

NCTPA & NVTA Overall Work Program



2013 – 2014

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I. OVERVIEW

Formed in 1988, the Napa County Transportation and Planning Agency (NCTPA) is the designated Congestion Management Agency and Transit Provider for Napa County. In this capacity NCTPA is responsible, under federal and state law, for developing transportation plans and programs for the county region in a cooperative, continuous, and comprehensive planning process carried out in cooperation with federal, state, regional, and local agencies.

In addition to local and regional transportation planning, NCTPA offers a variety of public transportation services to most effectively serve the residents of Napa County. Fixed-route transit and paratransit services are offered in the city of Napa with major intercity and commuter bus lines serving Vallejo, American Canyon, Napa, Yountville, St. Helena, and Calistoga. Localized services in most of the aforementioned communities are also provided by the agency as part of our family of services.

The actions of the NCTPA are governed by a Joint Powers Agreement with the cities, town and county in the Napa region as well as Memorandums of Understanding (MOU) with Caltrans and the Metropolitan Transportation Commission. These agreements identify the responsibilities of NCTPA and provide the administrative structure to implement these responsibilities.

Each year the Napa County Transportation and Planning Agency prepares an Overall Work Program (OWP) describing the comprehensive planning activities proposed to be undertaken during the next fiscal year using state and federal planning funds. In addition, major non-planning initiatives undertaken by the agency are also included. This document provides detailed information on each activity, including a description of the work to be performed, the products of the effort, and funding information. Ultimately, the document serves three important objectives:

First, by describing the comprehensive planning and agency activities to be conducted by NCTPA, the Overall Work Program serves as a reference to be used by citizens, planners and elected officials throughout the year to understand NCTPA's objectives and how these will be met through the regional comprehensive planning process and agency efforts. As a public document, the OWP provides an opportunity for an open review of the planning process and activities of the agency by elected officials and the public at large.

Second, the Overall Work Program is used as a management tool for the comprehensive planning program and workload management. The division of the program into sections and individual work elements facilitates program review and management throughout the year to ensure that the planned activities are accomplished both on time and within budget.

Third, the Overall Work Program serves as documentation to support the various federal and state grants that finance the planning program.

II. AGENCY HIGHLIGHTS AND ACCOMPLISHMENTS 2012/2013

The Napa County Transportation and Planning Agency's fiscal year begins on July 1st and concludes on June 30th. Noted below are some highlights of the 2012-13 fiscal year.

- The agency completed construction of, occupied and began operations out of the new Soscol Gateway Transit Center.
- A complete and comprehensive restructuring of all VINE local and regional routes was implemented on December 3, 2012.
- The agency implemented significant service enhancements to the Yountville Trolley.
- Contracts for the Design and Engineering of the Solano Bike Path were awarded.
- The agency received funding for, ordered, and has received 85 fare collection boxes from GFI GenFare as part of its financial accountability program.
- In FY 2012/13 the agency received nine new buses (five 35' CNG and four 40' diesel) and ordered six more new transit vehicles.
- The agency awarded and is conducting the SR-29 Gateway Corridor Improvement Plan Study.
- The agency awarded a Transit Yard Feasibility Study to explore the need for a new transit maintenance and fueling facility
- The agency awarded and is participating in a travel behavior study in concert with Napa County
- The agency launched the Route 25 service to Sonoma.
- The agency implemented the Shared Vehicle Program
- The agency engaged in various stages of securing funds and implementing 16 transit capital improvement projects valued at over \$19 million.
- Significant multi-media marketing campaigns were launched promoting the VINE 29 Commuter Express and new American Canyon transit services.
- New bus shelters and related passenger amenities were installed in Yountville, Calistoga, St. Helena, Napa and American Canyon.
- The agency successfully relaunched nctpa.net and ridethevine.com as two independent websites to give our customers a more rewarding online experience.
- Competing nationally, the agency was awarded nearly \$2 million in federal State of Good Repair funds to upgrade the VINE fleet.
- NCTPA continued to improve operation performance, compliance, and accountability during the fiscal year by making investments in professional management, fiscal controls, and accounting.
- The agency began evaluation of several viable long term financing strategies for transportation improvements in the region.
- Project costing of all financial transactions was instituted for better reporting of revenues and expenses.
- NCTPA approved a \$3,988,000 million program of One Bay Area Grant projects for FY 2012-13 to 2015-16

- The Napa Countywide Bicycle Plan update was adopted by the Board and is moving through its tasks with good participation from Napa Valley City, Town, and County partners.
NCTPA programmed \$420,000 of federal Safe Route to School Funds.
- Public electric vehicle charging stations were activated at the Redwood/Solano Park and Ride lot.
- The agency programmed over \$180,000 in Transportation for Clean Air Funds to support bicycle and pedestrian infrastructure, clean air vehicles, and signal synchronization.
- The agency allocated over \$120,000 in Abandoned Vehicle Abatement funds to local jurisdictions for abatement activities and the purchase of enforcement equipment.
- The agency implemented new fund monitoring and project management oversight on federal and state highway programs.
- The agency completed the first draft of the Napa Priority Development Area Investment and Growth Strategy.

III. HOW TO READ THIS DOCUMENT

The comprehensive work program for fiscal year 2013-14 is divided into six (6) distinct sections, each with its own introduction, that reflect the primary functions of the agency. The primary program sections are:

- | | |
|-------------------------------------|-------------|
| 1. Agency Administration | (AA series) |
| 2. Program Administration | (PA series) |
| 3. Communication and Representation | (CR series) |
| 4. Sustainability | (ST series) |
| 5. Planning | (PL series) |
| 6. Public Transit | (PT series) |

Within each section are detailed explanations for each program or initiative of the agency called Work Elements (WE). Work Elements usually list specific tasks to be undertaken to advance the particular work element objective, products and deliverables, and the estimated cumulative staff hours over the course of the fiscal year dedicated to those tasks.








Each work element has a unique reference number that conforms to an established convention. As indicated above, agency administrative elements are in the AA series, planning elements can be found in the PL series, and so on.

At its core, NCTPA derives its existence, authority and the scope of its activities from the Joint Powers Agreement (JPA). The JPA identifies three areas of “Purpose” and twenty-one specific duties, responsibilities and approved powers. Together these define the mission of the agency and the range of activities within which its member agencies have authorized it to engage.

A chart on the next page shows both the Purpose (indicated by letters “A”, “B”, and “C”) and a numerical list of the authorized “Duties, Responsibilities and Approved Powers.” Readers of the OWP will note that each work element in the book shows one or more letter and number combinations tied to this chart, indicating how the activities shown relate to the agency’s JPA.

In addition, most elements derive their origin and/or relate to other specific planning or guidance documents of the agency. The symbols below can be found on many of the work element pages to assist the reader in where they may reference additional information. Projects that may impact the TIP, as well as work elements that may be of particular interest to seniors and/or persons with disabilities, are also indicated.

SYMBOL GUIDE

- | | |
|---|---|
|  | Included in or relates to the One Bay Area Grant Program for the San Francisco Bay Area |
|  | Included in or relates to the agency’s strategic plan: Napa’s Transportation Future |
|  | Included in or relates to the agency’s Short Range Transit Plan |
|  | Included in or relates to the agency’s Community Based Transportation Plan |
|  | Project is included in the region’s Transportation Improvement Program |
|  | This item may have particular interest to senior citizens. |
|  | This item may have particular interest to persons with disabilities. |

Joint Powers Authority

Readers of the OWP will note that each work element in the book shows one or more letter and number combinations tied to this chart, indicating how the activities shown relate to the agency's JPA.

NCTPA PURPOSE

- A. Transportation Policy Development and Planning activities within an Inter-modal policy framework.** Improving transit services; providing coordinated and more competitive input to the region's transportation planning and funding. Submit countywide transportation plan to MTC.
- B. Advisory Land Use, Demographics, Environmental, Arts and Culture.** Coordination of Transportation and Land Use Management.
- C. Serve as the Abandoned Vehicle Abatement Authority (AVAA).**

NCTPA DUTIES, RESPONSIBILITIES and APPROVED POWERS

- 1. Develop, adopt, and implement countywide transportation plans
- 2. Coordinate local transportation systems
- 3. Coordination of transportation and land use management
- 4. Submission of funding applications
- 5. Adopt intermodal policies for all modes
- 6. Prepare and submit TDA claims for transit and paratransit
- 7. Consider/adopt policies and programs for all modes of transportation
- 8. Act as the Consolidated Transportation Service Agency (CTSA)
- 9. Serve as overall program manager for Transportation for Clean Air funding (AB 434)
- 10. Serve as a deliberative body for inter-jurisdictional Issues relating to land use infrastructure, the economy, economic development, community development environmental issues, arts/culture
- 11. Acquire, improve, hold, lease, dispose of real property
- 12. Exercise eminent domain
- 13. Apply for and accept grants, advances and contributions
- 14. Develop plans and conduct studies
- 15. Coordinate efforts with local, regional, state and federal agencies having jurisdictions over matters pertaining to transportation (including roads) and transit
- 16. Operate Transit Service in Napa County
- 17. Act as program manager for receiving and reallocating vehicle registration fees collected by the Bay Area Air Quality Management District BAAQMD
- 18. Invest funds
- 19. Sue, be sued, and incur debts, liabilities, obligations
- 20. Employ agents, employees, and contract with 3rd parties
- 21. Make and enter into contracts, assume contracts of member agencies

From human resources to accounting, the Napa County Transportation and Planning Agency undertakes initiatives to maintain government accountability, effectiveness and transparency to ensure compliance with Federal, State and local regulations and to be accountable to the public.

While capturing every administrative task of the organization is impractical, work elements in this section focus on the major operations, logistics, initiatives and areas of focus essential to the effective functioning of the organization.

Elements Included in this Section:

Agency Administration and Support	AA – 01
Human Resources Management	AA – 02
Title VI	AA – 03
Grants and Capital Projects Administration	AA – 04
Disadvantaged Business Enterprise	AA – 05
Finance Administration	AA – 06
Transportation Development Act Administration	AA – 07
Agency Audits	AA – 08
New Accounting Modules	AA – 09
Transition to County Payroll System	AA – 10
Bus and Bus Shelter Advertising	AA – 11
Dashboard Information Management System	AA – 12

ABSTRACT

This program element identifies core efforts and initiatives undertaken to provide effective ongoing management and staff support for the Agency.

