

# C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park  
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

## AGENDA

The next meeting of the  
**BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)**  
will be as follows.

**Date:** Thursday, February 25, 2016

**7:00 p.m.**

**Place:** San Mateo City Hall  
330 West 20th Avenue  
San Mateo, California  
Conference Room C

PLEASE CALL ELLEN BARTON (599-1420) IF YOU ARE UNABLE TO ATTEND.

- |    |   |                                      |       |       |
|----|---|--------------------------------------|-------|-------|
| 1. | Call To Order   | Action<br>(Horsley)                  |       |       |
| 2. | Public Comment On Items Not On The Agenda   | Limited to 3 minutes<br>per speaker. |       |       |
| 3. | Minutes of the October 22, 2015 Meeting   | Action<br>(Horsley)                  | Pages | 1-3   |
| 4. | Nominate and elect a BPAC Chair and Vice-Chair  | Action<br>(Horsley)                  | Page  | 4     |
| 5. | Review and recommend approval of a request for reallocation of FY 13/14 TDA Article 3 Funds for Comprehensive Bicycle and Pedestrian Plan for City of Belmont | Action<br>(Barton)                   | Page  | 5-8   |
| 6. | Review and recommend approval of a request for reallocation of FY 13/14 TDA Article 3 Funds for Bay to Transit Trail Phase 1 Project for City of San Mateo    | Action<br>(Barton)                   | Page  | 9-13  |
| 7. | Receive an informational update on the statewide and regional Active Transportation Program Cycle 3 Call for Projects   | Action<br>(Barton)                   | Page  | 14-31 |
| 8. | Presentation on Door Zone Bike Lanes  | Information<br>(Dzierwa)             | Page  | 32    |

# C/CAG

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- |     |   |                        |      |    |
|-----|---|------------------------|------|----|
| 9.  | Review and approve the 2016 BPAC meeting calendar | Action<br>(Barton)     | Page | 33 |
| 10. | Member Communications                             | Information<br>(Chair) |      |    |
| 11. | Adjournment                                       | Action                 |      |    |

**NOTE: All items appearing on the agenda are subject to action by the Committee. Actions recommended by staff are subject to change by the Committee.**

### Other enclosures/Correspondence

- None

If you have any questions regarding the C/CAG Bicycle and Pedestrian Advisory Committee Meeting Agenda, please contact Ellen Barton at (650) 599-1420.

*NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact the C/CAG Administrator at 650 599-1406, five working days prior to the meeting date.*

**The following BPAC meeting will be held on Thursday March 24<sup>th</sup>, 2016.**

**City/County Association of Governments  
of San Mateo County (C/CAG)**

**Bicycle and Pedestrian Advisory Committee (BPAC)  
Meeting Minutes  
October 22, 2015**

*Members present:*

Marge Colapietro	Marina Fraser
Don Horsley	Karen Ervin.
Karyl Matsumoto	Julia Dzierwa.
Frank Markowitz	Daina Lujan.
Jeffrey Tong	Matthew Self.
Ken Ibarra	

*Members absent:*

Eric Reed	Andrew Boone
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*Public Attendees:*

Emma Shlaes, Silicon Valley Bicycle Coalition.

*Staff Attending:*

Ellen Barton, C/CAG  
Sandy Wong, C/CAG

**1. Call to Order**

Chair Horsley called the meeting to order at 7:00 pm.

**2. Public Comment On Items Not On the Agenda**

There were no public comments.

**3. Minutes of the March 26, 2015 Meeting**

Vice Chair Colapietro requested clarification on whether the County of San Mateo had provided cash match for the Transportation Development Act Article 3 grant funds that had been conditionally awarded. Chair Horsley confirmed that the County had provided the required match funds.

*Motion: Vice Chair Colapietro moved/member Lujan seconded approval of the March 26, 2015 minutes. Motion carried unanimously.*

**4. Vision Zero Initiative Presentation by Silicon Valley Bicycle Coalition**

Emma Schlaes, Policy Manager for Silicon Valley Bicycle Coalition, presented information about the Vision Zero initiative. Vision Zero is an international initiative to encourage jurisdictions to adopt policies and action plans to eliminate traffic deaths within a target time frame. Vision Zero began in Sweden in 1997 and has reduced traffic fatalities by 50% since that time. The cities of San José and San Mateo have adopted Vision Zero policies in 2015.

Bicycling and walking represent 1% to 3% of all commute trips in San Mateo County, but make up 7% to 8% of all traffic fatalities and injuries. Nationally, 12% of all trips are by foot or on bike, but make up 18% of all traffic fatalities, while 1% of Federal Highway funds are dedicated to walking and bicycling. Statewide traffic reports show that pedestrian injuries and fatalities are over-represented along El Camino Real. El Camino Real represents only 1% of the roadway mileage in the County, but accounts for 40% of all reported collisions with pedestrians.

