



November 21, 2012

Dear VCAC Member,

Please find enclosed your copy of the agenda and related staff reports for the upcoming meeting. You will note that our meeting location is supposed to be at the new Transit Center on Burnell Street. There is a **10% chance** we will still meet at the old office on Randolph. If that is the case, we will contact you by email or phone before the meeting date.

I look forward to seeing you on the 6<sup>th</sup> of December.

Respectfully Submitted,

A handwritten signature in blue ink, which appears to read "Tom Roberts", is written over a horizontal line that extends across the page.

Tom Roberts  
Manager of Public Transit



# VCAC

## VINE Consumer Advisory Committee

### Special Meeting

#### AGENDA

Thursday, December 6, 2012

6:00 pm

Note New Address  NCTPA / NVTB Board 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 VCAC which are provided to a majority or all of the members of the VCAC by VCAC 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 VCAC, 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 VCAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the VCAC 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 VCAC on any item at the time the VCAC 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 VCAC Staff. Also, members of the public are invited to address the VCAC 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 Deborah Schwarzbach, VCAC Staff, at (707) 259-8327 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.*

#### ITEMS

1. Call to Order
2. Roll Call and Introductions
3. Chairperson and Committee Members' Update
4. Correspondence
5. Public Comment \*\*\*

#### Time Estimates

10 Minutes

**REGULAR AGENDA ITEMS**

**RECOMMENDATION**

**Time Estimates**

- |     |   |                    |        |
|-----|---|--------------------|--------|
| 6.  | Approval of Meeting Minutes of September 6, 2012  | APPROVE            | 5 min  |
| 7.  | Update From Staff on Transit Projects<br><br>The Committee will receive a status update from the Manager of Public Transit on various transit projects. | INFORMATION        | 15 min |
| 8.  | Election of Chair and Vice-Chair<br><br>The Council will elect a Chair and Vice-Chair   | ACTION REQUIRED    | 10 min |
| 9.  | Presentation on One Bay Area Grant<br><br>The Council will receive a presentation on the One Bay Area Grant process.                                    | INFORMATION/ACTION | 30 min |
| 10. | Tour of Transit Center<br><br>The Council will receive a tour of the new Soscol Gateway Transit Center.   | INFORMATION        | 30 min |
| 11. | Adjourn until January 3, 2012   |                    |        |

**Estimated Meeting Length: 100 mins**

# VCAC

## VINE Consumer Advisory Committee

### MINUTES

Thursday September 6, 2012

#### ITEMS

##### 1. Call to Order

Jack Wall, VCAC Chair, called the meeting to order at 6:05 pm.

##### 2. Roll Call and Introductions

Members Present:

George Blackstock  
Jack Wall  
Doug Weir  
Anna Ernest  
Ricardo Huijon

Margret Schlenke

##### 3. Chairperson / Committee Members / Staff Update

A. Jack had two comments directed to the Veolia staff present about the "Where's My Bus?" program not working and why he had not seen any "No smoking" signs up in the shelters. Staff responded saying the transmitters in the buses were failing and new ones were being installed presently. The new transmitters should create more accurate arrival times in the near future. The signs stating "Thank you for not smoking" are currently being put up, up valley first and parts of Napa. More signs will need to be ordered due to a general shortage and vandalism which may delay the installation slightly.

##### 4. Correspondence

NONE

##### 5. Public Comment

NONE

#### REGULAR AGENDA ITEMS

##### 6. Approval of meeting minutes of July 12th, 2012

MSC" WEIR/SCHLENKE to APPROVE  
(Approve)

\*MSC – Motion, Seconded and Unanimously Carried

**7. Update From Staff on Transit Projects**

Tom went through the items on the list of projects included in the agenda packet giving the members information and a status update on each.

**(Information Only)**

**8. Expansion of Yountville Service**

Tom requested that the VCAC support the proposed changes to the service in Yountville. The expansion would close the gaps in service (not running Mondays and Tuesdays as well as between the hours of 2:00 and 4:00 PM on weekdays). It was also noted by Veolia staff that the new trolley could be in service in about two weeks.