TASKS

1. Support NCTPA Board and advisory committees.
2. Prepare and distribute agendas, minutes, staff reports.
3. Provide committee meeting minutes to the full board and integrate into staff recommendations.
4. Provide governing board with adequate information for decision-making and program management. Orient all new Board and Committee members.
5. Provide general reception and support staff services.
6. Maintain and post documents, reports, agendas, and minutes on the NCTPA website for member agency, Board, and public consideration.
7. Maintain office filing systems.
8. Maintain and administer office computer network.
9. Maintain facility access and key control.
10. Maintain, monitor and track conference room reservations.
11. Maintain, monitor and track office equipment for continuous operation.
12. Maintain, monitor, track and replenish equipment/office supplies.
13. Maintain, review and streamline all NCTPA publications.
14. Maintain, inventory, replenish and issue transportation passes to authorized agencies.
15. Review, track and disseminate all incoming correspondence to appropriate staff members.
16. Maintain and prepare reports as directed by agency directors.
17. Maintain publication archive.
18. Manage Soscol Gateway Transit Center facility maintenance.

Products	Beginning Date	Ending Date
Agendas, minutes, and staff reports	Monthly	
Correspondence/Publishing	As needed	
Progress reports	As needed	
Update funding agreements	Ongoing/As needed	
Staff Training	Ongoing	
Update bylaws, administrative ,operating and office procedures, and personnel policies	As needed	
Maintain and update computer system and equipment, including all information technology related tasks	As needed	

ESTIMATED STAFF HOURS: 4,120

ABSTRACT

Human Resources Management means employing people, developing their capacities, utilizing, and maintaining and compensating their services consistent with the job and organizational requirements. As with any organization, NCTPA’s human resource activities consist of on-going support functions and periodic initiatives.

TASKS

1. Apply, interpret, and ensure compliance with general human resource administration practices and procedures.
2. Comply with state and federal personnel laws and regulations such as drug free workplace, harassment, and OSHA requirements.
3. Maintain personnel records.
4. Conduct personnel recruitments.
5. Manage performance assessment process.
6. Facilitate on-going staff training.
7. Payroll and benefit processing and analysis.
8. Ensure adherence to Personnel Policies and Procedures Manual and Office Procedures Guide.
9. General staff supervision, performance evaluations, etc.

Products	Beginning Date	Ending Date
Staff Training	Ongoing	
Employee performance reviews	Annually	
Maintain all personnel records	Ongoing	
Administer employee compensation and benefits program	As needed	
Revise Personnel Policies and Procedures Manual and Office Procedures Guide.	As needed	

ESTIMATED STAFF HOURS: 1,270

Federally Mandated Program

ABSTRACT

Title VI of the Civil Rights Act of 1964 is the Federal Law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance.

NCTPA’s Title VI Program ensures that no person is excluded from participation in, denied the benefit of, or subjected to discrimination on the basis of race, color, or national origin under any programs that receive federal funding (as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987).

Every effort will be made to ensure nondiscrimination in all of NCTPA’s programs and activities, whether those programs and activities are federally funded or not. When NCTPA distributes federal aid funds to another governmental entity, it will include Title VI language in all written agreements and will monitor for compliance.

TASKS

1. Create awareness of statutory non-discriminatory requirements.
2. Maintain a systematic and ongoing public involvement process that engages communities affected by transportation projects.
3. Identify potential discriminatory impacts early. Early detection can often minimize and reduce negative impacts to minority and low-income populations and delays to project delivery.
4. Avoid, eliminate or minimize adverse impacts.
5. Make required revisions in Public Participation Plan.
6. Adopt performance measures and standards.
7. Board adoption of revised plan

Products	Beginning Date	Ending Date
Ongoing Activities	Ongoing	
Board Adoption of revised plan		September 2013

ESTIMATED STAFF HOURS: 120

A4, A13**ABSTRACT**

The agency maximizes utilization of grant funds from a variety of sources. Grants, whether formula based or secured through a comparative process, have stringent application, monitoring and reporting requirements.

TASKS

1. Identify capital needs.
2. Identify appropriate capital funding sources.
3. Continually seek grant funding opportunities to meet agency and county needs.
4. Prepare grant applications, scopes of studies or pilot projects and requests for proposals.
5. Review and respond to local and regional highway and transit proposals and plans; attend regional and local advisory committee and board meetings to ensure consistency with Regional Transportation Plan (RTP) and Long Range Transit Plan (LRTP) policies.
6. Manage capital procurement and related RFP's/RFQ's/IFB's.
7. Manage contracts for NCTPA capital projects.
8. Maintain and update agency resource files and/or data bases for project tracking.
9. File required state and federal financial and milestone reports.
10. Track project revenues and expenses.
11. Strategically match grant funding opportunities to applicable projects.
12. Administer agency grants in accordance with sound management/financial principles to ensure compliance.
13. Submit all required reports within scheduled due dates.
14. Conduct liaison with federal, state and local funding agencies.
15. Track progress of grant funded projects to assure milestones are achieved.
16. Provide notification of funding availability; assist grant applicants in developing project proposals; participate, prioritize and adopt programs; and monitor project delivery.
17. Monitor progress in the implementation of adopted Short Range Transit Plans, Countywide Transportation Plan, and capital improvement programs.
18. Provide notification of funding availability; assist grant applicants in developing project proposals, and facilitate process for the FTA Sections, 5310 and 5317 competitive grants, Lifeline Program (FTA Section 5316 JARC, Proposition 1B, and State Transit Assistance).

Products	Beginning Date	Ending Date
FTA 5307 Grant Application	Jul 2013?	Oct 2013?
FTA 5307 Reporting	Quarterly	On-going
State Planning, Programming, and Monitoring	Annual	On-going
FTA SGR, 5310, 5311, , 5317, grants, reporting and call for projects	Annual/Quarterly	On-going
Prop. 1B Lifeline grants, reporting, call for projects.	Annual/Quarterly	On-going
Prop. 1B Transit Security grant and reporting	Annual/Quarterly	On-going
Prop. 1B Revenue Based grant and reporting	Annual/Quarterly	On-going
Prop. 1B Small Operator and Pop. Based grant and reporting	Annual	Ongoing
STA Lifeline Call for Projects	TBD	TBD
One-time grant opportunities	As available	
TFCA grants, reporting and call for projects	Annual/Quarterly	Ongoing
CMA Block Grant call for projects	Annual	Ongoing
National Transit Database	Quarterly	Ongoing
National Transit Database	Annual	Ongoing

ESTIMATED STAFF HOURS:	690
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ABSTRACT

As a recipient of state and federal funding, NCTPA is responsible for meeting certain requirements related to the participation of Disadvantaged Business Enterprises (DBE) when the agency contracts for goods and services.

TASKS

1. Establish agency annual goals for the participation by DBE's.
2. Monitor requests for bids and contract solicitations to assure DBE conformity.
3. Prepare periodic required reporting to state and federal agencies on DBE compliance.
4. Assure goals met for outstanding contracts.
5. Work collaboratively with the County, town and cities to host an instructional DBE forum to assist local business become registered DBEs.

Products	Beginning Date	Ending Date
State Six Month Reports	Apr and Oct	On-going
Federal Six Month Reports	Dec and Jun	On-going
Contract/RFP/RFB compliance monitoring	Ongoing	On-going
DBE outreach and public information	Ongoing	On-going
DBE contract goal setting	Ongoing	On-going

ESTIMATED STAFF HOURS: 300

ABSTRACT

As a steward of public funds, NCTPA has the fiduciary responsibility to adhere to the highest standards of financial accountability.

TASKS

1. Develop and adopt budgets for submission to Board of Director’s.
2. Provide program and fiscal strategic management.
3. Develop, present and monitor annual budget.
4. Prepare monthly/quarterly progress and financial reports.
5. Manage finances consistent with generally accepted standard accounting practices and prepare, review and present monthly financial reports to the Board.
6. Ensure all vendors are paid regularly and consistently.
7. Management of accounts payable/receivables.
8. Ensure proper cash management.
9. Forecast short and long term financial capabilities under various funding scenarios.

Products	Beginning Date	Ending Date
Prepare and distribute financial statements and financial reports	Quarterly	
Budget cycle	Dec2013	May 2014
Budget preparation meetings with Board of Directors	Feb 2014	Apr 2014
Finalize budget for upcoming fiscal year	May 2014	May 2014
Administer NCTPA annual operating budget	Ongoing	
Administer day-to-day finance functions	Ongoing	
Provide administration of the agency’s office property, Accounts receivable and other accounting records.	Monthly	

ESTIMATED STAFF HOURS:	1,640
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ABSTRACT

The Transportation Development Act (TDA) provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance. NCTPA is responsible for effectively administering all aspects of the Transportation Development Act (TDA) in the jurisdiction of the Napa County Transportation and Planning Agency.

TASKS

1. Administer TDA funds in full compliance with laws and regulations.
2. Complete and submit annual reports and fiscal/compliance audits.
3. Update Transportation Development Act (TDA) claim manual as necessary.
4. Assist in preparing claims.
5. Apportion and allocate TDA funds in a manner consistent with state regulations, MTC policies, and local claims.
6. Monitor proposed changes in TDA statues and regulations. Update policies governing review, approval, and process of all TDA claims to ensure timely compliance with TDA laws.
7. Apportion TDA Funds, approve claims, allocate funds, and submit annual reports (Art. 3, 4, 4.5, and 8).
8. Receive and file State Controller’s reports of transit entities (PUC Sec. 99243.5).
9. Perform Transit Needs Assessment of transit dependent groups (PUC Sec 99401.5b1).
10. Conduct unmet transit and bikeway needs public hearings and evaluate requests from the public (PUC Sec. 9238.5) pursuant to adopted policy to maximize public participation.
11. Gather and review quarterly statistics on each transit operator as part of the TDA claim approval and to monitor trends from year to year by operator and by mode.
12. Development productivity improvement program in response to performance recommendations.

Products	Beginning Date	Ending Date
State Controller’s Report	Sep 1, 2013	Oct 13, 2013
TDA Allocation instructions	Quarterly	
TDA-3 Project Programming	June 1, 2013	October 31,2013
Audit Schedule: FY12/13 and 13/14	TBD	
Productivity Improvement Program	Annual	Ongoing

ESTIMATED STAFF HOURS: 160



ABSTRACT

In compliance with state and federal requirements and in adhering to the highest standards of fiduciary responsibility, the agency undergoes a variety of fiscal and compliance audits.

External Audits

External auditors will annually audit NCTPA's financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (1994). Additional audits that comply with the Single Audit Act of 1984 and Office of Management and Budget OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations will be performed, as well as a fiscal and compliance audit of Transportation Development Act funds which has been expanded to include PTMISEA (Proposition 1B) funds.

TASKS

1. Submit audits to County Auditor, MTC, and State Controller for NCTPA.
2. Submit annual "Reports of Financial Transactions" to State Controller and County Auditor.
3. Administer contract to prepare NCTPA fiscal and compliance audits.

Performance Audits

Performance audits measure the agency's compliance with certain prescribed statutory performance and operating standards.

