



625 Burnell Street, Napa CA 94559

Napa County Transportation and Planning Agency (NCTPA)

Technical Advisory Committee (TAC)

AGENDA

Thursday, February 5, 2015
2:00 PM

NCTPA/NVTA Conference Room
625 Burnell Street
Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the 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, click on Minutes and Agendas – TAC or go to <http://www.nctpa.net/technical-advisory-committee-tac>.

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

ITEMS

1. Call to Order
2. Introductions
3. Public Comments
4. TAC Member and Staff Comments

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

5.	<u>STANDING AGENDA ITEMS</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
5.1	Congestion Management Agency (CMA) Report*	INFORMATION	2:05 PM
5.2	Project Monitoring Funding Programs*	INFORMATION	2:10 PM
5.3	Transit Update* (<i>VINE Performance</i>)	INFORMATION	2:15 PM
5.4	Caltrans Report*	INFORMATION	2:20 PM
5.5	Vine Trail Update*	INFORMATION	2:25 PM
6.	<u>CONSENT ITEMS (6.1)</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
6.1	Approval of Meeting Minutes of January 8, 2015 (Kathy Alexander) (<i>Pages 4-7</i>)	APPROVE	2:30 PM
7.	<u>PRESENTATIONS</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
7.1	Presentation – Metropolitan Transportation Commission (MTC) presentation on the Vital Signs Interactive Website.	<u>INFORMATION</u>	2:35 PM
8.	<u>REGULAR AGENDA ITEMS</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
8.1	Transportation for Clean Air (TFCA) Fiscal Year Ending (FYE) 2016 Call for Projects (Diana Meehan) (<i>Pages 8-35</i>) TAC will review the TFCA FYE 2016 Expenditure Plan and call for projects materials and recommend the NCTPA Board approve the Expenditure Plan and open a call for projects.	ACTION	3:05 PM
8.2	Lifeline Cycle IV Projects (Diana Meehan) (<i>Pages 36-40</i>) That the TAC recommend the NCTPA Board approve the list of projects and	ACTION	3:30 PM

proposed funding award as recommended by the Lifeline review committee for the Lifeline Transportation Program Cycle 4.

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|------------|---|------------------------------|--------------------|
| 8.3 | Napa Countywide Transportation Plan: Vision 2040 <i>Moving Napa Forward</i> (Danielle Schmitz) (Pages 41-46) | INFORMATION | 3:45 PM |
| | Staff will provide an update on the Countywide Transportation Plan and Community Based Transportation Plan. | | |
| 8.4 | Active Transportation Program (Diana Meehan) (Pages 47-98) | INFORMATION | 4:00 PM |
| | Staff will provide an update on the Active Transportation Program call for projects | | |
| 8.5 | Legislative Update and State Bill Matrix* (Kate Miller) | INFORMATION | 4:15 PM |
| | TAC will receive the monthly Federal and State Legislative Update | | |
| 8.6 | NCTPA Board of Director's Agenda for February 18, 2015* (Kate Miller) | INFORMATION | 4:25 pm |
| 9. | <u>FUTURE AGENDA ITEMS</u> | | 4:35 PM |
| 10. | <u>ADJOURNMENT</u> | <u>RECOMMENDATION</u> | <u>TIME</u> |
| 10.1 | Approval of Regular Meeting Date of March 5, 2015 and Adjournment | APPROVE | 4:40 PM |

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA, by 5:00 p.m., Thursday, January 29, 2015.

Karalyn E. Sanderlin, NCTPA Board Secretary

*Items will be made available at the meeting

Napa County Transportation and Planning Agency

**Technical Advisory Committee
(TAC)**

MINUTES

Thursday, January 8, 2015

ITEMS

1. Call to Order

Chair Kirn called the meeting to order at 2:05 PM.

Jason Holley	City of American Canyon
Brent Cooper	City of American Canyon
Mike Kirn, Chair	City of Calistoga
Erick Whan	City of Napa
Rick Tooker	City of Napa
Steve Palmer	City of St. Helena
Joe Tagliaboschi	Town of Yountville
Nathan Steele	Town of Yountville
Rick Marshall	County of Napa
Doug Weir	PCC
Ahmad Rahimi	Caltrans

2. Introductions

Steve Palmer, the new Public Works Director for St. Helena, was officially introduced.

3. Public Comments

None

4. TAC Member and Staff Comments

Information Only / No Action Taken

City of Napa – (Rick Tooker) - On Monday, January 12, 2015 from 6-8PM City of Napa will be hosting a USGS workshop on the Napa Earthquake in Council Chambers.

American Canyon – (Brent Cooper) - Attended the first Regional Advisory Working Group meeting at the Metropolitan Transportation Commission (MTC) on Tuesday, January 6th. MTC and the Association of Bay Area Governments

(ABAG) are kicking off Plan Bay Area II and will be launching an interactive website, Vital Signs, for jurisdiction and public use.

American Canyon (Jason Holley) American Canyon met with Caltrans and NCTPA to discuss signal timing on Hwy 29 through AC. It was a successful first meeting.

City of Napa (Eric Whan) – the Local Assistance Center (LAC) for earthquake assistance has officially closed. 8,000 people came through the center for assistance, 4,200 households were assisted, and \$26 million in loans were provided to the community outside of FEMA.

Doug Weir – Paratransit Coordinating Council (PCC) – voiced concern about a pedestrian issue at the Redwood and Solano intersection, pedestrians are given the green light to cross at the same time cars are given a green light to turn left.

Alberto Esqueda – Pavement Condition Index (PCI) report deadline for jurisdictions is January 25, 2015; he encouraged TAC members to update Street Saver with their latest PCI information.

Calistoga – (Mike Kirn) – PG&E is using a gas leak detector car in Calistoga.

NCTPA – (Danielle Schmitz) – first Pedestrian Plan Workshop will be held at NCTPA on Thursday, January 22, 2015 at 6PM. Press Release to go out and to be posted on the website as well as to the email list. Please spread the word to your jurisdictions. Danielle also sent out to TAC members the Caltrans Project Initiation Document (PID) list for Fiscal Year (FY) 15-16 and FY 16-17. This list is to inform Caltrans of what workload to expect for non-State Highway Operation and Protection Program (SHOPP) state highway projects within the next 2 years that will need PID oversight. Please send Danielle projects that should be added to the list by Monday, January 12, 2015.

5. STANDING REGULAR AGENDA ITEMS

Information Only / No Action Taken

5.1 Congestion Management Agency (CMA) Report

Kate Miller reported the new Executive Director of the California Transportation Commission is Will Kempton.

5.2 Project Monitoring Funding Programs

Alberto Esqueda reviewed the project monitoring reports and asked TAC members to contact him with any changes.

5.3 Transit Report (*VINE Ridership*)

Tom Roberts reported the new bus schedules started January 4, 2015, no complaints have been received at this point; 2014 was a really good year for the VINE; the Board will be receiving the on-board passenger survey results at their January meeting.

5.4 CalTrans Report

Caltrans Representative Ahmad Rahimi reviewed the Caltrans Report. Project EA 3E400 – Rubberized Bonded Wearing Course Seal will be completed in Summer 2015.

5.5 Vine Trail Update

Herb Fredricksen reported the California Environmental Quality Act (CEQA) document should be approved by the NCTPA Board on January 21, 2015, then submitted to the California Transportation Commission (CTC) for acceptance and the allocation of the \$3.6 million in ATP funds; Riechers plans to have all comments addressed and back to the jurisdictions by the week of January 19 – 23, 2015.

6. CONSENT AGENDA ITEMS (6.1)

6.1 Approval of Meeting Minutes

MOTION MADE by TOOKER SECONDED by MARSHALL to APPROVE the December 4, 2014 minutes as presented. Motion Passed Unanimously.

7. REGULAR AGENDA ITEMS

7.1 Travel Behavior Study

Information Only / No Action Taken

Danielle Schmitz provided an overview of the Travel Behavior Study Report that the Board received in December. Staff mentioned if any jurisdiction has a technical question, specific data request, or mapping need it needs to contact NCTPA within the next few months as the consultant is under contract until April 30, 2015. The consultant, Fehr & Peers, will give a presentation on the Travel Behavior Study to the Napa County Board of Supervisors in March.

7.2 Napa Countywide Transportation Plan: Vision 2040 Moving Napa Forward

Information Only / No Action Taken

Danielle Schmitz provided an update on the Countywide Transportation Plan. The ad-hoc revenue group had their first meeting on Wednesday, January 7, 2015 and agreed to have staff develop a uniform list of countywide programs and send it to the jurisdictions. Additionally, staff will send a matrix for the jurisdictions to complete identifying locally generated revenue sources currently used in transportation funding.

7.3 Active Transportation Program (ATP)

Diana Meehan reviewed the ATP call for projects draft guidelines which will go out in March 2015. TAC asked NCTPA to draft a comment letter to CTC on the draft guidelines. TAC members were asked to turn in their comments to Diana Meehan by Wednesday, January 21st to be included in the letter.

7.4 One Bay Area Grant (OBAG) Update

Danielle Schmitz reviewed the recently adopted extension to the OBAG program which adds a 5th year, FY 2016-17, to OBAG and extends the deadlines for jurisdictions to adopt complete streets policies into their General Plan Circulation Elements (January 31, 2016) and have their Housing Elements certified (May 31, 2015).

TAC members had questions about the Congestion Management Agency (CMA) planning funds.

Staff explained the CMA planning funds went to every CMA in the region to carry out responsibilities under the Master Agreement with MTC. OBAG 2 will start in late 2015.