The Silicon Valley Bicycle Coalition has published a *Vision Zero Toolkit* to assist jurisdictions and residents to take steps toward adoption of Vision Zero policies. The toolkit is available as a printed booklet or on-line at the website: [www.bikesiliconvalley.org](http://www.bikesiliconvalley.org). Staff from Silicon Valley Bicycle Coalition are available to make presentations on Vision Zero to jurisdictions. The presentation slides were posted to the BPAC website.

Member Fraser requested that Silicon Valley Bicycle Coalition provide her with information on the cost to contract for bicycle safety education classes for her community.

#### **5. Nomination and appointment of a BPAC member to the San Mateo County Transportation Authority Measure A Bicycle and Pedestrian Program evaluation panel**

The committee members were asked to appoint a BPAC member to participate on the evaluation panel for the Transportation Authority (TA) Measure A bicycle and pedestrian grant program. Member Matthew Self indicated interest in serving on this panel. Member Fraser requested that a second member be selected to serve as a back-up. Member Lujan agreed to serve as a back-up.

*Motion: Vice Chair Colapietro moved/member Ibarra seconded appointment of Matthew Self to serve on the evaluation panel with Daina Lujan as a back-up. Motion carried unanimously.*

#### **6. Update on the Metropolitan Transportation Commission (MTC) One Bay Area Grant program - Cycle 2**

C/CAG Executive Director Sandy Wong presented information on the One Bay Area Grant (OBAG) Program. Guidelines for the grant program will be released in November, 2015.

Funds are awarded according to a formula based on population and housing production and other factors. As of October, 2015, MTC had not finalized some aspects of the formula determining the degree of emphasis to be given to affordable housing and future production. In OBAG Cycle 1, San Mateo County received 8% of the total funding. Of the estimated total \$790 million OBAG Cycle 2 funds, approximately \$354 million is expected to be available to the nine counties through a competitive call for projects. C/CAG will issue a call for projects in spring 2016.

#### **7. Update on Plan Bay Area**

Sandy Wong presented information on the update of Plan Bay Area 2040. The plan is updated every four years and includes a comprehensive list of all transportation projects expected to be initiated in the nine county Bay Area. Projects must be listed in the plan in order to be eligible for state or federal funding, and in order to comply with environmental processes. The C/CAG Board approved a list of projects to be added for San Mateo County jurisdictions.

MTC will evaluate the projects according to the thirteen performance criteria similar to the process used in the previous Plan Bay Area. New performance criteria may be added for issues such as transit crowding, and climate adaptation. A Regional Advisory Working Group will evaluate the plan according to three different land use scenarios, representing three differing options for how

the Bay Area will grow in the coming 25 years. The final plan is expected to be adopted in 2017.

## **8. Update on the statewide and regional Active Transportation Program – Cycle 2 Grant Program**

Ellen Barton presented information about the state and MTC recommendations for funding for the Active Transportation Program. Nine projects were submitted from jurisdictions in San Mateo County, and of those, three were recommended for funding in the statewide competitive process. No projects were awarded for San Mateo County jurisdictions in the Regional process. The California Transportation Commission voted on October 22 to approve the recommended funding list.

The next call for projects for Active Transportation Program funding may be released in spring of 2016.

## **9. Establishment of a San Mateo County Bicycle and Pedestrian Advisory Committee**

Ellen Barton presented information about the establishment of a San Mateo County Bicycle and Pedestrian Advisory Committee (BPAC), a duty that had been assigned to the County Parks and Recreation Commission on an interim basis. In August, 2015, the County Parks and Recreation Commission voted to recommend that the Board of Supervisors establish a separate BPAC. In September, 2015, the Board of Supervisors voted to approve the establishment of a stand-alone BPAC to be staffed by the Active Transportation Coordinator of the Office of Sustainability. The process for a call for applicants is being planned.

The committee will include representatives of three interest areas: Safe Routes to School, Older Adults, and Bicycling. Two additional representatives will be appointed at-large.

## **10. Member Communications**

Member Dzierwa requested that a future agenda include an opportunity for her to present information on the issue of “door zones.” The door zone is the area adjacent to a parked car where a car door could be opened into traffic, potentially into the path of a person riding a bicycle. Chair Horsley requested staff to add this to the January agenda.

Member Colapietro was commended and thanked for her years of service on the committee.

## **11. Adjournment**

*Chair Horsley adjourned the meeting at 8:35 pm.*

# C/CAG AGENDA REPORT

**Date:** February 25, 2016  
**To:** Bicycle and Pedestrian Advisory Committee (BPAC)  
**From:** Ellen Barton  
**Subject:** Nominate and Elect a Bicycle and Pedestrian Advisory Committee Chair and Vice Chair

(For further information or questions contact Ellen Barton at 599-1420)

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## **RECOMMENDATION**

That the BPAC nominate and elect a Bicycle and Pedestrian Advisory Committee Chair and Vice Chair.

