of trips accomplished by biking and walking.
- Increase the safety and mobility of non-motorized users.
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
- Ensure that disadvantaged communities fully share in the benefits of the program.
- Provide a broad spectrum of projects to benefit many types of active transportation users.

### **3. Program Schedule**

The guidelines for ~~an initial two-year~~ **the second** program of projects must be adopted by March 26, 2014 **2015**. ~~(within six months of enactment of the authorizing legislation). No later than 45 days prior to adopting the initial set of guidelines for the Active Transportation Program, the Commission must submit the draft guidelines to the Joint Legislative Budget Committee.~~

This second program of projects must be adopted by the Commission by December 2015. Subsequent programs must be adopted not later than April 1 of each odd-numbered year; however, the Commission may alternatively elect to adopt a program annually.

The following schedule lists the major milestones for the development and adoption of the 2014 Active Transportation Program:

Guidelines hearing	<b>January 22, 2015</b>
Commission adopts Fund Estimate	<b>March 26, 2015</b>
<del>Guidelines submitted to the Joint Legislative Budget Committee</del>	<del>February 3, 2014</del>
Commission adopts Active Transportation Program Guidelines	<b>March 26, 2015</b>
Call for projects	<b>March 26, 2015</b>
Project applications to <del>Caltrans</del> <b>Commission</b>	<b>May 31, 2015</b>
Large MPOs submit optional guidelines to <del>Caltrans</del> <b>Commission</b>	<b>May 31, 2015</b>
Commission approves or rejects MPO guidelines	<b>June 25, 2015</b>
Staff recommendation for statewide and rural/small urban portions of the program	<b>Sept. 15, 2015</b>
Commission adopts statewide and rural/small urban portions of the program	<b>October 22, 2015</b>
Projects not programmed distributed to large MPOs based on location	<b>October 22, 2015</b>
Deadline for MPO project programming recommendations to the Commission	<b>Nov. 15, 2015</b>
Commission adopts MPO selected projects	<b>Dec. 10, 2015</b>

## II. Funding

### 4. Source

The Active Transportation Program is funded from various federal and state funds appropriated in the annual Budget Act. These are:

- 100% of the federal Transportation Alternative Program funds, except for federal Recreation Trail Program funds appropriated to the Department of Parks and Recreation.
- \$21 million of federal Highway Safety Improvement Program funds or other federal funds.
- State Highway Account funds.

In addition to furthering the goals of this program, all Active Transportation Program projects must meet eligibility requirements specific to at least one of the Active Transportation Program's funding sources.

## 5. Distribution

State and federal law segregate the Active Transportation Program into multiple, overlapping components. The Active Transportation Program Fund Estimate must indicate the funds available for each of the program components. Consistent with these requirements, the Active Transportation Program funds must be distributed as follows:

- Forty percent to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000.

These funds must be distributed based on total MPO population. The funds programmed and allocated under this paragraph must be selected through a competitive process by the MPOs in accordance with these guidelines.

Projects selected by MPOs may be in either large urban, small urban, or rural areas.

A minimum of 25% of the funds distributed to each MPO must benefit disadvantaged communities.

The following statutory requirements apply specifically to the Southern California Association of Governments (SCAG)

- SCAG must consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria.
  - The criteria used by SCAG should include consideration of geographic equity, consistent with program objectives.
  - SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
  - SCAG must obtain concurrence from the county transportation commissions.
- Ten percent to small urban and rural areas with populations of 200,000 or less, with projects competitively awarded by the Commission to projects in those regions. Federal law segregates the Transportation Alternative Program into separate small urban and rural competitions based upon their relative share of the state population. Small Urban areas are those with populations of 5,001 to 200,000. Rural areas are those with populations of 5,000 or less.

A minimum of 25% of the funds in the Small Urban and Rural programs must benefit disadvantaged communities.

Projects within the boundaries of an MPO with an urban area with a population of greater than 200,000 are not eligible for funding in the Small Urban or Rural programs.

- Fifty percent to projects competitively awarded by the Commission on a statewide basis.

A minimum of 25% of the funds in the statewide competitive program must benefit disadvantaged communities.

~~In the initial program, a~~ **Additional minimums may be applied, such as a minimum** ~~minimum of \$24 million per year of the statewide competitive program is available for safe routes to schools projects, with at least \$7.2 million for non-infrastructure grants, including funding for a state technical assistance resource center, subject to the annual State Budget Act.~~

## 6. Matching Requirements

~~Projects must include at least 11.47% in matching funds except for projects predominantly benefiting a disadvantaged community, stand-alone non-infrastructure projects and safe routes to schools projects. The source of the matching funds may be any combination of local, private, state or federal funds. Although the Commission encourages the leveraging of additional funds for a project, matching funds are not required. If an agency chooses to provide match funds, those~~ Matching funds must be expended in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way capital outlay; support for right-of-way acquisition; construction capital outlay; and construction engineering) as the Active Transportation Program funding. **Matching funds cannot be expended prior to the Commission allocation of Active Transportation Program funds in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way capital outlay and support; and construction capital outlay and support).** Matching funds, ~~except matching funds over and above the required 11.47%,~~ must be expended concurrently and proportionally to the Active Transportation Program funds. The Matching funds ~~over and above the required 11.47%~~ may be adjusted before or shortly after contract award to reflect any substantive change in the bid compared to the estimated cost of the project.

Large MPOs, in administering a competitive selection process, may require a ~~different~~ funding match for projects selected through their competitive process. Applicants from within a large MPO should be aware that the match requirements may differ between the MPO and statewide competitive programs.

## 7. Funding for Active Transportation Plans

Funding from the Active Transportation Program may be used to fund the development of **community wide** bike, pedestrian, safe routes to schools, or active transportation plans in disadvantaged communities.

The Commission intends to set aside up to 5% of the funds in the statewide competitive program **component** and in the ~~rural and~~ small urban **and rural program component** for funding active transportation plans in ~~communities~~ predominantly disadvantaged **communities**. A large MPO, in administering its portion of the program, may make up to 5% of its funding available for active transportation plans in disadvantaged communities within the MPO boundaries.

The first priority for the funding of ~~active transportation~~ plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, MPOs, school districts, or transit districts that have neither a bicycle plan, a pedestrian plan, a safe routes to schools plan, nor an active transportation plan. The second priority for the funding of active transportation plans will be for cities, counties, county transportation commissions, regional transportation planning agencies, or MPOs that have a bicycle plan or a pedestrian plan but not both. The lowest priority for funding of active transportation plans will be for updates of active transportation plans older than 5 years.

**Applications for plans may not be combined with applications for infrastructure or other non-infrastructure projects.**

## **8. Reimbursement**

The Active Transportation Program is a reimbursement program for **eligible** costs incurred. Reimbursement is requested through the invoice process detailed in Chapter 5, Accounting/Invoices, Local Assistance Procedures Manual. Costs incurred prior to Commission allocation and, for federally funded projects, Federal Highway Administration project approval (i.e. Authorization to Proceed) are not eligible for reimbursement.

## **III. Eligibility**

### **9. Eligible Applicants**

The applicant **and/or implementing agency** for Active Transportation Program funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants **and/or implementing agencies** must be able to comply with all the federal and state laws, regulations, policies and procedures required to enter into a Local Administering Agency-State Master Agreement (Master Agreement). Refer to Chapter 4, Agreements, of the Local Assistance Procedures Manual for guidance and procedures on Master Agreements. The following entities, within the State of California, are eligible to apply for Active Transportation Program funds:

- Local, Regional or State Agencies- Examples include city, county, MPO\*, and Regional Transportation Planning Agency.
- Caltrans\*
- Transit Agencies - Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural Resources or Public Land Agencies - Federal, Tribal, State, or local agency responsible for natural resources or public land administration Examples include:
  - State or local park or forest agencies
  - State or local fish and game or wildlife agencies
  - Department of the Interior Land Management Agencies
  - U.S. Forest Service
- Public schools or School districts.
- Tribal Governments - Federally-recognized Native American Tribes.
- Private nonprofit tax-exempt organizations may apply for projects eligible for Recreational Trail Program funds recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity.
- Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be eligible.

For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs may be necessary. A tribal government may also partner with another eligible entity to apply if desired.

*\* Caltrans and MPOs, except for MPOs that are also regional transportation planning agencies, are not eligible project applicants for the federal Transportation Alternative Program funds appropriated to the Active Transportation Program. Therefore, funding awarded to projects submitted directly by Caltrans and MPOs are limited to other Active Transportation Program funds. Caltrans and MPOs may partner with an eligible entity to expand funding opportunities.*

## 10. Partnering With Implementing Agencies

Entities that are unable to apply for Active Transportation Program funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. Entities that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project may partner with an eligible applicant that can implement the project. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (**e.g., letter of intent**) must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the first request for allocation.

The implementing agency will be responsible and accountable for the use and expenditure of program funds.

## 11. Eligible Projects

All projects must be selected through a competitive process and must meet one or more of the program goals. Because the majority of funds in the Active Transportation Program are federal funds, most projects must be federal-aid eligible:

- **Infrastructure Projects:** Capital improvements that will further the goals of this program. This typically includes the ~~planning~~ **environmental**, design, **right-of-way**, and construction of facilities **phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application may be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. Though the PSR or equivalent may focus on the project components proposed for programming, it must provide at least a preliminary estimate of costs for all components.**

**A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the Active Transportation Program.**

- **Plans:** The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.
- **Non-infrastructure Projects:** Education, encouragement, **and** enforcement, ~~and planning~~ activities that further the goals of this program. The Commission intends to focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. The Active Transportation Program funds are not intended to fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students.

- Infrastructure projects with non-infrastructure components.

### A. Example Projects

Below is a list of projects considered generally eligible for Active Transportation Program funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program.

- Development of new bikeways and walkways that improve mobility, access, or safety for non-motorized users.
- Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users.
  - Elimination of hazardous conditions on existing bikeways and walkways.
  - Preventative maintenance of bikeways and walkways with the primary goal of extending the service life of the facility.
- Installation of traffic control devices to improve the safety of pedestrians and bicyclists.
- Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.
- Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.
- Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings for the benefit of the public.
- Bicycle-carrying facilities on public transit, including rail and ferries.
- Establishment or expansion of a bike share program.
- Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails.
- Development of a **community wide** bike, pedestrian, safe routes to schools, or active transportation plan in a disadvantaged community.
- Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation, including but not limited to:
  - Development and implementation of bike-to-work or walk-to-work school day/month programs.
  - Conducting bicycle and/or pedestrian counts, walkability and/or bikeability assessments or audits, or pedestrian and/or bicycle safety analysis to inform plans and projects.
  - Conducting pedestrian and bicycle safety education programs.
  - Development and publishing of community walking and biking maps, including school route/travel plans.
  - Development and implementation of walking school bus or bike train programs.
  - Components of open streets events directly linked to the promotion of a new infrastructure project.

