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**Technical Advisory Committee  
(TAC)**

**AGENDA**

**Thursday, February 6, 2014  
2:00 p.m.**

**625 Burnell Street  
Napa CA 94559**

**General Information**

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

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

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

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

**ITEMS**

1. Call to Order
2. Introductions
3. Approval of Meeting Minutes
4. Public Comments
5. TAC Member and Staff Comments

- 6. Standing –
  - 6.1. Congestion Management Agency (CMA) Report
    - 6.1.1. Project Monitoring Funding Programs\*\*
    - 6.1.2. Transit Report (*VINE Ridership – see Attachment 1*)
    - 6.1.3. Vine Trail Report
    - 6.1.4. SR29 Corridor Improvement Plan Update
  - 6.2. Caltrans Report (*Attachment 2*)

<u>REGULAR AGENDA ITEMS</u>	<u>RECOMMENDATION</u>	<u>TIME*</u>
7. Transportation Development Act (TDA-3) – Update (Diana Meehan) ( <b>Pages 4-9</b> )  Staff will provide TAC 1) with the latest update on TDA-3 programming and 2) project prioritization criteria.	INFORMATION	2:20 PM
8. Active Transportation Program (ATP) Update (Diana Meehan) ( <b>Pages 10-36</b> )  TAC will review 1) the latest ATP guidelines and 2) recommend a countywide project prioritization coordination.	INFORMATION	2:40 PM
9. Transportation for Clean Air Expenditure (TFCA) – FYE 2015 Call for Projects (Danielle Schmitz) ( <b>Pages 37-64</b> )  TAC will 1) recommend the approval of the FYE 2015 TFCA Expenditure Plan and 2) issue a call for projects.	ACTION	2:50 PM
10. 2014 Federal Project Priorities (Kate Miller) ( <b>Pages 65-68</b> )  NCTPA staff will discuss with TAC the federal project priority listing requested by Rep. Mike Thompson.	INFORMATION/ DISCUSSION	3:00 PM
11. Caltrans Coordination and Outreach to Local Stakeholders (Kate Miller) ( <b>Page 69</b> )  TAC will discuss NCTPA’s role to act as the Caltrans and outreach coordinator on behalf of local stakeholders for construction and maintenance projects.	INFORMATION/ DISCUSSION	3:10 PM

- |     |  |             |          |
|-----|--|-------------|----------|
| 12. | Napa Countywide Transportation Plan - Update** (Eliot Hurwitz)   | INFORMATION | 3:20 pm  |
|     | NCTPA staff will provide TAC with an information update and 1) review the table of contents 2) its schedule and 3) the citizen advisory committee. |             |          |
| 13. | Legislative Update and State Bill Matrix** (Kate Miller)   | INFORMATION | 3: 35 PM |
|     | Staff will provide TAC with the latest Federal and State legislative update presented to the NCTPA Board.  |             |          |
| 14. | NCTPA Board of Directors Agenda for February 19, 2014 (Draft)** (Kate Miller)  | INFORMATION | 3: 40 PM |
|     | Preview draft version of the NCTPA Board of Directors Agenda for February 19, 2014.  |             |          |
| 15. | Topics for Next Meeting<br><ul style="list-style-type: none"> <li>○ Discussion of topics for next meeting by TAC members</li> </ul>                | DISCUSSION  | 3:45 PM  |
| 16. | Approval of Next Regular Meeting Date of March 6, 2014 and Adjournment   | APPROVE     | 3: 50 PM |

\* Times shown are approximate only.  
\*\* Material made available at the meeting.



February 6, 2014  
TAC Agenda Item 7  
Continued From: January 2, 2013  
**Action Requested: INFORMATION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

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**TO:** Technical Advisory Committee (TAC)

**From:** Kate Miller, Executive Director

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

**SUBJECT:** Transportation Development Act Article 3 (TDA-3) Call for Projects  
and Project Prioritization Scoring Criteria Review

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### **RECOMMENDATION**

Information only.

### **EXECUTIVE SUMMARY**

The Transportation Development Act Article 3 (TDA-3) program is for bicycle and pedestrian projects funded by approximately 2% of the ¼ cent statewide sales tax. This generates roughly \$125,000 per year in revenues for Napa County jurisdictions. Priority is given to capital projects. Planning is a permissible activity under TDA-3 revenues but can only be used for comprehensive planning activities every 5 years per jurisdiction. The jurisdictions supported NCTPA in using these funds recently to conduct a countywide bike plan, therefore, planning requests are not eligible for funding in this cycle.

In June 2013 the NCTPA Board approved a TDA-3 call for projects for FY 2013-14. A total of eleven (11) projects from five (5) jurisdictions were received with a total funding request of \$818,000. To better leverage funds for bicycle and pedestrian projects in the county, award of TDA-3 funding was delayed pending additional information due in December 2013 about two (2) critical grant applications - the TIGER V and Regional Measure 2 (RM2) Safe Routes to Transit (SR2T) programs. Ultimately neither of these efforts was successful.

The TAC made a recommendation at its January 2, 2013, meeting that the NCTPA Board of Directors approve a new call for projects combining both FY 2013-14 and FY 2014-15 funding cycles and tasked NCTPA to develop a scoring concept (Attachment to prioritize projects for the TDA-3 program and for prioritizing projects for future programs, such as the Active Transportation Program).

The FY 2013-14 allocations for TDA-3 of \$296,000 has increased somewhat with the final year audit and the new estimated funding allocation for FY 2014-15. The final audit and program allocation for the coming FY 2014-15 will take place at the end of January 2014 with program allocation notification in mid February 2014. The combined estimated total for both FY 2013-14 and 2014-15 is \$458,057 (see Table A below).

Table A: Estimated Combined Fund Total

	<b>FY 2013-14</b>	<b>FY 2014-15 *</b>	<b>TOTAL</b>
<b>REVENUES</b>	467,997	125,000	721,541
	128,544		
<b>PAYMENTS</b>	-98,111		-98,111
<b>ENCUMBERED</b>	-165,373		-165,373
<b>TDA-3 EST. TOTAL</b>	<b>\$333,057</b>	<b>\$125,000</b>	<b>\$458,057</b>
<b>* Estimated amounts pending final audit and funding allocation February 2014</b>			

At the January 15, 2014 NCTPA Board Meeting, the City of Napa requested that the Board approve immediate programming \$163,125 to the Tulocay Trail Project which was submitted in August 2013. The City argued that further delay would reduce the construction window for this project which is scheduled to begin in summer 2014. Subsequent to the City's original request for \$296,000 in TDA-3 funding, \$140,000 in California State Parks funding was awarded for the Tulocay Trail project. While the Board was open to prioritizing this project under the TDA 3 program, the Board could not act on the City's request because action on this project was not noticed as an item on the January agenda. The Board requested that staff bring back the City of Napa project for approval at the February Board meeting, and include all other projects initially submitted for TDA-3 funding in the FY 2013-14 original call for projects.

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes. Approximately \$458,057 is available in TDA-3 funding. Pending NCTPA Board action at its February meeting, this amount could be reduced by \$163,125 for the Tulocay Trail Project, leaving \$294,932 for programming in the FY 2013-14 and FY 2014-15 cycles.