## **FISCAL IMPACT**

None.

## **SOURCE OF FUNDS**

N/A

## **BACKGROUND/DISCUSSION**

As a result of the completion of the term of past-Chair Don Horsley and past-Vice Chair Marge Colapietro, the BPAC requires nomination and election of a new Chair and Vice Chair. Staff recommendation is for the BPAC to nominate members for these two positions and vote to elect these officers.

## **ATTACHMENTS**

None.

# C/CAG AGENDA REPORT

**Date:** February 25, 2016

**To:** Bicycle and Pedestrian Advisory Committee (BPAC)

**From:** Ellen Barton

**Subject:** Review and recommend approval of a request for reallocation of FY 13/14 Transportation Development Act (TDA) Article 3 Funds for Comprehensive Bicycle and Pedestrian Plan for City of Belmont

(For further information or questions contact Ellen Barton at 599-1420)

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## **RECOMMENDATION**

That the BPAC review and recommend approval of a request for reallocation of FY 13/14 Transportation Development Act (TDA) Article 3 Funds for Comprehensive Bicycle and Pedestrian Plan for City of Belmont.

## **FISCAL IMPACT**

None.

## **SOURCE OF FUNDS**

TDA Article 3 Funds are derived from the following sources:

- Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
- State Transit Assistance fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

## **BACKGROUND/DISCUSSION**

The City of Belmont was awarded TDA Article 3 funds for FY 13/14 in the amount of \$37,500 for the development of a Comprehensive Bicycle and Pedestrian Master Plan. The City has initiated the planning process. The City is in the process of developing a downtown specific plan which involves changes to the traffic circulation patterns in the downtown area. These changes will affect the routes and conditions for people walking and bicycling.

The downtown specific plan is expected to be completed at the end of 2016, while the deadline for completion of the TDA Article 3 funds is June 30, 2016.

TDA Article 3 Program guidelines require that the funds be expended within three years or be rescinded. For the FY 12/13 TDA Article 3 Program the expiration date for the funds is June 30, 2016.

The City of Belmont has requested a time extension for the grant funds to ensure that the aspects of

the downtown specific plan that will affect walking and bicycling are appropriately included in the Comprehensive Bicycle and Pedestrian Master Plan.

Staff recommends approval to reallocate the \$37,500 to the FY 2015/16 TDA Article 3 Program, which will enable the City of Belmont to retain the funds. With approval, staff will coordinate with the Metropolitan Transportation Commission for the reallocation of funds. The reallocation will provide that the funds will become part of the FY 15/16 allocation which will then have an expiration date of June 30, 2018.

### **ATTACHMENTS**

- E-mail request from City of Belmont Public Works



## Ellen Barton

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**From:** Leticia Alvarez <lalvarez@belmont.gov>  
**Sent:** Thursday, December 03, 2015 3:29 PM  
**To:** tmadalena@co.sanmateo.ca.us  
**Cc:** Bozhena Palatnik  
**Subject:** FW: Request for time extension

Hi Tom

Below is the email that I sent to Cheryl requesting the extension and some additional information. Please let me know if there is anything else I can provide.

The City is currently developing the Belmont Village Specific Plan under the C/CAG Priority Development Area Planning Program. This plan will address circulation in the Belmont downtown area including pedestrian and bicycle circulation. In order to not duplicate effort and to leverage the work of both plans, the Comprehensive Pedestrian and Bicycle Plan is focusing on areas outside of downtown and plans incorporate pedestrian and bicycle recommendations in the Village Specific Plan for the downtown area. The current schedule for the Village Specific Plan calls for draft recommendations to be made by the end of June 2016 with final adoption at the end of 2016.

An extension to the grant deadline (June 30, 2016) for the Comprehensive Pedestrian and Bicycle Plan is being requested to allow for incorporation of the Village Specific Plan recommendations into the Pedestrian and Bicycle Program.

Thank you

Leticia Alvarez, P.E.  
Assistant Public Works Director/City Engineer  
City of Belmont  
One Twin Pines Lane  
Belmont, CA 94002  
(650) 595-7469

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**From:** Leticia Alvarez  
**Sent:** Wednesday, November 25, 2015 9:36 AM  
**To:** Cheryl Chi (cchi@mtc.ca.gov) <cchi@mtc.ca.gov>  
**Subject:** Request for time extension

Good Morning Cheryl

The City of Belmont was allocated \$37,500 in TDA funds in May 2014 for the development of a Comprehensive Bicycle and Pedestrian Plan. The development of the plan is underway.

The City is also in the process of developing a downtown specific plan which involves changes to the circulation patterns including those of bikes and peds in the downtown area. The work on the downtown specific plan is expected to be completed at the end of 2016. The deadline for completion of the TDA work is June 30, 2016.