- Targeted enforcement activities around high pedestrian and/or bicycle injury and/or fatality locations (intersections or corridors). These activities cannot be general traffic enforcement but must be tied to improving pedestrian and bicyclist safety.
- School crossing guard training.
- School bicycle clinics.
- Development and implementation of programs and tools that maximize use of available and emerging technologies to implement the goals of the Active Transportation Program.

## 12. Minimum Request For Funds

In order to maximize the effectiveness of program funds and to encourage the aggregation of small projects into a comprehensive **bundling** of projects, the minimum request for Active Transportation Program funds that will be considered is \$250,000. This minimum does not apply to non-infrastructure projects, Safe Routes to Schools projects, **plan development projects**, and Recreational Trails projects.

MPOs, in administering a competitive selection process, may use a different minimum funding size. Use of a minimum project size greater than \$500,000 must be approved by the Commission prior to an MPO's call for projects.

## 13. Project Type Requirements

As discussed in the Funding Distribution section (above), State and Federal law segregate the Active Transportation Program into multiple, overlapping components. Below is an explanation of the requirements specific to these components.

### B. Disadvantaged Communities

For a project to contribute toward the Disadvantaged Communities funding requirement, the project must clearly demonstrate a benefit to a community that meets any of the following criteria:

- The median household income is less than 80% of the statewide median based on the most current census tract level data from the American Community Survey. Data is available at:  
<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>
- An area identified as among the most disadvantaged 10% in the state according to latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. Scores are available at  
<http://oehha.ca.gov/ej/ces11.html>.
- At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/files/sp.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area or, for projects not directly benefiting school students, explain why this measure is representative of the larger community.

If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant must submit for consideration a quantitative assessment of why the community should be considered disadvantaged.

MPOs, in administering a competitive selection process, may use different criteria for determining which projects benefit Disadvantaged Communities if the criteria are approved by the Commission prior to an MPO's call for projects.

### **C. Safe Routes To School Projects**

For a project to contribute toward the Safe Routes to School funding requirement, the project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

### **D. Recreational Trails Projects**

For trail projects that are primarily recreational to be eligible for Active Transportation Program funding, the projects must meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources ([http://www.fhwa.dot.gov/environment/recreational\\_trails/](http://www.fhwa.dot.gov/environment/recreational_trails/)). Multi-purpose trails and paths that serve both recreational and transportation purposes are generally eligible in the Active Transportation Program, so long as they are consistent with one or more goals of the program.

### **E. Technical Assistance Resource Center**

~~In 2009, the University of California, San Francisco was awarded federal Safe Routes to School funds to act as the Technical Assistance Resource Center for the purpose of building and supporting local regional Safe Routes School non-infrastructure projects.~~

Typical **Technical Assistance Resource** Center roles have included:

- Providing technical assistance and training to help agencies deliver existing and future projects and to strengthen community involvement in future projects including those in disadvantaged communities.
- Developing and providing educational materials to local communities by developing a community awareness kit, creating an enhanced Safe Routes to Schools website, and providing other educational tools and resources.
- Participating in and assisting with the Safe Routes to Schools Advisory Committee.
- Assisting with program evaluation.

~~The Commission intends to comply with the statutory requirement to fund a state technical assistance center by programming funds to the Department, who will administer contracts to expanding the existing Safe Routes to Schools Technical Assistance Resource Center interagency agreement to serve~~ **support all current and potential Active Transportation Program non-infrastructure projects applicants.**

### **F. Active Transportation Plan**

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan. An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan which is compliant or will be brought into compliance with the

Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008). An active transportation plan must include, but not be limited to, the following components or explain why the component is not applicable:

- The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from implementation of the plan.
- The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.
- A map and description of existing and proposed land use and settlement patterns which must include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, and other destinations.
- A map and description of existing and proposed bicycle transportation facilities.
- A map and description of existing and proposed end-of-trip bicycle parking facilities.
- A description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots and in new commercial and residential developments.
- A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These must include, but not be limited to, **bicycle parking facilities** at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.
- A map and description of existing and proposed pedestrian facilities, **including those** at major transit hubs. **These Major transit hubs** must include, but are not limited to, rail and transit terminals, and ferry docks and landings.
- A description of proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.
- A description of the policies and procedures for maintaining existing and proposed bicycle and pedestrian facilities, including, but not limited to, the maintenance of smooth pavement, **ADA level surfaces**, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting.
- A description of bicycle and pedestrian safety, education, and encouragement programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the law impacting bicycle and pedestrian safety, and the resulting effect on **accidents collisions** involving bicyclists and pedestrians.
- A description of the extent of community involvement in development of the plan, including disadvantaged and underserved communities.
- A description of how the active transportation plan has been coordinated with neighboring jurisdictions, including school districts within the plan area, and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, general plans and a Sustainable Community Strategy in a Regional Transportation Plan.

- A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.
- A description of past expenditures for bicycle and pedestrian facilities and programs, and future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated revenue sources and potential grant funding for bicycle and pedestrian uses.
- A description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan.
- A resolution showing adoption of the plan by the city, county or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, MPO, school district or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located.

A city, county, school district, or transit district that has prepared an active transportation plan may submit the plan to the county transportation commission or transportation planning agency for approval. The city, county, school district, or transit district may submit an approved plan to Caltrans in connection with an application for funds for active transportation facilities which will implement the plan.

Additional information related to active transportation plans can be found in the sections on Funding for Active Transportation Plans and Scoring Criteria.

## **IV. Project Selection Process**

### **14. Project Application**

Active Transportation Program project applications will be available at: [www.dot.ca.gov/hq/LocalPrograms/atp/index.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html).

A project application must include the signature of the Chief Executive Officer or other officer authorized by the applicant's governing board. Where the project is to be implemented by an agency other than the applicant, documentation of the agreement between the project applicant and implementing agency must be submitted with the project application. A project application must also include documentation of all other funds committed to the projects.

Project applications should be addressed or delivered to:

**California Transportation Commission**  
Attention: **Laurel Janssen, Deputy Director**  
**1120 N Street**  
**Room 2221, MS 52**  
Sacramento, CA 95814

Except for applications submitted through an optional MPO supplemental call for projects, the Commission will consider only projects for which five hard copies and one electronic copy (via cd or portable hard drive) of a complete application are received by ~~May 21, 2014~~ **the application deadline**. By the same date, an additional copy must also be sent to the Regional

Transportation Planning Agency or County Transportation Commission within which the project is located and to the MPO (a contact list can be found at [www.dot.ca.gov/hq/tpp/offices/orip/](http://www.dot.ca.gov/hq/tpp/offices/orip/)).

## 15. Sequential Project Selection

All project applications, except for applications submitted through an optional MPO supplemental call for projects, must be submitted to **the Commission** for consideration in the statewide competition. The Commission will consider approval of a competitive grant only when it finds that the grant request meets the requirements of statute and that the project has a commitment of any supplementary funding needed for a full funding plan.

Projects not selected for programming in the statewide competition must be considered in the large MPO run competitions or the state run Small Urban or **and** Rural competitions.

A large urban MPO may elect to have a supplemental MPO specific call for projects. The projects received in this call must be considered along with those not selected through the statewide competition.

## 16. MPO Competitive Project Selection

As stated above, projects not selected for programming in the statewide competition must be considered by the MPOs in administering a competitive selection process.

An MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of disadvantaged communities as used by the Commission for the statewide competition may ~~defer~~ **delegate** its project selection to the Commission. An MPO ~~deferring~~ **delegating** its project selection to the Commission may not conduct a supplemental call for projects.

An MPO, with Commission approval, may use a different project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged communities for its competitive selection process. Use of a minimum project size of \$500,000 or less, or of a different match requirement than in the statewide competitive program does not require prior Commission approval. An MPO may also elect to have a supplemental MPO specific call for projects. The projects received in this call must be considered along with those not selected through the statewide competition.

In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications. Following its competitive selection process, an MPO must submit its programming recommendations to the Commission along with a list of the members of its multidisciplinary advisory group. If the MPO submitted a project application and that project is recommended for programming, the MPO must explain how its evaluation process resulted in an unbiased evaluation of projects.

## 17. Screening Criteria

Demonstrated needs of the applicant: A project that is already fully funded will not be considered for funding in the Active Transportation Program. ~~The Commission will make an exception to this policy by allowing the supplanting of federal funds on a project for the 2014 Active Transportation Program.~~

Consistency with a regional transportation plan: All projects submitted must be consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080.

## 18. Scoring Criteria

Proposed projects will be ~~rated~~ **scored** and ranked on the basis of applicant responses to the below criteria. Project programming recommendations may not be based strictly on the rating criteria given the various components of the Active Transportation Program and requirements of the various fund sources.

- Potential for increased walking and bicycling, especially among students, including the identification of walking and bicycling routes to and from schools, transit facilities, community centers, employment centers, and other destinations; and including increasing and improving connectivity and mobility of non-motorized users. (0 to 30 points)
- Potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists. (0 to 25 points)
- Public participation and Planning. **(0 to 1510 points)**

Identification of the community-based public participation process that culminated in the project proposal, which may include noticed meetings and consultation with local stakeholders. Project applicants must clearly articulate how the local participation process resulted in the identification and prioritization of the proposed project.

For projects costing \$1 million or more, an emphasis will be placed on projects that are prioritized in an adopted city or county bicycle transportation plan, pursuant to Section 891.2, pedestrian plan, safe routes to school plan, active transportation plan, trail plan, or circulation element of a general plan that incorporated elements of an active transportation plan. In future funding cycles, the Commission expects to make consistency with an approved active transportation plan a requirement for large projects.

- Cost-effectiveness. (0 to 10 points)

Applicants must:

- Discuss the relative costs and benefits of the range of alternatives considered.
- Quantify the safety and mobility benefit in relationship to both the total project cost and the funds provided.

Caltrans ~~must~~ **has committed** to develop a benefit/cost model for infrastructure and non-infrastructure active transportation projects in order to improve information available to decision makers at the state and MPO level ~~in future programming cycles. by September 30, 2014.~~ **This benefit/cost model must be used to quantify the benefits of the proposed project if it is certified complete and is available for use (linked on the web) by March 26, 2014.**

- Improved public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues. (0 to 10 points)
- Benefit to disadvantaged communities. (0 to 10 points)
- **Leveraging of non-ATP funds. (0 to 5 points)**

- Use of the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507.5 of the Public Resources Code, as partners to undertake or construct applicable projects in accordance with Section 1524 of Public Law 112-141. Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate. (0 or to -5 points)

The California Conservation Corps can be contacted at [ccc.ca.gov](http://ccc.ca.gov). Community conservation corps can be contacted at [californialocalconservationcorps.org](http://californialocalconservationcorps.org).