**Projects are due to NCTPA by March 7, 2014.**

**SUPPORTING DOCUMENTS**

- Attachments:   (1) TDA-3 Project Submission List  
                  (2) TDA-3 Project Timeline  
                  (3) TDA-3/Active Transportation Project Scoring Criteria

FY 2013-14 TDA-3 Funding Requests

Sponsor	Project Title	Project Description	Funding Request	Other Funding	Total Project Cost	Comments
County of Napa	Atlas Peak Road Pedestrian Safety Project	Widen shoulder of Atlas Peak Rd to improve pedestrian safety for well used route serving residential community in unincorporated rural area.	\$20,000		20,000	
City of American Canyon	Vine Trail Gap Closure	Feasibility Study-Trail from Silver Oak Park to Silver Oak Drive	\$45,000		\$45,000	Project ineligible for TDA-3 funds
City of Napa	New Tulocay Ped/Bike Bridge and Trail Completion	Design, construction, inspection and project management for bike/ped bridge and trail paving. Napa River Trail/Vine Trail Gap closure	\$296,000	\$100,000- Gasser Foundation \$140,000 Trails Grant	536,000	
Town of Yountville	North Yountville Bike Route	Concrete Path from Washington at Lincoln to the Yountville Park Restrooms and path connection from Webber to Hwy. 12. Replacement of reflective road markers and re-striping	\$65,810	85,900 Caltrans TE CIP Budget 10,100	\$161,810	
Town of Yountville	Pedestrian Project, Oak Circle to Mission	Connecting two existing path segments. Construction of a pedestrian bridge across Hopper Creek. Construction of path on both sides of creek	\$74,000		\$499,000	
Town of Yountville	Park Paths Program	Mission St. to Hotel Yountville Path	\$74,700		74,700	
Town of Yountville	Washington St. Sidewalk Project	Design and construction of sidewalk at Yountville Inn and Catholic Church	\$60,000		\$60,000	
City of St. Helena	No Projects Submitted for FY 2013-14 cycle		\$0		\$0	
City of Calistoga	Bike Path	Construct Riverside Pedestrian Bike Pathway, Lincoln Ave to City Parking lot	\$125,000		\$125,000	
City of Calistoga	ADA Pedestrian Improvements	Phase II ADA Transition Plan	\$50,000		\$50,000	Project ineligible for TDA-3 funds - this cycle
City of Calistoga	Bike Racks	Purchase and Install 15 bike racks	\$5,000		\$5,000	
		<b>Total Requests</b>	<b>\$815,510</b>		1,576,510	
		<b>Total Available Funding</b>	<b>\$458,057</b>			
		<b>Adjusted Program Shortfall</b>	<b>(\$357,453)</b>			
		<b>City of Napa Tulocay Project</b>	<b>\$163,125</b>			
		<b>Adjusted Program Shortfall</b>	<b>(\$520,578)</b>			

**TDA-3 Timeline FY 2013-14 & 2014-15 Combined**

<b>ITEM</b>	<b>DATE</b>
Board Approval – Call For Projects	January 15, 2014
Issue Call For Projects	January 16, 2014
TDA-3 Applications - due to NCTPA by 5:00 PM	March 7, 2014
Draft Program Review by ATAC	March 24, 2014
Draft Program Review by TAC	April 3, 2014
Board Approval – Program of Projects	April 16, 2014
Execute Funding Agreements	June 15, 2014

Applications previously submitted for FY 2013-14 should be updated as there have been changes to the standard resolution forms. MTC is currently finalizing changes and updated forms will be distributed prior to the March 7, 2014 deadline for submission.

**Proposed Scoring Criteria and points**

<b>Criteria</b>	<b>Points</b>
Effectiveness - Potential for increased walking and bicycling. Greater consideration may be given for projects that are around schools, provide access to transit facilities, employment centers and community centers or that provide connections to these locations	0-30 points
Safety - Potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries	0-25 points
Local match	0-10 points
Public outreach and planning (incl. project readiness)	0-15 points
Benefit to seniors and/or the disabled	0-10 points
Benefit to disadvantaged communities	0-10 points



February 6, 2014  
TAC Agenda Item 8  
Continued From: NEW  
**Action Requested: INFORMATION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

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

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### **RECOMMENDATION**

That the TAC review the draft Active Transportation Program (ATP) guidelines and make recommendations for countywide project priorities.

### **EXECUTIVE SUMMARY**

The new ATP consolidates former federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and Safe Routes to School (SR2S). Annually, the program is anticipated to generate roughly \$130 million annually statewide for non-auto transportation projects. The first round of funding is anticipated to be \$240M because of prior year carry over amounts.

### **FISCAL IMPACT**

Is there a fiscal impact? None.

### **BACKGROUND AND DISCUSSION**

On September 26, 2013, Governor Brown signed legislation creating the ATP in the Department of Transportation (Senate Bill 99, Chapter 359 and Assembly Bill 101, Chapter 354). The ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and SR2S, into a single program with a focus to make California a national leader in active transportation. The ATP is administered by the Division of Local Assistance, Office of Active Transportation and Special Programs.

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The goals of this effort are to:

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

Overall Program Funding:

On December 11, 2013, the California Transportation Commission (CTC) adopted the overall fund estimate of \$129.5M with \$95.3M (74%) from the federal trust fund and \$34.2M (26%) from the state highway account.

In accordance with SB 99, the revenues are to be administered in three distinct programs:

- 50% to the state (\$64.7M) with \$24.0M (37%) in reserve for SR2S programming
- 40% to MPO's (\$51.8M ) with populations greater than 200k
- 10% to small urban and rural(\$12.9M) areas with populations equal to or less than 200k – the current draft guidelines restrict these funds to small urbanized and rural areas outside of Metropolitan Planning Organization (MPO) boundaries.

For all programs, 25% of the ATP revenues must be distributed to programs or projects that benefit disadvantaged communities.

Project Selection:

Project selection will be sequential, with the 50% statewide competition going first, followed by the 40% MPO and 10% small urban, rural project selection. Projects not selected in the statewide competition may be eligible for the subsequent two (2) categories.

## Program Timeline:

<b>ACTION</b>	<b>DATE</b>
Commission adopts Fund Estimate	December 11, 2013
Guidelines Hearing, South	January 22, 2014
Guidelines Hearing, North	January 29, 2014
Guidelines Submitted to Joint Legislative Budget Committee	February 3, 2014
Commission adopts Active Transportation Program Guidelines	March 20, 2014
Call for Projects	March 21, 2014
Project applications to Commission	May 21, 2014
Large MPO submit guidelines to Commission (optional)	May 21, 2014
Commission approves or rejects MPO guidelines	June 25, 2014
Staff recommendation for statewide and rural/small urban portions of the program	August 8, 2014
Commission adopts statewide and rural/small urban portions of the program	August 20, 2014
Projects not programmed distributed to large MPO's based on location	August 20, 2014
Deadline for MPO project programming recommendation to the Commission	September 30, 2014
Commission adopts MPO selected projects	November 2014

The draft guidelines will be adopted by the commission on March 20, 2014, with the first call for projects in the statewide competition issued immediately following on March 21, 2014. It is important to create a coordinated effort among jurisdictions on all active transportation projects to achieve the highest potential for maximizing funding opportunities that will improve active transportation throughout Napa County.

A key component of this effort would include recommendations by the TAC and the ATAC for countywide project prioritization that achieve the stated goals for the new ATP.