We would like to request an extension of the date so that we can include the downtown circulation changes in the plan. I would appreciate it if you could let me know what the process is for requesting a time extension.

Thank you

Leticia Alvarez, P.E.  
Assistant Public Works Director/City Engineer  
City of Belmont  
One Twin Pines Lane  
Belmont, CA 94002  
(650) 595-7469

# C/CAG AGENDA REPORT

**Date:** February 25, 2016

**To:** Bicycle and Pedestrian Advisory Committee (BPAC)

**From:** Ellen Barton

**Subject:** Review and recommend approval of a request for reallocation of FY 13/14 Transportation Development Act (TDA) Article 3 Funds for Bay to Transit Trail Phase 1 Project for City of San Mateo

(For further information or questions contact Ellen Barton at 599-1420)

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## **RECOMMENDATION**

That the BPAC review and recommend approval of a request for reallocation of FY 13/14 Transportation Development Act (TDA) Article 3 Funds for Bay to Transit Trail Phase 1 Project for City of San Mateo.

## **FISCAL IMPACT**

None.

## **SOURCE OF FUNDS**

TDA Article 3 Funds are derived from the following sources:

- Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
- State Transit Assistance fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

## **BACKGROUND/DISCUSSION**

During the FY 11/12 Transportation Development Act (TDA) Article 3 funding cycle, the City of San Mateo received a grant award of \$312,000 for a project to construct Phase 1 of the Bay to Transit Trail along a city-owned drainage channel from Hayward Park Caltrain Station to the regional San Francisco Bay Trail. The City has completed significant design and permitting tasks required for the trail construction but has determined that ownership of a required easement was not correctly documented and an additional easement from an adjacent property owner is also required. Completion of the acquisition of the easements will require more time than permitted by the funding guidelines.

TDA Article 3 Program guidelines require that the funds be expended within three years or be rescinded. For the FY 11/12 TDA Article 3 Program the expiration date for the funds was June 30, 2014. The City of San Mateo requested a time extension in March of 2014. The BPAC reviewed and recommended approval of this time extension in April 2014. The C/CAG Board approved the time extension in May 2014 and the project was reallocated funds under the FY 13/14 TDA Article

3 funding cycle which provided for an expiration date of June 30, 2016.

The City of San Mateo has requested a second time extension for the grant funds to enable additional time for the acquisition of the required easements and to then construct the project. Completion of the acquisition of the easements is now expected by December 2016.

Staff recommends approval to reallocate the \$312,000 to the FY 2015/16 TDA Article 3 Program, which will enable the City of San Mateo to retain the funds. With approval, staff will coordinate with the Metropolitan Transportation Commission for the reallocation of funds. The reallocation will provide that the funds will become part of the FY 15/16 allocation which will then have an expiration date of June 30, 2018.

### **ATTACHMENTS**

- Letter from City of San Mateo on Bay to Transit Trail Phase 1 Project

DEPARTMENT OF PUBLIC WORKS  
Brad B. Underwood, P.E., L.S., Director



330 West 20th Avenue  
San Mateo, California 94403-1338  
Telephone (650) 522-7300  
FAX (650) 522-7301  
www.cityofsanmateo.org

VIA FACSIMILE: (650) 361-8227

February 4, 2016

Ms. Sandy Wong  
City/County Association of Governments of San Mateo County  
555 County Center, Fifth Floor  
Redwood City, CA 94063

Re: *Request for Reallocation of TDA Article 3 Funds Allocated to Bay to Transit Trail Phase I Project*

Dear Ms. Wong:

In December 2011, the Metropolitan Transportation Commission (MTC) approved a FY12/13 allocation of the Transportation Development Act (TDA) Article 3 funds to the City of San Mateo (City) for the Bay to Transit Trail Phase I project in the amount of \$312,000.

The overall Bay to Transit Trail project envisions the development of a paved two mile pedestrian and bicycle pathway along the existing city-owned creek drainage channel from the Hayward Park Caltrain Station to the regional San Francisco Bay Trail. Phase I was proposed to act as a demonstration for future Bay to Transit Trail development.

The Bay to Transit Trail Phase I project (Project) consists of two connecting pathway sections. Path A is an existing north-south pathway extending from the Hayward Park Caltrain Station parallel to the railroad tracks where pedestrian scale lighting and landscaping improvements are proposed. Path B is the existing dirt maintenance path along the top bank of the 16<sup>th</sup> Avenue drainage channel connecting from Path A to South Delaware Street where pedestrian scale lighting, fencing, pavement, and striping improvements are proposed.

Since receiving the grant, the City has proceeded with 100% PS&E design, obtained CEQA environmental clearance and coordinated with a Crime Prevention through Environmental Design (CPTED) specialist for the City's Police Department's concurrence.