Direct contracting with the California Conservation Corps or a qualified community conservation corps without bidding is permissible provided that the implementing agency demonstrates cost effectiveness per 23 CFR 635.204 and obtains approval from Caltrans. A copy of the agreement between the implementing agency and the proposed conservation corps must be included in the project application as supporting documentation provided to the Department.

- Applicant's performance on past grants. This may include project delivery, project benefits (anticipated v. actual), and use of the California Conservation Corps or qualified community conservation corps (planned v. actual). Applications from agencies with documented poor performance records on past grants may be excluded from competing or may be penalized in scoring. (0 or to -10 points)

## 19. Project Evaluation Committee

Commission staff will form a multidisciplinary Project Evaluation Committee to assist in evaluating project applications. In forming the Project Evaluation Committee, staff will seek participants with expertise in bicycling and pedestrian transportation, including Safe Routes to Schools type projects, and in projects benefiting disadvantaged communities, and will seek geographically balanced representation from state agencies, large MPOs, regional transportation planning agencies, local jurisdictions in small urban and rural areas, and non-governmental organizations. Priority for participation in the evaluation committee will be given to those who do not represent a project applicant, or will not benefit from projects submitted by others.

In reviewing and selecting projects to be funded with federal Recreational Trails program funds, the Commission **and/or Caltrans** staff will collaborate with the Department of Parks and Recreation to evaluate proposed projects.

MPOs, in administering a competitive selection process, must use a multidisciplinary advisory group, similar to the aforementioned Project Evaluation Committee, to assist in evaluating project applications.

## V. Programming

Following at least one public hearing, the Commission will adopt a program of projects for the Active Transportation Program, by April 1 of each odd numbered year. The Active Transportation Program must be developed consistent with the fund estimate and the amount programmed in each fiscal year must not exceed the amount identified in the fund estimate.

The program of projects for each fiscal year will include, for each project, the amount to be funded from the Active Transportation Program, and the estimated total cost of the project.

Project costs in the Active Transportation Program will include all project support costs and all project listings will specify costs for each of the following components: (1) completion of all permits and environmental studies; (2) preparation of plans, specifications, and estimates; (3) right-of-way capital outlay and support; ~~(4) support for right-of-way acquisition;~~ and (4) construction capital outlay and support; ~~and (6) construction management and engineering, including surveys and inspection.~~ The cost of each project component will be listed in the Active Transportation Program no earlier than in the fiscal year in which the particular project component can be implemented.

When proposing to fund only preconstruction components for a project, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan or the Caltrans interregional transportation strategic plan.

When project design, right-of-way or construction are programmed before the implementing agency completes the environmental process, updated cost estimates, updated analysis of the project's cost effectiveness, and updated analysis of the project's ability to further the goals of the program must be submitted to the Commission following completion of the environmental process. If this updated information indicates that a project is expected to accomplish fewer benefits or is less cost effective as compared with the initial project application, future funding for the project may be deleted from the program. For the MPO selected competitions, this information must be submitted to the MPO. It is the responsibility of the MPO to recommend that the project be deleted from the program if warranted.

The Commission will program and allocate funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of Active Transportation Program and other committed funding. The Commission will regard funds as committed when they are programmed by the Commission or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Surface Transportation Program, Congestion Mitigation and Air Quality Improvement Program, and federal formula transit funds, the commitment may be by Federal approval of the Federal Statewide Transportation Improvement Program. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

If the program of projects adopted by the Commission does not program the full capacity identified in the fund estimate for a given fiscal year, the balance will remain available to advance programmed projects. Subject to the availability of federal funds, a balance not programmed in one fiscal year will carry over and be available for projects in the following fiscal year.

The intent of the Commission is to consolidate the allocation of federal funds to as few projects as practicable. Therefore, the smallest project may be designated, at the time of programming, for state-only funding.

## **VI. Allocations**

The Commission will consider the allocation of funds for a project when it receives an allocation request and recommendation from Caltrans in the same manner as for the STIP (see section 64 of the STIP guidelines). The recommendation will include a determination of project readiness,

the availability of appropriated funding, and the availability of all identified and committed supplementary funding.

Where the project is to be implemented by an agency other than the applicant, the allocation request must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency.

The Commission will approve the allocation if the funds are available and the allocation is necessary to implement the project as included in the adopted Active Transportation Program.

In order to ensure the timely use of all program funds, the Commission will, in the last quarter of the fiscal year, allocate funds to projects programmed in a future fiscal year on a first-come, first served basis. If there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension. Should requests for allocations exceed available capacity, the Commission will give priority to projects programmed in the current-year.

Allocation requests for a project in the MPO selected portion of the program must include a recommendation by the MPO.

In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds **for a non-infrastructure project or plan, or for design, right-of-way, or construction of an infrastructure project**, prior to documentation of environmental clearance under the California Environmental Quality Act. As a matter of policy, the Commission will not allocate funds, **other than for the environmental phase**, ~~for design, right-of-way, or construction of~~ for a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act. Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of National Environmental Policy Act review.

If an implementing agency requests an allocation of funds in an amount that is less than the amount programmed, the balance of the programmed amount may be allocated to a programmed project advanced from a future fiscal year. An MPO, in administering its competitive portion of the Active Transportation Program, must determine which projects to advance and make that recommendation to the Commission. Unallocated funds in one fiscal year will carry over and be available for projects in the following fiscal year.

**A local agency may expend an amount allocated for environmental, design, right of way, or construction for another allocated project component, provided that the total expenditure shifted to a component in this way is not more than 20 percent of the amount actually allocated for either component. This means that the amount transferred by a local agency from one component to another may be no more than 20 percent of whichever of the components has received the smaller allocation from the Commission.**

## **VII. Project Delivery**

Active Transportation Program allocations must be requested in the fiscal year of project programming, and **construction allocations** are valid for award for six months from the date of allocation unless the Commission approves an extension. Applicants may submit and the Commission will evaluate extension requests in the same manner as for STIP projects (see section 66 of the STIP guidelines) except that extension to the period for project allocation and

for project award will be limited to twelve months. Extension requests for a project in the MPO selected portion of the program must include a recommendation by the MPO, consistent with the preceding requirements.

If there are insufficient funds, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension.

Whenever programmed funds are not allocated within the fiscal year they programmed or within the time allowed by an approved extension, the project will be deleted from the Active Transportation Program. Funds available following the deletion of a project may be allocated to a programmed project advanced from a future fiscal year. An MPO, in administering its competitive portion of the Active Transportation Program, must determine which projects to advance and make that recommendation to the Commission. Unallocated funds in one fiscal year will carry over and be available for projects in the following fiscal year.

The implementing agency must enter into a cooperative agreement with Caltrans and, if the project is federally funded, obligate the federal funds within six months.

Funds allocated for project development or right of way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. After the award of a contract, the implementing agency has up to 36 months to complete (accept) the contract. At the time of fund allocation, the Commission may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed expenditure plan for the project. The implementing agency has six months after contract acceptance to make the final payment to the contractor or vendor, prepare the Final Report of Expenditures and submit the final invoice to Caltrans for reimbursement.

It is incumbent upon the implementing agency to develop accurate project cost estimates. If the amount of a contract award is less than the amount allocated, or if the final cost of a component is less than the amount awarded, the savings generated will not be available for future programming.

Caltrans will track the delivery of Active Transportation Program projects and submit to the Commission a semiannual report showing the delivery of each project phase.

## **20. Federal Requirements**

Unless programmed for state-only funding, project applicants must comply with the provisions of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the Caltrans Local Assistance Procedures Manual and the Master Agreement with Caltrans. Below are examples of federal requirements that must be met when administering Active Transportation Program projects.

- National Environmental Policy Act (NEPA) compliance and documentation is required on all projects. Refer to Chapter 6, Environmental Procedures, of the Local Assistance Procedures Manual for guidance and procedures on complying with NEPA and other federal environmentally related laws.
- Project applicants may not proceed with the final design of a project or request "Authorization to proceed with Right-of-Way" or "Authorization to proceed with Construction" until Caltrans has signed a Categorical Exclusion, a Finding of No

Significant Impact, or a Record of Decision. Failure to follow this requirement will make the project ineligible for federal reimbursement.

- If the project requires the purchase of right of way (the acquisition of real property), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. For more information, refer to Chapter 13, Right of Way, of the Local Assistance Procedures Manual.
- If the project applicant requires the consultation services of architects, landscape architects, land surveyors, or engineers, the procedures in the Chapter 10, Consultant Selection, of the Local Assistance Procedures Manual must be followed.
- Contract documents are required to incorporate applicable federal requirements such as Davis Bacon wage rates, competitive bidding, Disadvantaged Business Enterprises/Equal Employment Opportunity provisions, etc. For more information, refer to Chapter 9, Civil Rights and Disadvantaged Business Enterprises, and Chapter 12, Plans, Specifications & Estimate, of the Local Assistance Procedures Manual
- Failure to comply with federal requirements may result in the repayment to the State of Active Transportation Program funds.

## 21. Design Standards

Streets and Highways Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by Caltrans, **except that an agency may utilize other minimum safety design criteria if specific conditions are met, as described in Section 891(b).** *Chapter 11, Design Standards, of the Caltrans Local Assistance Procedures Manual describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of Local Assistance projects. The chapter also describes design exception approval procedures, including the delegation of design exception approval authority to the City and County Public Works Directors for projects not on the state highway system. These standards and procedures, including the exception approval process, must be used for all Active Transportation Program projects.*

For capital projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

All facilities constructed using Active Transportation Program funds cannot revert to a non-Active Transportation Program use for a minimum of 20 years or its actual useful life as documented in the project application, whichever is less, without approval of the Commission.

## 22. Project Inactivity

Once funds for a project are encumbered, project applicants are expected to invoice on a regular basis (for federal funds, see 23 CFR 630.106 and the Caltrans' Inactive Obligation Policy). Failure to do so will result in the project being deemed "inactive" and subject to deobligation if proper justification is not provided.

## 23. Project Reporting

As a condition of the project allocation, the Commission will require the implementing agency to submit semi-annual reports on the activities and progress made toward implementation of the project and a final delivery report. An agency implementing a project in the MPO selected portion of the program must also submit copies of its semi-annual reports and of its final delivery report to the MPO. The purpose of the reports is to ensure that the project is executed in a timely fashion and is within the scope and budget identified when the decision was made to fund the project.

Within one year of the project becoming operable, the implementing agency must provide a final delivery report to the Commission which includes:

- The scope of the completed project as compared to the programmed project.
- Before and after photos documenting the project.
- The final costs as compared to the approved project budget.
- Its duration as compared to the project schedule in the project application.
- Performance outcomes derived from the project as compared to those described in the project application. This should include before and after pedestrian and/or bicycle counts, and an explanation of the methodology for conduction counts.
- Actual use of the California Conservation Corps or qualified community conservation corps as compared to the use **described** in the project application.

Please note that the final delivery report required by this section is in addition to the aforementioned Final Report of Expenditures.