**SUPPORTING DOCUMENTS**

Attachments: (1) Preliminary Draft Active Transportation Program Guidelines,  
January 17, 2014

**DRAFT**  
**ACTIVE TRANSPORTATION PROGRAM**  
**GUIDELINES**

**1/17/14**

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## INTRODUCTION

### BACKGROUND

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

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

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

### PROGRAM GOALS

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

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

### PROGRAM SCHEDULE

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

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

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

Commission adopts Fund Estimate	December 11, 2013
Guidelines hearing, South	January 22, 2014
Guidelines hearing, North	January 29, 2014
Guidelines submitted to the Joint Legislative Budget Committee	February 3, 2014
Commission adopts Active Transportation Program Guidelines	March 20, 2014
Call for projects	March 21, 2014
Project applications to Caltrans	May 21, 2014
Large MPOs submit optional guidelines to Caltrans	May 21, 2014
Commission approves or rejects MPO guidelines	June 25, 2014
Staff recommendation for statewide and rural/small urban portions of the program	August 8, 2014
Commission adopts statewide and rural/small urban portions of the program	August 20, 2014
Projects not programmed distributed to large MPOs based on location	August 20, 2014
Deadline for MPO project programming recommendations to the Commission	September 30, 2014
Commission adopts MPO selected projects	November 2014

## FUNDING

### SOURCE

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

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

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

### DISTRIBUTION

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

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

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

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

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

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

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

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

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

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

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

In the initial program, a minimum of \$24 million per year of the statewide competitive program is available for safe routes to schools projects, with at least \$7.2 million for non-infrastructure grants, including funding for a state technical assistance resource center.

## MATCHING REQUIREMENTS

Projects must include at least ~~12~~11.47% in matching funds except for projects benefiting a disadvantaged community, stand-alone non-infrastructure projects and safe routes to schools projects. The source of the matching funds may be any combination of local, state or federal funds. Matching funds must be expended in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way capital outlay; support for right-of-way acquisition; construction capital outlay; and construction engineering) as the Active Transportation Program funding. Matching funds cannot be expended prior to the Commission allocation of Active Transportation Program funds. Matching funds, except matching funds over and above the required ~~12~~11.47%, must be expended concurrently and proportionally to the Active Transportation Program funds.

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

## FUNDING FOR ACTIVE TRANSPORTATION PLANS

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

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

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

## REIMBURSEMENT

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

## ELIGIBILITY

### ELIGIBLE APPLICANTS

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

- Local, Regional or State Agencies- Examples include city, county, MPO\*, and Regional Transportation Planning Agency.
- Caltrans\*
- Transit Agencies - Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural Resource or Public Land Agencies - Federal, Tribal, State, or local agency responsible for natural resources or public land administration Examples include:
  - State or local park or forest agencies
  - State or local fish and game or wildlife agencies
  - Department of the Interior Land Management Agencies
  - U.S. Forest Service

- ~~Public schools or School districts— May include any public or nonprofit private school. Projects must benefit the general public, and not only a private entity.~~
- Tribal Governments - Federally-recognized Native American Tribes.
- Private nonprofit tax-exempt organizations may apply for Recreational Trail Projects. Projects must benefit the general public, and not only a private entity.
- Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be eligible.

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

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

## PARTNERING WITH IMPLEMENTATING AGENCIES

Entities that are unable to apply for Active Transportation Program funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. Entities that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project may partner with an eligible applicant that can implement the project. This arrangement must be formalized through a signed Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency.

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

## ELIGIBLE PROJECTS

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

- Infrastructure Projects: Capital improvements that will further the goals of this program. This typically includes the planning, design, and construction of facilities.
- Non-infrastructure Projects: Education, encouragement, enforcement, **and planning** activities that further the goals of this program. The Commission intends to focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. The Active Transportation Program funds are not intended to fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students.
- Infrastructure projects with non-infrastructure components.

## MINIMUM REQUEST FOR FUNDS

In order to maximize the effectiveness of program funds and to encourage the aggregation of small projects into a comprehensive bundle of projects, the minimum request for Active Transportation Program

funds that will be considered is \$250,000. This minimum does not apply to non-infrastructure projects, Safe Routes to Schools projects, and Recreational Trails projects.

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

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## EXAMPLE PROJECTS

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

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

- School crossing guard training.
- School bicycle clinics.
- Development and implementation of programs and tools that maximize use of available and emerging technologies to implement the goals of the Active Transportation Program.

## PROJECT TYPE REQUIREMENTS

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

### DISADVANTAGED COMMUNITIES

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

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

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

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

### SAFE ROUTES TO SCHOOL PROJECTS

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

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## RECREATIONAL TRAILS PROJECTS

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

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## TECHNICAL ASSISTANCE RESOURCE CENTER

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

Typical center roles have included:

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

The Commission intends to comply with the statutory requirement to fund a state technical assistance center by expanding the existing Safe Routes to Schools Technical Assistance Resource Center interagency agreement to serve all Active Transportation Program non-infrastructure projects.

## PROJECT SELECTION PROCESS

### PROJECT APPLICATION

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

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

Project applications should be addressed or delivered to:

Caltrans  
Division of Local Assistance, MS-1  
Attention: April Nitsos  
P.O. Box 942874  
Sacramento, CA 95814

Except for applications submitted through an optional MPO supplemental call for project, the Commission will consider only projects for which five hard copies and one electronic copy (via cd or portable hard drive) of a complete application are received by *May 21, 2014*. By the same date, an additional copy must also be sent to the Regional Transportation Planning Agency or County Transportation Commission within which the project is located and to the MPO (a contact list can be found at [www.dot.ca.gov/hq/tpp/offices/orip/](http://www.dot.ca.gov/hq/tpp/offices/orip/)).

## SEQUENTIAL PROJECT SELECTION

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

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

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

## MPO COMPETITIVE PROJECT SELECTION

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

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

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

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

## SCREENING CRITERIA

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

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

## SCORING CRITERIA

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

- Potential for increased walking and bicycling, especially among students, including the identification of walking and bicycling routes to and from schools, transit facilities, community centers, employment centers, and other destinations; and including increasing and improving connectivity and mobility of non-motorized users. (0 to 30 points)
- Potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists. (0 to 25 points)
- Public participation and Planning. (0 to 15 points)

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

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

- Cost-effectiveness, defined as maximizing the impact of the funds provided. (0 to 10 points)

Applicants must discuss the relative costs and benefits of the range of alternatives considered and quantify the safety and mobility benefit in relationship to total project cost.

Caltrans must develop a benefit/cost model for infrastructure and non-infrastructure active transportation projects in order to improve information available to decision makers at the state and MPO level in future programming cycles.

- Improved public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues. (0 to 10 points)

- **Benefit to disadvantaged communities. (0 to 10 points)**

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

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

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

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

## PROJECT EVALUATION COMMITTEE

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

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

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

## PROGRAMMING

### PROJECT PROGRAMMING

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

The program of projects for each fiscal year will include, for each project, the amount to be funded from the Active Transportation Program, and the estimated total cost of the project. Project costs in the Active Transportation Program will include all project support costs and all project listings will specify costs for each of the following components: (1) completion of all permits and environmental studies; (2) preparation of plans, specifications, and estimates; (3) right-of-way capital outlay (4) support for right-of-way acquisition; (5) construction capital outlay; and (6) construction management and engineering, including surveys and inspection. The cost of each project component will be listed in the Active

Transportation Program no earlier than in the fiscal year in which the particular project component can be implemented.

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

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

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

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

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

## ALLOCATIONS

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

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

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

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

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

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

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

## PROJECT DELIVERY

Active Transportation Program allocations must be requested in the fiscal year of project programming, and are valid for award for six months from the date of allocation unless the Commission approves an extension. Applicants may submit and the Commission will evaluate extension requests in the same manner as for STIP projects (see section 66 of the STIP guidelines) except that extension to the period for project allocation and for project award will be limited to twelve months. Extension requests for a project in the MPO selected portion of the program must include a recommendation by the MPO, consistent with the preceding requirements.