**MSC" SCHLENKE/WEIR to APPROVE**

**(Approve)**

**9. Expansion of Route 29 Service to Ferry/BART**

Tom requested that the VCAC support the expansion of the Route 29 into the midday. He stated the expanded service would create runs that touch the ferry and BART station every two hours.

**MSC" WEIR/ERNEST to APPROVE**

**(Approve)**

**10. Restructure of fares on VINE routes 10, 11, 29, and VINE Go**

Tom requested that the VCAC support the restructuring of fares for the routes 10, 11, 29, and VINE Go. Ultimately the majority of riders will see no change or a reduction of their fares.

**MSC" WEIR/ERNEST to APPROVE**

**(Approve)**

**11. Adjourn until September 6, 2012**

The meeting was adjourned by Chair Wall at 7:15pm

**MSC" WEIR/SCHLENKE to APPROVE**

**(Approve)**



December 6, 2012  
VCAC Agenda Item 7

**Action Requested: INFORMATION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY VCAC Agenda Letter**

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**TO:** VINE Consumer Advisory Committee  
**FROM:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** Update on Transit projects

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### **RECOMMENDATION**

Receive an update on various transit, projects, initiatives and service metrics of interest to the Committee.

### **EXECUTIVE SUMMARY**

Staff will provide an update to the Committee on various transit initiatives, projects and service metrics.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No. This is an information only report.

### **BACKGROUND AND DISCUSSION**

Agency staff planned an aggressive work program of transportation improvements for fiscal year 2012/13 (next page). Staff will review the status of these projects with the Committee.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
ADA Phase I Wrap Up	Green											
Shared Vehicle Program Implementation	Green											
Sonoma Service	Green											
New Bus Orders	Green	Green										
Contract Transportation Implementation	Green	Green	Green									
Transit Yard Security	Green	Green	Green									
Redesign/implement Transit Ambassador Program	Green	Green	Green	Green								
Complete Napa Bus Shelter Project/Installation	Green	Green	Green	Green								
New Fare Structure	Green	Green	Green	Green	Green							
Enhancements to Yountville Service	Green	Green	Green	Green	Green							
New Napa Routes, Design/Implementation/Marketing	Green	Green	Green	Green	Green	Red						
New Short Range Transit Plan	Blue	Blue	Blue	Blue	Blue	Blue						
Wayfinding, Digital & Hub Signage Project	Blue	Blue	Blue	Blue	Blue	Blue						
Progress/Manufacturing/New Vehicles	Blue	Blue	Blue	Blue	Blue	Blue	Blue					
Off-site Pass/Sales Project	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue				
Changes to Route 29 (mid-day runs)	Blue	Green	Green	Green	Green	Green						
Web Site	Blue	Green	Green	Green	Green	Green						
Napa Shuttle Changes	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VINE Go / Senior Outreach	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Farebox Project	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
511 Integration	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Point of Sale System	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
New Logo	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Transfer Agreements with BART and Vallejo Ferry	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Development Service and Fare policies	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Development Performance Measures	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Hispanic Outreach	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
New Bus Stop Signs	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Carshare	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Redesign St. Helena Service	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Installation/implementation of Clipper	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
ADA Re-enrollments	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Rider's Guide Update	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Shelter Improvements at NVC	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
VINE Fairfield Suisun Service	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Bus Washer	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
5310 Grant Call for projects	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Disposal of Surplus Vehicles	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Passenger Count Technology Project	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
New Flyer Issues	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Transit Yard: CNG Fueling Station Project	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue

Green = Completed  
 Blue = Scheduled and/or In Progress.  
 Red = Project is running behind anticipated completion date.

**TRANSIT PROJECTS: 2012/13**



December 6, 2012  
VCAC Agenda Item 8

**Action Requested: ACTION REQUIRED**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY VCAC Agenda Letter**

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**TO:** VINE Consumer Advisory Committee  
**FROM:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** Nomination and Election of Officers.

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### **RECOMMENDATION**

Nominate and elect a Chair and Vice-Chair.

### **EXECUTIVE SUMMARY**

The VCAC by-laws direct that the committee members will elect a committee Chair and Vice-Chair annually at the November/December meeting. New offices will be held for one year or until their successors are elected. New officers will be seated at the meeting following their election.