TASKS

1. Contract with independent auditor and submit scheduled performance audits
2. Submit performance audit schedule to Caltrans for future years
3. Assess progress made in implementing triennial performance audit recommendations, especially the most recent audits for the NCTPA, the Transit Authority
4. Seek strategies to streamline the number of Performance Audits through consolidation where appropriate
5. Complete and submit scheduled triennial performance audits and performance reviews
6. Monitor implementation of prior triennial performance audit recommendations

Products	Beginning Date	Ending Date
Preparation of upcoming external audit	Aug 2013	Dec 2013
On site external auditors	Nov 2013	Nov 2013
Completion of external audit	Dec 31, 2013	
Unmet needs hearing report	As Needed	As Needed
State Controller's reports	Aug 2013	Oct 19, 2013
TDA allocation instructions and application	Apr 5, 2014	May 31, 2014
Prior Performance Audits follow-up	As Needed	

ESTIMATED STAFF HOURS:	170
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ABSTRACT

The County of Napa is undergoing a systems upgrade of its accounting and human resources software. After a beta testing period, new modules will be launched and implemented. NCTPA is expected to utilize several of these modules.

TASKS

1. Receive training on the use of the new modules.
2. Work with County ITS to customize the modules for NCTPA specifications.
3. Create reports based on the data supplied by the modules.

Products	Beginning Date	Ending Date
Fixed Assets Module	Jan 2013	Dec 2013
Purchase Order Module	Jan 2013	Dec 2013

ESTIMATED STAFF HOURS:	180
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A13

ABSTRACT

The agency’s transit services derive revenue from advertising on buses and bus shelters. As a recipient of federal transit funding, NCTPA is required to periodically go out to bid for advertising services.

TASKS

1. Develop and release request for bids for advertising services.
2. Recommend service provider to the Board of Directors.
3. Contract with provider.

Products	Beginning Date	Ending Date
Develop/release RFB for advertising services	Jul 2013	Aug 2013
Recommend service provider to the Board of Directors	Sep 2013	Sep 2013
Contract with provider	Oct 2013	Oct 2013

ESTIMATED STAFF HOURS: 125

ABSTRACT

As part of the agency’s dedication to efficient operations, transparency and public access, in a concerted effort was made to explore options for the implementation of a project management information system. The “Dashboard” features of such an application track the flows inherent in the business processes that they monitor. Graphically, users see the high-level processes and then drill down into low level data. This will allow managers to monitor the contribution of the various departments in the organization and allow the public to view the status of various projects via a public web portal.

Staff has concluded that the County of Napa already has several modules for a cohesive system as part of its Oracle/People Soft information technology suite of applications. It is more cost effective for the agency to access and implement these existing solutions; particularly as any system would have to integrate into the county’s accounting system and be supported by the county IT department. However, for a variety of internal reasons, the County will not be ready to provide access to these modules until 2013.

TASKS

- 1. Work with county to identify modules for integration.
- 2. Receive necessary training for staff.
- 3. Work with county IT to bring select modules on line.

Products	Beginning Date	Ending Date
Initiate Access to County’s Oracle modules	Jan 2013	TBD

ESTIMATED STAFF HOURS:	140
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Pursuant to the roles and powers assigned in its Joint Powers Agreement (JPA), NCTPA administers a variety of programs that bring financial resources into the community to benefit our member jurisdictions. In addition, the agency provides year-round technical assistance to local governments in helping them secure state and federal financial support for street, road, pedestrian, bicycle, and air quality improvements.

With tasks that range from the ministerial to process intensive, programs highlighted in this section have become on-going and integral responsibilities of the agency.

Elements Included in this Section:

Abandoned Vehicle Abatement Program	PA – 01
One Bay Area Grant Program	PA – 02
Transportation for Clean Air	PA – 03
Ongoing Technical Assistance	PA – 04

C13

ABSTRACT

The Abandoned Vehicle Abatement Program (AVA) is recognized as a means to remove abandoned vehicles that create a public nuisance and a health or safety hazard. As of January 2005, there were thirty-seven counties in the State of California participating in the AVA Program. In Napa County, NCTPA acts as the fiscal agent to collect and distribute revenue recognized by the program to our local jurisdictions.

TASKS

1. Prepare agenda materials for the Technical Advisory Committee and Board of Directors.
2. Review AVA claims and disburse funds to claimants.
3. Report previous year’s activities to the County and State Controller.

Products	Beginning Date	Ending Date
Update AVAA file	Quarterly	
Mail disbursements to jurisdictions	Quarterly	
Annual Report to State Controller		October 2013

ESTIMATED STAFF HOURS: 10

TIP

NTF

2040

A3, A4, A7, A10

ABSTRACT

The One Bay Area Grant (OBAG) Program is a new funding approach being introduced as part of the Regional Transportation Plan (Plan Bay Area) 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 Needs 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).
- 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, Moving Ahead for Progress in the 21st Century "MAP-21".

The OBAG Program will allocate approximately \$4million to Napa County jurisdictions for the 4-year cycle FY 2012-13 through FY 2015-16. The OBAG Program requires 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 are 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 is responsible for ensuring compliance of these requirements.

TASKS

1. Submit applications to MTC and Caltrans for review and approval.
2. Program projects in the TIP.
3. Work with funded applicants on milestones and deliverables.

Products	Beginning Date	Ending Date
Submitted applications to MTC and Caltrans		March-July 2013
Monitor Project Sponsors	ongoing	

ESTIMATED STAFF HOURS: 100

TIP

NTF

2040

A9, A17, B9, B17

ABSTRACT

The NCTPA annually allocates funds generated under AB 434. The monies 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). Forty percent of these funds are returned to the NCTPA for distribution to local projects. TFCA funds are awarded to projects that achieve emission reductions from motor vehicles. NCTPA is the Program Manager for this portion of funding.

NCTPA manages all Napa County transportation-related air quality planning, analysis, documentation and policy implementation conducted on a local and regional level. Agency staff facilitates interagency consultation, holds annual call-for-projects on the TFCA Program and provides support to local project sponsors in submitting timely and cost effective projects to the Air District.

TASKS

1. Administer agency program in accordance with sound management/financial principles and in compliance with Air District regulations and Joint Powers Agreement (JPA) provisions.
2. Review program participant’s project information forms, cost effectiveness sheets, and reporting forms.
2. Submit all required reports within scheduled due dates.
3. Develop, adopt, submit, and adhere to policies, procedures, budgets, legislative program, and audits.
4. Submit eligible projects by due dates provided by BAAQMD.
5. Encumber and expend funds within two years of receipt of funds.
6. Continue to review and evaluate TFCA programs for effectiveness and planning purposes.
7. Develop and adopt local criteria for the expenditure of TFCA funds.
8. Hold one or more public meetings each year for the purpose of adopting criteria for expenditure of the funds and to review expenditure of revenues received.
9. Attend/Participate in Air District TFCA Program Manager Workshops.
10. Program eligible projects by due dates provided by BAAQMD.

Products	Beginning Date	Ending Date
Attend TFCA Program Manager Workshops	Ongoing	
Submit claim forms for reimbursement of expenses	Ongoing	
NCTPA Board Approves 2012/13 Projects		Fall 2013
Submit Annual Report		Oct 2013
Project allocation list due to BAAQMD		Nov 2013
NCTPA Board approval of 2013/14 Expenditure Plan		Winter 2014
Submit Semi-Annual Report		May 2014

ESTIMATED STAFF HOURS: 140

TIP **NTF** **2040** A1, A15, B1, B15

ABSTRACT

NCTPA provides its member jurisdictions with ongoing technical assistance of a varied type which aide them in their planning and funding of transportation improvement and programs. This includes, but is not limited to monitoring and tracking project submittals to the Metropolitan Transportation Commission, Federal Highway Administration, Caltrans, and Bay Area Air Quality Management District.

TASKS

1. Data generation, procurement and dissemination that are needed by member governments in preparing grant applications, developing specific studies, or local projects.
2. Grant preparation assistance either in securing information on various grant programs, developing the grant information requirements, or preparing, submitting and following up on grant review and progress.
3. Staff training of and assistance to local agencies in meeting federal requirements by holding workshops and briefing sessions.
4. Legislative assistance. This can include securing information on various pieces of legislation appearing before legislative committees, or working with legislators in preparing and developing specific pieces of legislation that would benefit the member jurisdictions; however, this should not be construed as engaging in lobbying activities.
5. Upon request provide information to State and Federal agencies on transportation policy issues, continue to monitor, evaluate and comment upon State and Federal legislation dealing with transportation that is of concern and importance to this region.
6. Assist monitor agencies to complete procedural and administrative requirements and assist with issue resolution with Caltrans, CTC, FHWA, FTA and resource agencies.

Products	Beginning Date	Ending Date
Variable – depends on work requested	As needed	

ESTIMATED STAFF HOURS:	640
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As a Joint Powers Authority, NCTPA is a public agency with unique obligations and a paramount responsibility to inform and engage its member agencies and the public in the development of policies, programs, plans and services and to represent the interests of the jurisdictions and residents of Napa County with institutions and government bodies with which the agency interacts.

There are many stakeholders in the transportation and planning initiatives and activities of NCTPA. Similarly, NCTPA is a stakeholder on behalf of our constituencies in a myriad of venues at the regional, state and national level. The common threads that link these activities are communication, public participation, consensus development, due process, and advocacy. Elements in this section represent how NCTPA informs, supports, represents and connects with the public and other agencies and associations integral to successfully achieving the goals and meeting the responsibilities of the organization.

Elements Included in this Section:

Legislative Program	CR – 01
State Coordination	CR – 02
Public participation, Information and Support	CR – 03
Limited English Proficiency Plan Development	CR – 04
Marketing	CR – 05
Wayfinding	CR – 06
Speaker’s Bureau	CR – 07

A15, B15

ABSTRACT

Each year NCTPA develops and implements a legislative program related to a full range of issues under consideration by U.S. Congress or the California Legislature related to the roles and responsibilities of the NCTPA to assure that the best interests of all of the people of the region are addressed, including the General Public, local government agencies and interest organizations.

TASKS

1. Formulate and communicate positions of legislative proposals when appropriate.
Note: State and federal funds *will not be used* for contracted lobbying efforts.
2. Develop annual State and Federal Legislative programs.
3. Review legislation, adopt positions and provide information to State and Federal legislators.
4. Prepare monthly legislative status reports.
5. Monitor and evaluate legislative proposals on issues of regional and local impact.

Products	Beginning Date	Ending Date
Annual State and Federal Legislative programs	Ongoing	
Review draft legislation	Ongoing	
Year-end Legislative Report	Ongoing	

ESTIMATED STAFF HOURS:	60
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A15, B15

ABSTRACT

Representing the interests of our local stakeholders requires participation in a variety of organizations and associations.

TASKS

1. Participate in the Association of Metropolitan Planning Organizations (AMPO), COG Directors Association of California (CDAC), California Transportation Commission (CTC), California Transit Association (CTA) and the California Association of Coordinated Transit (CalACT).
2. Coordinate with Caltrans, other COG’s, COG statewide committees, other statewide addressing issues of state and regional interest including State and Federal legislation. Federal funding implementation and reauthorization, state and federal transportation finance, Project Development, Project Programming, and Environmental and Project Delivery Streamlining.
3. Participate in state associations such as CalACT and the California Transit Association.