For the purpose of this section, a project becomes operable when the construction contract is accepted or acquired equipment is received, or in the case of non-infrastructure activities, when the activities are complete.

Caltrans must audit a sample of Active Transportation Program projects to evaluate the performance of the project, determine whether project costs incurred and reimbursed are in compliance with the executed project agreement or approved amendments thereof; state and federal laws and regulations; contract provisions; and Commission guidelines, and whether project deliverables (outputs) and outcomes are consistent with the project scope, schedule and benefits described in the executed project agreement or approved amendments thereof. A report on the projects audited must be submitted to the Commission annually.

## VIII. Roles And Responsibilities

### 24. California Transportation Commission (Commission)

The Commission responsibilities include:

- Adopt guidelines and policies for the Active Transportation Program.
- Adopt Active Transportation Program Fund Estimate.
- **Solicit project applications.**

- Evaluate, **score and rank** projects, including ~~the forming and facilitating~~ of the Project Evaluation Committee.
- **Recommend and** adopt a program of projects, including:
  - The statewide **component** of the Active Transportation Program,
  - The small urban & rural **component** of the Active Transportation Program, and
  - The MPO selected **component** of the program based on the recommendations of the MPOs.
  - Ensure that at least 25% of the funds benefit disadvantaged communities.
- **Post recommendations and final adopted list of approved projects on the Commission's website.**
- Allocate funds to projects.
- Evaluate and report to the legislature.

## 25. California Department of Transportation (Caltrans)

Caltrans has the primary responsibility for the administration of the **adopted** Active Transportation Program. Responsibilities include:

- Provide statewide program and procedural guidance (i.e. provide project evaluation of materials and instructions), conduct outreach through various networks such as, but not limited to, the Active Transportation Program website, and at conferences, meetings, or workgroups.
- Provide program training.
- ~~Solicit project applications for the program.~~
- ~~Facilitate the Project Evaluation Committee.~~ **Evaluate projects.**
- Perform eligibility **and deliverability** reviews of Active Transportation Program projects **and inform the Commission of any identified issues.**
- **Evaluate and score, and rank applications.**
- ~~Recommend projects to the Commission for programming and allocation.~~
- Notify **successful** applicants of ~~the results~~ **their next steps** after each call for projects.
- Track and report on project implementation.
- **Recommend project allocations (including funding type) to the Commission.**
- Audit a selection of projects
- Serve as the main point of contact in project implementation, including **administering the contract for** the technical assistance resource center. ~~after notifying successful applicants of project award.~~

## 26. Metropolitan Planning Organizations (MPOs) With Large Urbanized Areas

MPOs with large urbanized areas are responsible for overseeing a competitive project selection process in accordance with these guidelines. The responsibilities include:

- Ensure that at least 25% of the funds in each MPO must benefit disadvantaged communities.
- If using different project selection criteria or weighting, minimum project size **greater than \$500,000**, match requirement, or definition of disadvantaged communities for its competitive selection process, the MPO must obtain Commission approval prior to the MPO's call for projects. ~~Use of a minimum project size of \$500,000 or less, or of a different match requirement than in the statewide competitive program does not require prior Commission approval.~~
- If electing to have a supplemental MPO specific call for projects, the projects within the MPO boundaries that were not selected through the statewide competition must be considered along with those received in the supplemental call for projects. An MPO must notify the Commission of their intent to have a supplemental call no later than ~~May 21, 2014~~ **the application deadline**.
- In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a competitive selection process, an MPO must explain how the projects recommended for programming by the MPO include a broad spectrum of projects to benefit pedestrians and bicyclists. The explanation must include a discussion of how the recommended projects benefit students walking and cycling to school.
- An MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of disadvantaged communities as used by the Commission for the statewide competition may ~~defer~~ **delegate** its project selection to the Commission. An MPO ~~deferring~~ **delegating** its project selection to the Commission must notify the Commission ~~by May 21, 2014~~ **the application deadline**, and may not conduct a supplemental call for projects.
- **Approve amendments to the MPO selected portion of the program prior to Commission approval. If electing to have a contingency list of projects to be amended into the program in the event a programmed project is delivered for less or fails, approve such amendments prior to Commission approval. This contingency list will be provided to the Commission, but will not be adopted by the Commission, and will be in effect only until the adoption of the next statewide program.**
- Recommend allocation requests for a project in the MPO selected portion of the program.
- Determine which projects to advance and make that recommendation to the Commission.
- Submit an annual assessment of its portion of the program in terms of its effectiveness in achieving the goals of the Active Transportation Program.

In addition, the following statutory requirements apply specifically to the Southern California Association of Governments (SCAG):

- SCAG must consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria. The criteria should include consideration of geographic equity, consistent with program objectives.

- SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
- SCAG must obtain concurrence from the county transportation commissions.

## **27. Regional Transportation Planning Agencies (RTPAs) Outside an MPO with Large Urbanized Areas and MPOs without Large Urbanized Areas**

These Regional Transportation Planning Agencies and MPOs (**outside the nine large MPOs**) may make recommendations or provide input to the Commission regarding the projects within their boundaries that are applying for Active Transportation Program funding.

## **28. Project Applicant**

Project applicants nominate Active Transportation Program projects for funding consideration. If awarded Active Transportation Program funding ~~for a submitted project~~, the project applicant (or partnering implementing agency if applicable) has contractual responsibility for carrying out the project to completion and complying with reporting requirements in accordance with federal, state, and local laws and regulations, and these guidelines.

For **infrastructure** ~~capital~~ projects off the state highway system, the project applicant will be responsible for the ongoing operations and maintenance of the facility. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.

## **IX. Program Evaluation**

The Active Transportation Program will be evaluated for its effectiveness in increasing the use of active modes of transportation in California. Applicants that receive funding for a project must collect and submit data to Caltrans as described in the "Project Reporting" section.

~~By December 31, 2014, the Commission will post on its website information about the initial program of projects, including a list of all projects programmed and allocated in each portion of the program, by region, and by project type, along with information on grants awarded to disadvantaged communities,~~

~~After 2014, t~~The Commission will include in its annual report to the Legislature a discussion on the effectiveness of the program in terms of planned and achieved improvement in mobility and safety and timely use of funds, and will include a summary of its activities relative to the administration of the Active Transportation Program including:

- Projects programmed,
- Projects allocated,
- Projects completed to date by project type,
- Projects completed to date by geographic distribution,
- Projects completed to date by benefit to disadvantaged communities, and
- Projects completed to date with the California Conservation Corps or qualified community conservation corps.





**GENERAL INFORMATION**

**PROJECT DESCRIPTION**

**PROJECT LOCATION**

**Congressional District:** \_\_\_\_\_

**Caltrans District:** \_\_\_\_\_

**County:** \_\_\_\_\_

**MPO/RTPA:** \_\_\_\_\_

If Small Urban and Rural, indicate Caltrans as MPO

**MPO UZA Population:** \_\_\_\_\_

>200k or <200k but >5k or <5k

**Project Coordinates:** (latitude/longitude in decimal format)      lat. \_\_\_\_\_/long. \_\_\_\_\_

**PROJECT FUNDING (in 1000s)**

**ATP funds being requested this Cycle:**      \$ \_\_\_\_\_

**Matching funds (11.47% min.) (if applicable):**      \$ \_\_\_\_\_

Matching funds are not required for SRTS projects, NI projects or projects benefitting Disadvantaged Communities.

**Other project funds:**      \$ \_\_\_\_\_

**TOTAL PROJECT FUNDS:**      \$ \_\_\_\_\_

**MASTER AGREEMENTS (MAs):**

**Does applicant currently have a MA with Caltrans? (Y/N)\*** \_\_\_\_\_

**Applicant/Co-applicant Federal Caltrans MA number?** \_\_\_\_\_

**Applicant/Co-applicant State Caltrans MA number?** \_\_\_\_\_

\*If the applicant does not currently have a MA with Caltrans, the applicant must be able to meet the requirements and enter in MA with Caltrans prior to funds allocation.



**GENERAL INFORMATION (cont.)**

**PROJECT TYPE**

% of project that is infrastructure: \_\_\_\_\_  
% of project that is non-infrastructure: \_\_\_\_\_

**PROJECT SUB-TYPE**

- \_\_\_\_\_ Bicycle
- \_\_\_\_\_ Pedestrian
- \_\_\_\_\_ Bicycle and Pedestrian
- \_\_\_\_\_ Development of Plan in Disadvantaged Community **ONLY** (check all that apply)
  - \_\_\_\_\_ Bicycle Plan
  - \_\_\_\_\_ Pedestrian Plan
  - \_\_\_\_\_ Active Transportation Plan
  - \_\_\_\_\_ Safe Routes to School Plan

Indicated any of the following plans that your agency currently has:

- \_\_\_\_\_ Bicycle Plan
- \_\_\_\_\_ Pedestrian Plan
- \_\_\_\_\_ Active Transportation Plan
- \_\_\_\_\_ Safe Routes to School Plan

\_\_\_\_\_ **Safe Routes to School** (provide the information below\*\*)

School name: \_\_\_\_\_  
 School address: \_\_\_\_\_  
 District name: \_\_\_\_\_  
 District address: \_\_\_\_\_  
 Co.-Dist.-School Code: \_\_\_\_\_  
 Total student enrollment: \_\_\_\_\_  
 % of students that currently walk or bike to school% \_\_\_\_\_  
 Approx. # of students living along route proposed for improvement: \_\_\_\_\_  
 Project distance from school (k-8) \_\_\_\_\_

\*\*If the project involves more than one school; attach the remaining school information including school official signature and person to contact, if different, on a separate page

\_\_\_\_\_ **Recreational Trails**

For trail projects that are primarily recreational to be eligible for Active Transportation Program funding, the projects must meet the federal requirements of the Recreational Trails Program found at: [http://www.fhwa.dot.gov/environment/recreational\\_trails/](http://www.fhwa.dot.gov/environment/recreational_trails/).

Recreational Trails project applicants must submit additional information to the California Department of Parks and Recreation (Parks) for eligibility determination prior to submittal.

Submit the following information:

- Project Name
- Project Scope
- Location Map
- Cost Estimate
- Photos

To: California Department of Parks and Recreation  
Attention: Richard Rendón  
Office of Grants and Local Services  
1416 9<sup>th</sup> Street  
Sacramento, CA 95814



**PROJECT STATUS**

**Describe the current status of the following project components:** (If work on project has not yet begun, please indicate so below)

**Environmental Clearance-CEQA/NEPA:**

**R/W Clearance:**

**Design:**

**Permits:**



## SIGNATURE PAGE

**Applicant:** The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge. (All applications must be signed by the CEO or other officer authorized by the applicant's governing board).

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

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

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

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

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

### **Caltrans District Traffic Operations Office Approval\***

If the application's project proposes improvements on a freeway or state highway that affects the safety or operations of the facility, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support or acknowledgement from the traffic operations office be attached ( ) or the signature of the traffic personnel be secured below. This signature does not imply approval of the project. This signature is an acknowledgement that District staff is aware of the proposed project; and upon initial review, the project appears to be acceptable.