7.5 Legislative Update and State Bill Matrix

Information Only / No Action Taken

Kate Miller reviewed the legislative update and bill matrix; TAC requested the information be sent earlier but due to timing of when NCTPA receives the report it is unlikely it will be sent earlier. TAC agreed that no formal TAC action was needed on future reports but rather staff will bring the items as information so they can go back and inform their councils/boards of any issues the jurisdiction may have.

7.6 NCTPA Board of Director's Agenda for January 21, 2015

Kate Miller reviewed the draft January 21, 2015 Board Agenda.

8. FUTURE AGENDA ITEMS

Transportation for Clean Air (TFCA) call for projects will be added to the February 2015 agenda.

9. ADJOURNMENT

The next regular meeting date is February 5, 2015.

Meeting was adjourned at 4:08 pm



February 5, 2015
TAC Agenda Item 8.1
Continued From: NEW
Action Requested: ACTION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Transportation Fund for Clean Air (TFCA) - Call for Projects
FYE 2016

RECOMMENDATION

That the TAC review and recommend that the NCTPA Board approve the FYE 2016 Transportation for Clean Air (TFCA) Expenditure Plan and adopt the selection criteria shown in Attachment 2 for the purpose of issuing a call for projects consistent with the Bay Area Air Quality Management District (BAAQMD) TFCA County Program Manager Fund Policies for FYE 2016.

EXECUTIVE SUMMARY

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

40% of these funds are returned to the NCTPA for distribution to local projects. Projects must be beneficial to air quality and be cost effective. The remaining 60% is allocated by the BAAQMD on an area wide competitive basis. The Program Expenditure Plan for the Program Managers Funds is due to the Air District on March 3, 2015.

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes. Approximately \$ 265,000

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 3rd 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 2016
(2) Napa Selection Criteria for TFCA Program Manager Funds
(3) FYE 2016 TFCA Program Application and Guidelines for Napa County

Expenditure Plan Application

16-NAP

FYE 2016

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 2016 DMV revenues (based on projected CY2014 revenues): Line 1: \$192,861.15
2. Difference between prior-year estimate and actual revenue: Line 2: \$7,191.04
- a. Actual FYE 2014 DMV revenues (based on CY2013): \$192,825.04
- b. Estimated FYE 2014 DMV revenues (based on CY2013): \$185,634.00
(*'a' minus 'b' equals Line 2.*)
3. Estimated New Allocation (*Sum of Lines 1 and 2*): Line 3: \$200,052.19
4. Interest income. List interest earned on TFCA funds in calendar year 2014. Line 4: _____
5. Estimated TFCA funds budgeted for administration:¹ Line 5: \$10,002.60
(*Note: This amount may not exceed 5% of Line 3.*)
6. **Total new TFCA funds available in FYE 2016 for projects and administration** Line 6: _____
(*Add Lines 3 and 4. These funds are subject to the six-month allocation deadline.*)

PART B: TFCA FUNDS AVAILABLE FOR REPROGRAMMING

7. **Total amount from previously funded projects available for reprogramming to other projects.** (*Enter zero (0) if none.*) Line 7: \$72,801.03
- (*Note: Reprogrammed funds originating from pre-2006 projects are not subject to the six-month allocation deadline.*)

PART C: TOTAL AVAILABLE TFCA FUNDS

8. **Total Available TFCA Funds** (*Sum of Lines 6 and 7*) Line 8: _____
9. Estimated Total TFCA funds available for projects (*Line 8 minus Line 5*) Line 9: _____

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

Executive Director Signature: _____

Date: _____

¹ The "Estimated TFCA funds budgeted for administration" amount is listed for informational purposes only. Per California Health and Safety Code Section 44233, 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 Bay Area Air Quality Management District (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.
 - * **Implementation of vehicle-based projects to reduce mobile source emissions, including but not limited to, engine repowers, engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations.**
- 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 2016

Adopted November 17, 2014

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 2016.

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 (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), 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 2016. “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, except for bike share projects, which are eligible to apply for a period of up to five (5) 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 result 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 funds 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, unless it is otherwise prohibited (e.g., in the project-specific policies). For the purpose of calculating the TFCA cost-effectiveness, the TFCA's portion of the project cost is the sum of TFCA County Program Manager Funds and TFCA Regional Funds.
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 14,000 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 California Air Resources Board (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.

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.

TFCA funds awarded 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 new vehicle and its new conventional vehicle counterpart that meets, but does not exceed, current emissions standards.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund.

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

Eligibility: These projects are intended to accelerate the deployment of qualifying alternative fuel vehicles that operate within the Air District's jurisdiction. All of the following additional conditions must be met for a project to be eligible for TFCA Funds:

- A. Vehicles purchased and/or leased have a GVWR greater than 14,000lbs; and
- B. Are 2014 model year or newer hybrid-electric, electric, CNG/LNG, and hydrogen fuel cell vehicles certified by the CARB.

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

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.

TFCA funds awarded 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, current emissions standards.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund or other funding sources that claim emissions credits.

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 and the same scrapping requirements listed in Policy #24.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund or other funding sources that claim emissions credits.

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, hydrogen). 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.

Projects that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund.

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 hub 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 service must be available for use by all members of the public.
- D. The project may not duplicate existing local transit service or service that existed along the project's route within the last three years. "Duplication" of service means establishing a shuttle route where there is an existing transit service stop within 0.5 miles of the commercial hub or business center and that can be reached by pedestrians in 20 minutes or less. Projects that propose to increase service frequency to an area that has existing service may be considered for funding if the increased frequency would reduce the commuter's average transit wait time to thirty minutes or less.

Project applicants that were awarded FYE 2014 or FYE 2015 TFCA Funds that propose identical routes in FYE 2015 or in FYE 2016 may request an exemption from the requirements of Policy 28.D. Provided they meet the following requirements: 1) No further TFCA project funding as of January 2017; 2) Submission of a financial plan to achieve financial self-sufficiency from TFCA funds within two years by demonstrating how they will come into compliance with this requirement or by securing non-TFCA Funds. The plan must document: i) the funding source(s) that will be targeted and the bases for eligibility of such funding, ii) the amounts from each funding source for which the applicant is eligible and that will be pursued; 3) the schedule (timeline) from application to receipt of such funds; 4) the process for securing each funding source; and 5) the specific efforts taken by the applicant to be eligible for such funds, and the status of the applicants' application for securing funds.

- E. 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.
- F. Existing projects must meet a cost-effectiveness of \$125,000 per ton of emissions reduced.
- G. Pilot Shuttle/Feeder Bus Service: Pilot shuttle/feeder bus service projects are defined as routes that are at least 70% unique and where no other service was provided within the past three years. In addition to meeting the conditions listed in Policy #28.A-F for shuttle/feeder bus service, pilot shuttle/feeder bus service, project applicants must also comply with the following:
 - i. Provide data and other evidence demonstrating the public's need for the service, including a demand assessment survey and letters of support from potential users.
 - ii. Provide written documentation of plans for financing the service in the future;
 - iii. Provide a letter from the local transit agency denying service to the project's proposed service area, which includes the basis for denial of service to the proposed areas. The applicant must demonstrate that the project applicant has attempted to coordinate service with the local service provider and has provided the results of the demand assessment survey to the local transit agency. The applicant must provide the transit service provider's evaluation of the need for the shuttle service to the proposed area.
 - iv. Pilot projects located in Highly Impacted Communities as defined in the Air District Community Air Risk Evaluation (CARE) Program and/or a Planned or Potential Priority Development Area (PDA) may receive a maximum of three years of TFCA Funds under the Pilot designation and must meet the following requirements:
 - a. During the first year of operation, projects must not exceed a cost-effectiveness of \$500,000/ton,
 - b. By the end of the second year of operation, projects must not exceed a cost-effectiveness of \$200,000/ton, and
 - c. By the end of the third year of operation, projects must not exceed a cost-effectiveness of \$125,000/ton and meet all of the requirements of Policy #28.A-F (existing shuttles).
 - v. Projects located outside of CARE areas and PDAs may receive a maximum of two years of TFCA Funds under this designation and must meet the following requirements:
 - a. By the end of the first year of operation, projects shall meet a cost-effectiveness of \$200,000/ton, and
 - b. By the end of the second year of operation, projects shall cost \$125,000 or less per ton (cost-effectiveness rating) and shall meet all of the requirements of Policy #28. A-F (existing shuttles).

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 Class-4 cycle tracks or separated bikeways;
- E. New bicycle boulevards;
- F. Bicycle racks, including bicycle racks on transit buses, trains, shuttle vehicles, and ferry vessels;
- G. Bicycle lockers;
- H. Capital costs for attended bicycle storage facilities;
- I. Purchase of two-wheeled or three-wheeled vehicles (self-propelled or electric), plus mounted equipment required for the intended service and helmets; and
- J. 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, or conform to the provisions of the Protected Bikeway Act of 2014.

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 meet a cost-effectiveness of \$500,000/ton. Projects may be awarded TFCA funds to pay for up to five years of operations.

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 2016 Applications Due to NCTPA: April 3, 2015

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

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January 21, 2015

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 2016 will be approximately \$265,000 dollars. The TFCA Applications for FYE 2016 will be due to NCTPA by 5:00 PM on Friday, April 3, 2015.

If you have any questions, you may contact Diana Meehan, TFCA Program Manager at:
NCTPA TFCA Program
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8327

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. NCTPA is the program manager for Napa County. 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 (July 2015).
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 2016. 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.

- 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 2016. “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.