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

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

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

Funds allocated for project development or right of way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. After the award of a contract, the

implementing agency has up to 36 months to complete (accept) the contract. At the time of fund allocation, the Commission may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed expenditure plan for the project. The implementing agency has six months after contract acceptance to make the final payment to the contractor or vendor, prepare the final Report of Expenditure and submit the final invoice to Caltrans for reimbursement.

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

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

## PROJECT INACTIVITY

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

## PROJECT REPORTING

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

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

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

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

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

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

## ROLES AND RESPONSIBILITIES

### CALIFORNIA TRANSPORTATION COMMISSION (COMMISSION)

The Commission responsibilities include:

- Adopt guidelines and policies for the Active Transportation Program.
- Adopt Active Transportation Program Fund Estimate.
- Evaluate projects, including the forming of the Project Evaluation Committee.
- Adopt a program of projects, including:
  - The statewide portion of the Active Transportation Program,
  - The rural portion of the Active Transportation Program,
  - The small urban portion of the Active Transportation Program, and
  - The MPO selected portion of the program based on the recommendations of the MPOs.
  - Ensure that at least 25% of the funds benefit disadvantage communities.
- Allocate funds to projects.
- Evaluate and report to the legislature.

### CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

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

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

## METROPOLITAN PLANNING ORGANIZATIONS (MPOS) WITH LARGE URBANIZED AREAS

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

- Ensure that at least 25% of the funds in each MPO must benefit disadvantage communities.
- If using different project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantage communities for its competitive selection process, the MPO must obtain Commission approval prior to the MPO's call for projects. Use of a minimum project size of \$500,000 or less, or of a larger different match requirement than in the statewide competitive program does not require prior Commission approval.
- If electing to have a supplemental MPO specific call for projects, the projects within the MPO boundaries that were not selected through the statewide competition must be considered along with those received in the supplemental call for projects.
- In administering a competitive selection process, a MPO must use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a competitive selection process, a MPO must explain how the projects recommended for programming by the MPO include a broad spectrum of projects to benefit pedestrians and bicyclists. The explanation must include a discussion of how the recommended projects benefit students walking and cycling to school.
- An MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of disadvantage communities as used by the Commission for the statewide competition may defer its project selection to the Commission. An MPO deferring its project select to the Commission must notify the Commission by May 21, 2014, and may not conduct a supplemental call for projects.
- Approve amendments to the MPO selected portion of the program prior to Commission approval.
- Recommend allocation requests for a project in the MPO selected portion of the program.
- Determine which projects to advance and make that recommendation to the Commission.
- Submit an annual assessment of its portion of the program in terms of its effectiveness in achieving the goals of the Active Transportation Program.

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

- SCAG must consult with county transportation commissions, the Commission, and Caltrans in the development of competitive project selection criteria. The criteria should include consideration of geographic equity, consistent with program objectives.
- SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
- SCAG must obtain concurrence from the county transportation commissions.

## REGIONAL TRANSPORTATION PLANNING AGENCIES (RTPAS) OUTSIDE AN MPO WITH LARGE URBANIZED AREAS AND AN MPO WITHOUT LARGE URBANIZED AREAS

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

## PROJECT APPLICANT

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

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

## ACTIVE TRANSPORTATION PLAN

A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan. An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan. An active transportation plan must include, but not be limited to, the following components or explain why the component is not applicable:

- a) The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from implementation of the plan.
- b) The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.
- c) A map and description of existing and proposed land use and settlement patterns which must include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, and other destinations.
- d) A map and description of existing and proposed bicycle transportation facilities.
- e) A map and description of existing and proposed end-of-trip bicycle parking facilities.
- f) A description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots and in new commercial and residential developments.
- g) A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These must include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.
- h) A map and description of existing and proposed pedestrian facilities at major transit hubs. These must include, but are not limited to, rail and transit terminals, and ferry docks and landings.
- i) A description of proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.
- j) A description of the policies and procedures for maintaining existing and proposed bicycle and pedestrian facilities, including, but not limited to, the maintenance of smooth pavement, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting.

- k) A description of bicycle and pedestrian safety, education, and encouragement programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the law impacting bicycle and pedestrian safety, and the resulting effect on accidents involving bicyclists and pedestrians.
- l) A description of the extent of community involvement in development of the plan, including disadvantaged and underserved communities.
- m) A description of how the active transportation plan has been coordinated with neighboring jurisdictions and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, general plans and a Sustainable Community Strategy in a Regional Transportation Plan.
- n) A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.
- o) A description of past expenditures for bicycle and pedestrian facilities and programs, and future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated revenue sources and potential grant funding for bicycle and pedestrian uses.
- p) A description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan.
- q) A resolution showing adoption of the plan by the city, county or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, MPO, school district or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located.

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

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

## FEDERAL REQUIREMENTS

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

- National Environmental Policy Act (NEPA) compliance and documentation is required on all projects. Refer to Chapter 6, Environmental Procedures, of the Local Assistance Procedures Manual for guidance and procedures on complying with NEPA and other federal environmentally related laws.
- Project applicants may not proceed with the final design of a project or request "Authorization to proceed with Right-of-Way" or "Authorization to proceed with Construction" until Caltrans has

signed a Categorical Exclusion, a Finding of No Significant Impact, or a Record of Decision. Failure to follow this requirement will make the project ineligible for federal reimbursement.

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

Failure to comply with federal requirements may result in the repayment to the State of Active Transportation Program funds.

## DESIGN STANDARDS

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

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

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

## PROGRAM EVALUATION

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

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

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

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

DRAFT



February 6, 2014  
TAC Agenda Item 9  
Continued From: NEW  
**Action Requested: ACTION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

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**TO:** Technical Advisory Committee (TAC)  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Senior Planner  
(707) 259-5968 / Email: [dschmitz@nctpa.net](mailto:dschmitz@nctpa.net)  
**SUBJECT:** Transportation Fund for Clean Air (TFCA) - Call for Projects  
FYE 2015

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### **RECOMMENDATION**

That TAC review and recommend the NCTPA Board approve the FYE 2015 TFCA Expenditure Plan and adopt the selection criteria shown in Attachment 2 for the purpose of issuing a call for projects consistent with the Air District's adopted TFCA County Program Manager Fund Policies for FYE 2015.

### **EXECUTIVE SUMMARY**

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

40% of these funds are returned to NCTPA for distribution to local projects. Projects must be beneficial to air quality and be cost effective. The remaining 60% is allocated by the BAAQMD on an area wide competitive basis. The Program Expenditure Plan for the Program Managers Funds is due to the Air District on March 3, 2014.

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

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes, approximately \$219,455

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## **BACKGROUND AND DISCUSSION**

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

## **APPLICATIONS**

**Applications are due Friday, April 4<sup>th</sup> by 5:00 PM.** The application must consist of a completed Project Information Form with a detailed project description and a completed project cost effectiveness worksheet.

