

Napa County Transportation and Planning Agency

625 Burnell Street
Napa, CA 94559



Agenda - Final

Monday, September 28, 2015

5:00 PM

NCTPA/NVTA Conference Room

Active Transportation Advisory Committee

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

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

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

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

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

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

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

6. CONSENT AGENDA

- 6.1 Meeting Minutes of July 27, 2015 ATAC Meeting (Diana Meehan) *(Pages 4-6)*
- Recommendation:** Approval
- Attachments:** [6.1 7-27-15 ATAC minutes.pdf](#)

7. REGULAR AGENDA ITEMS

- 7.1 Napa Valley Vine Trail Update (Philip Sales) *(Pages 7-8)*
Philip Sales, Executive Director of the Napa Valley Vine Trail Coalition, will provide an update on the Napa Valley Vine Trail
- Recommendation:** Information
- Attachments:** [7.1 Vine Trail Update.pdf](#)
- 7.2 Transportation Development Act, Article 3 (TDA-3) Program Review (Diana Meehan) *(Pages 9-25)*
Staff will review the TDA-3 funding related to the Vine Trail
- Recommendation:** Information/Discussion
- Attachments:** [7.2 TDA 3 Review.pdf](#)
- 7.3 ATAC Work Plan Review (Diana Meehan) *(Pages 26-28)*
Staff will review the ATAC Work Plan
- Recommendation:** Information
- Attachments:** [7.3 2015 ATAC Work Plan Review.pdf](#)

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

Napa County Transportation and Planning Agency (NCTPA)

Active Transportation Advisory Committee (ATAC)

MINUTES

Monday, July 27, 2015

ITEMS

1. Call to Order

Meeting was called to order at 5:00 pm.

2. Roll Call / Introductions

Members Present:

Mike Costanzo (Vice Chair)
Eric Hagyard
James Eales
Donna Hinds
Dieter Deiss
Barry Christian

Members Absent:

Paul Wagner
Joel King

3. Public Comments

Patrick Band, NapaBike Executive Director announced the Tour de Vine fundraiser ride which will take place on October 11th.

4. ATAC Members and Staff Comments

4.1 Barry Christian discussed the letter he wrote to American Canyon NCTPA Board members supporting using TDA-3 funding for the Vine Trail.

4.2 Staff member Diana Meehan announced the resignation of Anne Darrow from the ATAC committee. Recruitment will be opened by the City of Napa to fill the position.

4.2 Staff member Alberto Esqueda announced the Countywide Transportation Plan Vision 2040 draft is open for public comment. The draft plan is scheduled to be adopted by the NCTPA Board in September.

5. Routine Accommodations/Complete Streets Checklist Review

None

6. CONSENT ITEMS (6.1)

6.1 Approval of Meeting Minutes of May 19, 2015

MOTION MADE by Hagyard SECONDED by Deiss to APPROVE the May 18, 2015 minutes as presented. Motion Passed Unanimously.

7. REGULAR AGENDA ITEMS

7.1 Countywide Pedestrian Master Plan Update

Kendra Rowley, planning and engineering consultant from Fehr and Peers reviewed the Countywide Pedestrian Master Plan (CPMP) progress to date. ATAC members provided feedback on the draft project prioritization criteria. Suggestions made were:

- Add to “Improves Safety” category: Tourist attraction/recreation facility
- Move “Improves access to schools” up on matrix to follow Improves access to transit
- Include: Promotes Mode Shift in “Provides key connection” category
- Emphasize variability in the “locally important” category

Committee members expressed wanting to stay involved in the review process and asked for more opportunity to comment as the draft plan is developed.

7.2 Approval of Bicycle and Pedestrian Counts and Survey locations

ATAC reviewed count and survey locations. The list was finalized to include a total of 24 count locations countywide. 4 of those locations will include surveys. If enough volunteers are not recruited, count locations may have to be reduced.

NCTPA staff is currently recruiting volunteers for the counts and surveys taking place on September 15th -19th.