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

\*Contact the District Local Assistance Engineer (DLAE) for the project to get Caltrans Traffic Ops contact information. DLAE contact information can be found at <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>



## PROJECT PROGRAMMING REQUEST (PPR)

Applicant must complete a Project Programming Request (PPR) and attach it as part of this application. The PPR and can be found at [http://www.dot.ca.gov/hq/transprog/allocation/ppr\\_new\\_projects\\_9-12-13.xls](http://www.dot.ca.gov/hq/transprog/allocation/ppr_new_projects_9-12-13.xls)

PPR Instructions can be found at <http://www.dot.ca.gov/hq/transprog/ocip/2012stip.htm>

### Notes:

- The PPR's fiscal year begins July 1.
  - Fund No. 1 must represent ATP funding being requested for program years 2015/2016 through 18/19 only.
  - If "future" ATP funds will be requested, enter that information in the Fund No. 2 area.
  - Non-infrastructure project funding must be identified as Con and indicated as "Non-infrastructure" in the Notes box of the Proposed Cost and Proposed Funding tables.
  - Match funds must be identified as such in the Proposed Funding tables.
  - The PPR is comprised of two (2) Excel Tabs:
    - A "Project Info" tab or General Information and Milestone page, and
    - A "Funding" tab.
- Both tabs must be filled in and submitted with the ATP application.**

All Federally funded Construction projects require a right of way certification and environmental certification. Therefore, N/A is not an appropriate response for these milestones. If you are unsure about the amount of time Caltrans will take to issue these documents, you should contact your DLAE.



## **PROJECT ESTIMATE**

### **Infrastructure Projects:**

A detailed Engineer's Estimate is REQUIRED for all Infrastructure projects

- Must show a breakdown of all bid items by unit and cost. Lump Sum may only be used per industry standards
- Must identify all items that ATP will be funding
- Contingency is limited to 10% of funds being requested
- Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal

### **Non-Infrastructure Projects:**

A detailed Non-Infrastructure Estimate is REQUIRED for all Non-Infrastructure projects or Infrastructure projects with non-infrastructure components.

- Schedule of with start and end times and deliverables
- Detailed estimate
- Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal
- 

### **Plans:**

No estimate needed

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## **ADDITIONAL APPLICATION ATTACHMENTS**

Check all attachments included with this application.

- Exhibit 22-F “Request for State-Only ATP Funding” (if State-only funds are being requested)**  
*If you want to request State funding only for your project, you must include this form in your application. The Commission will be determine projects with State funds only at time of program adoption.*
- Vicinity/Location Map- REQUIRED for all Infrastructure projects and Plan applications**
  - *North Arrow*
  - *Label street names and highway route numbers*
  - *Scale*
- Photos and/or Video of Existing Location- REQUIRED for all Infrastructure projects**
  - *Minimum of one labeled color photo of the existing project location*
  - *Minimum photo size 3 x 5 inches*
  - *Optional video and/or time-lapse*
- Preliminary Plans- REQUIRED for all Infrastructure (pre-construction phase) projects**
  - *Must include a north arrow*
  - *Label the scale of the drawing*
  - *Layout sheet(s) depicting the complete length of the project & improvements*
  - *A Typical Cross section with property or right-of-way lines*
  - *Label street names, highway route numbers and easements*
- Final Plans- Required for “Shovel Ready” or Con only Infrastructure projects**  
*See Prelim Plan requirements*
- Documentation of the partnering maintenance agreement- Required with the application if an entity, other than the applicant, is going to assume responsibility for the operation and maintenance of the facility**  
*A copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.*
- Letters of Support from Caltrans (Required for projects on the State Highway System(SHS))**
- Digital** copy (only) of or an online link to an approved plan (bicycle, pedestrian, safe routes to school, active transportation, general, recreation, trails, city/county or regional master plan(s), technical studies, and/or environmental studies (with environmental commitment record or list of mitigation measures), if applicable. Include/highlight portions that are applicable to the proposed project.
- Documentation of the public participation process (required)**
- Letter of Support from impacted school- when the school isn’t the applicant or partner on the application (required)**



## **SCREENING CRITERIA**

### **1. Demonstrated needs of the applicant.**

*Applicant must explain the need for ATP funds for this project, i.e., no other funding available or a high risk situation exists that needs immediate action.*

***If the project fully funded prior to ATP funding award then project is not eligible to compete for ATP funding. Subvention of funds is not permitted.***

### **2. Consistency with Regional Plan.**

*All projects submitted must be consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080.*

***Applicant must provide that portion of RTP showing that proposed project is consistent. Projects not providing proof will not be evaluated.***

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## NARRATIVE QUESTIONS

### QUESTION #1

**POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (0-25 POINTS)**

- A. Describe how your project will achieve the following upon completion:
- Encourage increased biking and walking amongst all users. (5 points max.)
  - Encourage increased biking and walking amongst students. (2 points max.)
  - Increase the comfort level amongst non-motorized users. (3 points max.)

*Be specific when describing how each element of your project/plan will contribute to the encouragement of users to walk and bike. It is imperative to describe how the comfort level will be increased amongst potential users.*

- B. Describe the following:
- Current and projected types of users. (2 points max.)

*This includes students, commuters, recreational users, senior citizens, etc.*

- Current number of users. (2 points max.)

*Quantify how many bicyclists and pedestrians currently use the project/plan area/corridor. Recent bicycle and pedestrian counts collected in the field are preferred. Include data source, date collection methods, and year of data collection.*

- Estimated number user upon project completion. (2 points max.)

*Must include methodology for estimated*

*Discuss how many bicyclists and pedestrians are expected to use the project/plan area/corridor after construction. Describe methodology for determining future use. Stated preference surveys, estimates based on before-after data from comparable local projects, and other project-specific estimates are preferred.*

*The U.S. Census American Community Survey has information on mode share to work. The website is: <https://www.census.gov/acs/www/>*



## NARRATIVE QUESTIONS (cont.)

### QUESTION #1 (cont.)

**POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (0-25 POINTS)**

-Data collection methods for number of users before and after project completion. (2 points max.)

*Project/Plan should have existing count data and a defensible methodology for estimating future use, and plans for counting post completion use of the project.*

*The Federal Highway Administration (FHWA) 2013 Traffic Monitoring Guide has details on bicycle and pedestrian count methodologies listed at: [http://www.fhwa.dot.gov/policyinformation/tmqguide/tmq\\_2013/traffic-monitoring-for-non-motorized.cfm](http://www.fhwa.dot.gov/policyinformation/tmqguide/tmq_2013/traffic-monitoring-for-non-motorized.cfm)*

C. Describe how the project/plan creates or improves (or addresses for plans) walking and/or bicycling routes connection to one or more of the following destinations:

- School or school facility.
- Transit facility.
- Community center.
- Employment center.
- State or national trail system.
- Points of interest.
- Other destinations.

(1 point for each destination-4 points max.)

*List the destinations that will be served by this project/plan, and provide measure of size for each destination (e.g. # employees, # transit routes/riders, etc.)*

*Include a map showing the project, activity centers, and existing and near-term proposed bicycle/pedestrian infrastructure within ½ to 1 mile walking/biking distance of project area.*

D. Describe how the project removes a barrier to mobility and/or closes a gap in the non-motorized facility. Must include the following:

- Description of the existing barrier or gap (1 point max.)
- How the barrier or gap discourages biking or walking (1 point max.)
- How barrier or gap will be effectively addressed upon project completion (1 points max.)



## NARRATIVE QUESTIONS (cont.)

### QUESTION #2

**POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-30 POINTS)**

- A. Describe the location's history of events and the source(s) of data used (e.g. collision reports, community observation, surveys, audits). (10 points max.)

*Describe how the project, plan, or program will address bicyclist and pedestrian injuries and fatalities, citing collision statistics, police reports, academic research, or other data. Use data within 2 miles of the project location.*

*If the facility is new, or so dangerous that there isn't any data available, select a parallel or similar facility and compare the accident data from that location. You must describe how the locations are similar. Provide photos of the location and a detail as to why there is no data available.*

*Specific counts must be provided in an easily understood format. Accident/incident descriptions, date of accident/incident, severity of injuries and victim type (pedestrian/bicyclist) must be provided, at a minimum.*

*Some possible sources for safety data can be found at:*

*Statewide Integrated Traffic Record System (SWITERS):*  
<http://iswitrs.chp.ca.gov/Reports/jsp/userLogin.jsp>

*UC Berkeley SafeTREC Transportation Injury Mapping System (TIMS):*  
<http://tims.berkeley.edu/>

- B. Describe how the project will remedy potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities. For a plan, describe how the plan will address potential hazards that contribute to pedestrian and/bicyclist injuries or fatalities. (10 points max.)

*Describe each hazard and how each hazard was identified. Describe how the project/plan will address each hazard*

*Projects should include countermeasures to address specific collision types occurring at the location. Plans and programs should address a) specific types of collisions reported in the plan/program location and/or b) common types of collisions identified through academic research.*

*The Metropolitan Transportation Commission has a list of crash types and countermeasures in their Safety Toolbox which may be helpful. It can be found at:*

<http://mtc.ca.gov/planning/bicyclespedestrians/safety/physical-crash.htm>

*For NI projects, how will the project educate pedestrians and bicyclists of safety hazards?*



## **NARRATIVE QUESTIONS (cont.)**

### **QUESTION #2 (cont.)**

**POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-30 POINTS)**

C. Describe if/how your project will achieve each of the following:

- Reduces speed or volume of motor vehicles.
- Improves sight distance and visibility.
- Improves compliance with local traffic laws.
- Eliminates behaviors that lead to collisions or accidents.
- Eliminates behaviors that lead to collisions or accidents.
- Addresses inadequate or unsafe bicycle facilities, trails, crosswalks or sidewalks.

*You must give specific examples of the existing issue and explain how the project will address each. Points will not be given if you simply state that the project will address each and do not present examples or details.*

(2 point for each destination-10 points max.)



## NARRATIVE QUESTIONS (cont.)

### QUESTION #3

#### **PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)**

A. Describe the community based public participation process that culminated in the project proposal or will be utilized as part of the development of a plan. Include details on the following:

-Describe how the community outreach was conducted or will be for a plan. (3 points max.)

*Describe how the community was involved in development of the project/plan/program and how the community's expressed needs are reflected in the project proposal.*

-Identify stakeholders, advocacy groups, and community leaders that were consulted. (3 points max.)

*List community groups, elected officials, advocacy groups, and underserved communities that were involved in project development. Consideration will be given as to the size of the community and how meetings were conducted and accessible to community members.*

*List the public agencies involved with project/plan/program development, and describe how each was involved (i.e. Caltrans, law enforcement, public health agencies, transit agencies, schools, school districts, local jurisdictions, CMA's, MPO's).*

-If in a DAC, describe additional efforts were made to engage the community. (1 point max.)

