



Technical Advisory Committee

AGENDA

Thursday, March 1, 2012
2:00 p.m.

NCTPA Conference Room
707 Randolph Street, Suite 100
Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the TAC which are provided to a majority or all of the members of the TAC by TAC 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 TAC, 707 Randolph Street, Suite 100, 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 TAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the TAC 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 TAC on any item at the time the TAC 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 TAC Secretary. Also, members of the public are invited to address the TAC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

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

This Agenda may also be viewed online by visiting the NCTPA website at www.nctpa.net, click on Minutes and Agendas – TAC or go to www.nctpa.net/bod-c/adv-committees/tac.html

ITEMS

1. Call to Order
2. Approval of Meeting Minutes - February 2, 2012
3. Public Comments
4. TAC Member and Staff Comments
5. Standing
 - Caltrans Report (*Attachment 1*)
 - CMA Report

- SB 375/Sustainable Communities Strategy
- RHNA/Sub-Region Formation
- Housing/SCS Methodology Committee
- Vine Trail Report
- RTIP/STIP

REGULAR AGENDA ITEMS

RECOMMENDATION

6.	Transportation Fund for Clean Air (TFCA) - Call for Projects FY12/13 (Danielle Schmitz) <i>(Pages 10-31)</i>	ACTION
	Review and recommend approval of the TFCA Expenditure Plan for FY12/13 to the NCTPA Board and adopt its selection criteria for the purpose of issuing a call for projects.	
7.	Topics for Next Meeting <ul style="list-style-type: none"> ○ Discussion of topics for next meeting by TAC members. 	DISCUSSION
8.	Approval of Next Regular Meeting Date of April 5, 2012 and Adjournment	APPROVE

TECHNICAL ADVISORY COMMITTEE

DELEGATES AND ALTERNATES

	<u>Agency</u>
Michael Throne, Delegate (Chair) Brent Cooper, Delegate Vacant, Alternate Vacant, Alternate	City of American Canyon
Ken MacNab, Delegate Dan Takasugi, Delegate Derek Rayner, Alternate Erik Lundquist, Alternate	City of Calistoga
Cassandra Walker, Delegate Eric Whan, Delegate Jason Holley, Alternate Rick Tooker, Alternate	City of Napa
John Ferons, Delegate Greg Desmond, Delegate Debra Hight, Alternate (Vice Chair) Vacant, Alternate	City of St. Helena
Rick Marshall, Delegate John McDowell, Delegate Paul Wilkinson, Alternate Hillary Gitelman, Alternate	County of Napa
Graham Wadsworth, Delegate Steve Rogers, Delegate Bob Tiernan, Alternate Sandra Smith, Alternate	Town of Yountville
JoAnn Busenbark, Delegate Vacant, Alternate	Paratransit Coordinating Council

Caltrans Report

PROJECT INITIATION DOCUMENT

EA 0A500

Pedestrian Circulation from Rio Del Mar to Eucalyptus . NAP 29-PM1.6/1.8; In City of American Canyon

Scope: Repair curb ramps, cross walk and sidewalk

Cost Estimate: TBD

EA 0G650

Garnett Creek Bridge Replacement NAP 29-PM 39.1: In Napa County

Scope: Scour Mitigation at Garnett Creek

Cost Estimate: \$20M Capital

EA 1G430

Conn Creek Bridge Scour Mitigation NAP 128-PM R7.4: In Napa County

Scope: Repair the pier walls for scour at Conn Creek Bridge

Cost Estimate: \$5M Capital

EA 3G640

Napa River Bridge Scour Mitigation NAP 29 37.0: In City of Calistoga

Scope: Reconstruct a bridge at Napa River Bridge

Cost Estimate: \$10M Capital

EA 3G140

ADA Curb Ramps NAP 29 and 128 : In County of Napa

Scope: Update and Construct curb ramps at various locations.