Products	Beginning Date	Ending Date
The above tasks are ongoing.	Ongoing	

ESTIMATED STAFF HOURS:	160
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ABSTRACT

NCTPA coordinates many media related activities to promote, educate and enhance the public’s access to and understanding of the activities of the agency. Below are various examples of activities planned and produced to provide information to the general public.

TASKS

1. Prepare media releases, public hearing notices and Rider Alerts, identifying agency actions and proposals. Assure special attention is granted in news releases, notices, etc. for minority, low income, disabled, and other under-represented (i.e. elderly, disabled, minorities; Black, Latino/Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) or special needs groups and to extend transportation planning to communities not engaged in discussions.
2. Publicize opportunities for local and state funding/grants via web-site, produce bi-monthly newsletter, advisory committee meeting dates and agendas, staff reports and notifications.
3. Maintain active citizen advisory committees reviewing and providing comments on draft board agenda items.
4. Maintain active citizen advisory committee reviewing and providing comments on any decision making or changes to the local transit system.
5. Facilitate project and corridor study reviews with interested groups and member agencies.
6. Provide an active citizens outreach for the disadvantaged and transit dependent and/or coordinate with the Economic Opportunity Commission (EOC) for Latino/Hispanic and homeless populations and the Area Agency on Aging to reach the elderly. Maintain active citizen advisory committee reviewing and providing comments on the Americans with Disabilities Act, changes in regulations.
7. Include outreach to school districts and local agencies and non profits.
8. Participate in public speaking engagements to provide community outreach and education regarding agency activities.
9. Support the provision of public access to NCTPA Board meetings through public access television Channel 28 locally.
10. Prepare Annual summary of the activities and accomplishments of the agency.
11. Meet with traditionally under-represented communities/leaders (i.e. elderly, disabled, minorities; Black, Latino/Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) and hearing and speech impaired.

Products	Beginning Date	Ending Date
Newsletters, press releases, public hearing notices, outreach activities, maintain website	Ongoing	
Comments and position statements on draft plans, and documents	Ongoing	
Produce/distribute bi-monthly newsletter	Ongoing	
Public Access to Board meetings	Ongoing	
Document meetings with traditionally underrepresented communities/leaders	Ongoing	

ESTIMATED STAFF HOURS: 580

CBTP Federally Mandated Program.

ABSTRACT

A *Limited English Proficiency Plan* will be prepared to address the NCTPA’s responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan will be prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, clarifies and indicates that differing treatment based upon a person’s inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the NCTPA which receives federal assistance through the U.S. Department of Transportation (U.S. DOT).

TASKS

In order to prepare this plan, NCTPA will undertake the U.S. DOT four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter an NCTPA program, activity or service.
2. The frequency with which LEP persons come in contact with NCPTA programs, activities or services.
3. The nature and importance of programs, activities or services provided by NCTPA to the LEP population.
4. The resources available to NCTPA and overall cost to provide LEP assistance.
5. Determine how to identify an LEP person who needs language assistance.
6. Train NCTPA staff on the procedures to follow. This will become part of the NCTPA staff orientation process for new hires.
7. Identify outreach techniques
8. Monitor and update the LEP Plan.

Products	Beginning Date	Ending Date
LEP Plan	Ongoing	

ESTIMATED STAFF HOURS:	70
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S RTP CBTP A1, A2**ABSTRACT**

Public awareness regarding the role and activities of the agency is paramount to community participation, collaboration, and support required to fulfill our organizational purpose. In addition, as it relates to transit services, specific marketing activities are essential to enhancing the utilization of public transit.

TASKS

1. Develop and implement marketing campaign targeted at Spanish speaking community.
2. Develop and implement marketing campaigns for Fairfield service launch, VINE services, Vine Go, and Transit Ambassador Program.

Products	Beginning Date	Ending Date
Fairfield (Route 21) Service Launch	Jun 2013	Jul 2013
On-going marketing activities	Ongoing	Ongoing
Spanish Language Campaign	Jul 2013	Ongoing

ESTIMATED STAFF HOURS:	100
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CBTP
SENIOR INTEREST

NTF
2040
A2

ABSTRACT

The Metropolitan Transportation Commission (MTC) adopted the Transit Connectivity Plan in 2006. The plan designates 24 regional transit hubs throughout the bay area and allocates funding for a “Hub Signage Program” which will implement Wayfinding signage, in-station transit information displays (TIDs) and real-time transit information displays. Napa’s Soscol Gateway Transit Center and Redwood Park and Ride lot constitute regional hub(s). As such, the agency has secured funding from MTC for the design and implementation of various Wayfinding solutions, primarily at the Soscol Gateway Transit Center Hub.

TASKS

1. Procurement and Installation

Products	Beginning Date	Ending Date
Procurement and Installation	Jul 2013	Sept 2013

ESTIMATED STAFF HOURS: 50

Energy Conservation, smart growth and the reduction of Greenhouse Gas (GHG) emissions have become major state, national, even global priorities. Transforming our energy infrastructure from fossil fuels to renewables, using less energy overall and generating less waste and fewer emissions will require a unity of purpose, innovation and commitment.

Pursuant to the roles and powers assigned in its Joint Powers Agreement (JPA), NCTPA plays an important role in providing leadership and programming designed to meet statutory requirements and move our jurisdiction forward in addressing issues of sustainability.

Elements Included in this Section:

Climate Protection / Energy Efficiency	ST – 01
Air Quality Conformity	ST – 02
Green Business Program	ST – 03
Priority Development Area	ST – 04
Sub-RHNA Process	ST – 05

2040

NTF

B9

ABSTRACT

Climate change is primarily a global problem influenced by an array of interrelated factors, many of which are beyond the control of local communities. Local communities can make changes that will contribute to the necessary global reduction of Greenhouse Gasses (GHGs) as required by California statutes including the Global Warming Solutions Act of 2006 (AB32), SB 375 and elements of the California Environmental Quality Act (CEQA).

NCTPA will assist jurisdictions in meeting the challenges posed by climate change. Although the regulatory environment is changing rapidly, it is likely that actions will be required at many levels by State and federal law. Assist jurisdictions in development of policies to transform energy use from fossil fuels to renewable sources, use less energy overall, and generate less waste and fewer emissions. NCTPA will assist stakeholders, including businesses, local government staff and elected officials in moving from planning to action.

TASKS

1. Coordinate actions of local jurisdictions in their efforts to comply with the requirements of the California Global Warming Solutions Act of 2006 (AB32), California SB 375 (2008), amendments to the California Environmental Quality Act (CEQA) and other legal frameworks concerning greenhouse gas reductions.
2. Coordinate and assist in the development of Climate Action Plans (CAPs) by jurisdictions.
3. Coordinate and assist jurisdictions in their efforts to refine and update carbon emission profiles.
4. Develop educational materials on energy efficiency, pollution reduction and reduction of vehicle miles travelled (VMT) in cooperation with local advocacy groups.
5. Participate in regional and countywide working groups addressing energy and climate protection issues.
6. Brief agency leadership on changes in state and regional regulations that affect the Agency's operations or are of concern to member jurisdictions.
7. Apply for grant funding to pursue the above activities.

Products	Beginning Date	Ending Date
Meetings with jurisdictions	Ongoing	
Educational materials	Occasional	
Meetings with regional agencies	Ongoing	
Staff reports	Periodic	
Grant applications	As available	

ESTIMATED STAFF HOURS:	60
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2040 **NTF** **B9**

ABSTRACT

As the Congestion Management Agency for Napa County, NCTPA participates in the development of air quality improvement and emissions reduction strategies and analysis, and addresses transportation related air pollution issues.

TASKS

1. Work in close coordination with the Metropolitan Transportation Commission’s (MTC) Air Quality Conformity Task Force; Napa County Air Pollution Control District (APCD) in regards to transportation/air quality issues.
2. Coordinate with the APCD, MTC, Bay Area Air Quality Management District, and the California Air Resources Board to develop strategies to reduce air pollution.

Products	Beginning Date	Ending Date
Attend workshop and working groups	Ongoing	
Gather documents from various agencies	Ongoing	

ESTIMATED STAFF HOURS:	60
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2040 NTF B10

ABSTRACT

As part of NCTPA’s commitment to enhancing the quality of life in Napa County, the agency manages, administers, and provides support to all Napa County businesses in their pursuit to go above and beyond business-as-usual and incorporate green business practices into their daily operations. Going “green” requires a business to adjust its practices so that it uses renewable resources and takes responsibility for the environmental impact of its activities.

TASKS

1. Manage all areas of the Napa County Green Business Program including administration of policies & procedures and program management.
2. Guide businesses interested in going through the green business process.
3. Build relationships with community partners.
4. Make presentations to businesses and other organizations regarding the procedural operations of the program.
5. Attend regional and state Green Business Coordinators meetings.
6. Perform site reviews and audits for businesses and coordinate with local government agencies and utility companies to ensure the integrity and accuracy of the program.
7. Develop publications for the Green Business Program.
8. Develop new measurement tools and standards for the program.
9. Maintain the Green Business Database and Measurement System.
10. Update the Green Business Industry checklists.

Products	Ending Date
Green Business Newsletters	Quarterly
Maintain Green Business Online Directory	Ongoing
Certify Green Businesses	Ongoing
Issue Green Business letters	Ongoing
Green Business Quarterly reports	Quarterly
Green Business checklists	Ongoing

ESTIMATED STAFF HOURS: 600

2040 NTF A1, B3, B10

ABSTRACT

Priority Development Areas (PDAs) are locally-identified, infill development opportunity areas within existing communities. They are generally areas of at least 100 acres where there is local commitment to developing more housing along with amenities and services to meet the day-to-day needs of residents in a pedestrian-friendly environment served by transit.

To be eligible to become a PDA, an area has to be within an existing community, near existing or planned fixed transit or served by comparable bus service, and planned for more housing. The designation of Priority Development Areas informs regional agencies where incentives and assistance are needed to support local efforts in creating complete communities. Regional agencies have been developing programs for technical assistance, planning grants, and capital infrastructure funding only available to Priority Development Areas. New funding programs such as the One Bay Area Grant (OBAG) Program require that 50% of transportation funds be spent on projects in PDAs or in proximate access to PDAs. NCTPA will work with local jurisdictions to assure the PDA requirements of the One Bay Area Grant are met. NCTPA must also create a PDA investment and growth strategy to guide future transportation investments that are supportive of PDA infill development.