*Applicant must describe details of engagement with DACs such as interpreters, door to door, radio spots, etc.*

*For planning projects, the applicant should describe the methodology they plan to utilize to reach the residents in the project area, including participation of disadvantaged community members impacted by the project.*

-Describe public meetings/ open houses/ community meetings that were or will be conducted. (2 points max.)

- o How many? What type? (attach supporting documentation)

*Attach any applicable meeting minutes, links to websites, public service announcements or Facebook pages.*

-Provide support letters for the project. (1 point max.)

*Letter of Support from impacted school- when the school isn't the applicant or partner on the application (required)*



## **NARRATIVE QUESTIONS (cont.)**

### **QUESTION #3 (cont.)**

#### **PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)**

- B. Describe the feedback from the public participation process and how it was addressed, (or will be addressed for plans). (5 points max.)

*Describe how projects/programs/plans were developed with community involvement and coordination with other agencies (if applicable) and describe how the community will continue to be engaged in the implementation of the project or program to ensure sustainability.*

*Discuss how participant feedback will be addressed.*

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## NARRATIVE QUESTIONS (cont.)

### QUESTION #4

#### **COST EFFECTIVENESS (0-10 POINTS)**

- A. Describe the alternatives that were considered. Discuss the relative costs and benefits of all the alternatives and explain why the nominated one was chosen. (5 points max.)

***No Build is not an alternative.***

***Discuss how different width facilities or different materials, etc., were considered and eliminated or describe how this project was selected over a similar project in a different location.***

- B. Using the Benefit/Cost Model provided by Caltrans, calculate the ratio of the benefits of the project relative to both the total project cost and funds requested. (5 points max.)

$$\left( \frac{\text{Benefit}}{\text{Total Project Cost}} \text{ and } \frac{\text{Benefit}}{\text{Funds Requested}} \right).$$

***The B/C calculations will be reviewed for logic. Points will be awarded only if logic coincides with project benefits as presented in application.***



## NARRATIVE QUESTIONS (cont.)

### QUESTION #5

#### **IMPROVED PUBLIC HEALTH (0-10 points)**

- A. Describe the health issues or high risk factors in the project area and how the project will address each of them. (5 point max.)

*Describe such health issues as asthma, obesity, etc. and target populations and specify how the project can help to address these issues.*

*Nationwide or statewide health data will not be sufficient to receive points.*

*To estimate the health benefits from increasing cycling or walking, the World Health Organization (WHO) has developed a web based tool called the Health Economic Assessment Tool (HEAT) to monetize the benefits from active transportation projects.*

*<http://www.heatwalkingcycling.org/>*

- B. Provide Local Health data and sources. (5 point max.)

*Applicant must describe how they coordinated with their **local** health department or health data sources to identify health data and risk factors in the area.*

*Applicant should attached map, data, or references to academic articles.*

*Health data on the county level can be found at the California Health Interview Survey (CHIS) website (an account will need to be created to use the data). Once you have registered account information such as physical inactivity, walking for transportation and leisure, park use and health conditions can be queried.*

*<http://healthpolicy.ucla.edu/chis/Pages/default.aspx>*



## NARRATIVE QUESTIONS (cont.)

### QUESTION #6

#### **BENEFIT TO DISADVANTAGED COMMUNITIES (0-10 points)**

E. To receive disadvantaged community credit under the ATP, the project must be located within or benefit a disadvantaged community with meets at least two of the criterion below. (Answer all that apply)

- Median household income, by census tract for the community-(ies) benefited by the project:  
\$ \_\_\_\_\_
  - Provide all census tract numbers.
  - Provide the median income for each census track listed
  - Provide the population for each census track listed

*The median household income is less than 80% of the statewide median based on the most current census tract level data from the American Community Survey. Data is available at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml> (Use the 5 year data for all areas). List all of the zip codes or census tracts that the project is in, or were used for this calculation.*

- California Communities Environmental Health Screen Tool (CalEnvironScreen) score for the community benefited by the project: \_\_\_\_\_

*An area identified as among the most disadvantaged 10% in the state according to latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. Scores are available at <http://oehha.ca.gov/ej/ces11.html>.*

- For Safe Routes to Schools projects only, percentage of students eligible for the Free or Reduced Price Meals Programs: \_\_\_\_\_ %

*At least 75% of public school students in the project area are eligible to receive free or reduced price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/filesasp>. Applicants using this measure must indicate how the project benefits the school students in the project area or, for projects not directly benefiting school students, explain why this measure is representative of the larger community.*

- Should the community benefitting from the project be considered disadvantaged based on criteria not specified in the program guidelines? If so, provide data for all criteria above and a quantitative assessment of why the community should be considered disadvantaged.

*If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant must submit for consideration a quantitative assessment of why the community should be considered disadvantaged.*



## NARRATIVE QUESTIONS (cont.)

### QUESTION #6 (cont.)

- F. Describe how the project demonstrates a clear benefit to a disadvantaged community. (5 points max.)

*Describe what infrastructure, safety, or public health challenges and/or barriers are present within the disadvantaged community that contributes to the need for the project. You can refer to barriers highlighted in previous questions, but explain here how these challenges are particularly faced by the disadvantaged community.*

*Describe how the project will address these barriers and improve access to active transportation for the residents living in disadvantaged communities.*

*How will disadvantaged community residents have daily access to the project site or be targeted by the non-infrastructure program? Address any potential barriers to access if applicable, particularly for projects not located within the disadvantaged community, such as location of the disadvantaged community to the project site, physical barriers such as fencing, barricades, etc.,*

-What percentage of the project funding will benefit that community, \_\_\_\_%. Describe the methodology when calculating this %. (5 points max.)

*Discuss the percentage of the project that falls geographically within the disadvantaged community (if the project includes infrastructure) and estimate the proportion of funding that will be targeted for disadvantaged communities.*

*For Safe Routes to School projects discuss how the school students and community specifically benefit from the project.*



## **NARRATIVE QUESTIONS (cont.)**

### **QUESTION #7**

#### **USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 to 5 points)**

The applicant must send the following information to the CCC and CALCC prior to application submittal to Caltrans:

Project Description  
Project Map  
Project Schedule

Detailed Estimate  
Preliminary Plan

The corps agencies can be contacted at:

California Conservation Corps at: [www.ccc.ca.gov](http://www.ccc.ca.gov)

Community Conservation Corps at: <http://callocalcorps.org>

- G. The applicant has coordinated with the CCC to identify how a state conservation corps can be a partner of the project. Y/N
- Name, e-mail, and phone # of the person contacted and the date the information was submitted to them
- H. The applicant has coordinated with a representative from the California Association of Local Conservation Corps (CALCC) to identify how a certified community conservation corps can be a partner of the project. Y/N
- Name, e-mail, and phone # of the person contacted and the date the information was submitted to them
- I. The applicant intends to utilize the CCC or a certified community conservation corps on all items where participation is indicated? Y/N

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

*Follow the application instructions for submitting your project information to both corps.*

*The CALCC and CCC will provide a list to Caltrans of all projects submitted to them and indicating which projects they are available to participate on. The applicant need not attach any documentation from the CALCC or CCC to the application.*

*Applicants will not be penalized if either corps determines that they cannot participate in a project.*



## **NARRATIVE QUESTIONS (cont.)**

### **QUESTION #8**

#### **APPLICANT'S PERFORMANCE ON PAST GRANTS AND DELIVERABILITY OF PROJECTS**

*( 0 to10 points x # of evaluators) For Caltrans District response only*

*Caltrans will score this question separately for all points. Evaluators will not score this question. Caltrans will review the applicant's performance on past grants and the deliverability on the project based on scope, estimate, schedule and eligibility of project.*

DRAFT



January 26, 2015  
ATAC Agenda Item 7.3  
Continued From: NEW  
**Action Requested: INFORMATION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

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**TO:** Technical Advisory Committee (TAC)  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Diana Meehan, Associate Planner  
(707) 259-8327 / Email: [dmeehan@nctpa.net](mailto:dmeehan@nctpa.net)  
**SUBJECT:** Transportation Fund for Clean Air (TFCA) - Call for Projects  
Fiscal Year Ending in (FYE) 2016

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### **RECOMMENDATION**

Information Only

### **EXECUTIVE SUMMARY**

NCTPA annually allocates funds generated under AB 434. The funds come from a four-dollar vehicle license fee imposed by the Bay Area Air Quality Management District (BAAQMD) and are known as Transportation Fund for Clean Air (TFCA).

40% of these funds are returned to the NCTPA for distribution to local projects. Projects must be beneficial to air quality and be cost effective. The remaining 60% is allocated by the BAAQMD on an area wide competitive basis. The Program Expenditure Plan for Program Managers Funds is due to the Air District on March 3, 2015.

In general the Air District TFCA policies only allow funds to be retained for two (2) years unless a project sponsor requests additional time and the project is making reasonable progress it can be granted a one (1) year extension.

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes. Approximately \$ 273,000

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## **BACKGROUND AND DISCUSSION**

Annually the NCTPA adopts a list of projects for the TFCA Program Manager funds. NCTPA receives about \$190,000 each year in DMV revenues. Five percent of the revenues are used for administration of the program.

## **APPLICATIONS**

**Applications are due Friday, April 3rd by 5:00 PM.** The application must consist of a completed Project Information Form with a detailed project description and a completed project cost effectiveness worksheet.

### **Basic Eligibility**

1. Reduction of emissions
2. TFCA cost-effectiveness
3. Eligible recipients
4. Consistent with existing plans and programs
5. Public agencies applying on behalf of non-public Entities

### **TFCA Project Types**

1. Bicycle Facility Improvements
2. Arterial Management
3. Transit or Vanpool Incentive Programs
4. Shuttle/Vanpool Feeder Program
5. Smart Growth

## **SUPPORTING DOCUMENTS**

Attachments: (1) TFCA Expenditure Plan for FYE 2016  
(2) Napa Selection Criteria for TFCA Program Manager Funds

Expenditure Plan Application

16-NAP

FYE 2016

## SUMMARY INFORMATION

County Program Manager Agency Name: Napa County Transportation and Planning Agency

Address: 625 Burnell St., Napa, CA 94559

### PART A: NEW TFCA FUNDS

1. Estimated FYE 2016 DMV revenues (based on projected CY2014 revenues): Line 1: \$192,861.15
2. Difference between prior-year estimate and actual revenue: Line 2: \$7,191.04
- a. Actual FYE 2014 DMV revenues (based on CY2013): \$192,825.04
- b. Estimated FYE 2014 DMV revenues (based on CY2013): \$185,634.00  
(*'a' minus 'b' equals Line 2.*)
3. Estimated New Allocation (*Sum of Lines 1 and 2*): Line 3: \$200,052.19
4. Interest income. List interest earned on TFCA funds in calendar year 2014. Line 4: \_\_\_\_\_
5. Estimated TFCA funds budgeted for administration:<sup>1</sup> Line 5: \$10,002.60  
(*Note: This amount may not exceed 5% of Line 3.*)
6. **Total new TFCA funds available in FYE 2016 for projects and administration** Line 6: \_\_\_\_\_  
(*Add Lines 3 and 4. These funds are subject to the six-month allocation deadline.*)

### PART B: TFCA FUNDS AVAILABLE FOR REPROGRAMMING

7. **Total amount from previously funded projects available for reprogramming to other projects.** (*Enter zero (0) if none.*) Line 7: \$72,801.03
- (*Note: Reprogrammed funds originating from pre-2006 projects are not subject to the six-month allocation deadline.*)

### PART C: TOTAL AVAILABLE TFCA FUNDS

8. **Total Available TFCA Funds** (*Sum of Lines 6 and 7*) Line 8: \_\_\_\_\_
9. Estimated Total TFCA funds available for projects (*Line 8 minus Line 5*) Line 9: \_\_\_\_\_

I certify that, to the best of my knowledge, the information contained in this application is complete and accurate.