### **Basic Eligibility**

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

### **TFCA Project Types**

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

## **SUPPORTING DOCUMENTS**

Attachments: (1) TFCA Expenditure Plan for FYE 2015  
(2) Napa Selection Criteria for TFCA Program Manager Funds  
(3) FYE 2015 TFCA Program Application and Guidelines for Napa County

## SUMMARY INFORMATION

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

Address: 625 Burnell St., Napa, CA 94559

### PART A: NEW TFCA FUNDS

- |   |                |                            |
|---|----------------|----------------------------|
| 1. Estimated FYE 2015 DMV revenues (based on projected CY2013 revenues):                  | Line 1:        | <u>\$192,311.00</u>        |
| 2. Difference between prior-year estimate and actual revenue:                             | Line 2:        | <u>\$2,854.88</u>          |
| a. Actual FYE 2013 DMV revenues (based on CY2012):  |                | <u>\$188,571.88</u>        |
| b. Estimated FYE 2013 DMV revenues (based on CY2012):                                     |                | <u>\$185,717.00</u>        |
| <i>('a' minus 'b' equals Line 2.)</i>   |                |                            |
| 3. Estimated New Allocation (Sum of Lines 1 and 2):                                       | Line 3:        | <u>\$195,165.88</u>        |
| 4. Interest income. List interest earned on TFCA funds in calendar year 2013.             | Line 4:        | <u>\$1,830.46</u>          |
| 5. Estimated TFCA funds budgeted for administration: <sup>1</sup>                         | Line 5:        | <u>\$9,758.30</u>          |
| <i>(Note: This amount may not exceed 5% of Line 3.)</i>                                   |                |                            |
| <b>6. Total new TFCA funds available in FYE 2015 for projects and administration</b>      | <b>Line 6:</b> | <b><u>\$196,996.34</u></b> |
| <i>(Add Lines 3 and 4. These funds are subject to the six-month allocation deadline.)</i> |                |                            |

### PART B: TFCA FUNDS AVAILABLE FOR REPROGRAMMING

- |  |                |                           |
|--|----------------|---------------------------|
| <b>7. Total amount from previously funded projects available for reprogramming to other projects.</b> <i>(Enter zero (0) if none.)</i> | <b>Line 7:</b> | <b><u>\$32,216.64</u></b> |
| <i>(Note: Reprogrammed funds originating from pre-2006 projects are not subject to the six-month allocation deadline.)</i>             |                |                           |

### PART C: TOTAL AVAILABLE TFCA FUNDS

- |   |                |                            |
|---|----------------|----------------------------|
| <b>8. Total Available TFCA Funds</b> <i>(Sum of Lines 6 and 7)</i>                | <b>Line 8:</b> | <b><u>\$229,212.98</u></b> |
| 9. Estimated Total TFCA funds available for projects <i>(Line 8 minus Line 5)</i> | Line 9:        | <u>\$219,454.68</u>        |

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

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

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

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



## **Project Selection Process**

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

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

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

- 1) The proposed project must improve the quality of the air as determined by the BAAQMD.
- 2) The project must fall into one or more of the statutory expenditure categories, which are:
  - \* The implementation of ridesharing programs.
  - \* The purchase or lease of clean fuel buses for school districts and transit operators.
  - \* The provision of local feeder bus or shuttle service to rail and ferry stations and to airports.
  - \* Implementation and maintenance of local arterial traffic management.
  - \* Implementation of rail-bus integration and regional transit information systems.
  - \* Implementation of low-emission and zero-emission vehicle programs and of demonstration projects in telecommuting and in congestion pricing of highways, bridges, and public transit.
  - \* Implementation of a smoking vehicles program (Air District project).
  - \* Implementation of an automobile buy-back scrappage program operated by a governmental agency (Air District project).
  - \* Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program.
  - \* The design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions.
- 3) Geographic equity in the Napa region.
- 4) The project proponent has expended past allocations of funds in a timely manner.
- 5) Meet the requirements of the Air District Board-Approved TFCA County Program Manager Fund Policies (Attachment 1).

## *Appendix D: Board-Adopted TFCA County Program Manager Fund Policies for FYE 2015*

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**Adopted December 18, 2013**

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

### **BASIC ELIGIBILITY**

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

Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and these Air District Board of Directors adopted TFCA County Program Manager Fund Policies for FYE 2015.

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

2. **TFCA Cost-Effectiveness:** Projects must achieve TFCA cost-effectiveness, on an individual project basis, equal to or less than \$90,000 of TFCA funds per ton of total emissions reduced, unless a different value is specified in the policy for that project type. (See "Eligible Project Categories" below.) Cost-effectiveness is based on the ratio of TFCA funds divided by the sum total tons of reactive organic gases (ROG), oxides of nitrogen (NO<sub>x</sub>), and weighted particulate matter 10 microns in diameter and smaller (PM<sub>10</sub>) reduced (\$/ton). All TFCA-generated funds (e.g., TFCA Regional Funds, reprogrammed TFCA funds) that are awarded or applied to a project must be included in the evaluation. For projects that involve more than one independent component (e.g., more than one vehicle purchased, more than one shuttle route, etc.), each component must achieve this cost-effectiveness requirement.

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

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

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

5. **Eligible Recipients:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing with the Air District (Policy #8).
  - A. Public agencies are eligible to apply for all project categories.
  - B. Non-public entities are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle and infrastructure projects, and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).
6. **Readiness:** Projects must commence by the end of calendar year 2015. “Commence” includes any preparatory actions in connection with the project’s operation or implementation. For purposes of this policy, “commence” can mean the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle/feeder bus and ridesharing service, or the delivery of the award letter for a construction contract.
7. **Maximum Two Years Operating Costs:** Projects that provide a service, such as ridesharing programs and shuttle and feeder bus projects, are eligible to apply for a period of up to two (2) years. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

#### APPLICANT IN GOOD STANDING

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

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

**INELIGIBLE PROJECTS**

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

**USE OF TFCA FUNDS**

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

and other incentives are applied. Such financial incentives include manufacturer and local/state/federal rebates, tax credits, and cash equivalent incentives. Incremental cost is the difference in cost between the purchase or lease price of the new vehicle, and its new conventional vehicle counterpart that meets the most current emissions standards at the time that the project is evaluated.

20. **Reserved.**

21. **Reserved.**

## **ELIGIBLE PROJECT CATEGORIES**

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

**Eligibility:** For TFCA purposes, light-duty vehicles are those with a gross vehicle weight rating (GVWR) of 8,500 lbs. or lighter. Eligible alternative light-duty vehicle types and equipment eligible for funding are:

- A. Purchase or lease of new hybrid-electric, electric, fuel cell, and CNG/LNG vehicles certified by the CARB as meeting established super ultra low emission vehicle (SULEV), partial zero emission vehicle (PZEV), advanced technology-partial zero emission vehicle (AT-PZEV), or zero emission vehicle (ZEV) standards.
- B. Purchase or lease of new electric neighborhood vehicles (NEV) as defined in the California Vehicle Code.
- C. CARB emissions-compliant vehicle system retrofits that result in reduced petroleum use (e.g., plug-in hybrid systems).

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

### **23. Alternative Fuel Medium Heavy-Duty and Heavy Heavy-Duty Service Replacement Vehicles (low-mileage utility trucks in idling service):**

**Eligibility:** For TFCA purposes, medium and heavy-duty service vehicles are on-road motor vehicles with a GVWR of 14,001 lbs. or heavier. Eligible alternative fuel service vehicles are only those vehicles in which engine idling is required to perform the vehicles' primary service function (for example, trucks with engines to operate cranes or aerial buckets). In order to qualify for this incentive, each new vehicle must be placed into a service route that has a minimum idling time of 520 hours/year, and a minimum mileage of 500 miles/year. Eligible MHDV and HHDV vehicle types for purchase or lease are:

- A. New hybrid-electric, electric, and CNG/LNG vehicles certified by the CARB or that are listed by the IRS as eligible for a federal tax credit pursuant to the Energy Policy Act of 2005.