Cost Estimate: \$1.5M Capital

Silverado/Lincoln Roundabout NAP 29-PM 37.9: In City of Callstoga

Scope: Modify intersection with a Roundabout Design at Silverado Intersection

Cost Estimate: \$3.6M Construction Capital

ENVIRONMENTAL

EA 28120

Soscol Flyover NAP 221 PM 0.0/0.7 NAP 29 PM 5.0/7.1: In Napa County

Scope: Flyover Structure at SR 221/29/12, Alternative 5 Option 2

Cost Estimate: \$35M Construction Capital

Schedule **DED 3/2012 PAED 9/2012**

EA 2A320

Sarco Creek NAP 121-PM 9.3/9.5: In Napa County Near City of Napa

Scope: Bridge replacement at Sarco Creek

Cost Estimate: \$8M Construction Capital

Schedule: PAED 4/2012 PSE 12/2013 RWC 4/2014 RTL 4/2014 CCA 12/2018

EA 4A090

Troutdale Creek NAP 29-PM 47.0/47.2: In Napa County

Scope: Bridge replacement at Troutdate Creek

Cost Estimate: \$17M Construction Capital

Schedule: PAED 10/2012 PSE 11/2013 RWC 3/2014 RTL 4/2014 CCA 05/2017

PID (Project Initiation Document)

PAED (Project Approval/ Environmental Document)

RWC (Right of Way Certification)

ADV (Advertise Contract)

PSR (Project Study Report)

RTL (Ready to List)

BO (Bid Open)

DED (Draft Environmental Document)

PSE (Plans, Specifications, and Estimate)

CCA (Construction Contract Acceptance)

AWD (Award Contract)

DESIGN

EA 2E430

Pavement Repair NAP 29 PM 24.6/35.6; In Napa County

Scope: Pavement Digouts from SR 128 Junction to Diamond Mountain Creek

Cost Estimate: \$960K Construction Capital

Schedule: PAED 10/14/11 PSE 9/21/11 RWC 8/15/11 RTL 12/2011 CCA 5/2013

EA 2E580

Pavement Repair NAP 128 PM 19.1/34.2; In Napa County

Scope: Pavement Digouts from Knoxville Road to the County Line

Cost Estimate: \$1.4M Construction Capital

Schedule: PAED 9/1/11 PSE 10/15/11 RWC 10/15/11 RTL 12/2011 CCA 3/2013

EA 2E650

Pavement Repair NAP 121 PM 9.4/22.0; In Napa County

Scope: Place rubberized Bonded Wearing Course from Trancas Street to the County Line

Cost Estimate: \$3.2M Construction Capital

Schedule: PAED 10/3/11 PSE 11/2011 RWC 1/2012 RTL 1/2012 CCA 5/2013

EA 4S020

Storm Damage NAP 29 PM 41.0; In Napa County

Scope: Reconstruct slope and replace culvert, 1.6 miles north of Tubbs Lane,

Cost Estimate: \$2.4M Construction Capital

Schedule: PAED 8/2/10 PSE 4/2012 RWC 6/2012 RTL 6/2012 CCA 11/2017

EA 4S030

Storm Damage NAP 128 PM 10.3; In Napa County near Lake Hennessy

Scope: Construct sheet pile wall at 2.8 miles east of Silverado Trail

Cost Estimate: \$1.3M Construction Capital

Schedule: PAED 8/2/10 PSE 2/2012 RWC 5/2012 RTL 5/2012 CCA 10/2017

EA 2A110

Capell Creek NAP 121-PM 20.2/20.4; In Napa County

Scope: Bridge replacement at Capell Creek

Cost Estimate: \$5M Construction Capital

Schedule: PAED 6/22/11 PSE 9/2012 RWC 3/2013 RTL 3/2013 CCA 08/2015

EA 25940

Channelization NAP 29-PM 25.5/28.4; In and Near City of St. Helena

Scope: Left-turn channelization and pavement rehabilitation from Mee Lane to Charter Oak Avenue

Cost Estimate: \$24M Construction Capital

Schedule: PAED 6/29/07 PSE 2/28/11 RWC 06/2014 RTL 06/2014 CCA 6/2016

EA 20940

Tulucay Creek Bridge NAP 121-PM 6.1/6.2; In City of Napa

Scope: Bridge Replacement

Cost Estimate: \$5.9M Construction Capital

Schedule: PAED 1/30/04 PSE Delayed RWC Delayed RTL Delayed CCA Delayed

PID (Project Initiation Document)