MOTION MADE by Christian SECONDED by Deiss to APPROVE the Bicycle and Pedestrian Count and Survey locations. Motion Passed Unanimously

7.3 ATAC Member Nomination

The committee welcomed City of Napa appointee to the ATAC. Approval was recommended by the ATAC.

MOTION MADE by Christian SECONDED by Hagyard to APPROVE to recommend the NCTPA Board appoint Ms. Middleton to the ATAC. Motion Passed Unanimously

8. FUTURE AGENDA ITEMS

- TDA-3 Funding
- Vine Trail Update
- Work Plan Review

9. Approval of Meeting Date of September 28, 2015 and Adjournment

Meeting Adjourned at 7:05 PM



September 28, 2015
ATAC Item 7.1
Continued From: New
Action Requested: **INFORMATION**

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Napa Valley Vine Trail Update-Philip Sales

RECOMMENDATION

That the ATAC receive an update on the Napa Valley Vine Trail progress

EXECUTIVE SUMMARY

The Napa Valley Vine Trail Executive Director will give an update on the progress of the Napa Valley Vine Trail.

FISCAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

The Napa Valley Vine Trail Coalition (NVVT), in cooperation with Napa County's jurisdictions, is working towards building a 47 mile Class I multi-use trail stretching from the Calistoga to the Vallejo Ferry Terminal.

NVVT began its efforts in 2008 which led to NCTPA's implementation of the Greenway Feasibility Study (See link 1 below). The study outlined goals for building a premier trail system in the Napa Valley with a strong commitment towards providing alternative transportation options.

Once complete, the Vine Trail will serve as the “spine” of the active transportation network forming a safe alternative route between Napa and Solano County for commuters and recreational users.

Philip Sales, NVVT coalition will give the committee an update on the progress of the Vine Trail to date. Some highlights include:

- Oak Knoll section groundbreaking and progress
- Active Transportation Program (ATP) grants-Calistoga to St. Helena and American Canyon to Vallejo
- Vine Trail Maintenance
- Ag Respect
- Footprints fundraising program

SUPPORTING DOCUMENTS

Links:

1:<https://sites.google.com/site/napastransportationfuture/napagreenwayfeasibilitystudy>



September 28, 2015
ATAC Agenda Item 7.2
Continued From: NEW

Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Transportation Development Act-Article 3 (TDA-3) Program Review

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

The ATAC requested that NCPTA staff provide a summary update of the TDA-3 program to facilitate policy discussions about priorities among the committee members.

FISCAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

The TDA-3 program is funded by approximately 2% of the ¼ cent statewide sales tax for bicycle and pedestrian projects. This generates approximately \$125,000 per year in revenues for Napa County Jurisdictions. The TDA-3 program can fund a wide range of project types, including new capital construction, design, engineering of bike and pedestrian projects or for the maintenance of Class I Bikeways, restriping Class II Bicycle Lanes; development or support of a bicycle safety education program; and development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years).

As the Congestion Management Agency for Napa County, NCTPA is responsible for developing an annual program of prioritized projects for submission to MTC. Potential projects for the program are discussed and prioritized with input from the Active Transportation Advisory Committee (ATAC) and the Technical Advisory Committee

(TAC) in order to equitably program funds for bicycle and pedestrian projects in Napa County. TDA-3 funds are often leveraged with other funding such as Active Transportation Program (ATP) or Transportation Funds for Clean Air (TFCA) funds. Each January, NCTPA typically opens a call for projects. Projects are reviewed for eligibility using the following program criteria (Attachment 1):

TDA-3 Project Eligibility:

Projects are evaluated on a cost effective and project readiness basis.