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

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

**Eligibility:** For TFCA purposes, Alternative Fuel Heavy-Duty Vehicles are defined as follows: Light-heavy-duty vehicles (LHDV) are those with a GVWR between 8,501 lbs. and 14,000 lbs., medium-heavy-duty vehicles (MHDV) are those with a GVWR between 14,001 lbs. and 33,000 lbs., and heavy-heavy-duty vehicles (HHDV) are those with a GVWR equal to or greater than 33,001 lbs. Eligible LHDV, MHDV and HHDV vehicle types for purchase or lease are:

- A. New hybrid-electric, electric, and CNG/LNG vehicles certified by the CARB or that are listed by the IRS as eligible for a federal tax credit pursuant to the Energy Policy Act of 2005.

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

Scrapping requirements are the same as those in Policy #23.

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

**Eligibility:** For purposes of transit and school bus replacement projects, a bus is any vehicle designed, used, or maintained for carrying more than 15 persons, including the driver. A vehicle designed, used, or maintained for carrying more than 10 persons, including the driver, which is used to transport persons for compensation or profit, or is used by any nonprofit organization or group, is also a bus. A vanpool vehicle is not considered a bus. Buses are subject to the same eligibility requirements listed in Policy #24 and the same scrapping requirements listed in Policy #23.

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

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

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

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

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

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

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

- a. The project's route must provide connections only between mass transit hubs, e.g., a rail or Bus Rapid Transit (BRT) station, ferry or bus terminal or airport, and distinct commercial or employment areas.
- b. The project's schedule must coordinate with the transit schedules of the connecting mass transit services.
- c. The project may not replace or duplicate existing local transit service or service that ceased to operate within the past five years. Any proposed service that would transport commuters along any segment of an existing or any such previous service is not eligible for funding.
- d. The project must include only commuter peak-hour service, i.e., 5:00-10:00 AM and/or 3:00-7:00 PM.

Shuttle/feeder bus service applicants must be either: (1) a public transit agency or transit district that directly operates the shuttle/feeder bus service; or (2) a city, county, or any other public agency.

Project applicants that were awarded FYE 2014 TFCA County Program Manager Funds that propose identical routes in FYE 2015 may request an exemption from the requirements of Policy 28. c. These applicants would have to submit a plan demonstrating how they will come into compliance with this requirement within the next three years.

Pilot shuttle/feeder bus service projects are defined as new routes that are at least 70% unique and have not been in operation in the past five years. In addition to meeting the conditions listed above, pilot projects must also comply with the following:

- a. Applicants must provide data supporting the demand for the service, including letters of support from potential users and providers;
- b. Applicants must provide written documentation of plans for financing the service in the future;
- c. Projects located in Highly Impacted Communities as defined in the Air District Community Air Risk Evaluation (CARE) Program must not exceed a cost-effectiveness of \$500,000/ton during the first year of operation, \$125,000/ton for the second year of operation, and \$90,000 by the end of the third year of operation (see Policy #2);
- d. Projects located outside of CARE areas must not exceed a cost-effectiveness of \$125,000 per ton of emissions reduced for the first two years of project operation.
- e. Projects located in CARE areas may receive a maximum of three years of TFCA funds under the Pilot designation; projects located outside of CARE areas may receive a maximum of two years of TFCA funds under this designation. After these time periods, applicants must apply for subsequent funding under the shuttle/feeder bus service designation, described above.

## 29. Bicycle Projects:

New bicycle facility projects that are included in an adopted countywide bicycle plan or Congestion Management Program (CMP) are eligible to receive TFCA funds. Eligible projects are limited to the following types of bicycle facilities for public use that result in motor vehicle emission reductions:

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

All bicycle facility projects must, where applicable, be consistent with design standards published in the California Highway Design Manual.

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

These projects make bicycles available to individuals for shared use for completing first- and last-mile trips in conjunction with regional transit and stand-alone short distance trips. To be eligible for TFCA funds, bicycle share projects must work in unison with the existing Bay Area Bike Share Project by either increasing the fleet size within the initial participating service areas or expanding the existing service area to include additional Bay Area communities. Projects must have a completed and approved environmental plan and a suitability study demonstrating the viability of bicycle sharing. Projects must not exceed a cost-effectiveness of \$500,000/ton.

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

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

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

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

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

C. The project must have a completed and approved environmental plan.

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



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



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

FYE 2015 Applications Due to NCTPA: April 4, 2014

NCTPA  
625 Burnell Street  
Napa, CA 94559  
Phone: 707-259-8631  
Fax: 707-259-8638  
[www.nctpa.net](http://www.nctpa.net)

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January 13, 2014

**Greetings Participants!**

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

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

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

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

The available funding for Napa County TFCA projects for FYE 2015 will be approximately \$219,455 dollars. The TFCA Applications for FYE 2015 will be due to NCTPA by 5:00 PM on Friday, April 4<sup>th</sup>.

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

Sincerely,

Kate Miller  
Executive Director  
Napa County Transportation & Planning Agency

## **Introduction**

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

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

## **The TFCA Program**

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

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

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

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

**Your Responsibilities as Project Sponsor:**

1. Submit projects to the Program Manager that comply with Air District policies.
2. Prepare and submit your project's information form and cost-effectiveness worksheet to the Program Manager.
3. Adhere to the Program Manager's timeline and submit deliverables on time.
4. Submit project status report forms on time.
5. Complete your TFCA project two years from the effective date of the Master Agreement between the Program Manager and the Air District.
6. Provide proof of Air District credit for vehicles purchased, published materials, and construction funded or partially funded through the TFCA program.
7. Provide itemized invoices to the Program Manager for reimbursement of your project.
8. Provide proof of general liability insurance with a limit of not less than \$1,000,000 per occurrence.

**NCTPA's Responsibilities as Program Manager:**

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

## **Basic Eligibility**

**Reduction of Emissions:** Only projects that result in the reduction of motor vehicle emissions within the Air District's jurisdiction are eligible. Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and the Air District Board of Directors adopted TFCA County Program Manager Fund Policies for FYE 2015. Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, ordinances, contracts, and other legally binding obligations at the time of the execution of a grant agreement between the County Program Manager and the grantee. Projects must also achieve surplus emission reductions at the time of an amendment to a grant agreement if the amendment modifies the project scope or extends the project completion deadline.

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

**Eligible Projects, and Case-by-Case Approval:** Eligible projects are those that conform to the provisions of the HSC section 44241, Air District Board adopted policies and Air District guidance. On a case-by-case basis, County Program Managers must receive approval by the Air District for projects that are authorized by the HSC section 44241 and achieve Board-adopted TFCA cost-effectiveness but do not fully meet other Board-adopted Policies.

**Consistent with Existing Plans and Programs:** All projects must comply with the transportation control measures and mobile source measures included in the Air District's most recently approved plan for achieving and maintaining State and national ambient air quality standards, which are adopted pursuant to HSC sections 40233, 40717 and 40919, and, when specified, with other adopted State, regional, and local plans and programs.

**Eligible Recipients:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing with the Air District (Policy #8).

- A. Public agencies are eligible to apply for all project categories.
- B. Non-public entities are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle and infrastructure projects, and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).

**Readiness:** Projects must commence by the end of calendar year 2015. “Commence” includes any preparatory actions in connection with the project’s operation or implementation. For purposes of this policy, “commence” can mean the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle/feeder bus and ridesharing service, or the delivery of the award letter for a construction contract.

**Maximum Two Years Operating Costs:** Projects that provide a service, such as ridesharing programs and shuttle and feeder bus projects, are eligible to apply for a period of up to two (2) years. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

### **APPLICANT IN GOOD STANDING**

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

A failed fiscal or performance audit of the County Program Manager or its grantee may subject the County Program Manager to a reduction of future revenue in an amount equal to the amount which was inappropriately expended pursuant to the provisions of HSC section 44242(c)(3).