Executive Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> The "Estimated TFCA funds budgeted for administration" amount is listed for informational purposes only. Per California Health and Safety Code Section 44233, County Program Managers must limit their administrative costs to no more than 5% of the actual total revenue received from the Air District.



## Project Selection Process

The project selection process is as follows. The NCTPA Technical Advisory Committee (TAC), with representation from all six Napa County jurisdictions, will serve as the selection and prioritization committee. NCTPA staff will run the prospective projects through an initial qualification process based on project eligibility, and present their findings to the TAC. TAC's recommendations will be forwarded to the NCTPA Board.

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

## **TFCA Program Manager Selection Criteria for Napa County**

- 1) The proposed project must improve the quality of the air as determined by the BAAQMD.
- 2) The project must fall into one or more of the statutory expenditure categories, which are:
  - \* The implementation of ridesharing programs.
  - \* The purchase or lease of clean fuel buses for school districts and transit operators.
  - \* The provision of local feeder bus or shuttle service to rail and ferry stations and to airports.
  - \* Implementation and maintenance of local arterial traffic management.
  - \* Implementation of rail-bus integration and regional transit information systems.
  - \* Implementation of low-emission and zero-emission vehicle programs and of demonstration projects in telecommuting and in congestion pricing of highways, bridges, and public transit.
  - \* Implementation of a smoking vehicles program (Air District project).
  - \* Implementation of an automobile buy-back scrappage program operated by a governmental agency (Air District project).
  - \* Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program.
  - \* The design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions.
  - \* **Implementation of vehicle-based projects to reduce mobile source emissions, including but not limited to, engine repowers, engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations.**
- 3) Geographic equity in the Napa region.
- 4) The project proponent has expended past allocations of funds in a timely manner.
- 5) Meet the requirements of the Air District Board-Approved TFCA County Program Manager Fund Policies (Attachment 1).

## *Appendix D: Board-Adopted TFCA County Program Manager Fund Policies for FYE 2016*

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**Adopted November 17, 2014**

The following Policies apply only to the Transportation Fund for Clean Air (TFCA) County Program Manager Fund.

### **BASIC ELIGIBILITY**

1. **Reduction of Emissions:** Only projects that result in the reduction of motor vehicle emissions within the Air District's jurisdiction are eligible.

Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and these Air District Board of Directors adopted TFCA County Program Manager Fund Policies for FYE 2016.

Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, ordinances, contracts, and other legally binding obligations at the time of the execution of a grant agreement between the County Program Manager and the grantee. Projects must also achieve surplus emission reductions at the time of an amendment to a grant agreement if the amendment modifies the project scope or extends the project completion deadline.

2. **TFCA Cost-Effectiveness:** Projects must achieve TFCA cost-effectiveness, on an individual project basis, equal to or less than \$90,000 of TFCA funds per ton of total emissions reduced, unless a different value is specified in the policy for that project type. (See "Eligible Project Categories" below.) Cost-effectiveness is based on the ratio of TFCA funds divided by the sum total tons of reactive organic gases (ROG), oxides of nitrogen (NOx), and weighted particulate matter 10 microns in diameter and smaller (PM10) reduced (\$/ton). All TFCA-generated funds (e.g., TFCA Regional Funds, reprogrammed TFCA funds) that are awarded or applied to a project must be included in the evaluation. For projects that involve more than one independent component (e.g., more than one vehicle purchased, more than one shuttle route), each component must achieve this cost-effectiveness requirement.

County Program Manager administrative costs are excluded from the calculation of a project's TFCA cost-effectiveness.

3. **Eligible Projects and Case-by-Case Approval:** Eligible projects are those that conform to the provisions of the HSC section 44241, Air District Board adopted policies and Air District guidance. On a case-by-case basis, County Program Managers must receive approval by the Air District for projects that are authorized by the HSC section 44241 and achieve Board-adopted TFCA cost-effectiveness but do not fully meet other Board-adopted Policies.
4. **Consistent with Existing Plans and Programs:** All projects must comply with the transportation control measures and mobile source measures included in the Air District's most recently approved plan for achieving and maintaining State and national ambient air quality standards,

which are adopted pursuant to HSC sections 40233, 40717 and 40919, and, when specified, with other adopted State, regional, and local plans and programs.

5. **Eligible Recipients:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing with the Air District (Policy #8).
  - A. Public agencies are eligible to apply for all project categories.
  - B. Non-public entities are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle and infrastructure projects, and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).
6. **Readiness:** Projects must commence by the end of calendar year 2016. “Commence” includes any preparatory actions in connection with the project’s operation or implementation. For purposes of this policy, “commence” can mean the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle/feeder bus and ridesharing service, or the delivery of the award letter for a construction contract.
7. **Maximum Two Years Operating Costs:** Projects that provide a service, such as ridesharing programs and shuttle and feeder bus projects, are eligible to apply for a period of up to two (2) years, except for bike share projects, which are eligible to apply for a period of up to five (5) years. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

#### APPLICANT IN GOOD STANDING

8. **Independent Air District Audit Findings and Determinations:** Grantees who have failed either the fiscal audit or the performance audit for a prior TFCA-funded project awarded by either County Program Managers or the Air District are excluded from receiving an award of any TFCA funds for five (5) years from the date of the Air District’s final audit determination in accordance with HSC section 44242, or duration determined by the Air District Air Pollution Control Officer (APCO). Existing TFCA funds already awarded to the project sponsor will not be released until all audit recommendations and remedies have been satisfactorily implemented. A failed fiscal audit means a final audit report that includes an uncorrected audit finding that confirms an ineligible expenditure of TFCA funds. A failed performance audit means that the program or project was not implemented in accordance with the applicable Funding Agreement or grant agreement.

A failed fiscal or performance audit of the County Program Manager or its grantee may subject the County Program Manager to a reduction of future revenue in an amount equal to the amount which was inappropriately expended pursuant to the provisions of HSC section 44242(c)(3).
9. **Authorization for County Program Manager to Proceed:** Only a fully executed Funding Agreement (i.e., signed by both the Air District and the County Program Manager) constitutes the Air District’s award of County Program Manager Funds. County Program Managers may only incur costs (i.e., contractually obligate itself to allocate County Program Manager Funds) after the Funding Agreement with the Air District has been executed.
10. **Insurance:** Both the County Program Manager and each grantee must maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific

projects, with required coverage amounts provided in Air District guidance and final amounts specified in the respective grant agreements.

#### **INELIGIBLE PROJECTS**

11. **Duplication:** Grant applications for projects that provide additional TFCA funding for existing TFCA-funded projects (e.g., Bicycle Facility Program projects) that do not achieve additional emission reductions are ineligible. Combining TFCA County Program Manager Funds with other TFCA-generated funds that broaden the scope of the existing project to achieve greater emission reductions is not considered project duplication.
12. **Planning Activities:** A grantee may not use any TFCA funds for planning related activities unless they are directly related to the implementation of a project or program that result in emission reductions.
13. **Employee Subsidies:** Projects that provide a direct or indirect financial transit or rideshare subsidy or shuttle/feeder bus service exclusively to the grantee's employees are not eligible.

#### **USE OF TFCA FUNDS**

14. **Cost of Developing Proposals:** Grantees may not use TFCA funds to cover the costs of developing grant applications for TFCA funds.
15. **Combined Funds:** TFCA funds may be combined with other grants (e.g., with TFCA Regional Funds or State funds) to fund a project that is eligible and meets the criteria for all funding sources, unless it is otherwise prohibited (e.g., in the project-specific policies). For the purpose of calculating the TFCA cost-effectiveness, the TFCA's portion of the project cost is the sum of TFCA County Program Manager Funds and TFCA Regional Funds.
16. **Administrative Costs:** The County Program Manager may not expend more than five percent (5%) of its County Program Manager Funds for its administrative costs. The County Program Manager's costs to prepare and execute its Funding Agreement with the Air District are eligible administrative costs. Interest earned on County Program Manager Funds shall not be included in the calculation of the administrative costs. To be eligible for reimbursement, administrative costs must be clearly identified in the expenditure plan application and in the Funding Agreement, and must be reported to the Air District.
17. **Expend Funds within Two Years:** County Program Manager Funds must be expended within two (2) years of receipt of the first transfer of funds from the Air District to the County Program Manager in the applicable fiscal year, unless a County Program Manager has made the determination based on an application for funding that the eligible project will take longer than two years to implement. Additionally, a County Program Manager may, if it finds that significant progress has been made on a project, approve no more than two one-year schedule extensions for a project. Any subsequent schedule extensions for projects can only be given on a case-by-case basis, if the Air District finds that significant progress has been made on a project, and the Funding Agreement is amended to reflect the revised schedule.
18. **Unallocated Funds:** Pursuant to HSC 44241(f), any County Program Manager Funds that are not allocated to a project within six months of the Air District Board of Directors

approval of the County Program Manager's Expenditure Plan may be allocated to eligible projects by the Air District. The Air District shall make reasonable effort to award these funds to eligible projects in the Air District within the same county from which the funds originated.

19. **Incremental Cost (for the purchase or lease of new vehicles):** For new vehicles, TFCA funds awarded may not exceed the incremental cost of a vehicle after all rebates, credits, and other incentives are applied. Such financial incentives include manufacturer and local/state/federal rebates, tax credits, and cash equivalent incentives. Incremental cost is the difference in cost between the purchase or lease price of the new vehicle, and its new conventional vehicle counterpart that meets the most current emissions standards at the time that the project is evaluated.
20. **Reserved.**
21. **Reserved.**

## **ELIGIBLE PROJECT CATEGORIES**

### **22. Alternative Fuel Light-Duty Vehicles:**

**Eligibility:** For TFCA purposes, light-duty vehicles are those with a gross vehicle weight rating (GVWR) of 14,000 lbs. or lighter. Eligible alternative light-duty vehicle types and equipment eligible for funding are:

- A. Purchase or lease of new hybrid-electric, electric, fuel cell, and CNG/LNG vehicles certified by the California Air Resources Board (CARB) as meeting established super ultra-low emission vehicle (SULEV), partial zero emission vehicle (PZEV), advanced technology-partial zero emission vehicle (AT-PZEV), or zero emission vehicle (ZEV) standards.
- B. Purchase or lease of new electric neighborhood vehicles (NEV) as defined in the California Vehicle Code.