During final design of the Project however, City Staff discovered that the property line was not along the fence line as was expected, but midway along the bank within the proposed improvements. Upon further research, two recorded parcel maps were also found to contain inconsistent information which further complicated the right-of-way issue.

The City hired Wilsey Ham to perform a record of survey to reconcile the inconsistency between the parcel maps, research the chain of title and deed references along the property line in question, and determine if there were any conflicts with the proposed improvements. In February 2014, Wilsey Ham's findings concluded that the City does not have the necessary right-of-way to construct the project. An easement from the adjacent United States Postal Service (USPS) property and an easement from the adjacent car wash property will need to be acquired.

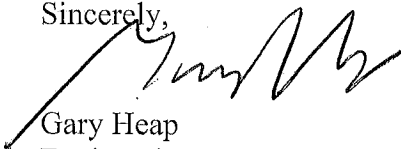
Based on the above unforeseen information, in March 2014, the City requested that the awarded TDA Article 3 funds be reallocated to the following funding cycle. In May 2014, C/CAG approved the reallocation request to enable sufficient time for the acquisition of the necessary easements and to then construct the project.

The City proceeded with USPS easement request and submitted an easement request package as required by USPS procedures in July 2014. Early conversations previously indicated that the USPS easement request process would take between 6-12 months to approve and record the easement. However, the easement review process and associated negotiations have taken 19 months to date. The City is confident that negotiations for the USPS easement will be completed in the next few months. Discussions have been ongoing with the carwash property owner. However, the easement along that property has not been acquired yet.

Due to the lengthy USPS easement review process, the City would like to request that the TDA Article 3 funds in the amount of \$312,000 be reallocated in the following three year cycle (2016-2018) in order to complete easement acquisitions and then to construct the project. It is anticipated that all easement acquisitions will occur this calendar year. Additional work will be needed to finalize the construction documents for advertisement and renew the Lake and Streambed Alteration Agreement with the California Department of Fish and Wildlife which has since expired. Construction is anticipated to begin in Summer 2017.

Thank you for considering the City's time extension request. If you have any questions, please contact the project manager, Aaron Lam, Associate Engineer, at (650) 522-7320 or by email at [alam@cityofsanmateo.org](mailto:alam@cityofsanmateo.org).

Sincerely,

  
Gary Heap  
Engineering Manager

c: Ralph Braboy, Deputy Director of Public Works  
Tom Madalena, C/CAG of San Mateo County  
Ellen Barton, C/CAG of San Mateo County  
Chron/File

MODE = MEMORY TRANSMISSION

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DEPARTMENT OF PUBLIC WORKS  
Brad B. Underwood, P.E., L.S., Director

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February 4, 2016

Ms. Sandy Wong  
City/County Association of Governments of San Mateo County  
555 County Center, Fifth Floor  
Redwood City, CA 94063

Re: *Request for Reallocation of TDA Article 3 Funds Allocated to Bay to Transit Trail Phase I Project*

Dear Ms. Wong:

In December 2011, the Metropolitan Transportation Commission (MTC) approved a FY12/13 allocation of the Transportation Development Act (TDA) Article 3 funds to the City of San Mateo (City) for the Bay to Transit Trail Phase I project in the amount of \$312,000.

The overall Bay to Transit Trail project envisions the development of a paved two mile pedestrian and bicycle pathway along the existing city-owned creek drainage channel from the Hayward Park Caltrain Station to the regional San Francisco Bay Trail. Phase I was proposed to act as a demonstration for future Bay to Transit Trail development.

The Bay to Transit Trail Phase I project (Project) consists of two connecting pathway sections. Path A is an existing north-south pathway extending from the Hayward Park Caltrain Station parallel to the railroad tracks where pedestrian scale lighting and landscaping improvements are proposed. Path B is the existing dirt maintenance path along the top bank of the 16<sup>th</sup> Avenue drainage channel connecting from Path A to South Delaware Street where pedestrian scale lighting, fencing, pavement, and striping improvements are proposed.

Since receiving the grant, the City has proceeded with 100% PS&E design, obtained CEQA environmental clearance and coordinated with a Crime Prevention through Environmental Design (CPTED) specialist for the City's Police Department's concurrence.

During final design of the Project however, City Staff discovered that the property line was not along the fence line as was expected, but midway along the bank within the proposed improvements. Upon further research, two recorded<sup>13</sup> parcel maps were also found to contain inconsistent information which further complicated the right-of-way issue.

# C/CAG AGENDA REPORT

**Date:** February 25, 2016

**To:** Bicycle and Pedestrian Advisory Committee (BPAC)

**From:** Ellen Barton

**Subject:** Receive an informational update on the statewide and regional Active Transportation Program Cycle 3 Call for Projects

(For further information or questions contact Ellen Barton at 599-1420)

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## **RECOMMENDATION**

That the BPAC receive an informational update on the statewide and regional Active Transportation Program Cycle 3 Call for Projects.