TASKS

1. Work with local jurisdictions to update the countywide PDA investment and growth strategy
2. Attend regional meetings on PDAs and report findings back to local jurisdictions
3. Assist local jurisdictions in obtaining a PDA designations and developing PDA plans
4. Assist local jurisdictions with programs that promote transportation for livable communities and pedestrian friendly communities
5. Work with local jurisdictions to support PDA development with adequate transit services
6. Develop policy for distributing PDA planning funds

Products	Ending Date
Update the PDA Investment and Growth Strategy	Periodically
Deliver NCTPA Board Reports on regional programs that involve PDA designation	Ongoing
Deliver transit maps and materials to help determine a PDA designation for a local jurisdiction	Ongoing
Assist local agencies with applying for PDA designation	Ongoing
Assist local agencies with developing PDAs	Ongoing
Distribute PDA planning funds	October 2013

ESTIMATED STAFF HOURS: 380

S RTP **TIP** **2040** **NTF** **B3, B10****ABSTRACT**

SB 375 has established the requirement for a Sustainable Communities Strategy to integrate transportation and land use plans in metropolitan regions. In the Bay Area this integration includes ABAG's Projections and Regional Housing Needs Allocation (RHNA) and MTC's Regional Transportation Plan (RTP). Every eight years the Sustainable Communities Strategy and the Regional Housing Needs Assessment (RHNA) must be consistent. The establishment of the initial Sustainable Communities Strategy will also include an update to the RHNA even though it was done in 2007. The new cycle will be eight years instead of seven. As in the last RHNA cycle, jurisdictions will have the ability to form subregions. These subregions will be responsible for devising the Regional Housing Needs Allocation methodology, which will be used to allocate the 2014-2022 RHNA to its members. Procedure calls for subregions to follow the same substantive and procedural rules and guidelines that ABAG follows when distributing housing allocations. Subregions must also enter into an agreement with ABAG that specifies the process, timing, and other terms and conditions for administering the local housing needs determination process.

The County of Napa and all of the cities and town within the County have adopted resolutions to participate as a "Subregion" in the Regional Housing Needs Allocation (RHNA) Process and are herein members of the Subregion. The Napa County Transportation and Planning Agency (NCTPA) is the countywide representative for the Subregion. The jurisdictions of Napa County have formed a subregion for the purpose of devising a methodology and distributing housing shares for the next RHNA cycle 2014-2022. Members of the subregion have the flexibility to negotiate with other members for adjustments to their allocations. To assist NCTPA in this process the NCTPA Board created a Technical Advisory Body (TAB) and Policy Advisory Body (PAB).

For the last two years, Napa's subregional representatives have participated closely in the Association of Bay Area Governments (ABAG) Housing Methodology Committee (HMC), as well as the Regional Advisory Working Group (RAWG). The Technical Body of the Subregion, made up of senior planning staff from all the jurisdictions, has met a total of 14 times since March 2011 to become familiar with the RHNA process, share land use and housing information, hear results of stakeholder meetings, held 3 public workshops, and created an online survey which focused on the factors and local priorities to consider in development of a methodology. The Policy Advisory Body, made up of elected representative from each jurisdiction, has met a total of 6 times since March 2011, and used the results of the survey to consider subregional alternatives to the ABAG HMC methodology. Ultimately, no method was considered superior to the ABAG methodology to equitably distribute housing need among jurisdictions.

NCTPA submitted the final subRHNA allocations to ABAG in January 2013. The final allocations will be adopted by the ABAG Executive Board in July 2013.

TASKS

1. Keep subregion on track with ABAG’s timeline so that all deadlines are met
2. Coordinate with ABAG and HCD
3. Be a resource to the jurisdictions of the subregion on the RHNA and sub-RHNA process
4. Act as Program Manager for the sub-RHNA process and manage any consultants that are brought on to assist with the sub-RHNA process

Products	Beginning Date	Ending Date
Continue to participate in housing and land use meetings as they pertain to the RTP/SCS	On-going	

ESTIMATED STAFF HOURS: 40

NCTPA is the principle agency for regional planning in Napa County. In this capacity the agency undertakes a host of statutorily required planning initiatives. In addition, the agency identifies needs, scopes service design, initiates and maintains programming and identifies and secures resources for addressing the transportation related challenges faced by our jurisdiction.

Elements Included in this Section:

Regional Transportation Planning	PL – 01
Program Development	PL – 02
Surface Transportation Program	PL – 03
Federal Transportation Improvement Program	PL – 04
State Transportation Improvement Program	PL – 05
Local Infrastructure Investment Plan	PL – 06
Transportation/Land Use Coordination	PL – 07
Performance Monitoring Program	PL – 08
Route Studies and Updates	PL – 09
Planning for Alternative Modes of Transportation	PL – 10
Safe Routes to School	PL – 11
Census and Global Information System	PL – 12
Regional Monitoring, Forecasts and GIS Development	PL – 13
Environmental Justice	PL – 14

ABSTRACT

Regional Transportation Plan (RTP): A master plan to guide the region's transportation investments for a 25-year period. Updated every four years, it is based on projections of growth in population and jobs and the ensuing travel demand. Required by state and federal law, it includes programs to better maintain, operate and expand transportation. The Bay Area's 2013 update of its long-range transportation plan is known as Plan Bay Area – Building a Legacy of Leadership.

In FY 2012-13 NCTPA actively participated in the development of the new RTP "Plan Bay Area" which includes the development of a new element; The Sustainable Communities Strategy" (SCS) per SB375.

NCTPA also ensures that the general public has full opportunity to participate in the regional planning process, through hearings, meetings and project-specific outreach activities. NCTPA conducts a continuous, cooperative, coordinated, and comprehensive planning process with the general public, member agencies, MTC, Caltrans, and affected parties. A key dimension of this is to meet the requirements of MTC's public participation plan. In addition, NCTPA evaluates local project planning documents for system-wide implications, including future traffic levels and alternatives for potential cost savings for integration into the RTP.

Consistent with the region's long-term goals and objectives as established in the Transportation 2035 Plan, the policies adopted by MTC to implement that Plan, and the new State requirement to create a Sustainable Community Strategy (SCS) and requirements of SB 375 and AB 32, and based on a public involvement process that includes the cities, transit operators and users, bicycle, pedestrian and community organizations, will engage in the following tasks:

TASKS

1. Assist in implementing the regional vision through establishing countywide priorities for proposals of projects for MTC's RTP.
2. Partner with regional agencies to implement the 2013 RTP/SCS "Plan Bay Area" and other long-range regional transportation planning processes.
3. Participate in the development of air quality improvement and emissions reduction strategies and analysis.
4. Assist in the development and implementation of regional, countywide and local actions to address the goals and targets established in SB 375 and AB 32, in coordination with MTC and ABAG.
5. Develop and maintain prioritized countywide project lists.
6. Oversee administration of the Napa One Bay Area Grant(OBAG) Program..
7. Update the PDA Investment and Growth Strategy for Napa County to satisfy the requirements of OBAG.

Products	Beginning Date	Ending Date
Administer OBAG Program	Ongoing	
Update PDAQ Investment and Growth Strategy	Periodically	
Continue to Monitor RTP Projectys in the TIP	Ongoing	May 1, 2013

ESTIMATED STAFF HOURS:	200
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S RTP **TIP** **2040** **NTF** **CBTP** A1, A14, A15, B1, B14

ABSTRACT

To be responsive in aligning and prioritizing the overall resources available to the agency and to achieve NCTPA’s mission, NCTPA must facilitate and develop various funding and administrative programs.

TASKS

1. Develop Overall Work Program
2. Initiate/conduct various planning studies
3. Conduct public hearings
4. Conduct various “calls for projects”
5. Consultation and ongoing communication with other public agencies and stakeholders
6. Develop regional Transportation Improvement Plan (TIP)
7. Prepare for next Regional Transportation Plan (RTP)
8. Annual Budget Development

Products	Beginning Date	Ending Date
Call for Projects	Various	
Public Hearings	Various	
Planning studies and Plans	Throughout the year	
Overall Work Program Development	Feb 2012	Jun 2012

ESTIMATED STAFF HOURS:	835
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TIP 2040 **NTF** A1, A15, B1, B15

ABSTRACT

Approximately every six years, the U.S. Congress adopts a surface transportation act - Congress’s authorization to spend tax dollars on highways, streets, roads, transit and other transportation related projects. The majority of Surface Transportation Authorization Act funding flows to the states, and in California these funds are administered by Caltrans. However, Caltrans assigns a significant portion of two of the programs, the Surface Transportation Program (STP) and the Congestion Mitigation & Air Quality Improvement Program (CMAQ) to the Metropolitan Transportation Commission (MTC), and other regional planning agencies to be used at their own discretion, subject to federal regulations. MTC develops and administers its own funding programs using STP and CMAQ funds to target Bay Area transportation needs according to the priorities of our Regional Transportation Plan.

Adoption of the legislation and its related funding programs and apportionments triggers a re-evaluation and realignment and prioritization of local projects programmed for our jurisdiction.

TASKS

1. Evaluate implications of new legislation.
2. Collaborate with local jurisdictions to identify and prioritize projects.
3. Update TIP and related plans and documents.

Products	Beginning Date	Ending Date
Update TIP and related plans and documents	ongoing	

ESTIMATED STAFF HOURS: 250

TIP 2040 **NTF** A1, A15, B1

ABSTRACT

The TIP is a four year multi-modal program of transportation projects that is consistent with the statewide transportation plan and planning processes, the metropolitan plans, and the Federal Transportation Improvement Programs (TIP). For the Bay Area, the Metropolitan Transportation Commission is the responsible agency for developing the TIP. It contains all federally funded projects and projects that are deemed regionally significant. The MTC TIP is submitted to Caltrans, the Federal Transit Administration, and the Federal Highway Administration and forms a part of the Federal State Transportation Improvement Program (FSTIP).

TASKS

1. Submit necessary amendments to the 2013 TIP through a public hearing process; manage and file TIP amendments as necessary.
2. Assure projects are fiscally constrained and reflect accurate cost information to reflect the latest available information and include an estimate of the total project costs.
3. Monitor programmed project progress, review schedules and monitor costs; participate in interagency meetings to facilitate project delivery; reprogram funding, if necessary.
4. Prepare status of projects report for NCTPA board review.

Products	Beginning Date	Ending Date
2013 FSTIP	June 30,2013	periodically
2011 STIP	Ongoing	
2010 STIP Implementation	Ongoing	

ESTIMATED STAFF HOURS:	190
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TIP

2040

NTF

A1, A15, B1

ABSTRACT

The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP programming generally occurs every two years. The programming cycle begins with the release of a proposed fund estimate in July of odd-numbered years, followed by California Transportation Commission (CTC) adoption of the fund estimate in August (odd years). The fund estimate serves to identify the amount of new funds available for the programming of transportation projects. Once the fund estimate is adopted, Caltrans and the regional planning agencies prepare transportation improvement plans for submittal by December 15th (odd years). Caltrans prepare the Interregional Transportation Improvement Plan (ITIP) and regional agencies prepare Regional Transportation Improvement Plans (RTIPs). Public hearings are held in January (even years) in both northern and southern California. The STIP is adopted by the CTC by April (even years).