DRAFT

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>
Riverside Class I Path	City of Calistoga	\$20,000	\$125,000
SR 29 Signal Interconnect	City of American Canyon	\$225,666	\$327,327
Electric Vehicle Charging Stations	City of Napa	\$12,144	\$50,000
Commuter Incentives & Marketing Materials	SNCI	\$40,000	\$40,000

Dates of Importance

April 3, 2015

Project submittals are due to NCTPA

Aug. 7, 2015

Deadline: Within three months of Board approval, Program Manager submits request for Air District approval of any projects that do not conform to TFCA policies (date tentative)

Nov. 6, 2015 Deadline: Within six months of Board approval, Program Manager (NCTPA) provides Cost-Effectiveness Worksheets and Project Information forms for new FYE 2016 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.

- Implementation of vehicle-based projects to reduce mobile source emissions, including but not limited to, engine repowers, engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations.

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 2016 must be submitted to NCTPA no later than 5:00 pm on Friday, April 3, 2015. Applications may be emailed to Diana Meehan at dmeehan@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 Diana Meehan.

What Happens After Submission?

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

- April – May 2015 – NCTPA will evaluate the potential FYE 2016 TFCA projects
- May 7, 2015 – NCTPA will take proposed projects to the NCTPA Technical Advisory Committee (TAC) for recommendation to NCTPA Board (date tentative)
- May 20, 2015 – NCTPA will take proposed final projects for FYE 2016 to the NCTPA Board for approval (date tentative)
- July- August 2015 – 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:
 Diana Meehan
 625 Burnell Street
 Napa, CA 94559
 Phone: (707) 259-8327
dmeehan@nctpa.net

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

Bay Area Air Quality Management District:
Strategic Incentives Division
Karen Schkolnick
Phone: (415) 749-5070
kscholnick@baaqmd.gov

Appendix A

PROJECT INFORMATION

A. Project Number: 16XX01

Use consecutive numbers for projects funded, with year, county code, and number, e.g., 16MAR01, 16MAR02 for Marin County. Zero (e.g., 16MAR00) 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

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 5, 2015
TAC Agenda Item 8.2
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Lifeline Transportation Program Cycle 4 Program List

RECOMMENDATION

That the TAC recommend the NCTPA Board approve the list of projects and proposed fund award as recommended by the Lifeline review committee for the Lifeline Transportation Program Cycle 4.

EXECUTIVE SUMMARY

Lifeline funds are allocated by the Metropolitan Transportation Commission (MTC) to fund projects that result in improved mobility for low-income residents of the San Francisco Bay Area counties. This program is funded by four funding sources: Proposition 1B (Prop 1B), Surface Transportation Program (STP), Federal Transit Administration (FTA) Job Access Reverse Commute (JARC) program, and State Transit Assistance (STA). NCTPA has been advised that up to \$1,216,842 from three (3) Lifeline funding sources (Prop 1B, STA, and JARC) is available to our service area pending submission to MTC, Caltrans and FTA.

NCTPA Board action will approve the project list and authorize the filing of an application for funding to MTC, Caltrans, or FTA.

In October 2014 NCTPA conducted a call for Lifeline projects in which no project applications were received. NCTPA re-issued a call for projects in December and received 5 project applications. The Lifeline review committee made up of City of Napa, Paratransit Coordinating Council (PCC), and NCTPA members scored the project using the adopted scoring criteria based on the Lifeline Cycle 4 Standard Evaluation Criteria (Attachment 1).

Adopted Scoring Criteria:

1. Project need/goals and objectives (maximum 20 pts.)
2. Community identifies priority (maximum 20 pts.)
3. Implementation plan and project management capacity (maximum 15 pts.)
4. Coordination and program outreach (maximum 15 pts.)
5. Cost effectiveness and performance indicators (maximum 5 pts.)
6. Project budget/sustainability (maximum 25 pts.)

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comments
3. Motion, Second, Discussion and Vote

FINANCIAL IMPACT

Is there a Fiscal Impact? Yes

NCTPA will receive up to \$1,216,842 in funding toward transit related projects. A local match of 20% or greater is required for Prop 1B, STP, and STA funds.

CEQA REQUIREMENTS

The proposed action is not a project as defined in Section 15378 of the CEQA Guidelines, which define a project as an action, which has the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change. Accordingly, no additional CEQA review is required at this time.

BACKGROUND AND DISCUSSION

MTC established the Lifeline program in 2006 to address the mobility needs of low-income residents of the Bay Area. The Lifeline program supports community-based transportation projects that:

- Are developed through a collaborative and inclusive planning process;
- Improve a range of transportation choices by adding new/expanded services;
- Address transportation gaps identified in Community-Based Transportation Plans (CBTP) or other plans with priority given to projects in CBTPs; and
- Provide transportation needs specific to elderly and disabled residents.

Consistent with guidelines issued by MTC to claim Lifeline funds within NCTPA's jurisdiction, the agency must submit an application(s) derived from a program of locally prioritized projects.

The Lifeline Transportation Program is intended to fund projects that result in improved mobility for low-income residents. Projects should be derived through a collaborative process, improve a range of transportation choices, and address transportation gaps identified in the adopted Community-based Transportation Plan (CBTP).

Lifeline funds may be used only for capital projects. Eligible capital projects include, but are not limited to, purchase of vehicles, bus stop enhancements (shelters, stops, benches, lighting, etc.) and other elements to improve transportation access for residents of low-income communities. The exception to this is STA funds, which must be used for transit operating or capital expenses and can only be allocated to eligible public transit operators.

NCTPA announced a Call for Projects on October 27, 2014. Public agencies, including transit agencies, county social service agencies, cities and counties, and private operators of public transportation services are eligible applicants. Applications were due to NCTPA on November 21, 2014. No applications were submitted by the deadline. An extension to the Call for projects was announced on December 4, 2014 with applications due to NCTPA on December 19, 2014.

Five (5) project applications were received by the deadline. Table 1 lists the projects received and the proposed Lifeline Funding allocation based on the review committee's recommendation:

TABLE 1

Project Application	Requested Lifeline Funding	Proposed Lifeline Award Amount	Other Project Funding	Total Project Cost
City of Napa- Tulocay Creek Bridge/Trail Completion	\$120,000	\$120,000	\$563,125	\$683,125
City of Calistoga- Pedestrian Safety Enhancement	\$80,000	\$80,000	\$20,000	\$100,000
NCTPA 01-CAD-AVL	\$299,070	\$299,070	\$1,721,618	\$2,980,200
NCTPA 02-STA Ops. Asst.- All Routes	\$666,080	\$424,644	\$424,644	\$849,288
NCTPA 03-JARC Ops. Asst.	\$293,128	\$293,128	\$293,128	\$586,256
Total				\$1,216,842

SUPPORTING DOCUMENTS

Attachments: (1) Lifeline Transportation Program Cycle 4 Standard Evaluation Criteria

Appendix 2
Lifeline Transportation Program
Cycle 4 Standard Evaluation
Criteria

The following standard evaluation criteria are intended to provide consistent guidance to each county in prioritizing and selecting projects to receive Lifeline Transportation Program funds. Each county, in consultation with other stakeholder representatives on the selection committee, will consider these criteria when selecting projects, and establish the weight to be assigned to each of the criterion. Additional criteria may be added to a county program but should not replace or supplant the regional criteria. MTC staff will review the proposed county program criteria to ensure consistency and to facilitate coordination among county programs.

- a. **Project Need/Goals and Objectives:** Applicants should describe the unmet transportation need or gap that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the goals of the Lifeline Transportation Program.

- b. **Community-Identified Priority:** Priority should be given to projects that directly address transportation gaps and/or barriers identified through a Community-Based Transportation Plan (CBTP) or other substantive local planning effort involving focused outreach to low-income populations. Applicants should identify the CBTP or other substantive local planning effort, as well as the priority given to the project in the plan.

Other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit - Human Services Transportation Plan, or other documented assessment of needs within designated communities of concern. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable.

A communities of concern (CoC) mapping tool showing both CoCs adopted with Plan Bay Area as well as the most recent socioeconomic data available from the Census Bureau is available at: http://gis.mtc.ca.gov/samples/Interactive_Maps/cocs.html.¹

- c. **Implementation Plan and Project Management Capacity:** For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan.

For projects seeking funds for capital purposes, applicants must provide an implementation plan, milestones and timelines for completing the project.

Priority should be given to projects that are ready to be implemented in the timeframe that the funding is available.

¹ There is a user's guide available to aid in the use of this tool.

Project sponsors should describe and provide evidence of their organization's ability to provide and manage the proposed project, including experience providing services for low-income persons, and experience as a recipient of state or federal transportation funds. For continuation projects that have previously received Lifeline funding, project sponsor should describe project progress and outcomes.

- d. **Coordination and Program Outreach:** Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Applicants should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Applicants should also describe how the project will be marketed and promoted to the public.
- e. **Cost-Effectiveness and Performance Indicators:** The project will be evaluated based on the applicant's ability to demonstrate that the project is the most appropriate way in which to address the identified transportation need, and is a cost-effective approach. Applicants must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, as well as steps to be taken if original goals are not achieved.
- r. **Project Budget/Sustainability:** Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.



February 5, 2015
TAC Agenda Item 8.3
Continued From: January 8, 2015
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Planning Manager
(707) 259-5968 / Email: dschmitz@nctpa.net
SUBJECT: Update on Napa Countywide Transportation Plan: Vision 2040
Moving Napa Forward

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

As part of NCTPA's responsibilities under the interagency agreement with the Metropolitan Transportation Commission (MTC), the agency is tasked with developing long-range countywide transportation priorities to support regional planning and programming efforts. This effort informs MTC's Regional Transportation Plan and the Sustainable Communities Strategy (RTP/SCS) which is updated every four years. NCTPA last updated the countywide transportation plan in 2009.