PAED (Project Approval/ Environmental Document)

RWC (Right of Way Certification)

ADV (Advertise Contract)

PSR (Project Study Report)

RTL (Ready to List)

BO (Bid Open)

DED (Draft Environmental Document)

PSE (Plans, Specifications, and Estimate)

CCA (Construction Contract Acceptance)

AWD (Award Contract)



March 1, 2012
TAC Agenda Item 6
Continued From: New
Action Requested: ACTION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Paul W. Price, Executive Director
REPORT BY: Danielle Schmitz, Assoc. Program Planner/Administrator
(707) 259-5968 / Email: dschmitz@nctpa.net
SUBJECT: Transportation Fund for Clean Air (TFCA) - Call for Projects FY12/13

RECOMMENDATION

TAC review and recommend that the NCTPA Board approve the FY12/13 TFCA Expenditure Plan and adopt the selection criteria shown in attachment 2 for the purpose of issuing a call for projects consistent with the Air District Board's adopted TFCA County Program Manager Fund Policies for FYE 2013.

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 the Program Managers Funds is due to the Air District on April 2, 2012.

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes. Approximately \$191,789 dollars in TFCA funds for FY12/13.

BACKGROUND AND DISCUSSION

Annually the NCTPA adopts a list of projects for the TFCA Program Manager funds. We receive about \$185,000 each year in DMV revenues. Up to 5% of the program funds can be allocated to NCTPA for administrative costs.

Please save the date for the proposed **TFCA Workshop on Friday, March 23, 2012 at 3:00 PM** in the NCTPA Conference Room. NCTPA staff will alert TAC of any date/timeline changes. As of now, applications will need to be received in our offices on or before Friday, April 27, 2012.

APPLICATIONS

Applications are due April 27, 2012 by 5:00 pm in the NCTPA offices. Applications for FY12/13 will be accepted. The application may be in the form of a letter which must contain:

1. The name of the agency applying.
2. A contact person in the agency.
3. A brief description of the project of no more than one page.
4. Cost of the project in both TFCA funds and all other dollars, by source.
5. A schedule for the project.
6. Sufficient information to determine if the project improves air quality as determined by the Air District assumptions.
7. Assurance that the proposed project meets all the Air District policies for 40% projects.
8. Assurances that the project is an allowed type.

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.
6. Consistent with existing plans and programs

TFCA Project Types

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

SUPPORTING DOCUMENTS

Attachments:

- 1) TFCA Expenditure Plan for FY12/13
- 2) Napa Selection Criteria for TFCA Program Manager Funds
- 3) FY12/13 TFCA Program Application and Guidelines for Napa County

SUMMARY INFORMATION

Program Manager Agency Name: Napa County Transportation and Planning Agency

Address: 707 Randolph Street, Ste 100, Napa, CA 94559

PART A: NEW TFCA FUNDS

- | | | |
|---|----------------|----------------------------|
| 1. Estimated FYE 2013 DMV revenues (based on projected CY2011 revenues): | Line 1: | <u>\$185,717.00</u> |
| 2. Difference between prior-year estimate and actual revenue: | Line 2: | <u>\$ 301.12</u> |
| a. Actual FYE 2011 DMV revenues (based on CY2010): | | <u>\$187,531.12</u> |
| b. Estimated FYE 2011 DMV revenues (based on CY2010): | | <u>\$187,230.00</u> |
| <i>('a' minus 'b' equals Line 2.)</i> | | |
| 3. Estimated New Allocation (Sum of Lines 1 and 2): | Line 3: | <u>\$186,018.12</u> |
| 4. Interest income. List interest earned on TFCA funds in calendar year 2011. | Line 4: | <u>\$5,770.36</u> |
| 5. Estimated TFCA funds budgeted for administration: ¹
<i>(Note: This amount may not exceed 5% of Line 3.)</i> | Line 5: | <u>\$9,300.90</u> |
| 6. Total new TFCA funds available in FYE 2013 for projects and administration
<i>(Add Lines 3 and 4. These funds are subject to the six-month allocation deadline.)</i> | Line 6: | <u>\$191,788.48</u> |