**Authorization for County Program Manager to Proceed:** Only a fully executed Funding Agreement (i.e., signed by both the Air District and the County Program Manager) constitutes the Air District’s award of County Program Manager Funds. County Program Managers may only incur costs (i.e., contractually obligate itself to allocate County Program Manager Funds) after the Funding Agreement with the Air District has been executed.

**Insurance:** Both the County Program Manager and each grantee must maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific projects, with required coverage amounts provided in Air District guidance and final amounts specified in the respective grant agreements.

## **Use of TFCA Funds**

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

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

**3. Expend Funds within Two Years:** County Program Manager Funds must be expended within two (2) years of receipt of the first transfer of funds from the Air District to the County Program Manager in the applicable fiscal year. A County Program Manager may, if it finds that significant progress has been made on a project, approve no more than two (2) one-year (1-year) schedule extensions for a project. Any subsequent schedule extensions for projects can only be given on a case-by-case basis, if the Air District finds that significant progress has been made on a project, and the funding agreement between the Program Manager and the Air District is amended to reflect the revised schedule.

**TFCA Project Types**

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

**Ineligible Project Types**

1. **Duplication:** Grant applications for projects that duplicate existing TFCA-funded projects (including Bicycle Facility Program projects) and therefore do not achieve additional emission reductions are ineligible. Combining TFCA County Program Manager Funds with TFCA Regional Funds to achieve greater emission reductions for a single project is not considered project duplication.
2. **Planning Activities:** Feasibility studies are not eligible, nor are projects that only involve planning activities and that do not include an implementation phase.
3. **Employee Subsidies:** Projects that provide a direct or indirect financial transit or rideshare subsidy or shuttle/feeder bus service exclusively to employees of the project sponsor are not eligible.

**Recent Project Examples in Napa County**

<u>Project Name</u>	<u>Sponsor</u>	<u>TFCA Funds</u>	<u>Total Project \$</u>
Bicycle Incentive Program	City of Calistoga	\$8,500	\$13,000
Signal Timing Project	City of Napa	\$177,693	\$195,000
Class II Bike Lane	County of Napa	\$51,000	\$89,000
Commuter Incentives & Marketing Materials	SNCI	\$40,000	\$40,000

## **Dates of Importance**

- |                      |  |
|----------------------|--|
| <b>April 4, 2014</b> | <b>Project submittals are due to NCTPA</b>   |
| <b>Aug. 7, 2014</b>  | Deadline: Within three months of Board approval, Program Manager submits request for Air District approval of any projects that do not conform to TFCA policies (date tentative)                           |
| <b>Nov. 7, 2014</b>  | Deadline: Within six months of Board approval, Program Manager (NCTPA) provides Cost-Effectiveness Worksheets and Project Information forms for new FYE 2015 projects to the Air District (date tentative) |

**Project Selection Process**

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

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

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

- 1) The proposed project must improve the quality of the air as determined by the BAAQMD.
- 2) The project must fall into one or more of the statutory expenditure categories, which are:
  - The implementation of ridesharing programs.
  - The purchase or lease of clean fuel buses for school districts and transit operators.
  - The provision of local feeder bus or shuttle service to rail and ferry stations and to airports.
  - Implementation and maintenance of local arterial traffic management.
  - Implementation of rail-bus integration and regional transit information systems.
  - Implementation of low-emission and zero-emission vehicle programs and of demonstration projects in telecommuting and in congestion pricing of highways, bridges, and public transit.
  - Implementation of a smoking vehicles program (Air District project).
  - Implementation of an automobile buy-back scrappage program operated by a governmental agency (Air District project).
  - Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program.
  - The design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions.
- 3) Geographic equity in the Napa region.
- 4) The project proponent has expended past allocations of funds in a timely manner.
- 5) Meet the requirements of the Air District Board-Approved TFCA County Program Manager Fund Policies.

## **Application Instructions:**

TFCA project applications for FYE 2015 must be submitted to NCTPA no later than 5:00 pm on Friday, April 4, 2014. Applications may be emailed to Danielle Schmitz at [dschmitz@nctpa.net](mailto:dschmitz@nctpa.net). Applications may be in the form of a completed Project Information Form that provides a detailed project scope and includes a cost effectiveness calculation. To obtain a cost effectiveness calculation worksheet contact Danielle Schmitz.

## **What Happens After Submission?**

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

- April – May 2014 – NCTPA will evaluate the potential FYE 2015 TFCA projects
- May 1, 2014 – NCTPA will take proposed projects to the NCTPA Technical Advisory Committee (TAC) for recommendation to NCTPA Board (date tentative)
- May 21, 2014 – NCTPA will take proposed final projects for FYE 2015 to the NCTPA Board for approval (date tentative)
- July- August 2014 – NCTPA sends out agreements to project sponsors (date tentative)

## **TFCA Do's and Don'ts**

### **Do**

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

### **Don't**

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

**Frequently Asked Questions**

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

No, there is no requirement for a local match.

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

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

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

TFCA funds awarded to alternative fuel vehicle projects may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the difference in cost between the purchase or lease price of the vehicle and/or retrofit and its new conventional vehicle counterpart that meets, but does not exceed 2011 emissions standards.

**Contact Information**

Napa County TFCA Program Manager:

Danielle Schmitz

625 Burnell Street

Napa, CA 94559

Phone: (707) 259-5968

[dschmitz@nctpa.net](mailto:dschmitz@nctpa.net)

NCTPA Main Office

625 Burnell Street

Napa, CA 94559

Phone: (707) 259-8631

Fax: (707) 259-8638

[www.nctpa.net](http://www.nctpa.net)

Bay Area Air Quality Management District:

Strategic Incentives Division

Karen Schkolnick

Phone: (415) 749-5070

[kscholnick@baaqmd.gov](mailto:kscholnick@baaqmd.gov)

## Appendix A

### PROJECT INFORMATION

A. Project Number: 15XX01

*Use consecutive numbers for projects funded, with year, county code, and number, e.g., 15MAR01, 15MAR02 for Marin County. Zero (e.g., 15MAR00) is reserved for County Program Manager TFCA funds allocated for administration costs.*

B. Project Title: \_\_\_\_\_

*Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").*

C. TFCA County Program Manager Funds Allocated: \$ \_\_\_\_\_

D. TFCA Regional Funds Awarded (if applicable):\$ \_\_\_\_\_

E. Total TFCA Funds Allocated (sum of C and D):\$ \_\_\_\_\_

F. Total Project Cost: \$ \_\_\_\_\_

*Indicate the TFCA dollars allocated (C, D and E) and total project cost (D). Data from Line E (Total TFCA Funds) should be used to calculate C-E.*

G. Project Description:

*Grantee will use TFCA funds to \_\_\_\_\_. Include information sufficient to evaluate the eligibility and cost-effectiveness of the project. Ex. of the information needed include but are not limited to: what will be accomplished by whom, how many pieces of equipment are involved, how frequently it is used, the location, the length of roadway segments, the size of target population, etc. Background information should be brief. For shuttle/feeder bus projects, indicate the hours of operation, frequency of service, and rail station and employment areas served.*

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet

*Reference the appropriate Final Report form that will be completed and submitted after project completion. See <http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/TFCA/County-Program-Manager-Fund.aspx> for a listing of the following forms:*

- Form for Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects. (Includes Transit Bus Signal Priority.)*
- Form for Clean Air Vehicle and Infrastructure Projects*
- Form for Bicycle Projects*
- Form for Arterial Management Projects*

**ATTACHMENT 3**  
**TAC Agenda Item 9**  
**February 6, 2014**

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

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



February 6, 2014  
TAC Agenda Item 10  
Continued From: NEW

**Action Requested: INFORMATION/DISCUSSION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

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**TO:** Technical Advisory Committee (TAC)  
**From:** Kate Miller, Executive Director  
**REPORT BY:** **Kate Miller**, Executive Director, (707) 259-88634 /  
Email: [kmiller@nctpa.net](mailto:kmiller@nctpa.net)  
**SUBJECT:** 2014 Federal Project Priorities

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### **RECOMMENDATION**

For information and discussion only

### **EXECUTIVE SUMMARY**

Representative Mike Thompson sent the attached letter soliciting priority projects for FFY 2014. NCTPA Staff subsequently sent an inquiry to the City/Town Managers, County Executive, and members of the Technical Advisory Committee (TAC) asking whether a consolidated transportation project priority list would be of interest.