Staff recommends the Committee nominate and elect a Chair and Vice-Chair.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

### **SUPPORTING DOCUMENTS**

None.





December 6, 2012  
Agenda Item 9

**Action Requested: INFORMATION/ACTION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC and VCAC Agenda Letter**

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**TO:** PCC and VCAC  
**FROM:** Eliot Hurwitz, Program Manager for Planning  
(707) 259-8782, ehurwitz@nctpa.net  
**SUBJECT:** Regional Transportation Plan (RTP) Cycle 2 One Bay Area Grant  
(OBAG) Call for Projects

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### **RECOMMENDATION**

Council and Committee members are requested to provide input on potential projects and/or programming priorities to NCTPA staff and to NCTPA member agencies (Napa Cities/Town/County).

### **EXECUTIVE SUMMARY**

The Metropolitan Transportation Commission (MTC) receives federal funding for local programming through the state from federal transportation legislation currently known as Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). This includes Surface Transportation Program (STP), Congestion Mitigation and Air Quality Improvement (CMAQ), Transportation Enhancement (TE), and Safe Routes to School (SR2S) funding. For RTP Cycle 2, the OBAG Program is a new funding approach being introduced as part of the RTP currently under development.

The OBAG Program will allocate approximately \$6 million to Napa County jurisdictions for the 4-year cycle FY 2012-13 through FY 2015-16. The OBAG Program will require that Napa County Transportation and Planning Agency (NCTPA) program at least 50% of the countywide OBAG funds in Priority Development Areas (PDA) or to projects that provide "proximate access" to PDAs. All OBAG funds will be contingent on a series of requirements, including the establishment of a local "Complete Streets" program as well as having a General Plan housing element approved by the State Housing and Community Development Department. NCTPA will be responsible for ensuring compliance of these requirements.

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**FISCAL IMPACT**

Is there a Fiscal Impact? The applications will determine which projects are best suited to receive federal aid funding through Cycle 2.

**BACKGROUND AND DISCUSSION**

The OBAG Program is a new funding approach being introduced as part of the RTP currently under development in order to better integrate the region's federal transportation program with California's climate law (Senate Bill 375, Steinberg, 2008) and the Sustainable Communities Strategy (SCS) mandated by that legislation. According to MTC, funding distribution to the nine (9) Bay Area counties will consider progress toward achieving local land-use and housing policies by:

- Rewarding jurisdictions that accept housing allocations through the Regional Housing Need Allocation (RHNA) process and produce housing using transportation dollars as incentives.
- Supporting the SCS for the Bay Area by promoting transportation investments in PDAs and by initiating a pilot program that will support open space preservation in Priority Conservation Areas (PCA). Additional funding for each county has been set aside to support these efforts and additional information regarding these opportunities will follow in December.
- Providing a higher proportion of funding to local agencies and additional investment flexibility by eliminating required program investment targets (the OBAG program allows each county the flexibility to invest in transportation categories such as Transportation for Livable Communities, bicycle and pedestrian improvements, local streets and roads preservation, and planning activities, while also providing specific funding opportunities for Safe Routes to School (SR2S) and PCA.

The OBAG Program establishes program commitments and policies for investing roughly \$320 million over RTP Cycle 2, a 4-year period (FY 2012-13 through FY 2015-16), funded through the new federal transportation legislation, "MAP-21".

The NCTPA Board opened a call for Cycle 2 projects at their October 17, 2012 meeting. Project submittals will be due to NCTPA by 5:00 PM on December 14, 2012.