NCTPA staff and its consulting team are in the midst of plan development with anticipated adoption of summer 2015. Important milestones that have been accomplished to date are as follows:

Public Outreach

- Kick-off public workshops held in spring 2014
- Citizen Advisory Committee Meetings - held in April, September and December 2014
- 16 CBTP stakeholder outreach meetings
- Public outreach efforts via KVON/KBBF and the NCTPA interactive web map
- Additional presentations as invited

Projects and Revenues

- Conducted a “call for projects” for a visionary 25-year list of projects and programs to be included in the Plan
- Round-Robin meetings with TAC to review project and program lists (March and October)
- Formation of a TAC ad-hoc revenue committee to review project and program list and come up with a constrained list of projects as well as discuss future revenue generating options for Napa County
- Compiled preliminary Revenue Projections

Issue Papers

- Created a series of issue and opportunity papers that define challenges and propose solutions for transportation in Napa over the 25 year period of the countywide plan including:
 - Mode shift and Travel Demand Management (TDM)
 - Travel Behavior
 - Transportation, Land Use and Development
 - Communities of Concern
 - Transportation Funding and New Revenue Sources
 - Prospects of Rail Transportation
 - Transportation and the Napa Economy Part 1: Jobs and Housing
 - Transportation and the Napa Economy Part 2: Good Movement
 - Traffic Operations and Corridor Management
 - Transportation and Environmental Concerns
 - Transportation and Health
 - Emerging Technologies

FISCAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

At the January 15, 2014 Board retreat, the Board reaffirmed Goals and Objectives for the Napa Countywide Transportation Plan: Vision 2040 Moving Napa Forward. To be consistent with the regional process, a new countywide transportation plan should be completed every four years. The last NCTPA 25-year Countywide Transportation Plan was adopted in 2009 and used to inform the One Bay Area Plan, the Metropolitan Transportation Commission’s long range plan adopted in 2013. The 2015 plan will be completed in time to inform the next regional plan which is scheduled for adoption in 2017.

After the initial compilation of projects submitted by the jurisdictions in summer 2014, NCTPA staff conducted second round-robin meetings with each jurisdiction in early October to refine their project and program lists. Unlike the RTP, the CTP can be used as visionary planning document and include financially unconstrained project and program lists. NCTPA will include a priority project list that will reflect the financially constrained projects and programs and a visionary list that will provide an unconstrained list of projects and programs for the next 25 years.

Based on preliminary fund projections, there will be a significant shortfall in funding available for CTP projects and programs. At their November meeting the TAC formed an ad-hoc revenue committee to review potential revenue sources that could alleviate this shortfall. The end result, once approved by the TAC and the Board, will form a blue print expenditure plan for future sales tax or other locally generated revenues. The CTP consultant team will work with the ad-hoc committee to come up with a revenue blueprint to better outline future funding opportunities as well as identify priority projects for the constrained project list. The ad-hoc revenue group had their first meeting on January 7th and their second meeting on January 22nd. A draft constrained list of projects will be brought to the TAC at its March meeting.

SUPPORTING DOCUMENTS

Attachments: (1) Countywide Transportation Plan Timeline of Upcoming Events
(2) Countywide Transportation Plan Revenue Projection 2015-2040

Countywide Transportation Plan Timeline/Meeting Dates

Date/Time	Meeting	Subject	Location
January 8, 2015 at 2:00 PM	TAC Meeting	Provide Issue papers for review	NCTPA
January 15, 2015 5:30 PM	CBTP outreach - Stonebridge Apts. In St. Helena	CBTP	St. Helena
January 20, 2015 10:00 AM	CBTP outreach – Rianda House	CBTP – Latino Group	St. Helena
February 5, 2015 2:00 PM	TAC Meeting	CTP/CBTP update	NCTPA
March 5, 2015 at 2:00 PM	TAC, PCC, VCAC Meeting	Feedback on Issue Paper and Project and Program Constrained List	NCTPA
March 23, 2015 at 5:00 PM	ATAC meeting	Draft Plan/ Projects and Program Lists	NCTPA

Countywide Transportation Plan Timeline/Meeting Dates

Date/Time	Meeting	Subject	Location
March 24, 2015 at 5:30 PM	Citizen Advisory Committee Meeting	Summary of remaining issue papers – project and program graphics for Public Meetings and Input	NCTPA
April 2, 2015 at 2:00 PM	TAC Meeting	Approve Draft Project and Program Lists/ Revenue Blue Print	NCTPA
Mid – Late April 2015	3 Public Meetings	Public Workshops to review draft plan and projects and program	American Canyon, Napa, St. Helena
April 15, 2015 1:30 PM	NCTPA Board Meeting	Provide quarterly update on the CTP	NCTPA
May 7, 2015 at 2:00 PM	TAC, PCC, VCAC Meeting	Draft Plan	NCTPA
May 20, 2015 at 1:30 PM	NCTPA Board Meeting	Draft Plan to NCTPA Board	NCTPA
June 17, 2015 at 1:30 PM	NCTPA Board Meeting	Final Plan Approved by NCTPA Board	NCTPA
July 2015	Anticipated RTP call for projects		

*Dates/Times are subject to change

Countywide Plan
Revenue Projections 2015-2040



Source	Transportation Revenue	Amount (\$'000)	2015-2020
Federal			
	STP/CMAQ (Jurisdictions)	42,637	5,393
	STP/CMAQ (NCTPA)	15,000	3,000
State			
	TDA Article 3 Bike/Pedestrian (TDA 3)	4,831	692
	TDA Article 8 Planning Funds (NCTPA)	25,000	5,000
	Regional Improvement Program (RTIP/STIP/TE)	140,576	16,128
	Regional Improvement Program NCTPA 5%	7,029	806
	Gas Tax Subvention	90,662	18,402
	AB105 (Gas Tax Swap) Streets and Roads Funding	115,175	13,170
Local			
	Measure T (FY2018-19 to FY2039-40)	349,172	30,552
	Transportation for Clean Air (TFCA)	4,862	965

Transportation Total	\$794,943	\$94,108
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Source	Transit Revenue	Amount (\$'000)	2015-2020
Federal			
	Federal Transit Administration (FTA Transit Funds)	\$77,045	\$11,644
State			
	State Transit Assistance (STA Transit Funds)	50,039	6,075
	Transportation Development Act- Transit (NCTPA)	211,696	28,886
Local			

Transit Total	\$338,779	\$46,606
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REVENUE GRAND TOTAL	\$1,133,722	\$140,714
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\$766,493,887	Project Funding Shortfall
\$1,074,905,569	Program Funding Shortfall
\$1,841,399,456	TOTAL FUNDING SHORTFALL

*All figures are for planning purposes and subject to change



February 5, 2015
TAC Agenda Item 8.4
Continued From: NEW
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Active Transportation Program (ATP) Cycle 2 Update

RECOMMENDATION

Information Only

EXECUTIVE SUMMARY

The Active Transportation Program (ATP) is a program of projects adopted by the California Transportation Commission (CTC) for allocation of transportation funds for projects with the overall goal to encourage increased use of active modes of transportation. The ATP funds are distributed through three competitively awarded components: Statewide component (50%), Small Urban and Rural component (10%), and the Metropolitan Planning Organization (MPO) component (40%).

Annual funding for the program is approximately \$129 million and is made up of both federal and state funds. A minimum of \$24 million of the statewide competitive program is available for safe routes to schools projects; \$7.2 million funds the state technical resource center and non-infrastructure grants.

The ATP Cycle 2 timeline will remain similar to Cycle 1, with program guideline adoption and call for projects in March 2015. Applications will be due by May 31, 2015. Currently proposed guideline changes include:

- **Timeline:** State/Small Urban, Rural and MPO call for projects may be concurrent instead of sequential.
- **Match Requirement:** 11.47% Match may be eliminated (there is discussion on awarding extra points for projects that leverage other funds)

-
- **Scoring Criteria:** Potential extra points for: project readiness (construction ready), multi-jurisdictional, projects that close gaps and projects that contribute to regional GHG reduction strategies.
 - Funding amount similar to Cycle I but will be programmed over three years - FY 16/17 through 18/19. The earliest a project could receive funding is 2017.

At the January 8th TAC meeting TAC requested NCTPA draft a comment letter to CTC on the ATP Draft Guidelines. NCTPA consolidated comments from several jurisdictions and drafted the comment letter attached to this report.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

The Active Transportation Program was created by Senate Bill 99 to encourage increased use of active modes of transportation, such as biking and walking.

The program 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 CTC may amend the adopted guidelines after conducting at least one public hearing. The CTC must make a reasonable effort to amend the guidelines prior to a call for projects or they may extend the deadline for project submission in order to comply with the amended guidelines.

The draft guidelines and application are currently available for comment (Attachment 1). Two workshops were held to discuss the guideline and application update, the most recent on January 8, 2015 and notes from the most recent workshop have been provided (Attachment 2). There may be an additional workshop in February. Staff will send out the information once it becomes available. Guidelines must be adopted by the CTC in March. Staff assembled comments provided by the TAC and sent a letter to the CTC requesting consideration for changes or clarification in various sections within the guidelines (Attachment 3).

A series of application workshops will be held in each district beginning in March and will last through May. Staff will send out workshop dates as soon as they are available.

Important dates are listed in the timeline below.

Action-Statewide	Date
Guidelines Hearing	February 2015 (Exact date TBD)
CTC Adopts ATP Guidelines	March 26, 2015
Call for Projects	March 26, 2015
Applications Due to Commission	May 31, 2015
Staff Recommendations	September 30, 2015
Adoption	October 22, 2015

Action-MPO (MTC)	Date
Call for Projects	March 26 , 2015
Applications Due	May 31, 2015
MPO submit optional guidelines to CTC	May 31, 2015
CTC approves/rejects guidelines	June 25, 2015
Projects not programmed distributed to MPO	October 22, 2015
MPO project recommendations to CTC	November 15, 2015
CTC Adoption of Regional Projects	December 10, 2015

Other	Date
ATP Application Workshops	March-May 2015

Questions about the 2015 ATP can be addressed to Laurie Waters at (916) 651-6145 or laurie.waters@dot.ca.gov.