NCTPA's proposed priority list includes:

1. Oakville Vine Trail Segment (Napa to Yountville)
2. Transit Maintenance/Fueling Facility

### **FISCAL IMPACT**

Is there a Fiscal Impact? None

### **BACKGROUND AND DISCUSSION**

Congress eliminated earmarks as part of the current transportation authorization legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). This resulted in the development several Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) discretionary programs. From time to time, FHWA and FTA solicit

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eligible projects for key programs, such as the Transportation Investment Generating Economic Recovery (TIGER). Representative Thompson's request for priority projects could be used to inform discretionary program guidelines or the next transportation authorization bill which will be considered in the current Congress.

Staff recommends prioritizing projects and programs of regional/county significance that can be delivered within the next three years. NCTPA has developed a short list of projects specific to NCTPA's interest, and is requesting feedback on whether the jurisdictions wish to send a consolidated list of transportation projects.

In its email to the City/Town Managers and County Executive, NCTPA suggested two other potential projects, the City of Napa's 5-legged Intersection and the City of American Canyon's Devlin Road Extension, and requested ideas for other projects that could be included in the list.

### **SUPPORTING DOCUMENTS**

Attachments: (1) Letter, Rep. Mike Thompson, dated January 13, 2014

MIKE THOMPSON

5TH DISTRICT, CALIFORNIA

COMMITTEE ON WAYS AND MEANS  
SUBCOMMITTEE ON HEALTH  
SUBCOMMITTEE ON SOCIAL SECURITY



CONGRESS OF THE UNITED STATES

HOUSE OF REPRESENTATIVES

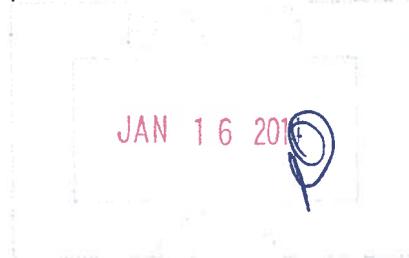
WASHINGTON, DC 20515

January 13, 2014

PERMANENT SELECT  
COMMITTEE ON INTELLIGENCE  
RANKING MEMBER, SUBCOMMITTEE ON TERRORISM,  
HUMAN INTELLIGENCE, ANALYSIS AND  
COUNTERINTELLIGENCE

CONGRESS OFFICES:  
1040 MAIN STREET, SUITE 101  
NAPA, CA 94559  
(707) 226-9898  
985 WALNUT AVENUE  
VALLEJO, CA 94592  
(707) 645-1888  
2300 COUNTY CENTER DRIVE, SUITE A100  
SANTA ROSA, CA 95403  
(707) 542-7182  
CAPITOL OFFICE:  
231 CANNON HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
(202) 225-3311  
WEB: <http://mikethompson.house.gov>

Kate Miller  
Executive Director  
Napa County Transportation & Planning Agency  
625 Burnell Street  
Napa, CA 94559



Dear *Kate*

Each year, Congress is responsible for enacting legislation to fund the Federal Government. In years past, this annual appropriations process provided Congress an opportunity to fund specific projects of significance in every Congressional District, like funding for individual highway improvements, specific infrastructure projects, or hospital upgrades to name a few.

However, as you may know, the House Majority and the President have determined that these individual projects, or “earmarks,” will not be included in any appropriations bill for the foreseeable future. I disagree with this decision because it prevents full and open Congressional consideration of many worthwhile proposals critical to the health, safety and economic well-being of the people of our District.

Notwithstanding this interim ban on “earmarks,” as your representative in Congress, I am committed to working with you to pursue alternative strategies to find the support our communities’ need. To best serve our District, I’m asking that you submit a letter to my office identifying your federal priorities for 2014. Though I will not be able to use this information to submit an earmark request, this information will help me support our District when opportunities present themselves, whether that be in the form of a grant program that could fund your project, a legislative amendment to a bill that could help further your policy goal, or assistance with a federal agency that could move your efforts along, for example.

Please email your priorities to [CA05Appropriations@mail.house.gov](mailto:CA05Appropriations@mail.house.gov) by close of business **Friday February 7<sup>th</sup>, 2014**. In submitting your priorities, please provide them in rank order with the following information:

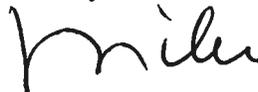
- Project / issue name
- Federal agency that has jurisdiction over this project / issue (if known / applicable)
- Local contact name, phone number and email address for this issue should I have any questions
- Description or background information of the project / issue
- Any costs associated with this project / issue
- Any additional information you feel necessary to describe this project / issue

You may also consider including requests for funding for a specific U.S. Government Agency to carry out an individual federal program that could benefit your community. For example, a number of communities in our District have received individual grants from the Community Oriented Policing Services (COPS) program to hire additional police officers or to purchase new equipment, among other things. If it would be important for your community that the Department of Justice continues this grant program, because you might be in line to receive one of these grants in the near future, you might consider including support for COPS funding generally in your list of federal priorities. However, this year's budget environment will be especially challenging for securing funding for projects. Therefore, I encourage you to only include the highest priority projects / issues.

Again, when you are compiling your list of federal priorities for 2014, I will not be able to submit an "earmark" request on your behalf. Therefore, I would not recommend that you include those types of requests in your list of priorities.

Should you have any questions, please do not hesitate to contact me or Tim Daly in my Washington, DC office at (202) 225-3311 or by email at [Tim.Daly@mail.house.gov](mailto:Tim.Daly@mail.house.gov). Thank you for your time and consideration, and I look forward to your recommendations.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Thompson". The signature is fluid and cursive, with the first name "Mike" being more prominent than the last name "Thompson".

**MIKE THOMPSON**  
Member of Congress



February 6, 2014  
TAC Agenda Item 11  
Continued From: NEW

**Action Requested: INFORMATION/DISCUSSION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

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**TO:** Technical Advisory Committee (TAC)

**From:** Kate Miller, Executive Director

**REPORT BY:** **Kate Miller**, Executive Director, (707) 259-88634 /  
Email: [kmiller@nctpa.net](mailto:kmiller@nctpa.net)

**SUBJECT:** Caltrans Coordination and Outreach Coordinator to Local Stakeholders

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### **RECOMMENDATION**

For information and discussion only.

### **EXECUTIVE SUMMARY**

NCTPA has recently heard from TAC members about a need to coordinate more effectively with Caltrans on the timing of road construction and maintenance projects which have the potential to disrupt traffic flow in the region. Since many projects have the potential to affect several different jurisdictions, the question is whether NCTPA could assume the coordination of these communications.

### **FISCAL IMPACT**

Is there a Fiscal Impact? None.

### **SUPPORTING DOCUMENTS**

None.