PART B: TFCA FUNDS AVAILABLE FOR REPROGRAMMING

- | | | |
|---|---------|----------|
| 7. Total amount from previously funded projects available for reprogramming to other projects. <i>(Enter zero (0) if none.)</i> | Line 7: | <u>0</u> |
| <i>(Note: Reprogrammed funds originating from pre-2006 projects are not subject to the six-month allocation deadline.)</i> | | |

PART C: TOTAL AVAILABLE TFCA FUNDS

- | | | |
|--|---------|---------------------|
| 8. Total Available TFCA Funds (Sum of Lines 6 and 7) | Line 8: | <u>\$191,788.49</u> |
| 9. Estimated Total TFCA funds available for projects (Line 8 minus Line 5) | Line 9: | <u>\$182,487.59</u> |

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

Executive Director Signature: _____

Date: _____

¹ The "Estimated TFCA funds budgeted for administration" amount is listed for informational purposes only. Per California Health and Safety Code Section 44233, 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. The project must be able to be completed within a two year time frame. If the cost effectiveness between project submittals is equal projects will be prioritized in the order in which they were received by NCTPA.

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.
- 3) Geographic equity in the Napa region.
- 4) The project proponent has expended past allocations of funds in a timely manner.



Guide and Application for the
Transportation Fund for Clean Air Program
(TFCA) for Napa County Program Manager Funds



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

DATES OF IMPORTANCE
TFCA Workshop: Friday, March 23rd
FYE 2013 Applications Due to NCTPA: Friday, April 27th

NCTPA
707 Randolph Street, Suite 100
Napa, CA 94559
Phone: 707-259-8631
Fax: 707-259-8638
www.nctpa.net

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APPENDIX A15



February 8, 2012

Greetings Participants!

The Napa County Transportation and Planning Agency is pleased to announce a “Call for Projects” for its Transportation Fund for Clean Air, Program Manager Funds.

The Transportation Fund for Clean Air (TFCA) is a grant program, funded by a \$4 surcharge on motor vehicles registered in the Bay Area. This generates approximately \$22 million per year in revenues. The purpose of the TFCA program is to provide grants to implement the most cost-effective projects in the Bay Area that will decrease motor vehicle emissions, and thereby improve air quality. Projects must be consistent with the 1988 California Clean Air Act and the Bay Area Ozone Strategy.

The TFCA program can fund a wide range of project types, including the construction of new bicycle lanes; shuttle and feeder bus services to train stations; ridesharing programs to encourage carpool and transit use; bicycle facility improvements such as bicycle racks and lockers; and arterial management projects that reduce traffic congestion.

NCTPA is pleased that your agency or organization has chosen the TFCA 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. If you have had the benefit of TFCA funding in the past, you will note some changes that have been made to the program this year. These changes are aimed at increasing the program’s efficiency and effectiveness.

The available funding for Napa County TFCA projects for FYE 2013 will be approximately \$182,000 dollars. The TFCA Applications for FYE 2013 will be due to the NCTPA offices by 5:00 PM on Friday, April 27th.

If you have any questions, you may contact Danielle Schmitz, TFCA Program Manager at: NCTPA TFCA Program
707 Randolph Street, Suite 100
Napa, CA 94559
Phone: 707-259-8631

Sincerely,

Paul W. Price
Executive Director
Napa County Transportation & Planning Agency

INTRODUCTION

On-road motor vehicles, including cars, trucks, and buses, constitute the most significant source of air pollution in the Bay Area. Vehicle emissions contribute to unhealthy levels of ozone (summertime "smog") and particulate matter.

To protect public health, the State Legislature enacted the California Clean Air Act in 1988. As part of the requirements, the Air District prepared the Bay Area Clean Air Plan (CAP) and the Bay Area 2005 Ozone Strategy, which describes how the region will work toward compliance with the State one-hour ozone standard. To reduce emissions from motor vehicles, the Bay Area 2005 Ozone Strategy contains transportation control measures (TCMs) and mobile source measures (MSMs). A TCM is defined as "any strategy to reduce vehicle trips, vehicle use, vehicle miles traveled, vehicle idling, or traffic congestion for the purpose of reducing motor vehicle emissions." MSMs encourage the retirement of older, more polluting vehicles and the introduction of newer, less polluting motor vehicle technologies, which result not only in the reduction of ozone precursor emissions, but also of greenhouse gas emissions.