SUPPORTING DOCUMENTS

Attachments: (1) 2015 Active Transportation Program Guidelines and Application
(2) January 8, 2015 Guidelines Workshop Notes
(3) Copy of NCTPA ATP Comment letter to CTC

2015
ACTIVE TRANSPORTATION PROGRAM
GUIDELINES

January 22, 2015

California Transportation Commission



**CALIFORNIA TRANSPORTATION COMMISSION
2015 ATP GUIDELINES
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I. Introduction

1. 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.

2. Program Goals

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

- 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.

3. Program Schedule

The guidelines for ~~an initial two-year~~ **the second two-year** program of projects must be adopted by March 26, 2014 **2015**. ~~(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.~~

This second program of projects must be adopted by the Commission by December 2015. 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	January 22, 2015
Guidelines hearing, South	February xx, 2015
Guidelines hearing, North	February xx, 2015
Guidelines submitted to the Joint Legislative Budget Committee	February 3, 2014
Commission adopts Active Transportation Program Guidelines	March 26, 2015
Call for projects	March 26, 2015
Project applications to Caltrans Commission	May 31, 2015
Large MPOs submit optional guidelines to Caltrans Commission	May 31, 2015
Commission approves or rejects MPO guidelines	June 25, 2015
Staff recommendation for statewide and rural/small urban portions of the program	Sept. 30, 2015
Commission adopts statewide and rural/small urban portions of the program	October 22, 2015
Projects not programmed distributed to large MPOs based on location	October 22, 2015
Deadline for MPO project programming recommendations to the Commission	Nov. 15, 2015
Commission adopts MPO selected projects	Dec. 10, 2015

II. Funding

4. 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.

5. 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:

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

These funds must be distributed based on total 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.

A minimum of 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.
- 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.

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

Projects within the boundaries of an 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.

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

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

~~In the initial program, a~~ **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, **subject to the annual State Budget Act.**

6. Matching Requirements

~~Projects must include at least 11.47% in matching funds except for projects predominantly 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, private, state or federal funds. Although the Commission encourages the leveraging of additional funds for a project, matching funds are not required. If an agency chooses to provide match funds, those~~ 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 in the same project phase (permits and environmental studies; plans, specifications, and estimates; right-of-way capital outlay and support; and construction capital outlay and support).** Matching funds, ~~except matching funds over and above the required 11.47%,~~ must be expended concurrently and proportionally to the Active Transportation Program funds. The Matching funds ~~over and above the required 11.47%~~ may be adjusted before or shortly after contract award to reflect any substantive change in the bid compared to the estimated cost of the project.

Large MPOs, in administering a competitive selection process, may require a ~~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.

7. Funding for Active Transportation Plans

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

The Commission intends to set aside up to 5% of the funds in the statewide competitive ~~program~~ **component** and in the ~~rural and small urban~~ **and rural program component** for funding active transportation plans in ~~communities~~ **predominantly disadvantaged communities**. A large MPO, in administering its portion of the program, 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.

Applications for plans may not be combined with applications for infrastructure or other non-infrastructure projects.

8. Reimbursement

The Active Transportation Program is a reimbursement program for **eligible** 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.

III. Eligibility

9. Eligible Applicants

The applicant **and/or implementing agency** for Active Transportation Program funds assumes responsibility and accountability for the use and expenditure of program funds. Applicants **and/or implementing agencies** 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 Resources 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.
- Tribal Governments - Federally-recognized Native American Tribes.
- Private nonprofit tax-exempt organizations may apply for projects eligible for Recreational Trail Program funds recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized corridors, and conversion of abandoned railroad corridors to trails. 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 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.*

10. Partnering With Implementing 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. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement (**e.g., letter of intent**) 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.

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

11. 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 projects must be federal-aid eligible:

- **Infrastructure Projects:** Capital improvements that will further the goals of this program. This typically includes the ~~planning~~ **environmental**, design, **right-of-way**, and construction of facilities **phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application may be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. Though the PSR or equivalent may focus on the project components proposed for programming, it must provide at least a preliminary estimate of costs for all components.**

A capital improvement that is required to receive other permit or development approval is not eligible for funding from the Active Transportation Program.

- **Plans:** The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a predominantly disadvantaged community.
- **Non-infrastructure Projects:** Education, encouragement, **and** 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.

A. 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 for the benefit of the public.
- 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 **community wide** 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 bikeability 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.

12. Minimum Request For Funds

In order to maximize the effectiveness of program funds and to encourage the aggregation of small projects into a comprehensive **bundling** 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 an MPO's call for projects.

13. 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.

B. 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 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/files/sp.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 an MPO's call for projects.

C. 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.

D. 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/). Multi-purpose trails and paths that serve both recreational and transportation purposes are generally eligible in the Active Transportation Program, so long as they are consistent with one or more goals of the program.

E. 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 **Technical Assistance Resource** 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 programming funds to the Department, who will administer contracts to expanding the existing Safe Routes to Schools Technical Assistance Resource Center interagency agreement to serve~~ **support all current and potential Active Transportation Program non-infrastructure projects applicants.**

F. 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 which is compliant or will be brought into compliance with the

Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008). An active transportation plan must include, but not be limited to, the following components or explain why the component is not applicable:

- 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.
- 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.
- 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.
- A map and description of existing and proposed bicycle transportation facilities.
- A map and description of existing and proposed end-of-trip bicycle parking facilities.
- 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.
- 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.
- 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.
- A description of proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.
- 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.
- 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.
- A description of the extent of community involvement in development of the plan, including disadvantaged and underserved communities.
- A description of how the active transportation plan has been coordinated with neighboring jurisdictions, including school districts within the plan area, 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.

- 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.
- 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.
- 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.
- 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 for 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.

IV. Project Selection Process

14. Project Application

Active Transportation Program project applications will be available at: 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:

California Transportation Commission
Attention: **Laurel Janssen, Deputy Director**
1120 N Street
Room 2221, MS 52
Sacramento, CA 95814

Except for applications submitted through an optional MPO supplemental call for projects, 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~~ **the application deadline**. 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/).

15. Sequential Project Selection

All project applications, except for applications submitted through an optional MPO supplemental call for projects, must be submitted to **the Commission** 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 **and** 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.

16. 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 disadvantaged communities as used by the Commission for the statewide competition may ~~defer~~ **delegate** its project selection to the Commission. An MPO ~~deferring~~ **delegating** its project selection 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 disadvantaged communities for its competitive selection process. Use of a minimum project size of \$500,000 or less, or of a 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, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications. Following its competitive selection process, an 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.

17. 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.

18. Scoring Criteria

Proposed projects will be ~~rated~~ **scored** 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. (0 to 10 points)

Applicants must:

- Discuss the relative costs and benefits of the range of alternatives considered.
- **Using the Caltrans benefit/cost model**, quantify the safety and mobility benefit in relationship to both the total project cost and the funds provided.

~~(link) 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 by September 30, 2014.~~

- 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 or to -5 points)

The California Conservation Corps can be contacted at ccc.ca.gov. Community conservation corps can be contacted at 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 or to -10 points)

19. 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 **and/or Caltrans** 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.

V. 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 and support ~~(4) support for right-of-way acquisition;~~ and (4) construction capital outlay and support; ~~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.

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.

VI. 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.

In the case of a non-infrastructure project, the agency must provide documentation of environmental clearance, or that CEQA and/or NEPA is not applicable to the project, prior to allocation.

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.

A local agency may expend an amount allocated for environmental, design, right of way, or construction for another project component, provided that the total expenditure shifted to a component in this way is not more than 20 percent of the amount actually allocated for either component. This means that the amount transferred by a local agency from one component to another may be no more than 20 percent of whichever of the components has received the smaller allocation from the Commission.

VII. 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 Expenditures 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.

20. 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.

21. 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.

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.

22. 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.

23. 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 **described** 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.

VIII. Roles And Responsibilities

24. California Transportation Commission (Commission)

The Commission responsibilities include:

- Adopt guidelines and policies for the Active Transportation Program.
- Adopt Active Transportation Program Fund Estimate.
- **Solicit project applications.**
- Evaluate projects, including ~~the~~ **forming and facilitating** of the Project Evaluation Committee.

- **Recommend and** adopt a program of projects, including:
 - The statewide **component** of the Active Transportation Program,
 - The small urban & rural **component** of the Active Transportation Program, and
 - The MPO selected **component** of the program based on the recommendations of the MPOs.
 - Ensure that at least 25% of the funds benefit disadvantaged communities.
- **Post recommendations and final adopted list of approved projects on the Commission's website.**
- Allocate funds to projects.
- Evaluate and report to the legislature.

25. California Department of Transportation (Caltrans)

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

- Provide statewide program and procedural guidance (i.e. provide project evaluation of materials and instructions), conduct 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.~~ **Evaluate projects.**
- Perform eligibility **and deliverability** reviews of Active Transportation Program projects **and inform the Commission of any identified issues.**
- ~~Evaluate, score, and rank applications.~~
- ~~Recommend projects to the Commission for programming and allocation.~~
- Notify **successful** applicants of the results **their next steps** after each call for projects.
- Track and report on project implementation.
- **Recommend project allocations (including funding type) to the Commission.**
- 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 project award.~~

26. 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 disadvantaged communities.