**SUPPORTING DOCUMENTS**

- Attachments:
- (1) Napa County Funding Breakdown for RTP Cycle 2 Funds
  - (2) Potential Project Selection Criteria
  - (3) Call for Projects Timeline

**RTP- Cycle 2 Funds**

**1) All Cycle 2 Funds FY 12/13 through FY 15/16:**

SR2S	STP	TE	CMAQ	TOTAL
\$420,000	\$4,787,000	\$431,000	\$1,443,000	\$7,081,000

This does not include PCA funds which is a \$5 million dollar competitive program for 4 North Bay Counties

Napa County	STP	CMAQ	RTIP TE	Total
<b>Specific Projects TBD by Napa</b>	<b>\$2,114,000</b>	<b>\$1,443,000</b>	<b>\$431,000</b>	<b>\$3,988,000</b>
<i>CMA Planning Activities (NCTPA)</i>	<i>\$2,673,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$2,673,000</i>
<b>Total</b>	<b>\$4,787,000</b>	<b>\$1,443,000</b>	<b>\$431,000</b>	<b>\$6,661,000</b>

**2) One Bay Area Grant Funds (does not include SR2S or PCA):**

**3) Planning Funds (NCTPA) – STP \$\$**

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	STP TOTAL
NCTPA	\$638,000	\$658,000	\$678,000	\$699,000	\$2,673,000

**4) STP/CMAQ split**

	STP - 72%	CMAQ - 22%	TE – 7%	Total
Napa County	\$4,787,000	\$1,443,000	\$431,000	\$6,661,000

**5) PDA Minimum Requirement**

	OBAG funds	PDA/Anywhere split	PDA	Anywhere
Napa County	\$6,661,000	50/50	\$3,330,500*	\$3,330,500

\*50% of NCTPA planning funds (\$1,336,500) *can* count toward the PDA minimum requirement

**6) OBAG funds: STP/CMAQ/TE after planning funds are taken off the top**

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	TOTAL
Napa County	\$997,000	\$997,000	\$997,000	\$997,000	\$3,988,000

**7) OBAG Funding Breakdown Options**

	TOTAL FUNDS (STP,CMAQ, TE)	PDA	Anywhere
<b>Option 1</b>	<b>\$3,988,000</b>	<b>\$3,330,500</b>	<b>\$657,500</b>
<b>Option 2 - 50% of Planning funds count toward PDA Minimum</b>	<b>\$3,988,000</b>	<b>\$1,994,000</b>	<b>\$1,994,000</b>

Cycle 2 Funds Criteria:

**STP Funds: \$2,114,000** – Available for projects – subject to One Bay Area Grant (OBAG) requirements

Eligible projects are any project on the any federal aid highway, including the national highway system; bridges on any public highway; transit capital projects; and inter-city/intra-city bus terminals and facilities.

Eligible project types (Title 23 USC, Chapter 1, Section 133) include:

- Construction, reconstruction, rehabilitation, resurfacing, restoration and operational improvements for highway and bridge projects, including bridge seismic retrofit, painting and application of calcium magnesium acetate, sodium acetate/formate, or other environmentally acceptable, minimally corrosive anti-icing and de-icing compositions. Also included are the necessary engineering, right-of-way and environmental mitigation for these activities.
- Transit capital projects under Chapter 53 of 49 USC including vehicles and facilities, whether publicly or privately owned, that are used to provide inter-city passenger service by bus.
- Carpool projects, fringe and corridor parking facilities, bicycle facilities and non-construction projects, pedestrian walkways, and modification of public sidewalks to comply with the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.).
- Highway and transit safety infrastructure projects, hazard eliminations, projects to mitigate hazards caused by wildlife, and railway-highway grade crossing elimination or improvement.
- Highway and transit research and development and technology transfer programs.
- Capital and operating costs for traffic monitoring, management and control facilities and programs.
- Surface transportation planning programs.
- Transportation enhancement activities.
- Transportation control measures listed in Section 108(f)(1)(A) of the Clean Air Act excluding clause (xvi).
- Development and establishment of management systems under Title 23 USC, section 303.
- Wetlands mitigation and natural habitat efforts related to projects funded under Title 23 USC.
- Capital improvements for infrastructure-based intelligent transportation systems.
- Environmental restoration and pollution abatement projects, including retrofit or construction of stormwater treatment facilities (limited to 20% of the total cost of reconstruction, rehabilitation, resurfacing, or restoration projects).

**CMAQ: \$1,443,000** – subject to OBAG requirements

The general eligibility criteria for CMAQ funding is for projects to have expected reductions in carbon monoxide, ozone precursor, or PM emissions.