THE TFCA PROGRAM

To fund the implementation of TCMs and MSMs, the State Legislature authorized the Bay Area Air Quality Management District to impose a \$4 surcharge on motor vehicle registration fees paid within the San Francisco Bay Area. These revenues are allocated by the Air District through the Transportation Fund for Clean Air (TFCA). TFCA grants are awarded to public and private entities to implement eligible projects.

TFCA-funded projects have many benefits, including the following:

- Conserving energy and helping to reduce greenhouse gas emissions
- Reducing air pollution, including air toxics such as benzene and diesel particulates
- Improving water quality by decreasing contaminated runoff from roadways
- Improving transportation options
- Reducing traffic congestion

Forty percent (40%) of these funds are allocated to the designated program manager within each county and are referred to as the TFCA Program Manager Fund. Sixty percent (60%) of these funds are awarded directly by the Air District through the TFCA Regional Fund.

Your Responsibilities as Project Sponsor:

1. Submit projects to the Program Manager that comply with Air District policies.
2. Prepare and submit your project's information form and cost-effectiveness worksheet to the Program Manager.
3. Adhere to the Program Manager's timeline and submit deliverables on time.
4. Submit project status report forms on time.
5. Complete your TFCA project two years from the effective date of the Master Agreement between the Program Manager and the Air District.
6. Provide proof of Air District credit for vehicles purchased, published materials, and construction funded or partially funded through the TFCA program.
7. Provide itemized invoices to the Program Manager for reimbursement of your project.

NCTPA's Responsibilities as Program Manager:

1. Provide guidance, offer technical support to project sponsors.
2. Review Project Sponsor's Project Information forms, cost-effectiveness sheets, and reporting forms.
3. Administer program in accordance with applicable legislation, including Health and Safety Code Sections 44233, 44241, and 44242, and with Air District Board-Adopted TFCA County Program Manager Fund Policies
4. Hold one or more public meetings each year for the purpose of adopting criteria for the expenditure of the funds and to review expenditure of revenues received.
5. Provide funds only to projects that comply with Air District Policies and Procedures.
6. Encumber and expend funds within two years of the receipt of funds.
7. Provide information to the Air District and to auditors on the expenditures of TFCA funds.

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 the Air District Board of Directors adopted TFCA Program Manager Fund Policies for FYE 2013.

Projects must achieve surplus emission reductions, beyond what is currently required through regulations, ordinances, contracts, or other legally binding obligations at the time of the execution of a funding agreement between the Program Manager and the sub-awardee.

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 of emissions reduced, unless a different value is specified in the Program Manager Guidance for that project type. Cost-effectiveness is based on the ratio of TFCA funds awarded divided by the sum of total tons of reactive organic gases (ROG), oxides of nitrogen (NOx), and weighted particulate matter 10 microns in diameter and smaller (PM10) reduced (\$/ton).

3. Eligible Projects and Case-by-Case Approval: Eligible projects are those that conform to the provisions of the California Health and Safety Code (HSC) section 44241, Air District Board adopted policies and Air District guidance. On a case-by-case basis, 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, those plans and programs established pursuant to California Health and Safety Code (HSC) sections 40233, 40717 and 40919, and, when applicable, 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.

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). No single non-

public entity may be awarded more than \$500,000 in TFCA County Program Manager Funds in each funding cycle.

6. Readiness: Projects must commence in calendar year 2013 or sooner. For purposes of this policy, —commence can mean the issuance of a purchase order to secure project vehicles, and equipment, the delivery of the award letter for a service contract 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. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

APPLICANT IN GOOD STANDING

8. Failed Audit: Project sponsors who have failed either the fiscal audit or the performance audit for a prior TFCA-funded project will be excluded from future funding for five (5) years, 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 an uncorrected audit finding that confirms an ineligible expenditure of TFCA funds. A failed performance audit means that the project was not implemented as set forth in the project funding agreement.