## **FISCAL IMPACT**

N/A

## **SOURCE OF FUNDS**

Active Transportation Program (ATP) funds will be derived from the following sources:

- Federal sources: Transportation Alternative Program (TAP) (includes Safe Routes to Schools, and a portion (about 40%) of the Recreational Trails grant programs)
- State sources: State Highway Account funds, Bicycle Transportation Account, Environmental Enhancement and Mitigation Program (partially) and California's state-funded Safe Routes to Schools program
- \$21 million of federal Highway Safety Improvement Program funds

The total ATP Cycle 3 allocation statewide is estimated to be approximately \$230 million comprised of funds for two fiscal years: FY 19/20 and FY 20/21. The amount of the total program may increase depending on the effect of new federal transportation bill, called the Fixing American's Surface Transportation (FAST) Act. Similar to previous ATP calls, 50% of the total funds are to be allocated through a statewide competitive call for projects, 40% are set aside for regional competitive calls for projects, and 10% are to be distributed to small urban and rural areas by a separate competitive call for projects. The California Transportation Commission (CTC) will issue a statewide call for projects and the Metropolitan Transportation Commission (MTC) will administer a regional call for projects for the Bay Area.

## **BACKGROUND**

California's ATP was established by Senate Bill 99, and the corresponding budget bills that fund the program are Senate Bill 95 and Assembly Bill 101. ATP was signed into law by Governor Jerry Brown in September 2013. ATP rolls most of California's state and federal sources of funding of



trails, biking, and walking into one competitive grant fund. The creation of one larger program raises the profile of active transportation projects in the state, and streamlines the process for financing biking and walking infrastructure by reducing administrative costs. The bill correspondingly eliminates separate funding programs for the Bicycle Transportation Account and Safe Routes to School.

## **DISCUSSION**

Draft Guidelines for the ATP Cycle 3 Call for Projects are being developed and pertinent excerpts from the draft guidelines are included in the attachments. Changes to the scoring allocation of points for projects benefiting disadvantaged communities are being considered. San Mateo County has had challenges being successful in receiving ATP grants in part due to the program having criteria that favors disadvantaged communities. Changes to scoring to increase points awarded for projects that provide local match funding are also being considered. The CTC will consider the guidelines changes at its March meeting. The MTC will consider the regional guidelines changes at its February 24 meeting. The Call for Projects will be issued concurrently for both the statewide and regional program, and is expected to be issued on March 30, 2016. Applications will be due on June 15, 2016.

## **ATTACHMENTS**

- Excerpts from Draft 2017 ATP Cycle 3 Guidelines
- Excerpts from MTC Regional Draft 2017 ATP Cycle 3 Guidelines

Complete versions of the Draft ATP Guidelines for the Statewide and Regional program can be found in the February 25, 2016 BPAC Meeting Materials at: <http://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>

**DRAFT**  
**2017**  
**ACTIVE TRANSPORTATION PROGRAM**  
**GUIDELINES**

*January xx, 2016*

**California Transportation Commission**



Draft ATP Guidelines <b>and Application</b> presented to Commission	<del>January 22, 2015</del> <b>January 20-21, 2016</b>
Commission adopts ATP Fund Estimate	<del>March 26, 2015</del> <b>March 17, 2016</b>
Commission hearing and adoption of ATP Guidelines <b>and Application</b>	<del>March 26, 2015</del> <b>March 17, 2016*</b>
Call for projects	<del>March 26, 2015</del> <b>March 30, 2016</b>
Project applications to Caltrans (postmark date)	<del>June 1, 2015</del> <b>June 15, 2016</b>
Large MPOs submit optional guidelines to Commission	<del>June 1, 2015</del> <b>June 1, 2016</b>
Commission approves or rejects MPO guidelines	<del>June 24-25, 2015</del> <b>June 29-30, 2016*</b>
Staff recommendation for statewide and small urban and rural portions of the program	<del>Sept. 15, 2015</del> <b>October 28, 2016</b>
Commission adopts statewide and small urban and rural portions of the program	<del>Oct. 21-22, 2015</del> <b>December 7-8, 2016*</b>
Projects not programmed distributed to large MPOs based on location	<del>Oct. 22, 2015</del> <b>December 7-8, 2016</b>
Deadline for MPO project programming recommendations to the Commission	<del>Nov. 16, 2015</del> <b>January 27, 2017</b>
Commission adopts MPO selected projects	<del>Dec. 9-10, 2015</del> <b>March 2017</b>

\*Dates coincide with the Commission's adopted 2016 CTC meeting calendar.