TASKS

1. Work with the Metropolitan Transportation Commission (MTC), as appropriate, to nominate projects for inclusion in the STIP.
2. Once projects are programmed, begin the project implementation process to insure timely use of funds.

Products	Beginning Date	Ending Date
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2011 and Prior STIP Programs-Ongoing Monitoring and Project Delivery	Ongoing	Ongoing

ESTIMATED STAFF HOURS: 220

ABSTRACT

NCTPA conducts specific planning and programming activities to identify and prioritize transportation projects throughout Napa County and to assist the Metropolitan Transportation Commission (MTC) in meeting the requirements of federal legislation and related State and regional planning and programming policies and guidelines. This includes coordination of local interests and ongoing participation in the regional Partnership.

The Countywide Strategic Transportation Plan contains specific strategies and improvements to reduce traffic congestion and improve the performance of countywide multi-modal transportation systems. Examples of strategies include increased emphasis on public transportation and rideshare programs, mitigating the impacts of new development, and better coordinating land use and transportation planning decisions. NCTPA maintains this program in an effort to improve air quality and maximize the use of existing transportation systems.

TASKS

1. Maintain and update the Countywide Strategic Transportation Plan – “Napa’s Transportation Future.”
2. Conduct multi-modal studies of travel behavior.
3. Coordinate with ABAG, MTC, and other jurisdictions on regional ridesharing and alternative transportation efforts.
4. Conduct long-range transportation corridor planning studies.
5. Coordinate with local and regional air districts on alternative transportation programs
6. Develop and maintain County-wide prioritized project list consistent with the region's goals, including reduction in VMT and GHG, including multi-modal priorities, as input to the RTP/SCS, Transportation Improvement Program, Regional Transportation Improvement Program/State Transportation Improvement Program, and sales tax expenditure plans. Solicit input from the full range of transportation stakeholders, including local jurisdictions, transit operators and users, bicycle and pedestrian interests, and community organizations and members.
7. Provide marketing and support of alternative transportation programs throughout Napa County.
8. Play an active role in planning and programming State and federal funds
9. In cooperation with local jurisdictions, monitor traffic counts, levels of service, land use impacts, mitigation measures, transportation demand management activities, and capital improvements to evaluate their impact on congestion
10. Develop the update of planning documents with input from local agencies. Incorporate new data collected and revise as appropriate. Evaluate potential new performance measures
11. Maintain and update the Napa-Solano Travel Demand Model.
12. Assess traffic count data, implementation of amended CEQA review process, and adopted TDM programs.
13. Review, comment on, and approve transportation models used by local jurisdictions for traffic analyses.
14. As needed, provide model-based analysis of proposed transportation system projects

Products	Beginning Date	Ending Date
Staff reports, white papers, and plans	Periodic	
Attend working group meetings	Monthly	
Update to NCTPA Strategic Plan "Napa's Transportation Future"	September 2013	September 2014
Staff report with recommendations		May 2014
Maintenance update to the Napa Solano Travel Demand Model	Ongoing	

ESTIMATED STAFF HOURS:	600
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TIP 2040 **NTF** A1, A3, A14, B3, B14

ABSTRACT

The integration of transportation and land use is fundamental to planning for sustainable communities and an integral part of NCTPA’s role. To that end the agency strives to:

Facilitate the integration of transportation and land use planning policies and objectives conforming to the Regional Transportation Plan (RTP), and the Sustainable Communities Strategy (SCS) into local and regional planning documents.

Monitor review of transportation components of project and programmatic environmental studies to ensure consistency with the Regional Transportation Plan and adopted Short Range Transit Plans.

TASKS

1. Participate in regional working groups on transportation and land use policy integration
2. Provide technical transportation planning assistance to jurisdictions in coordination with development of local land use policies.
3. Ensure policy consistency with current or improved transportation policies contained in the Regional Transportation Plan and the Sustainable Communities Strategy.

Products	Beginning Date	Ending Date
Meeting notes – regional	Ongoing	
Meeting notes – local jurisdictions	Ongoing	
Staff reports and white papers	As needed	

ESTIMATED STAFF HOURS: 140

2040 **NTF** A3, A15, A14

ABSTRACT

An objective of transportation agencies is to increase the efficiency of existing roads and other transportation facilities to reduce delays. Data obtained from congestion monitoring may be used to evaluate the effectiveness of technologies and strategies used to reduce congestion by comparing the changes in congestion before and after the implementation of new systems and programs.

TASKS

1. Work with Caltrans and local agencies to improve the regional traffic counting and monitoring program, including expansion and integration of Caltrans Highway Congestion (HICOMP) Measurement Program (vehicle delay, traffic volumes).
2. Collect and update data on the conditions of selected street and roads for the State Highway Performance Monitoring System (HPMS) and submit to FHWA and Caltrans.
3. Monitor transit performance trends via quarterly reports from all operators and integrate into Performance Indicators Report.
4. Use findings of 2010 Transportation System Performance Indicators Report, updates, and other reports and tools to assess and recommend system improvements and integrate into Regional Transportation Plan update.
5. Conduct quarterly Park and Ride Counts and semi-annual vehicle occupancy counts.
6. Monitor Rideshare programs and services performance through surveys, focus groups, observation studies and Steering Committees.
7. Monitor and analyze vehicle occupancy data for Park and Ride Lots located along SR 29 during morning peak commute period.

Products	Beginning Date	Ending Date
Review projects for ITS Components	Ongoing	
Coordinate regional ITS efforts	Ongoing	
Maintain ITS infrastructure	Ongoing	

ESTIMATED STAFF HOURS: 270

SRTP
TIP
2040
CBTP
SENIOR INTEREST
 A2, A16

ABSTRACT

NCTPA is responsible for the provision of fixed route, paratransit and specialized transit services within Napa County. Studies of the current system will be used to conduct an analysis of the system and recommend feasible route and schedule changes to improve service levels.

TASKS

1. Identify areas not currently served by public transit where the public has expressed a desire to have access to this service.
2. Identify areas served by the current transit system that are underutilized. As well, consider extending routes to enhance the transit services.
3. Analysis should include a review of (1) planned development (housing, schools and commercial/retail) for future demand; (2) travel times; (3) employment centers or annual/seasonal events that depend upon public transit; and (4) driver scheduling.
4. Conduct ridership surveys to capture boarding’s and alighting, and passenger opinions (routing, scheduling, ITS improvements, ride experience, bus stop amenities, fares, convenience, etc).
5. Seek input from community groups and organizations whose clients may be transit dependent.

Products	Beginning Date	Ending Date
Conduct Ridership Surveys	Ongoing	

ESTIMATED STAFF HOURS:	48
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ABSTRACT

Napa County has worked diligently to preserve the rural character of the community and one of the consequences of this is that much local transportation is, and is likely to remain, cars and light trucks on the countywide roadway system. Nonetheless, other modes of transportation, particularly public transit, bicycling and walking are vitally important especially within the urbanized areas of the County. Additionally, given Napa’s commitment to reduce overall energy use, increase the energy efficiency of transportation and reduce the negative air quality effects of cars and truck, NCTPA will give special emphasis to making optimum use of alternative transportation modes.

TASKS

1. In cooperation with jurisdictions, update and maintain the Countywide Bicycle and Pedestrian Plans.
2. Provide technical assistance and review local project planning documents to ensure best bicycle, pedestrian and transportation demand management practices are being followed.
3. Review and incorporate new federal and state policies and emerging design concepts on bikeway and pedestrian planning, focusing on their safe integration into the surface transportation system.
4. Facilitate implementation of the Regional Transportation Plan Regional Bicycle Plan through our local plans, proposed projects and proposed capital improvement programs and grants.
5. Coordinate and review applications for bicycle and pedestrian funding.
6. Cooperate with jurisdictions to monitor system completion and maintain a current GIS version of the system, accessible on the internet.
7. Work with jurisdictions to ensure coordination and provision of bikeways and trails that extend across jurisdictional boundaries within the county and between counties, and insure integration into major roadway and highway maintenance and improvement projects.
8. Coordinate with Caltrans, the Metropolitan Transportation Commission, local jurisdictions, and transit agencies to ensure that planning of roadways, highways (particularly interchanges and intersections) and transit facilities consider the needs of all travelers, especially via use of the regional “Complete Streets Checklist” administered by MTC.
9. Coordinate and participate with bicycle and pedestrian advisory groups including the NCTPA Active Transportation Advisory Committee, local Bicycle and Pedestrian Advisory Committees, the Napa County Bicycle Coalition and the Regional Bicycle Working Group, The Napa Vine Trail Coalition, and the Regional Pedestrian Committee to remain informed regarding issues of interest to local bicyclists and pedestrians and keep them informed of proposed plans and projects.
10. Provide technical assistance to jurisdictions in preparing bicycle transportation plans.
11. Prepare bikeway priorities for integration into Regional Transportation Plan (RTP), grant programs and the Regional Transportation Improvement Program (RTIP).
12. Collaborate with other bicycle groups to identify impediments to bicycle commuting, including bike/transit trips.
13. Coordinate with other agencies’ bicycle promotions.
14. Maintain County-wide bike maps in print.

15. Partner with other organizations to highlight non-auto transportation.
16. Work with the Solano Napa Commuter Information program and major employers in Napa County to promote vanpooling.
17. Serve as project sponsor for selected active transportation (bicycle and pedestrian) projects, such as the Solano Avenue segment of the Napa Valley Vine Trail.

Products	Beginning Date
Maintain and revise Countywide Bicycle Plan	Ongoing
Bicycle Plan and Facilities grant applications	Ongoing
Review of local bicycle/pedestrian plans	Ongoing
Update/upkeep of countywide bicycle maps	Ongoing
Review local project plans	Ongoing
Attend regional working group meetings	Quarterly

ESTIMATED STAFF HOURS:	500
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NTF **CBTP** **2040** A1, A4, A5

ABSTRACT

The Safe Routes to School Program (SRTS) aims to increase the number of children who walk or bicycle to school by funding projects that remove barriers to such activities. Barriers often include lack of infrastructure, unsafe facilities that result in uninviting walking and bicycling conditions, and lack of education and enforcement programs aimed at children, parents and the community at large. Through the Safe Routes to School Program, local champions work with parents, schools, and transportation, health and law enforcement providers to implement community solutions.

NCTPA will make it a priority to expand the number of schools with detailed transportation studies in **FY 2014** and will work with local jurisdictions and the Napa County (State) Office of education to implement additional safety and education programs and construct additional improvements.

TASKS

1. Work with the County Office of Education to expand their Safe Routes to School program in consultation with the NCTPA Technical Advisory committee.
2. Develop funding proposals and apply for funding.
3. Administer grant programs funding the SRTS program.