Eligible Project Types:

- Transportation Control Measures (TCMs)
- Extreme Low-Temperature Cold Start Programs
- Alternative Fuels and Vehicles
- Congestion Reduction & Traffic Flow Improvements
- Transit Improvements
- Bicycle and Pedestrian Facilities and Programs

- Travel Demand Management
- Public Education and Outreach Activities
- Transportation Management Associations
- Carpooling and Vanpooling
- Freight/Intermodal
- Diesel Engine Retrofits & Other Advanced Truck Technologies
- Idle Reduction
- Training for Transportation Workforce
- Inspection/Maintenance (I/M) Programs
- Experimental Pilot Projects

**TE: \$431,000** – subject to OBAG requirements

Transportation Enhancement activities must have a direct relationship – by function, proximity or impact – to the surface transportation system. Activities must be over and above normal projects, including mitigation.

This list is exclusive. Only these activities are eligible to be accounted for as Transportation Enhancement activities. They are:

1. Provision of facilities for pedestrians and bicycles.
2. Provision of safety and educational activities for pedestrians and bicyclists.
3. Acquisition of scenic easements and scenic or historic sites (including historic battlefields).
4. Scenic or historic highway programs (including the provision of tourist and welcome center facilities).
5. Landscaping and other scenic beautification.
6. Historic preservation.
7. Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals).
8. Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails).
9. Inventory, control and removal of outdoor advertising.
10. Archaeological planning and research.
11. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
12. Establishment of transportation museums.

**SR2S: \$420,000** –

Eligible projects include infrastructure and non-infrastructure projects that facilitate reduction in vehicular travel to and from schools. SR2S is CMAQ funded and therefore has an emphasis on air quality improvement rather than children's health and safety. Nevertheless CMAQ can fund all specific improvements that are eligible in the State and Federal SR2S Programs with the following exceptions: walking audits and other planning activities, crossing guards and vehicle speed feedback devices, traffic control that is primarily oriented to vehicular traffic rather than bicyclists and pedestrians, and material

incentives that lack an educational message or exceeding a nominal cost. Refer to the following link for detailed examples of eligible projects: <http://www.mtc.ca.gov/funding/STPCMAQ>

**PCA: Competitive –**

This is a \$10 million dollar grant of which the first \$5 million is only available to the 4 North Bay counties: Marin, Sonoma, Napa, and Solano.

*Priority Conservation Areas-* This is an outgrowth of the new regional pilot for the development of Priority Conservation Area (PCA) plans and projects to assist counties to improve outward development expansion and maintain their rural character. A CMA may use OBAG funding to augment grants received from the regionally competitive program or develop its own county PCA program. Generally, eligible projects will include planning, land/easement acquisition, open space access, and farm-to-market capital projects.

**Project Delivery and Monitoring -**

MTC's guidelines for project delivering and monitoring are outlined below. In addition to the guidelines below, projects that are not obligated 2 months prior to the deadline will be re-programmed to an existing federalized project. The first priority will be to another jurisdiction in the county. Future programming may be reduced for project sponsors with project revenues that are not obligated by the deadline or in any way result in the loss of STP CMAQ funding to the countywide funds. NCTPA has implemented a project monitoring process and will remind project sponsors of specific deadlines associated with managing the STP/CMAQ revenues. Jurisdictions are responsible for reviewing, understanding and adhering to the guidelines in MTC's Resolution 3606 and OBAG Resolution 4035.

MTC Guidelines: Cycle 2 funding is available in the following four federal fiscal years: FY 2012-13, 2013-14, 2014-15, and FY 2015-16. Funds may be programmed in any one of these years, conditioned upon the availability of federal apportionment and obligation authority (OA). This will be determined through the development of an annual obligation plan, which is developed in coordination with the Partnership and project sponsors. However, funds MUST be obligated in the fiscal year programmed in the TIP, with all Cycle 2 funds to be obligated no later than March 31, 2016. Specifically, the funds must be obligated by FHWA or transferred to Federal Transit Administration (FTA) within the federal fiscal year that the funds are programmed in the TIP.