TDA-3 Project Selection Criteria for Napa County

For Bicycle Projects

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

For Pedestrian Projects

- The project is listed in the jurisdiction’s Capital Improvement Plan or Countywide Pedestrian Master Plan (Completion in 2016)
- Environmental Clearance is secured

Additional credit will be given to projects that

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

TYPICAL TDA-3 TIMELINE

ITEM	DATE
TDA-3 Call for projects	January
TDA-3 Projects Due to NCTPA	February
Project Review, ATAC Recommendation	March
Project Review, TAC Recommendation	April
Board Approval	April or May
Submit Package to MTC	May or June
MTC Allocations Committee	July or August

SUPPORTING DOCUMENTS

Attachment: (1) TDA-3 Guidance



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

FY 2016-17 Applications
Due to NCTPA: February 19, 2016

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

January 20, 2016

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

The TDA-3 program is a grant program, funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$125,000 per year in revenues for Napa jurisdictions. The purpose of the TDA-3 program is to provide grants for local bicycle and pedestrian projects.

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

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

The available funding for Napa County TDA-3 projects for FY 2016-17 will be approximately \$220,952 dollars. The TDA Applications will be due to NCTPA by 5:00 PM on Friday, February 19, 2016.

If you have any questions, you may contact Diana Meehan, TDA-3 Program Manager at:

625 Burnell Street
Napa, CA 94559
Phone: 707-259-8327

Sincerely,

Kate Miller
Executive Director
Napa County Transportation & Planning Agency

The TDA-3 Program

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

The Metropolitan Transportation Commission (MTC) administers TDA-3, which is distributed based on population. Each year, an annual fund estimate or “entitlement” is developed for each jurisdiction. Unused “entitlement” is accumulated as credit. A jurisdiction’s claim in any given year cannot exceed the sum of their accumulated credit plus their projected entitlement for the following two years.

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

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

This “Call for Projects” will be issued on January 16, 2016, upon approval by the NCTPA Board of Directors. In addition to the application, project sponsors must deliver documentation of environmental clearance and maps/documents showing project locations and design parameters. Projects must be approved by MTC.

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

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

Basic Eligibility for TDA-3 Funding

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

- Engineering expenses leading to construction.
- Right-of-way acquisition.
- Construction and reconstruction.

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

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

Bicycle Advisory / Active Transportation Committee Requirement

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

Recent Project Examples in Napa County

Project Name	Sponsor	TDA-3 Funds	Total Project \$	Costs must be incurred by
Riverside Pedestrian Project	Calistoga	\$106,427	\$950,000	6/30/2017
Tulocay Creek Bridge and Trail Project	City of Napa	\$163,125	\$536,000	6/30/2017
Rio Del Mar/Los Altos Theresa Pedestrian Project	City of American Canyon	\$47,855	\$56,205	6/30/2017
City of St. Helena	Mitchell Drive Sidewalk Project	\$107,278	\$126,000	6/30/2017
Washington St. Sidewalk Project	Town of Yountville	\$51,086	\$60,000	6/30/2017

Project Selection Process

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

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

TDA-3 Project Selection Criteria for Napa County

For Bicycle Projects

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

For Pedestrian Projects

- The project is listed in the jurisdiction's Capital Improvement Plan, Active Transportation Plan or Countywide Pedestrian Master Plan
- Environmental Clearance is secured

Additional credit will be given to projects that

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

Application Instructions:

TDA-3 project applications for FY 2016-17 must be submitted to NCTPA no later than 5:00 pm on Friday February 19, 2016. Applications may be emailed to Diana Meehan at dmeehan@nctpa.net. Applications must include:

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

What Happens After Submission of the TDA-3 application?

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

ITEM	DATE
Board Approval – Call For Projects	January 20,2016
Issue Call For Projects	January 20, 2016
TDA-3 Applications - due to NCTPA by 5:00 PM	February 19,2016
Draft Program Review by ATAC	March 28, 2016
Draft Program Review by TAC	April 7, 2016
Board Approval – Program of Projects	April 20, 2016
Execute Funding Agreements	June 18, 2016

Contact Information

Napa County TDA-3 Program Manager:
Diana Meehan
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-8327
dmeehan@nctpa.net

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

Metropolitan Transportation Commission

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

Metropolitan Transportation Commission

Transportation Development Act Article 3 Funds Bicycle and Pedestrian Projects

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

(A model resolution follows these instructions)

The model resolution contains four parts:

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

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

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

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

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

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

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

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

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

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

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

Resolution No. **INSERT NUMBER**

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

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

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

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

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

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

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

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

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

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

AYES:

NAYS:

Certified to by (signature): _____

TYPE NAME OF CERTIFYING INDIVIDUAL HERE

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

Findings

Page 1 of 1

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

Resolution No. **INSERT NUMBER**
Attachment B
page **INSERT PAGE NUMBER** of **INSERT TOTAL PAGE NUMBERS**
TDA Article 3 Project Application Form

Fiscal Year of this Claim: _____ Applicant: _____

Contact person: _____

Mailing Address: _____

E-Mail Address: _____ Telephone: _____

Secondary Contact (in event primary not available) _____

E-Mail Address: _____ Telephone: _____

Short Title Description of Project: _____

Amount of claim: \$ _____

Functional Description of Project: _____

Financial Plan:

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

Project Elements: _____

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

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

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

A copy of the resolution follows these instructions.

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

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

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

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

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

Resolution No. **INSERT NUMBER**

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

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

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

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

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

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

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

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

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

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

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

AYES:

NAYS:

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

Resolution No. **INSERT NUMBER**
Attachment A

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

Prioritized List of Projects

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



September 28, 2015
ATAC Agenda Item 7.3
Continued From: NEW

Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)

FROM: Kate Miller, Executive Director

REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net

SUBJECT: Active Transportation Advisory Committee (ATAC) Progress Report
on the 2015 Work Plan

RECOMMENDATION

That the ATAC review progress made on the 2015 ATAC Work Plan.

EXECUTIVE SUMMARY

ATAC adopts an annual work plan each calendar year. The committee will review the Work Plan in order to evaluate progress and make recommendations for the 2016 Work Plan.

FISCAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

The ATAC makes recommendations to the NCTPA Board on all active transportation related projects and programs. The 2015 ATAC Work Plan provides the framework for timely review and recommendation to the NCTPA Board on projects and programs related to active transportation.

A review of the work plan tasks will help evaluate the current progress of active transportation projects and programs. The committee may make recommendations for the 2016 ATAC work plan which will be adopted in December 2015.

SUPPORTING DOCUMENTS

Attachments: (1) ATAC 2015 Work Plan

**NCTPA Active Transportation Advisory Committee (ATAC)
 2015 Work Plan**

Item	Period	Progress
1. Review Complete Street Checklists as required	As Needed	November
2. Partner in the Development of the NCTPA Countywide Master Pedestrian Plan	As Needed	On-track
3. Review progress on development of the Napa Valley Vine Trail	Monthly	On-track
4. Review Active Transportation Grant Programs and Project Submittals for NCTPA	As needed	On-track
5. Receive updates on the NCTPA Countywide Transportation Plan	As Needed	On-track
6. Receive updates from Regional Active Transportation Advisory and Working Groups	Quarterly	On-track
7. Review and recommend Transportation Development Act, part 3 (TDA-3) call for projects and project selection	January-February	Postponed to 2016
8. Coordinate in applying for various Active Transportation "call for projects"	As needed	On-track
9. Appoint chair and vice-chair for 2015	January 2015	On-track
10. Review Bicycle and Pedestrian Plan Programs	Quarterly-Annual Forum	On-track
11. Monitor 511.org interface	Monthly	Needed
12. Collaborate and Review bicycle map updates	As needed	Needed
13. Review Safe Routes to School Projects and Programs	As needed	Needed
14. Review and provide feedback on Countywide Pedestrian Plan	Quarterly	On-track
15. Attend NCTPA committee meetings (TAC, PCC, VCAC) to discuss active transportation issues	As needed	Needed
16. Attend NCTPA Board meetings	As needed	Needed
17. Active Transportation Best Practices Review	Semi-Annual	Needed
18. Safety and Enforcement-Law Enforcement Agencies	Quarterly	Needed
19. Live Healthy Napa County (LHNC) Coordination	Semi-Annual	On-track
20. Other items as required	As needed	