Products	Beginning Date	Ending Date
Support funding opportunities for Safe Routes to School		Ongoing

ESTIMATED STAFF HOURS: 80

NTF 2040 A1, A15, B1, B15

ABSTRACT

Acting in its capacity as a planning organization, the agency is called upon to maintain, update and disseminate statistical data and information.

TASKS

1. Provide Census data and related support to staff, member jurisdictions, news media, and the general public.
2. Compile, analyze and disseminate socioeconomic and demographic data from US Census and other data, including: Census American Community Survey (ACS) products, Regional Profile(s), Census reports, State Department of Finance (DOF) population estimates and projections and other available data to the public and other agencies as necessary.
3. Work with local agencies to implement a comprehensive program for the analysis, geo-coding, and incorporation of data available from the US Census, including the multi-year American Community Survey (ACS) data series release between 2006 and 2009, and the final address match list data for the 2010 Census to improve local and regional planning efforts, including the Regional Traffic Model, Regional Transportation Plan and local General Plans.
4. Improve Geographical Information System (GIS) capabilities to include updated aerial photography, land use, geographic and other physical and social features and all transportation modes. Integrate the technology with project reporting and the Project Tracking System. Participate in the County GIS Committee to share resources and improve NCTPA’s GIS system capability.
5. Assist local agencies in the completion of Census Boundary and Annexation update and Boundary Validation Program.
6. Identify any proposed changes to boundaries for census tracts, block groups, and census designated places for Census Statistical Areas Program.

Products	Beginning Date	Ending Date
All of the above	As needed/ on-going	

ESTIMATED STAFF HOURS:	50
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ABSTRACT

This program aims to facilitate the establishment of data and information related to Napa County planning and transit. The purpose is to provide data support to better serve the needs of the agency, and to enhance efficiency of the agency’s communication system. The data and information is shared with stakeholders that promotes economic prosperity and enhances the effectiveness of decision-makers. This is to leverage the data sharing opportunities among public agencies throughout the region and hence maximize data use and minimize agency costs. The means to accomplish this objective include: coordinating development and sharing of planning data and information within and throughout the region, integrating GIS applications with planning data and modeling networks, and continue improving GIS automation for mapping and analysis.

TASKS

1. Regional Traffic Model Operation, Update, Maintenance, Enhancement, and Micro-Simulation.
2. Participate with the Napa-Solano Travel Demand Modelers Technical Advisory Committee to:
 - i. Establish procedures among its members to update model data.
 - ii. Refine, update and maintain regional traffic model.
2. Calculate current and future traffic conditions and integrate into Performance report and Regional Transportation Plan.
3. Coordinate with member agencies and project development team activities for major corridor and intersection assessments as requested and board approved.
4. Provide data for the North County Route 101 Corridor Study.
5. Calculate traffic conditions, vehicle miles traveled and other measures of performance based upon various land-use growth and funding scenarios for integration into the RTP
Note: these efforts are charged to those respective work elements. Identify projected deficiencies in the regional roadway network for RTP (WE 5000) project considerations.
6. Improve or expand traffic model to provide the following capabilities:
 - i. Air quality conformance requirements,
 - ii. smart growth (4D) analysis refinements,
 - iii. land use scenario refinements, and
 - iv. update future-year model to 2035 or beyond,
 - v. integrate other transportation modes including transit, bikes, rail and pedestrians and
 - vi. develop turn-key quantifiable outputs to inform stakeholders, public, and decision makers.
7. Generate Regional Traffic Model results for input into Air Quality Model (EMFAC).
8. Manage consultant contract to improve and upgrade Regional Traffic Model.
9. Provide forecasting methodology, programming, and data/statistics support such that regional growth estimates are sound, and set the standard for forecasting practices.

- 10. Forecast in areas of population, employment, and household attributes related to congestion and transportation management.
- 11. Enhance analytical capability and accuracy of performance measurements for regional transportation plan/environmental impact report.

Products	Beginning Date	Ending Date
Input into draft plans, studies, and projects	Ongoing	
Prepare State Route 29 Corridor Study	Ongoing	
Maintain and improve traffic model	Ongoing	
Document outreach meetings and outreach efforts	Ongoing	
Develop consensus regional growth estimates and forecasts	Ongoing	
Develop data models based upon population growth, employment, transit usage	Ongoing	
Collaborate with MPO's/state agencies to improve forecasting data sources, methodology, assumptions, and general approach	Ongoing	

ESTIMATED STAFF HOURS:	130
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S RTP **TIP** **NTF** **CBTP** SENIOR INTEREST  **2040** **Federally Mandated Program.**

ABSTRACT

Environmental Justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Under the National Environmental Protection Act, the identification of a disproportionately high and adverse human health or environmental effect on a low-income population, minority population, or Indian tribe does not preclude a proposed agency action from going forward, nor does it necessarily compel a conclusion that a proposed action is environmentally unsatisfactory. Rather, the identification of such an effect should heighten agency attention to alternatives, mitigation strategies, monitoring needs, and preferences expressed by the affected community or population. Environmental justice issues may arise at any step of the National Environmental Policy Act process and NCTPA should consider these issues at each and every step of the process, as appropriate.

TASKS

1. Develop effective public participation strategies. As appropriate, acknowledge and seek to overcome linguistic, cultural, institutional, geographic, and other barriers to meaningful participation, and incorporate active outreach to affected groups.
2. When developing a project, consider relevant public health data and industry data concerning the potential for multiple or cumulative exposure to human health or environmental hazards in the affected population and historical patterns of exposure to environmental hazards, to the extent such information is reasonably available. Also consider these multiple, or cumulative effects, even if certain effects are not within the control or subject to the discretion of the agency proposing the action.
3. When developing a project consider the composition of the affected area to determine whether minority populations, low-income populations, or Indian tribes are present in the area affected by the proposed action, and, if so, whether there may be disproportionately high and adverse human health or environmental effects on minority populations, low-income populations, or Indian tribes.

Products	Beginning Date	Ending Date
Inform and involve stakeholders in environmental planning processes	Ongoing	
Hold periodic workshops on environmental justice and environmental mitigation as it relates to the RTP	Ongoing	
Update environmental compliance procedures	Ongoing	
Prepare appropriate environmental documentation for Regional Transportation Plan amendments	Ongoing	
Air Quality Mitigation refinement	Ongoing	
Mitigation monitoring and assessment	Ongoing	
Environmental documentation	As needed	

ESTIMATED STAFF HOURS: 80

For Napa County we envision an attractive, flexible, fully integrated transportation system, with a broad range of options and modes, enabling individuals and goods to move throughout the county in an efficient manner. The provision of efficient, affordable and accessible public transit is an integral part of that vision.

From customized community shuttles to more traditional fixed-route public bus service, NCTPA plans and operates a host of public transit services throughout the county. Elements in this section encompass on-going transit activities, one-time focused initiatives, and unique transportation programs of the agency.

Elements Included in this Section:

Transit Administration	PT – 01
Alternative Transportation	PT – 02
Shared Vehicle Program	PT- 03
Taxi Scrip Program	PT – 04
Transit Ambassador Program	PT – 05
Public Transit Project List	PT – 06
New Fare Collection System for VINE Transit System	PT – 07

S RTP **CBT** **TIP** **2040** **A2, A16**

ABSTRACT

NCTPA is responsible for the provision of fixed route, paratransit and specialized transit services within Napa County. On-going activities associated with the administration of these programs appear below. Individual initiatives of significance appear as separate work elements under this section.

TASKS

1. Manage the transit service contract and performance standards for VINE, Vine Go and community shuttles.
2. Management of Taxi, Shared Vehicle, and Contract Transportation programs.
3. Conduct 5310, 5316, 5317 project solicitation process.
4. Submit all required reports within scheduled due dates.
5. Monitor and review transit performance standards as defined by the Short Range Transit Plan (S RTP) and Transportation Development Act and Federal Transit Administration audits.
6. Oversight of ADA certification process, database, and service policies and implementation.
7. Conformity with federal, state and local regulations as it pertains to transit service provision
8. Staff support to transit and paratransit advisory groups.
9. Check transit operators’ compliance with the Americans with Disabilities Act (ADA) requirements for all forms of public transportation.
10. Facilitate improving fixed-route bus stop amenities including: benches, informational (provider, destination, time points, applicable fares etc.) and directional signage, lighting, shelters, safety and security provisions, and compliance with applicable ADA standards.
11. Facilitate Intelligent Transportation Systems (ITS) improvements included in the ITS Strategic Plan (including security alarms, smart fare cards, integrated system transfers, global positioning systems, schedule adherence, and passenger information in real time at major stops or on-line postings).
12. Attend transportation program workshops and training seminars including CalACT, APTA, CTA, and Caltrans’ sponsored workshops for small urban and rural operators.
13. Identify ways to minimize operational costs and improve the overall efficiency of the public transportation functions or services.
14. Incorporate transit planning statistics and performance data updates into regional transportation planning studies and plans.
15. Increase access, usability, efficiency, effectiveness, safety and security of transit services.
16. Design and implement system/service improvements for VINE family of transit services.
17. Leadership, direction and oversight of various transit projects (see project list PT-07).
18. Interface with public and member agencies regarding transit services.
19. Participate in local, regional, and state transit oriented committees/organizations.

Products	Beginning Date	Ending Date
See project listing in Element PT-07	July 2013	June 2014

ESTIMATED STAFF HOURS: 3,222

SRTP CBTP A2, A5, A7, A16, A21**ABSTRACT**

In an effort to promote the use of alternative transportation modes the NCTPA will place an emphasis on promoting viable alternatives. NCTPA will offer resources and incentives for those who would like to use alternative transportation modes to the single occupancy vehicle.

For Commuters, NCTPA contracts with the Solano Transportation Agency (STA) to provide the Napa region rideshare program. This contract renews from year to year on a negotiated contract basis.

Three Commuter express bus routes offer single occupancy vehicle alternatives for riders commuting south into the Bay Area (Route 29 express), west into Sonoma County (Route 25) and east into Solano county. (Napa-Solano Express Route 21, beginning July 2013).

Through a joint effort between NCTPA and the California Vanpool Authority (CalVANS), agricultural workers have an option for a safe, reliable vanpool ride to and from workplaces throughout the valley.

Tasks

The FY 13/14 Alternative Transportation Work Element includes the following major elements:

1. Expand employer outreach in a targeted marketing effort.
2. Provide the general public with personalized rideshare, transit, and other non-drive alone trip planning through teleservices, internet and through other means. Continue to incorporate regional customer service tools such as 511 and 511.org.
3. Market directly to commuters – with outreach campaigns at the worksite. (Including Regional Routes 21, 25 & 29)
4. Monitor and assist STA for the following tasks:
 - Develop an online communication package for employers that can be used to inform employees about commute alternatives via the internet/intranet. Coordination with Napa County Transportation Planning Agency (NCTPA), chambers of commerce, and other business organizations.
 - Supplement existing Solano Express website interactive map with interactive maps of Napa local transit services and/or other web-based features.
 - Develop and implement a countywide Napa Commute Challenge through the larger employers in Napa County.
 - Campaign with regional vanpool programs and share resources in a collaborative vanpool support system that provides assistance with vanpool formations and retention.
 - Explore new technologies for records and management system.
 - Conduct an efficiency analysis on the Rideshare program effectiveness.