Gasoline and diesel (non-hybrid) vehicles are not eligible for TFCA funds. Funds are not available for non-fuel system upgrades, such as transmission and exhaust systems, and should not be included in the incremental cost of the project.

TFCA funds awarded may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the difference in cost between the purchase or lease price of the new vehicle and its new conventional vehicle counterpart that meets, but does not exceed, current emissions standards.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund.

23. **Reserved.**
24. **Alternative Fuel Heavy-Duty Replacement Vehicles (high mileage):**

**Eligibility:** These projects are intended to accelerate the deployment of qualifying alternative fuel vehicles that operate within the Air District's jurisdiction. All of the following additional conditions must be met for a project to be eligible for TFCA Funds:

- A. Vehicles purchased and/or leased have a GVWR greater than 14,000lbs; and
- B. Are 2014 model year or newer hybrid-electric, electric, CNG/LNG, and hydrogen fuel cell vehicles certified by the CARB.

TFCA funds may not be used to pay for non-fuel system upgrades such as transmission and exhaust systems.

**Scrapping Requirements:** Grantees with a fleet that includes model year 1998 or older heavy-duty diesel vehicles must scrap one model year 1998 or older heavy-duty diesel vehicle for each new vehicle purchased or leased under this grant. Costs related to the scrapping of heavy-duty vehicles are not eligible for reimbursement with TFCA funds.

TFCA funds awarded may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the difference in cost between the purchase or lease price of the vehicle and/or retrofit and its new conventional vehicle counterpart that meets, but does not exceed, current emissions standards.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund or other funding sources that claim emissions credits.

#### 25. **Alternative Fuel Bus Replacement:**

**Eligibility:** For purposes of transit and school bus replacement projects, a bus is any vehicle designed, used, or maintained for carrying more than 15 persons, including the driver. A vehicle designed, used, or maintained for carrying more than 10 persons, including the driver, which is used to transport persons for compensation or profit, or is used by any nonprofit organization or group, is also a bus. A vanpool vehicle is not considered a bus. Buses are subject to the same eligibility requirements and the same scrapping requirements listed in Policy #24.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund or other funding sources that claim emissions credits.

#### 26. **Alternative Fuel Infrastructure:**

**Eligibility:** Eligible refueling infrastructure projects include new dispensing and charging facilities, or additional equipment or upgrades and improvements that expand access to existing alternative fuel fueling/charging sites (e.g., electric vehicle, CNG, hydrogen). This includes upgrading or modifying private fueling/charging sites or stations to allow public and/or shared fleet access. TFCA funds may be used to cover the cost of equipment and installation. TFCA funds may also be used to upgrade infrastructure projects previously funded with TFCA-generated funds as long as the equipment was

maintained and has exceeded the duration of its years of effectiveness after being placed into service.

TFCA-funded infrastructure projects must be available to and accessible by the public. Equipment and infrastructure must be designed, installed and maintained as required by the existing recognized codes and standards and approved by the local/state authority.

TFCA funds may not be used to pay for fuel, electricity, operation, and maintenance costs.

Projects that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund.

27. **Ridesharing Projects:** Eligible ridesharing projects provide carpool, vanpool or other rideshare services. Projects that provide a direct or indirect financial transit or rideshare subsidy are also eligible under this category.

28. **Shuttle/Feeder Bus Service:**

These projects are intended to reduce single-occupancy vehicle commute-hour trips by providing the short-distance connection between a mass transit hub and one or more commercial hub or employment centers. All of the following conditions must be met for a project to be eligible for TFCA funds:

- A. The project's route must provide connections only between mass transit hubs, e.g., a rail or Bus Rapid Transit (BRT) station, ferry or bus terminal or airport, and distinct commercial or employment areas.
- B. The project's schedule must coordinate with the transit schedules of the connecting mass transit services.
- C. The service must be available for use by all members of the public.
- D. The project may not duplicate existing local transit service or service that existed along the project's route within the last three years. "Duplication" of service means establishing a shuttle route where there is an existing transit service stop within 0.5 miles of the commercial hub or business center and that can be reached by pedestrians in 20 minutes or less. Projects that propose to increase service frequency to an area that has existing service may be considered for funding if the increased frequency would reduce the commuter's average transit wait time to thirty minutes or less.

Project applicants that were awarded FYE 2014 or FYE 2015 TFCA Funds that propose identical routes in FYE 2015 or in FYE 2016 may request an exemption from the requirements of Policy 28.D. Provided they meet the following requirements: 1) No further TFCA project funding as of January 2017; 2) Submission of a financial plan to achieve financial self-sufficiency from TFCA funds within two years by demonstrating how they will come into compliance with this requirement or by securing non-TFCA Funds. The plan must document: i) the funding source(s) that will be targeted and the bases for eligibility of such funding, ii) the amounts from each funding source for which the applicant is eligible and that will be pursued; 3) the schedule (timeline) from application to receipt of such funds; 4) the process for securing each funding source; and 5) the specific efforts taken by the applicant to be eligible for such funds, and the status of the applicants' application for securing funds.

- E. Shuttle/feeder bus service applicants must be either: 1) a public transit agency or transit district that directly operates the shuttle/feeder bus service; or (2) a city, county, or any other public agency.
- F. Existing projects must meet a cost-effectiveness of \$125,000 per ton of emissions reduced.
- G. Pilot Shuttle/Feeder Bus Service: Pilot shuttle/feeder bus service projects are defined as routes that are at least 70% unique and where no other service was provided within the past three years. In addition to meeting the conditions listed in Policy #28.A-F for shuttle/feeder bus service, pilot shuttle/feeder bus service, project applicants must also comply with the following:
  - i. Provide data and other evidence demonstrating the public's need for the service, including a demand assessment survey and letters of support from potential users.
  - ii. Provide written documentation of plans for financing the service in the future;
  - iii. Provide a letter from the local transit agency denying service to the project's proposed service area, which includes the basis for denial of service to the proposed areas. The applicant must demonstrate that the project applicant has attempted to coordinate service with the local service provider and has provided the results of the demand assessment survey to the local transit agency. The applicant must provide the transit service provider's evaluation of the need for the shuttle service to the proposed area.
  - iv. Pilot projects located in Highly Impacted Communities as defined in the Air District Community Air Risk Evaluation (CARE) Program and/or a Planned or Potential Priority Development Area (PDA) may receive a maximum of three years of TFCA Funds under the Pilot designation and must meet the following requirements:
    - a. During the first year of operation, projects must not exceed a cost-effectiveness of \$500,000/ton,
    - b. By the end of the second year of operation, projects must not exceed a cost-effectiveness of \$200,000/ton, and
    - c. By the end of the third year of operation, projects must not exceed a cost-effectiveness of \$125,000/ton and meet all of the requirements of Policy #28.A-F (existing shuttles).
  - v. Projects located outside of CARE areas and PDAs may receive a maximum of two years of TFCA Funds under this designation and must meet the following requirements:
    - a. By the end of the first year of operation, projects shall meet a cost-effectiveness of \$200,000/ton, and
    - b. By the end of the second year of operation, projects shall cost \$125,000 or less per ton (cost-effectiveness rating) and shall meet all of the requirements of Policy #28. A-F (existing shuttles).

**29. Bicycle Projects:**

New bicycle facility projects that are included in an adopted countywide bicycle plan or Congestion Management Program (CMP) are eligible to receive TFCA funds. Eligible

projects are limited to the following types of bicycle facilities for public use that result in motor vehicle emission reductions:

- A. New Class-1 bicycle paths;
- B. New Class-2 bicycle lanes;
- C. New Class-3 bicycle routes;
- D. New Class-4 cycle tracks or separated bikeways;
- E. New bicycle boulevards;
- F. Bicycle racks, including bicycle racks on transit buses, trains, shuttle vehicles, and ferry vessels;
- G. Bicycle lockers;
- H. Capital costs for attended bicycle storage facilities;
- I. Purchase of two-wheeled or three-wheeled vehicles (self-propelled or electric), plus mounted equipment required for the intended service and helmets; and
- J. Development of a region-wide web-based bicycle trip planning system.

All bicycle facility projects must, where applicable, be consistent with design standards published in the California Highway Design Manual, or conform to the provisions of the Protected Bikeway Act of 2014.

### **30. Bay Area Bike Share**

These projects make bicycles available to individuals for shared use for completing first- and last-mile trips in conjunction with regional transit and stand-alone short distance trips. To be eligible for TFCA funds, bicycle share projects must work in unison with the existing Bay Area Bike Share Project by either increasing the fleet size within the initial participating service areas or expanding the existing service area to include additional Bay Area communities. Projects must have a completed and approved environmental plan and a suitability study demonstrating the viability of bicycle sharing. Projects must meet a cost-effectiveness of \$500,000/ton. Projects may be awarded TFCA funds to pay for up to five years of operations.

### **31. Arterial Management:**

Arterial management grant applications must identify a specific arterial segment and define what improvement(s) will be made to affect traffic flow on the identified arterial segment. Projects that provide routine maintenance (e.g., responding to citizen complaints about malfunctioning signal equipment) are not eligible to receive TFCA funds. Incident management projects on arterials are eligible to receive TFCA funds. Transit improvement projects include, but are not limited to, bus rapid transit and transit priority projects. For signal timing projects, TFCA funds may only be used for local arterial management projects where the affected arterial has an average daily traffic volume of 20,000 motor vehicles or more, or an average peak hour traffic volume of 2,000 motor vehicles or more (counting volume in both directions). Each arterial segment must meet the cost-effectiveness requirement in Policy #2.

### **32. Smart Growth/Traffic Calming:**

Physical improvements that support development projects and/or calm traffic, resulting in motor vehicle emission reductions, are eligible for TFCA funds, subject to the following conditions:

- A. The development project and the physical improvements must be identified in an approved area-specific plan, redevelopment plan, general plan, bicycle plan, pedestrian plan, traffic-calming plan, or other similar plan; and
- B. The project must implement one or more transportation control measures (TCMs) in the most recently adopted Air District plan for State and national ambient air quality standards. Pedestrian projects are eligible to receive TFCA funds.
- C. The project must have a completed and approved environmental plan.

Traffic calming projects are limited to physical improvements that reduce vehicular speed by design and improve safety conditions for pedestrians, bicyclists or transit riders in residential retail, and employment areas.