- If using different project selection criteria or weighting, minimum project size **greater than \$500,000**, match requirement, or definition of disadvantaged 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 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. An MPO must notify the Commission of their intent to have a supplemental call no later than ~~May 21, 2014~~ **the application deadline**.
- In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications.
- In administering a competitive selection process, an 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 disadvantaged communities as used by the Commission for the statewide competition may ~~defer~~ **delegate** its project selection to the Commission. An MPO ~~deferring~~ **delegating** its project selection to the Commission must notify the Commission ~~by May 21, 2014~~ **the application deadline**, 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.

27. 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.

28. 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 **infrastructure** ~~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.

IX. 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.



GENERAL INFORMATION

PROJECT DESCRIPTION

PROJECT LOCATION

Congressional District: _____

Caltrans District: _____

County: _____

MPO/RTPA: _____

MPO UZA Population: _____
If Small Urban and Rural, indicate Caltrans as MPO

Project Coordinates: (latitude/longitude in decimal format) lat. _____/long. _____

PROJECT FUNDING (in 1000s)

ATP funds being requested this Cycle: \$ _____

Matching funds (11.47% min.) (if applicable): \$ _____
Matching funds are not required for SRTS projects, NI projects or projects benefitting Disadvantaged Communities.

Other project funds: \$ _____

TOTAL PROJECT FUNDS: \$ _____

MASTER AGREEMENTS (MAs):

Does applicant currently have a MA with Caltrans? (Y/N)* _____

Applicant/Co-applicant Federal Caltrans MA number? _____

Applicant/Co-applicant State Caltrans MA number? _____

*If the applicant does not currently have a MA with Caltrans, the applicant must be able to meet the requirements and enter in MA with Caltrans prior to funds allocation.



GENERAL INFORMATION (cont.)

PROJECT TYPE

% of project that is infrastructure: _____
% of project that is non-infrastructure: _____

PROJECT SUB-TYPE

- _____ Bicycle
- _____ Pedestrian
- _____ Bicycle and Pedestrian
- _____ Development of Plan in Disadvantaged Community **ONLY** (check all that apply)
 - _____ Bicycle Plan
 - _____ Pedestrian Plan
 - _____ Active Transportation Plan
 - _____ Safe Routes to School Plan

Indicated any of the following plans that your agency currently has:

- _____ Bicycle Plan
- _____ Pedestrian Plan
- _____ Active Transportation Plan
- _____ Safe Routes to School Plan

_____ **Safe Routes to School** (provide the information below**)

School name: _____
 School address: _____
 District name: _____
 District address: _____
 Co.-Dist.-School Code: _____
 Total student enrollment: _____
 % of students that currently walk or bike to school% _____
 Approx. # of students living along route proposed for improvement: _____
 Project distance from school (k-8) _____

**If the project involves more than one school; attach the remaining school information including school official signature and person to contact, if different, on a separate page

_____ **Recreational Trails**

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 found at: http://www.fhwa.dot.gov/environment/recreational_trails/.

Recreational Trails project applicants must submit additional information to the California Department of Parks and Recreation (Parks) for eligibility determination prior to submittal.

Submit the following information:

- Project Name
- Project Scope
- Location Map
- Cost Estimate
- Photos

To: California Department of Parks and Recreation
Attention: Richard Rendón
Office of Grants and Local Services
1416 9th Street
Sacramento, CA 95814



PROJECT STATUS

Describe the current status of the following project components: (If work on project has not yet begun, please indicate so below)

Environmental Clearance-CEQA/NEPA:

R/W Clearance:

Design:

Permits:



SIGNATURE PAGE

Applicant: The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge. (All applications must be signed by the CEO or other officer authorized by the applicant's governing board).

Signature: _____ Date: _____
Name: _____ Phone: _____
Title: _____ e-mail: _____

Local Agency Official (City Engineer or Public Works Director): The undersigned affirms that the statements contained in this Infrastructure application package are true and complete to the best of their knowledge.

Signature: _____ Date: _____
Name: _____ Phone: _____
Title: _____ e-mail: _____

School Official: The undersigned affirms that the school(s) benefited by this application is not on a school closure list. (For SRTS projects only)

Signature: _____ Date: _____
Name: _____ Phone: _____
Title: _____ e-mail: _____

Caltrans District Traffic Operations Office Approval*

If the application's project proposes improvements on a freeway or state highway that affects the safety or operations of the facility, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support or acknowledgement from the traffic operations office be attached () or the signature of the traffic personnel be secured below. This signature does not imply approval of the project. This signature is an acknowledgement that District staff is aware of the proposed project; and upon initial review, the project appears to be acceptable.

Signature: _____ Date: _____
Name: _____ Phone: _____
Title: _____ e-mail: _____

*Contact the District Local Assistance Engineer (DLAE) for the project to get Caltrans Traffic Ops contact information. DLAE contact information can be found at <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>



PROJECT PROGRAMMING REQUEST (PPR)

Applicant must complete a Project Programming Request (PPR) and attach it as part of this application. The PPR and can be found at http://www.dot.ca.gov/hq/transprog/allocation/ppr_new_projects_9-12-13.xls

PPR Instructions can be found at <http://www.dot.ca.gov/hq/transprog/ocip/2012stip.htm>

Notes:

- The PPR's fiscal year begins July 1.
 - Fund No. 1 must represent ATP funding being requested for program years 2015/2016 through 18/19 only.
 - If "future" ATP funds will be requested, enter that information in the Fund No. 2 area.
 - Non-infrastructure project funding must be identified as Con and indicated as "Non-infrastructure" in the Notes box of the Proposed Cost and Proposed Funding tables.
 - Match funds must be identified as such in the Proposed Funding tables.
 - The PPR is comprised of two (2) Excel Tabs:
 - A "Project Info" tab or General Information and Milestone page, and
 - A "Funding" tab.
- Both tabs must be filled in and submitted with the ATP application.**

All Federally funded Construction projects require a right of way certification and environmental certification. Therefore, N/A is not an appropriate response for these milestones. If you are unsure about the amount of time Caltrans will take to issue these documents, you should contact your DLAE.



PROJECT ESTIMATE

Infrastructure Projects:

A detailed Engineer's Estimate is REQUIRED for all Infrastructure projects

- Must show a breakdown of all bid items by unit and cost. Lump Sum may only be used per industry standards
- Must identify all items that ATP will be funding
- Contingency is limited to 10% of funds being requested
- Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal

Non-Infrastructure Projects:

A detailed Non-Infrastructure Estimate is REQUIRED for all Non-Infrastructure projects or Infrastructure projects with non-infrastructure components.

- Schedule of with start and end times and deliverables
- Detailed estimate
- Estimate must be true and accurate. Applicant is responsible for verifying costs prior to submittal
-

Plans:

No estimate needed

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ADDITIONAL APPLICATION ATTACHMENTS

Check all attachments included with this application.

- Exhibit 22-F “Request for State-Only ATP Funding” (if State-only funds are being requested)**
If you want to request State funding only for your project, you must include this form in your application. The Commission will be determine projects with State funds only at time of program adoption.
- Vicinity/Location Map- REQUIRED for all Infrastructure projects and Plan applications**
 - *North Arrow*
 - *Label street names and highway route numbers*
 - *Scale*
- Photos and/or Video of Existing Location- REQUIRED for all Infrastructure projects**
 - *Minimum of one labeled color photo of the existing project location*
 - *Minimum photo size 3 x 5 inches*
 - *Optional video and/or time-lapse*
- Preliminary Plans- REQUIRED for all Infrastructure (pre-construction phase) projects**
 - *Must include a north arrow*
 - *Label the scale of the drawing*
 - *Layout sheet(s) depicting the complete length of the project & improvements*
 - *A Typical Cross section with property or right-of-way lines*
 - *Label street names, highway route numbers and easements*
- Final Plans- Required for “Shovel Ready” or Con only Infrastructure projects**
See Prelim Plan requirements
- Documentation of the partnering maintenance agreement- Required with the application if an entity, other than the applicant, is going to assume responsibility for the operation and maintenance of the facility**
A copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.
- Letters of Support from Caltrans (Required for projects on the State Highway System(SHS))**
- Digital** copy (only) of or an online link to an approved plan (bicycle, pedestrian, safe routes to school, active transportation, general, recreation, trails, city/county or regional master plan(s), technical studies, and/or environmental studies (with environmental commitment record or list of mitigation measures), if applicable. Include/highlight portions that are applicable to the proposed project.
- Documentation of the public participation process (required)**
- Letter of Support from impacted school- when the school isn’t the applicant or partner on the application (required)**



SCREENING CRITERIA

1. Demonstrated needs of the applicant.

Applicant must explain the need for ATP funds for this project, i.e., no other funding available or a high risk situation exists that needs immediate action.

If the project fully funded prior to ATP funding award then project is not eligible to compete for ATP funding. Subvention of funds is not permitted.

2. Consistency with Regional 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.

Applicant must provide that portion of RTP showing that proposed project is consistent. Projects not providing proof will not be evaluated.

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NARRATIVE QUESTIONS

QUESTION #1

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. (0-25 POINTS)

- A. Describe how your project will achieve the following upon completion:
- Encourage increased biking and walking amongst all users. (5 points max.)
 - Encourage increased biking and walking amongst students. (2 points max.)
 - Increase the comfort level amongst non-motorized users. (3 points max.)

Be specific when describing how each element of your project/plan will contribute to the encouragement of users to walk and bike. It is imperative to describe how the comfort level will be increased amongst potential users.

- B. Describe the following:
- Current and projected types of users. (2 points max.)

This includes students, commuters, recreational users, senior citizens, etc.

- Current number of users. (2 points max.)

Quantify how many bicyclists and pedestrians currently use the project/plan area/corridor. Recent bicycle and pedestrian counts collected in the field are preferred. Include data source, date collection methods, and year of data collection.