5. Provide customers with alternative mode transportation information.
6. Create sub-recipient agreement and monitor regular vanpool program for Agricultural Workers (CalVans).
7. Work cooperatively with other NCTPA's programs to provide information and materials about the Agency's services.
8. Review, re-assess and monitor program as appropriate to implement future planning.

Products	Beginning Date	Ending Date
Quarterly progress reports, invoice and billings to	July 2013	June 2014
Alternative Transportation Programs above	July 2013	June 2014
Rideshare Programs above	July 2013	June 2014

ESTIMATED STAFF HOURS: 120



A2, A7, A16, A21

ABSTRACT

The Shared Vehicle Program was developed in 2012 by NCTPA to provide nonprofit and/or public organizations and organizations primarily serving elderly and/or disabled persons cost effective alternative transportation by borrowing NCTPA-owned Vehicles.

TASKS

1. Update and monitor program policies and procedures for Shared Vehicle Program consistent with federal policy and grant requirements.
2. Enter into standard agreement for borrowing agencies.
3. Update and monitor training protocol and determine insurance standards for borrowing agency staff.
4. Maintain records & quarterly progress reports.

Products	Beginning Date	Ending Date
Agreements with borrowing agencies	July 2013	Ongoing
Driver Training Program	July 2013	Ongoing
Quarterly progress reports	July 2013	June 2014

ESTIMATED STAFF HOURS:	70
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A2, A16

ABSTRACT

As part of the agency’s commitment to flexibility and serving populations with special needs, NCTPA offers a user-side subsidy taxi scrip program for seniors age 65 and older, and disabled individuals (non-Americans with Disabilities Act certified).

The VINE bus system provides a great way for seniors to get around inexpensively. But for evening trips after the bus goes out of service, or on a day when a rider may not feel well enough to take the bus, our Taxi Scrip program provides a lifeline service for seniors within the City limits of Napa. Under the program, participants may take a cab ride anywhere in the City of Napa and NCTPA will pay *up to* half the cost of the cab ride. The *average* out of pocket cost for senior riders is \$4 per ride. Some program restrictions apply.

TASKS

1. Fully utilize program according to NCTPA policies.

Products	Beginning Date	Ending Date
Order sufficient quantities of taxi scrip booklets	As needed	
Audit taxi booklets on hand	Quarterly	
Process Applications, maintain database	Ongoing	
Track sales, process invoices, destroy used scrip	Ongoing	

ESTIMATED STAFF HOURS:	160
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A2, A16

ABSTRACT

The Transit Ambassador Program uses trained volunteers to provide one-on-one instruction to new and/or potential riders on how to utilize Vine and VINE Go services. Presently, NCTPA promotes the program, recruits and trains volunteers and matches potential passengers with Ambassadors. In 2013/14 the agency wishes to explore outsourcing of the program.

TASKS

1. Promote program
2. Recruit new Ambassadors
3. Conduct background checks on prospective new Ambassadors
4. Conduct training for new Ambassadors
5. Staff Ambassador meetings
6. Coordinate passenger travel training

Products	Beginning Date	Ending Date
Task 1 – 6 above	Ongoing	

ESTIMATED STAFF HOURS:	520
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**ABSTRACT**

In 2013-14, progress on the following major transit related projects is anticipated.

Projects	Beginning Date	Ending Date
Continuing Projects		
Route Timings	July 2013	December 2013
St. Helena Service	July 2013	August 2013
Farebox	July 2013	October 2013
Car Share	July 2013	December 2013
New Bus Delivery (6)	September 2013	January 2014
Web Pass Sales	July 2013	June 2014
Bike Lockers	July 2013	March 2014
Point of Sale System	July 2013	February 2014
Elimination of Imola Park and Ride	July 2013	August 2013
NVC Bus Stop	January 2014	Multi-Year
New Studies / Plans		
Route 10/11 Study	November 2014	June 2014
Angwin Study	November 2014	June 2014
Community Based Transportation Plan (CBTP)	December 2014	June 2014
Reevaluate American Canyon Transit	January 2014	Multi-year
Title VI Plan	July 2014	December 2014
Limited English Proficiency	July 2014	December 2014
Public Participation	July 2014	December 2014
Disaster Plan	June 2014	Multi-year
New Programs / Projects		
Employer Pass Program	January 2014	Multi-year
NVC Pass Program	January 2014	Multi-year
Bike Share	TBD	TBD
Bike Lockers	July 2014	December 2014
CAD/AVL/Passenger Counters	July 2013	Multi-year
Mileage Reimbursement Program	January 2014	Multi-Year
Improvement Initiatives		
Driver/Passenger Sensitivity Training	December 2013	TBD
Joint Retreat with Veolia	April 2014	April 2014
Sales Office Organization	September 2013	December 2013
Phone Customer Service/Staffing	September 2013	December 2013
Secret Rider Program	January 2014	May 2014
511	Multi-Year	Multi-Year

ESTIMATED STAFF HOURS: 2,271

S RTP **TIP** **SENIOR INTEREST**  **A2, A16**

ABSTRACT

The VINE transit service currently utilizes an antiquated fare box collection system which in some instances is greater than 20 years old. The current fare collection system has difficulty generating accurate reports and data needed to forecast the transit line revenues and reconcile money received. The current fare collection system is obsolete.

After procuring new fareboxes in April of 2013 they will be delivered July 2013.

TASKS

1. Install new fare-box collection system for VINE transit operations.

Products	Beginning Date	Ending Date
Delivery of new fare boxes and installation into VINE buses.	Jul 2013	Aug 2013

ESTIMATED STAFF HOURS: 20



X. TAX AUTHORITY

OVERVIEW

Napa Valley Transportation Authority (NVTA) is the agency that oversees the Transportation Sales Tax Expenditure Plan. NVTA may enter into contract, enact ordinances, issue bonds and may impose retail transactions and use tax ordinances to accomplish its goals as the “Local Transportation Authority and Improvement Act” agency.

The Napa Valley Transportation Authority (NVTA) is comprised of twelve members, two from each member jurisdiction, with each member having one vote (cities of American Canyon, Calistoga, Napa and St. Helena, the Town of Yountville and the County of Napa). NVTA duties will include three levels of responsibility: (1) day to day operational decisions, (2) amending the Transportation Sales Tax and (3) to add/change projects to the Transportation Sales Tax Expenditure Plan.

On November 26, 2012, Napa County voters approved Measure T, the ½ cent sales tax dedicated exclusively to repairing and maintain Napa County’s local streets and roads. Measure T will upgrade, pave, and maintain our local roads, as well as fix potholes, improve sidewalks and make our roads safer for pedestrians, cars and motorists. Measure T will repair and maintain our existing roads — not construct new ones. Every penny raised by Measure T will stay right here in our community.

NVTA DUTIES, RESPONSIBILITIES and APPROVED POWERS

1. Sales Tax Authority
2. Administer Measure T Expenditure Plan

TASKS

1. Support NVTA Board, Oversight and Advisory committees. Prepare and distribute agendas, minutes, staff reports. Provide committee meeting minutes to the full board and integrate into staff recommendations.
2. Provide governing board with adequate information for decision-making and program management. Orient all new Board and Committee members.
3. Implement Measure T Expenditure Plan including the development of priorities, policy, and monitoring to ensure jurisdictional compliance.

Products	Beginning Date	Ending Date
Work with Board to form Oversight Committee	Jan 2013	July 2014
Establish program guidelines and processes	July 2013	June 2014
Identify funding strategies to advance revenues	July 2013	December 2014
Prepare and distribute financial statements and financial reports (as merited)	Quarterly	On-going

ESTIMATED STAFF HOURS:	750
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Appendices

OWP Staff Hours 2013/14

Appendix -A-

AGENCY ADMINISTRATION		ANNUAL HOURS
AA – 01	Agency Administration and Support	4,120
AA – 02	Human Resources Management	1,270
AA – 03	Title VI	120
AA – 04	Grants and Capital Projects Administration	690
AA – 05	Disadvantaged Business Enterprise	300
AA – 06	Finance Administration	1,640
AA – 07	Transportation Development Act Administration	160
AA – 08	Agency Audits	170
AA – 09	New Accounting Modules	180
AA – 10	Bus and Bus Shelter Advertising	125
AA – 11	Dashboard Information Management System	140
SECTION TOTAL		8,915
PROGRAM ADMINISTRATION		
PA – 01	Abandoned Vehicle Abatement Program	10
PA – 02	One Bay Area Grant (Federal FHWA Program)	100
PA – 03	Transportation for Clean Air	140
PA – 04	Ongoing Technical Assistance	640
SECTION TOTAL		890
COMMUNICATION AND REPRESENTATION		
CR – 01	Legislative Program	60
CR – 02	State Coordination	160
CR – 03	Public participation, Information and Support	580
CR – 04	Limited English Proficiency Plan Development	70
CR – 05	Marketing	100
CR – 06	Wayfinding Project	50
SECTION TOTAL		1,020
SUSTAINABILITY		
ST – 01	Climate Protection / Energy Efficiency	60
ST – 02	Air Quality Conformity	60
ST – 03	Green Business Program	600
ST – 04	Priority Development Area	380
ST – 05	Sub-RHNA Process	40
SECTION TOTAL		1,140

	PLANNING	ANNUAL HOURS
PL – 01	Regional Transportation Planning	200
PL – 02	Program Development	835
PL – 03	Surface Transportation Program	250
PL – 04	Federal Transportation Improvement Program	190
PL – 05	State Transportation Improvement Program	220
PL – 06	Countywide Strategic Transportation Planning	600
PL – 07	Transportation/Land Use Coordination	140
PL – 08	Performance Monitoring	270
PL – 09	Route Studies and Updates	48
PL – 10	Planning for Alternative Modes of Transportation	500
PL – 11	Safe Routes to School	80
PL – 12	Census and Global Information System	50
PL – 13	Regional Monitoring, Forecasts and GIS Development	130
PL – 14	Environmental Justice	80
	SECTION TOTAL	3,593
	PUBLIC TRANSIT	
PT – 01	Transit Administration	3,222
PT – 02	Alternative Transportation	120
PT – 03	Shared Vehicle Program	70
PT – 04	Taxi Scrip Program	160
PT – 05	Transit Ambassador Program	520
PT – 06	Public Transit Project List	2,271
PT – 07	New Fare Collection System for VINE Transit System	20
	SECTION TOTAL	6,383
	TAX AUTHORITY	
TA – 01	Measure T Planning and Organization	750
	SECTION TOTAL	750
	OWP TOTAL	22,691



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Overall Work Program 2013 – 2014
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