## 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 Active Transportation Program funding source.

### 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:

### **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.

**A project applicant found to have purposefully misrepresented information that could affect a project's score may result in the applicant being excluded from the program.**

For funding awarded to a tribal government, a fund transfer to the Bureau of Indian Affairs (BIA) 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 first 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, projects must be federal-aid eligible:

- **Infrastructure Projects:** Capital improvements that will further the goals of this program. This typically includes the environmental, design, right-of-way, and construction 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 will 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. PSR guidelines are posted on the Commission's website: <http://www.catc.ca.gov/programs/ATP.htm>.

A capital improvement that is required as a condition for private development approval or permits 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 disadvantaged community.
- **Non-infrastructure Projects:** Education, encouragement, and enforcement 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. Components of an otherwise eligible project may not be eligible. For information on ineligible components, see the Department's Local Assistance/ATP website.

- 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 one larger comprehensive project, 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, Recreational Trails projects, and plans.

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.

### A. Disadvantaged Communities

For a project to contribute toward the Disadvantaged Communities funding requirement, the project must clearly demonstrate a direct, meaningful, and assured benefit to a **disadvantaged** community. **To count as providing a benefit, a project must fulfill an important need of low-income people in a way that provides a significant benefit and targets its benefits primarily to low-income people while avoiding substantial burdens on a disadvantaged community. For a project to qualify as benefiting a disadvantaged community, the community served by the project must meet at least one 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 25% in the state according to the CalEPA and based on the latest version of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. This list can be found at the following link under SB 535 List of Disadvantaged Communities:  
<http://www.calepa.ca.gov/EnvJustice/GHGInvest/>
- 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

**Regional ATP Guidelines Highlights**

**Proposed Regional ATP Guidelines**

MTC will follow the State Competitive ATP Guidelines, with the main differences from the Statewide ATP Guidelines noted below:

1. Additional screening criteria focused on project readiness.
2. Add additional evaluation criteria, as follows:
  - a. Consistency with Regional Priorities and Planning Efforts (such as Bay Trail and Regional Bike Network build-out and gap closures, and multi-jurisdictional projects). **Up to 5 points.**
  - b. Completion of Approved Environmental Document. Met by proof of an approved environmental document, and does not apply to planning activities or stand-alone non-infrastructure projects. **0 or 3 points.**
  - c. Consistency with OneBayArea Grant (OBAG) Complete Streets Policy. Met by updated General Plan Circulation Element after January 1, 2010 or adopted complete streets policy resolution incorporating MTC's complete streets requirements by June 1, 2016. **0 or 2 points.**
  - d. Countywide Plans/Goals Consistency. Met by Congestion Management Agency determination of consistency with countywide plans and/or goals. Inconsistent projects will receive a 2 point penalty. **0 or -2 points.**
  - e. Deliverability. Evaluators will review the project's proposed schedule for deliverability. Projects deemed undeliverable or that have significant delivery risks will receive a 5 point penalty. **0 or -5 points.**
  - f. Consistency with Community-Based Transportation Plan (CBTP). Additional points in the Disadvantaged Communities portion of the Statewide Application for projects identified in an adopted CBTP. **See item 3 below.**
3. Revise the Disadvantaged Communities portion of the Statewide Application as follows:
  - a. Assign the statewide score value for Disadvantaged Communities to 60% of the statewide value (Statewide application and point values are still being developed), with the remaining 40% of the statewide value awarded for projects identified in an approved Community-Based Transportation Plan (CBTP). Proof of CBTP consistency will be provided in the supplemental regional application.
  - b. Use MTC's Communities of Concern definition to meet the 25% requirement for projects benefiting "Disadvantaged Communities," rather than other measures prescribed by CTC (such as Cal-Enviro-Screen and percent of subsidized school lunches), as allowed by state guidelines.
4. Maintain an 11.47% match requirement, with waivers for projects benefiting a Community of Concern, stand-alone non-infrastructure projects, and safe routes to schools projects. Also, MTC will waive local match for construction if pre-construction phases are funded entirely with non-federal and non-ATP funds.
5. Establish a target for smaller funding requests to encourage smaller project applications.
  - a. Target approximately 20% of Regional ATP funds (about \$4 million) for project requests \$1 million and under, and prioritize these projects for state-only funds. If this target is not met based on score order, projects requesting \$1 million and under which score five or less points under the lowest scoring funded projects may be added to the program to meet the 20% target. Remaining Regional ATP funds (about \$16 million) may be for projects requests of any size.



- b. Existing minimum project size requirements from the state still apply (\$250,000 minimum except for non-infrastructure, Safe Routes to School, and plans).
- 6. Contingency Project List. MTC will also adopt a list of contingency projects, ranked in priority order based on the project’s evaluation score. MTC intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 3 Regional ATP that occur prior to the adoption of Cycle 4. This will ensure that the Regional ATP will fully use all ATP funds, and minimize the loss of ATP funds to the region.

In addition to the above changes, all projects in the Regional ATP must comply with regional policies, including Resolution 3606 deadlines, and must submit a resolution of local support for all selected projects by April 1, 2017.