In case of a failed audit, a Program Manager may be subject 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 funds for a project. Program Managers may only incur costs (i.e., an obligation made to pay funds that cannot be refunded) after the funding agreement with the Air District has been executed.

10. Insurance: Each County Program Manager and project sponsor must maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific projects, with estimated coverage amounts provided in Air District guidance and final amounts specified in the respective funding agreements throughout the life of the projects.

USE OF TFCA FUNDS

1. Cost of Developing Proposals: The costs of developing grant applications for TFCA funding are not eligible to be reimbursed with TFCA funds.

2. Combined Funds: TFCA County Program Manager Funds may be combined with TFCA Regional Funds for the funding of an eligible project with the exception of clean air vehicle projects. For the purpose of calculating TFCA cost-effectiveness, the combined sum of TFCA County Program Manager Funds and TFCA Regional Funds shall be used to calculate the TFCA cost of the project.

3. 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. A County Program Manager may, if it finds that significant progress has been made on a project, approve no more than two (2) one-year (1-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 between the Program Manager and the Air District is amended to reflect the revised schedule.

TFCA Project Types

- 1. Ridesharing projects**
- 2. Shuttle/Feeder Bus**
- 3. Bicycle Facility Improvements**
- 4. Smart Growth**
- 5. Clean Air Vehicle Purchase**
- 6. Arterial Management**

INELIGIBLE PROJECTS

1. Duplication: Grant applications for projects that duplicate existing TFCA-funded projects (including Bicycle Facility Program projects) and therefore do not achieve additional emission reductions are ineligible. Combining TFCA County Program Manager Funds with TFCA Regional Funds to achieve greater emission reductions for a single project is not considered project duplication.

2. Planning Activities: Feasibility studies are not eligible, nor are projects that only involve planning activities and that do not include an implementation phase.

3. Employee Subsidies: Projects that provide a direct or indirect financial transit or rideshare subsidy or shuttle/feeder bus service exclusively to employees of the project sponsor are not eligible.

Recent Project Examples in Napa County

<u>Project Name</u>	<u>Sponsor</u>	<u>TFCA Funds</u>	<u>Total Project \$</u>
Bicycle Incentive Program	City of Calistoga	\$8,500	\$13,000
Signal Timing Project	City of Napa	\$177,693.43	\$195,000
Class II Bike Lane	County of Napa	\$51,000	\$89,000
Commuter Incentives & Marketing Materials	SNCI	\$40,000	\$40,000

Dates of Importance

- Mar. 23, 2012** TFCA Workshop at NCTPA – 3:00 PM
- Apr. 2, 2012** NCTPA has to submit Expenditure Plan to the Air District
- Apr. 27, 2012** **Project Sponsors** turn in TFCA 2012/2013 project submittals to NCTPA by 5:00 pm
- August 2, 2012** Deadline: Within three months of Board approval, Program Manager submits request for Air District approval of any projects that do not conform to TFCA policies (date tentative)
- Nov. 2, 2012** Deadline: Within six months of Board approval, Program Manager (NCTPA) provides Cost-Effectiveness Worksheets and Project Information forms for new FYE 2013 projects to the Air District (date tentative)

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. The project must be able to be completed within a two year time frame. If the cost effectiveness between project submittals is equal projects will be prioritized in the order in which they were received by NCTPA.

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.
- 3) Geographic equity in the Napa region.

4) The project proponent has expended past allocations of funds in a timely manner.

Application Instructions:

TFCA project applications for FYE 2013 must be turned in to the NCTPA front office at 707 Randolph Street, Suite 100, in downtown Napa by 5:00 pm on Friday, April 27th. Applications may be in the form of a letter containing:

1. The name of the project;
2. A contact person in the agency;
3. A description of the project of no more than one page;
4. Cost of the project: Total cost and amount of TFCA funds requested;
5. A schedule for the project;
6. Sufficient information to determine if the project improves air quality as determined by the Air District assumptions found in Program Manager Guide for FYE 2013;
7. Assurance that the proposed project meets all the Air District policies for forty percent projects; and
8. Assurances that the project is an allowed type

Applications may also consist of the Project Information Form (see Appendix A). An electronic copy of the Project Information Form can be emailed upon request.