All Cycle 2 funding is subject to the Regional Project Funding Delivery Policy and any subsequent revisions (MTC Resolution No. 3606 at [http://www.mtc.ca.gov/funding/delivery/MTC\\_Res\\_3606.pdf](http://www.mtc.ca.gov/funding/delivery/MTC_Res_3606.pdf)). Obligation deadlines, project substitutions and redirection of project savings will continue to be governed by the MTC Regional Project Funding Delivery Policy. All funds are subject to obligation, award, invoicing, reimbursement and project close out requirements. The failure to meet these deadlines may result in the de-programming and redirection to other projects.

To further facilitate project delivery and ensure all federal funds in the region are meeting federal and state regulations and deadlines, every recipient of Cycle 2 funding will need to identify a staff position that serves as the single point of contact for the implementation of all FHWA-administered funds within that agency. The person in this position must have sufficient knowledge and expertise in the federal-aid

delivery process to coordinate issues and questions that may arise from project inception to project close-out. The agency is required to identify the contact information for this position at the time of programming of funds in the federal TIP. This person will be expected to work closely with FHWA, Caltrans, MTC and the respective CMA on all issues related to federal funding for all FHWA-funded projects implemented by the recipient.

Project sponsors that continue to miss delivery milestones and funding deadlines for any federal funds are required to prepare and update a delivery status report on all projects with FHWA-administered funds they manage, and participate if requested in a consultation meeting with the county CMA, MTC and Caltrans prior to MTC approving future Cycle programming or including any funding revisions for the agency in the federal TIP. The purpose of the status report and consultation is to ensure the local public agency has the resources and technical capacity to deliver FHWA federal-aid projects, is fully aware of the required delivery deadlines, and has developed a delivery timeline that takes into consideration the requirements and lead-time of the federal-aid process within available resources.

By applying for and accepting Cycle 2 funding, the project sponsor is acknowledging that it has and will maintain the expertise and staff resources necessary to deliver the federal-aid project within the funding timeframe.

**Local Match –**

Projects funded with STP or CMAQ funding requires a non-federal local match. Based on California's share of the nation's federal lands, the local match for STP and CMAQ is currently 11.47% of the total project cost. The FHWA will reimburse up to 88.53% of the total project cost. Project sponsors are required to provide the required match, which is subject to change.



## **RTP Project Selection Process**

Staff representation from all six Napa County jurisdictions, will serve as selection and prioritization committee. Selection and Prioritization committee recommendations will be forwarded through the respective NCTPA Advisory Committees (Bicycle Advisory Committee (BAC); Vine Consumer Advisory Committee (VCAC) and the Paratransit Coordinating Council (PCC)) and then to the TAC for their consideration and recommendation for approval by the NCTPA Board of Directors.

**The master list of countywide prioritized projects will be reviewed and updated by TAC semi-annually.**

### **Project Selection Criteria – to be reviewed and adopted by TAC**

- 1. Project fulfills an identified need and will have a broad public support. 0-30 Points**
  - Description of Proposed Project. (Current condition and proposed improvement).
  - Project Justification (Reasons for proposed project and problem project addresses).
  
- 2. Project is consistent with regional/local plans.**
  - Project is contained in a plan/study. 5 points
  - Project is listed in Capital Facility Plan. 5 points
  - Project supports the Regional/State Transportation Plan 5 points
  
- 3. Project has regional/local support.**
  - Letters of Support (Agencies/Organization) 0-8 points
  - Financially Involvement of Businesses/Other Agencies 0-7 points
  
- 4. Project is ready to proceed/implement.**
  - Right of Way completed or not needed 0-5 points
  - Design is completed 0-5 points
  - Environmental permits approved 0-5 points
  
- 5. Multi-modal (Maximum 5 Points)**
  - Bicycle 3 points
  - Pedestrian 3 points
  - Transit 3 points
  - Auto 2 points
  - Other Mode: \_\_\_\_\_ 2 points
  
- 6. Appropriateness/Match of Project to Funding Source 0-4 points**
  
- 7. Leverage of Local Match**
  - Local match of 20% 2 points
  - Local match of 25% 4 points
  - Local match of 30% 6 points
  - Local match of 35% 8 points
  - Local match of 40% or more 10 points
  
- 8. Project is time sensitive? 1-5 point**