- Estimated number user upon project completion. (2 points max.)

Must include methodology for estimated

Discuss how many bicyclists and pedestrians are expected to use the project/plan area/corridor after construction. Describe methodology for determining future use. Stated preference surveys, estimates based on before-after data from comparable local projects, and other project-specific estimates are preferred.

The U.S. Census American Community Survey has information on mode share to work. The website is: <https://www.census.gov/acs/www/>



NARRATIVE QUESTIONS (cont.)

QUESTION #1 (cont.)

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. (0-25 POINTS)

-Data collection methods for number of users before and after project completion. (2 points max.)

Project/Plan should have existing count data and a defensible methodology for estimating future use, and plans for counting post completion use of the project.

The Federal Highway Administration (FHWA) 2013 Traffic Monitoring Guide has details on bicycle and pedestrian count methodologies listed at:

http://www.fhwa.dot.gov/policyinformation/tmqguide/tmq_2013/traffic-monitoring-for-non-motorized.cfm

C. Describe how the project/plan creates or improves (or addresses for plans) walking and/or bicycling routes connection to one or more of the following destinations:

- School or school facility.
- Transit facility.
- Community center.
- Employment center.
- State or national trail system.
- Points of interest.
- Other destinations.

(1 point for each destination-4 points max.)

List the destinations that will be served by this project/plan, and provide measure of size for each destination (e.g. # employees, # transit routes/riders, etc.)

Include a map showing the project, activity centers, and existing and near-term proposed bicycle/pedestrian infrastructure within ½ to 1 mile walking/biking distance of project area.

D. Describe how the project removes a barrier to mobility and/or closes a gap in the non-motorized facility. Must include the following:

- Description of the existing barrier or gap (1 point max.)
- How the barrier or gap discourages biking or walking (1 point max.)
- How barrier or gap will be effectively addressed upon project completion (1 points max.)



NARRATIVE QUESTIONS (cont.)

QUESTION #2

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. (0-30 POINTS)

- A. Describe the location's history of events and the source(s) of data used (e.g. collision reports, community observation, surveys, audits). (10 points max.)

Describe how the project, plan, or program will address bicyclist and pedestrian injuries and fatalities, citing collision statistics, police reports, academic research, or other data. Use data within 2 miles of the project location.

If the facility is new, or so dangerous that there isn't any data available, select a parallel or similar facility and compare the accident data from that location. You must describe how the locations are similar. Provide photos of the location and a detail as to why there is no data available.

Specific counts must be provided in an easily understood format. Accident/incident descriptions, date of accident/incident, severity of injuries and victim type (pedestrian/bicyclist) must be provided, at a minimum.

Some possible sources for safety data can be found at:

Statewide Integrated Traffic Record System (SWITERS):
<http://iswitrs.chp.ca.gov/Reports/jsp/userLogin.jsp>

UC Berkeley SafeTREC Transportation Injury Mapping System (TIMS):
<http://tims.berkeley.edu/>

- B. Describe how the project will remedy potential safety hazards that contribute to pedestrian and/or bicyclist injuries or fatalities. For a plan, describe how the plan will address potential hazards that contribute to pedestrian and/bicyclist injuries or fatalities. (10 points max.)

Describe each hazard and how each hazard was identified. Describe how the project/plan will address each hazard

Projects should include countermeasures to address specific collision types occurring at the location. Plans and programs should address a) specific types of collisions reported in the plan/program location and/or b) common types of collisions identified through academic research.

The Metropolitan Transportation Commission has a list of crash types and countermeasures in their Safety Toolbox which may be helpful. It can be found at:

<http://mtc.ca.gov/planning/bicyclespedestrians/safety/physical-crash.htm>

For NI projects, how will the project educate pedestrians and bicyclists of safety hazards?



NARRATIVE QUESTIONS (cont.)

QUESTION #2 (cont.)

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. (0-30 POINTS)

C. Describe if/how your project will achieve each of the following:

- Reduces speed or volume of motor vehicles.
- Improves sight distance and visibility.
- Improves compliance with local traffic laws.
- Eliminates behaviors that lead to collisions or accidents.
- Eliminates behaviors that lead to collisions or accidents.
- Addresses inadequate or unsafe bicycle facilities, trails, crosswalks or sidewalks.

You must give specific examples of the existing issue and explain how the project will address each. Points will not be given if you simply state that the project will address each and do not present examples or details.

(2 point for each destination-10 points max.)



NARRATIVE QUESTIONS (cont.)

QUESTION #3

PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)

- A. Describe the community based public participation process that culminated in the project proposal or will be utilized as part of the development of a plan. Include details on the following:

-Describe how the community outreach was conducted or will be for a plan. (3 points max.)

Describe how the community was involved in development of the project/plan/program and how the community's expressed needs are reflected in the project proposal.

-Identify stakeholders, advocacy groups, and community leaders that were consulted. (3 points max.)

List community groups, elected officials, advocacy groups, and underserved communities that were involved in project development. Consideration will be given as to the size of the community and how meetings were conducted and accessible to community members.

List the public agencies involved with project/plan/program development, and describe how each was involved (i.e. Caltrans, law enforcement, public health agencies, transit agencies, schools, school districts, local jurisdictions, CMA's, MPO's).

-If in a DAC, describe additional efforts were made to engage the community. (1 point max.)

Applicant must describe details of engagement with DACs such as interpreters, door to door, radio spots, etc.

For planning projects, the applicant should describe the methodology they plan to utilize to reach the residents in the project area, including participation of disadvantaged community members impacted by the project.

-Describe public meetings/ open houses/ community meetings that were or will be conducted. (2 points max.)

- o How many? What type? (attach supporting documentation)

Attach any applicable meeting minutes, links to websites, public service announcements or Facebook pages.

-Provide support letters for the project. (1 point max.)

Letter of Support from impacted school- when the school isn't the applicant or partner on the application (required)



NARRATIVE QUESTIONS (cont.)

QUESTION #3 (cont.)

PUBLIC PARTICIPATION and PLANNING (0-15 POINTS)

- B. Describe the feedback from the public participation process and how it was addressed, (or will be addressed for plans). (5 points max.)

Describe how projects/programs/plans were developed with community involvement and coordination with other agencies (if applicable) and describe how the community will continue to be engaged in the implementation of the project or program to ensure sustainability.

Discuss how participant feedback will be addressed.

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NARRATIVE QUESTIONS (cont.)

QUESTION #4

COST EFFECTIVENESS (0-10 POINTS)

- A. Describe the alternatives that were considered. Discuss the relative costs and benefits of all the alternatives and explain why the nominated one was chosen. (5 points max.)

No Build is not an alternative.

Discuss how different width facilities or different materials, etc., were considered and eliminated or describe how this project was selected over a similar project in a different location.

- B. Using the Benefit/Cost Model provided by Caltrans, calculate the ratio of the benefits of the project relative to both the total project cost and funds requested. (5 points max.)

$$\left(\frac{\text{Benefit}}{\text{Total Project Cost}} \text{ and } \frac{\text{Benefit}}{\text{Funds Requested}} \right).$$

The B/C calculations will be reviewed for logic. Points will be awarded only if logic coincides with project benefits as presented in application.



NARRATIVE QUESTIONS (cont.)

QUESTION #5

IMPROVED PUBLIC HEALTH (0-10 points)

- A. Describe the health issues or high risk factors in the project area and how the project will address each of them. (5 point max.)

Describe such health issues as asthma, obesity, etc. and target populations and specify how the project can help to address these issues.

Nationwide or statewide health data will not be sufficient to receive points.

To estimate the health benefits from increasing cycling or walking, the World Health Organization (WHO) has developed a web based tool called the Health Economic Assessment Tool (HEAT) to monetize the benefits from active transportation projects.

<http://www.heatwalkingcycling.org/>

- B. Provide Local Health data and sources. (5 point max.)

*Applicant must describe how they coordinated with their **local** health department or health data sources to identify health data and risk factors in the area.*

Applicant should attached map, data, or references to academic articles.

Health data on the county level can be found at the California Health Interview Survey (CHIS) website (an account will need to be created to use the data). Once you have registered account information such as physical inactivity, walking for transportation and leisure, park use and health conditions can be queried.

<http://healthpolicy.ucla.edu/chis/Pages/default.aspx>



NARRATIVE QUESTIONS (cont.)

QUESTION #6

BENEFIT TO DISADVANTAGED COMMUNITIES (0-10 points)

E. To receive disadvantaged community credit under the ATP, the project must be located within or benefit a disadvantaged community with meets at least two of the criterion below. (Answer all that apply)

- Median household income, by census tract for the community-(ies) benefited by the project:
\$ _____
 - Provide all census tract numbers.
 - Provide the median income for each census track listed
 - Provide the population for each census track listed

The median household income is less than 80% of the statewide 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> (Use the 5 year data for all areas). List all of the zip codes or census tracts that the project is in, or were used for this calculation.

- California Communities Environmental Health Screen Tool (CalEnvironScreen) score for the community benefited by the project: _____

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>.

- For Safe Routes to Schools projects only, percentage of students eligible for the Free or Reduced Price Meals Programs: _____ %

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/filesesp.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.

- Should the community benefitting from the project be considered disadvantaged based on criteria not specified in the program guidelines? If so, provide data for all criteria above and a quantitative assessment of why the community should be considered disadvantaged.

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.



NARRATIVE QUESTIONS (cont.)

QUESTION #6 (cont.)

- F. Describe how the project demonstrates a clear benefit to a disadvantaged community. (5 points max.)