What Happens After Submission?

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

- By April 2, 2012 – NCTPA will submit FYE 2013 Expenditure Plan to the Air District
- April – June 2012 – NCTPA will evaluate the potential 2012/2013 TFCA projects
- June, 2012 – NCTPA will take proposed 12/13 TFCA projects to the NCTPA Technical Advisory Committee (TAC) for information/feedback (date tentative)
- July 5, 2011 – NCTPA will take proposed final projects for FYE 2013 to the TAC for approval and recommendation to NCTPA Board (date tentative)
- July 20, 2012 – Take TFCA 12/13 projects to the NCTPA Board for approval (date tentative)

- August 2012 – Submit 2011/2012 TFCA Projects to the Air District (date tentative)

TFCA Do's and Don'ts

Do

- Establish a clear link to the air quality benefits of your project
- Provide clear and detailed cost estimates
- Have good back-up documentation including maps and pictures
- Have a clearly defined project scope and timeline
- Keep NCTPA in “the loop” the greater understanding the Program Manager has of your project the better

Don't

- Bite off more than you can chew – if the project cannot be completed in two years apply for funding in phases, it will not hurt your chances of eligibility
- Scope creep – when you fill out your **Project Information Form** this is your application. You have to adhere to the project description you write on this form
- Forget to ask for help – NCTPA is here as a resource, do not assume, rather ask for clarification
- Apply for the TFCA funds now, and figure out where the rest of your project's funding is going to come from later

Frequently Asked Questions

1. Is there a local match requirement to apply for TFCA funding?

No, there is no requirement for a local match.

2. Can TFCA Program Manager Funds be combined with TFCA Regional Funds?

Yes, TFCA Program Manager Funds may be combined with Regional Funds for the funding of an eligible project with the exception of clean air vehicle projects.

3. What is the TFCA funding limit for alternative fuel vehicles?

TFCA funds awarded to alternative fuel vehicle projects 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, 2011 emissions standards.

Contact Information

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Appendix A

PROJECT INFORMATION

- A. Project Number: 13XX01
Use consecutive numbers for projects funded, with year, county code, and number, e.g., 13MAR01, 13MAR02 for Marin County. Zero (e.g., 13MAR00) is reserved for County Program Manager TFCA funds allocated for administration costs.
- B. Project Title: _____
Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").
- C. TFCA Program Manager Funds Allocated: \$ _____
- D. TFCA Regional Funds Awarded (if applicable):\$ _____
- E. Total TFCA Funds Allocated (sum of C and D):\$ _____
- F. Total Project Cost: \$ _____
Indicate the TFCA dollars allocated (C, D and E) and total project cost (D). Data from Line E (Total TFCA Funds) should be used to calculate C-E.
- G. Project Description:

Project sponsor will use TFCA funds to _____. Include information sufficient to evaluate the eligibility and cost-effectiveness of the project. Ex. of the information needed include but are not limited to: what will be accomplished by whom, how many pieces of equipment are involved, how frequently it is used, the location, the length of roadway segments, the size of target population, etc. Background information should be brief. For shuttle/feeder bus projects, indicate the hours of operation, frequency of service, and rail station and employment areas served.
- H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet
Reference the appropriate Final Report form that will be completed and submitted after project completion. See <http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/TFCA/County-Program-Manager-Fund.aspx> for a listing of the following forms:
- *Form for Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects. (Includes Transit Bus Signal Priority.)*
 - *Form for Clean Air Vehicle and Infrastructure Projects*
 - *Form for Bicycle Projects*
 - *Form for Arterial Management Projects*

ATTACHMENT 3
TAC Agenda Item 6
March 1, 2012

- I. Attach a completed Cost-effectiveness Worksheet and any other information used to evaluate the proposed project. *For example, for vehicle projects, include the California Air Resources Board Executive Orders for all engines and diesel emission control systems. Note, Cost-effectiveness Worksheets are not needed for TFCA County Program Managers' own administrative costs.*

- J. Comments (if any):
Add any relevant clarifying information in this section.