Describe what infrastructure, safety, or public health challenges and/or barriers are present within the disadvantaged community that contributes to the need for the project. You can refer to barriers highlighted in previous questions, but explain here how these challenges are particularly faced by the disadvantaged community.

Describe how the project will address these barriers and improve access to active transportation for the residents living in disadvantaged communities.

How will disadvantaged community residents have daily access to the project site or be targeted by the non-infrastructure program? Address any potential barriers to access if applicable, particularly for projects not located within the disadvantaged community, such as location of the disadvantaged community to the project site, physical barriers such as fencing, barricades, etc.,

-What percentage of the project funding will benefit that community, ____%. Describe the methodology when calculating this %. (5 points max.)

Discuss the percentage of the project that falls geographically within the disadvantaged community (if the project includes infrastructure) and estimate the proportion of funding that will be targeted for disadvantaged communities.

For Safe Routes to School projects discuss how the school students and community specifically benefit from the project.



NARRATIVE QUESTIONS (cont.)

QUESTION #7

USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR A CERTIFIED COMMUNITY CONSERVATION CORPS (0 to 5 points)

The applicant must send the following information to the CCC and CALCC prior to application submittal to Caltrans:

Project Description
Project Map
Project Schedule

Detailed Estimate
Preliminary Plan

The corps agencies can be contacted at:

California Conservation Corps at: www.ccc.ca.gov

Community Conservation Corps at: <http://calocalcorps.org>

- G. The applicant has coordinated with the CCC to identify how a state conservation corps can be a partner of the project. Y/N
- a. Name, e-mail, and phone # of the person contacted and the date the information was submitted to them
- H. The applicant has coordinated with a representative from the California Association of Local Conservation Corps (CALCC) to identify how a certified community conservation corps can be a partner of the project. Y/N
- a. Name, e-mail, and phone # of the person contacted and the date the information was submitted to them
- I. The applicant intends to utilize the CCC or a certified community conservation corps on all items where participation is indicated? Y/N

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.

Follow the application instructions for submitting your project information to both corps.

The CALCC and CCC will provide a list to Caltrans of all projects submitted to them and indicating which projects they are available to participate on. The applicant need not attach any documentation from the CALCC or CCC to the application.

Applicants will not be penalized if either corps determines that they cannot participate in a project.



NARRATIVE QUESTIONS (cont.)

QUESTION #8

APPLICANT'S PERFORMANCE ON PAST GRANTS AND DELIVERABILITY OF PROJECTS

(0 to10 points x # of evaluators) For Caltrans District response only

Caltrans will score this question separately for all points. Evaluators will not score this question. Caltrans will review the applicant's performance on past grants and the deliverability on the project based on scope, estimate, schedule and eligibility of project.

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Notes from January 8, 2015 ATP Guidelines Workshop

Discussion at the workshop covered the following topics:

Benefit/Cost Tool:

The Department has developed a benefit/cost tool (B/C) for active transportation and feels it is ready for use. Because this tool has not yet been used for the program, workshop attendees felt it should be optional for the 2015 Active Transportation Plan (ATP). The consensus was that the 2015 cycle be the test of the B/C tool. The tool is required to be used unless the applicant cannot successfully use it. If the applicant uses another method, the reason for using a different method should be explained, including an explanation of why the B/C tool did not work. (Because this is a test, the points for cost effectiveness have been reduced to 5 in the latest draft.)

Matching Requirement:

California Transportation Commission (CTC) staff proposes to delete the match requirement and instead offer up to 5 points for projects including a non-ATP match, in order to incentivize match and produce a more balanced program. There was some concern about deleting the match requirement, but most were neutral or supportive. There was also concern about giving points for match, which could skew toward the self-help counties. There was also concern voiced about larger projects adding ATP funds for just a small portion of the project and then having substantial match (i.e., a bridge project adding ATP for a sidewalk and then counting all the bridge funds as match). Keeping the points for match relatively low helps, but smaller agencies continue to be concerned about the possible skew of project scores.

Funding for Active Transportation Plans:

There was consensus that the up to 5% set aside for active transportation plans in disadvantaged communities should remain. Comments included: good planning has a multiplier effect, plans build on public support, over 500 disadvantaged communities have no plans, these local plans feed into the Regional Transportation Plan (RTP), and you can't count on using the general plan since the circulation elements don't need to be updated. There was some concern about the list of what must be in a plan – that list based on the previous Bicycle Program. There was a suggestion that the list could be revisited in a future cycle.

Disadvantaged Communities:

There was general consensus on changing one of the definitions of disadvantaged community to be consistent with Cap and Trade programs (the most disadvantaged 25% in the state rather than 10%, based on the latest version of the CalEnviroScreen scores). There were also many comments supporting the flexibility allowed in defining disadvantaged community. There was discussion on how to score this, with the suggestion that more quantitative data be asked for in the application. There was concern that some agencies have been “stretching the truth” about how a project benefits a disadvantaged community.

Scoring Criteria:

Workshop attendees agreed overwhelmingly that points for match should not be taken from public participation points, as CTC staff had proposed. There was consensus that public participation is critical for judging projects in the program.

There were other suggestions, such as adding points to the first of the criteria (the potential for increasing biking and walking), but there was no consensus on changing points for any. (See the discussion above for the B/C tool and cost effectiveness points.)

CTC staff questioned the group about adding scoring for Greenhouse Gas (GHG) reduction. This was brought up by someone outside the group who felt the ATP should be more similar to the Cap and Trade programs. The workgroup as a whole felt that measuring GHG reduction would be difficult and expensive, and urban areas would have trouble showing decreases due to active transportation projects. It was suggested that when explaining the increase in biking and/or walking, the applicant could include a discussion of what number of auto trips are being replaced. Also, GHG might be best measured in the cost/benefit model.

There was agreement that GHG reduction scoring could be re-evaluated in the future when tools for this purpose become available.

Application:

The group was interested in providing input to the application being amended by the Department. Many of the items discussed could be addressed in the application directions. The draft application has been released and the Department is eager to receive recommendations.

Streamlined Processes:

Concern was raised about the processes required to deliver a project. These include getting a master agreement if an agency does not already have one, having a workplan approved for a non-infrastructure project, and requesting an allocation. Agencies would like these processes to be streamlined as much as possible.

Eligible Components/Incidental Percentage:

Several attendees brought up the issue of eligible versus ineligible components of a project. Many approved projects have components that are not eligible for funding, even though the project as a whole is eligible. It was requested that the guidelines include a list of ineligible components. In addition, there were comments regarding incidentals and the percentage maximum for incidentals of 10%. This is something not mentioned in the guidelines, and some felt that the guidelines should address this.

CTC staff is reluctant to get into this type of detail in the guidelines, but would rather leave this up to the experts at the Department to deal with when administering the program.

Reporting:

The program requires reporting on status of projects, and some attendees requested that a report format should be created and made available to project implementers.

ATP Advisory Group:

Workgroup attendees suggested that an ATP Advisory Group be set up to advise on assorted program issues, including the amended application, a report format, the benefit/cost model, and other issues as they arise. They feel that this is the intent of the legislation.

February 8, 2015

California Transportation Commission
Chair Carl Guardino
1120 N. Street, MS-52
Sacramento, CA 95814

RE: ATP Cycle 2 Guidelines

Dear Chair Guardino,

The Napa County Transportation and Planning Agency (NCTPA) appreciates the opportunity to comment on the Active Transportation Program Cycle 2 Guidelines. NCTPA is a joint powers authority comprised of the cities, town, and county of Napa. NCTPA serves as the congestion management agency and public transit provider in Napa.

III. Eligibility, 11. Eligible Projects, pg. 6

Of particular concern is the requirement that a Project Study Report (PSR) be completed prior to project programming. PSR's can be costly and time consuming, which is a significant challenge for smaller or more disadvantaged jurisdictions with limited budgets and staff.

The guidelines specify a project application "may" be considered a PSR equivalent if it "defines and justifies the project scope, cost and schedule." If an application includes those components, it should be considered. Changing the language to read "will" rather than "may" will give the opportunity for those jurisdictions without the ability or budget to provide a time-consuming PSR to apply for funding by including what the guidelines describe as a PSR equivalent.

Another concern for smaller jurisdictions is the requirement that all projects *must* be federal aid eligible. Although the majority of funding is from federal sources, having language that allows flexibility for smaller jurisdictions with smaller projects to use State-only funds would encourage and promote active transportation projects in these locations.

IV. Project Selection Process, 14. Project Application pg. 11

Consider allowing electronic application submissions in lieu of five hard copies. Not only will this aid in timely application submission, but show the commitment of the Commission towards environmental sustainability.

VI. Allocations: Paragraph 6, pg. 16

Page 6 of the guidelines states that ATP funds can be used for, “environmental, design, right-of-way, and construction phases of a capital (facilities) project, yet paragraph 6 on page 16 of the guidelines states, “the commission will not allocate fund for a non-infrastructure project or plan or for design, right-of-way, or construction of an infrastructure project, prior to documentation of environmental clearance under the California Environmental Quality Act.”

Requiring that environmental documentation be complete at the time of application significantly limits project eligibility due to the significant cost associated with completion of environmental clearances. Please clarify whether or not multi-phase projects can be submitted that include requests for ATP funds for environmental phases along with subsequent phases.

VII. Project Delivery, Paragraph 1, pg. 16

It is unclear whether program allocations for multi-phase infrastructure projects must be requested within the first six months for all project phases, or just the initial project phase for that program year. Please clarify language in the guidelines.

We appreciate the opportunity to comment on the draft guidelines and would appreciate the Commission’s consideration of the above comments prior to adoption of the final guidelines in March.

Sincerely,

Kate Miller
Executive Director

cc: NCTPA Technical Advisory Committee
Laurie Waters
Laurel Janssen