**Other Information**

*Funding Amount:*

The funding amounts for the Statewide and Regional ATP are below.

<u>Program</u>	<u>Programming Agency</u>	<u>Amount Available for Cycle 3</u>
Statewide Competitive ATP	CTC, Caltrans	\$120 million
Regional ATP	MTC	\$ 20 million

*Schedule:*

The current estimated schedule for the Cycle 3 ATP is below.

<b>Milestone</b>	<b>Statewide ATP</b>	<b>Regional ATP</b>
MTC Guideline Adoption	N/A	February 24, 2016
CTC Guideline Approval	March 17, 2016	March 17, 2016
Call for Projects	March 30, 2016	March 30, 2016
Application Due Date	June 15, 2016	June 15, 2016
Staff Recommendations	October 28, 2016	December 7, 2016
MTC Adoption	N/A	December 21, 2016
CTC Approval	December 8, 2016	March 2017

*Application and Evaluation:*

MTC staff will prepare a supplemental application for projects competing for the Regional ATP that will address the above changes. The base application will remain the statewide application to avoid duplication. An evaluation committee will be formed to score and rank the submitted applications.

*Programming in the TIP:*

Project sponsors will be able to add the projects into the TIP following CTC approval of the Regional ATP program in March 2017.

*ATP Contacts:*

For additional information, please go to the State ATP website (<http://www.catc.ca.gov/programs/ATP.htm>), MTC’s ATP website (<http://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/protect-our-climate/active-transportation>), or Kenneth Kao, ATP Program Manager, 510-817-5768, [kkao@mtc.ca.gov](mailto:kkao@mtc.ca.gov).

Date: February 24, 2016  
W.I.: 1515  
Referred by: PAC

Attachment A  
Resolution No. 4218  
Page 1 of 13

**2017 Regional Active Transportation Program  
(ATP)**

**Cycle 3**

**Guidelines**

**February 24, 2016**

**MTC Resolution No. 4218  
Attachment A**

**Metropolitan Transportation Commission  
Programming and Allocations Section**  
<http://mtc.ca.gov/our-work/fund-invest>

and balances in the 40% Large MPO programs remain within the regional programs, consistent with federal guidance on the Transportation Alternative Program (TAP).

### **CTC Guidelines**

The California Transportation Commission (CTC) ATP Guidelines are expected to be adopted on March 17, 2016, and are available at: <http://www.catc.ca.gov/programs/ATP.htm>. The most current CTC Guidelines for the Active Transportation Program, as posted on the CTC website, are incorporated in MTC's Regional ATP Guidelines via this reference. All project sponsors are required to follow both the MTC and CTC ATP Guidelines in the development and implementation of the Regional ATP.

### **ATP Development Schedule**

Development of the ATP will follow the schedule outlined in Appendix A-1 of this guidance.

### **ATP Regional Shares**

Appendix A-2 of this guidance provides the MTC regional shares for Cycle 3 of ATP funding (FY 2019-20 and FY 2020-21), consistent with the ATP Fund Estimate expected to be approved by the CTC on March 17, 2016. Appendix A-2 also includes the State's 25% minimum programming requirement to projects benefiting disadvantaged communities.

### **Public Involvement Process**

In developing the ATP, MTC is committed to a broad, inclusive public involvement process consistent with MTC's Public Participation Plan, available at <http://mtc.ca.gov/about-mtc/public-participation/public-participation-plan>.

### **ATP Projects in the Transportation Improvement Program (TIP)**

Consistent with state and federal requirements, ATP funded projects must be programmed in the TIP prior to seeking a CTC allocation. Selected projects must complete and submit a Fund Management System (FMS) application by May 1, 2017 in order to be included in the TIP. In addition, MTC requires that a federal Request for Authorization (RFA) be submitted simultaneously with the ATP allocation request to Caltrans and CTC when the ATP project includes federal funds. Unless a state-only funding exception is granted, ATP funds will contain federal funds. Therefore, projects must receive a CTC allocation and a federal authorization to proceed prior to the expenditure of eligible costs or advertisement of contract award.

### **Deviations from Statewide Policies**

Below are MTC-region specific policies as they apply to the Regional Active Transportation Program. These policies differ from CTC's Guidelines.

#### **1. Application Process and Additional Regional Screening/Evaluation Criteria**

MTC elects to hold a separate call for projects for the Regional Active Transportation Program, and has additional evaluation and screening criteria. Further information on these changes, as well as instructions on the application process are detailed later in this guidance.

Project sponsors may apply for either the State ATP program or Regional ATP program, or both. Sponsors applying to the State ATP program or to both the state and regional programs must submit a copy of their state application to MTC. In order to be considered for the regional program, including consideration if unsuccessful in the statewide program, applicants must meet all regional requirements and submit a regional application by the application deadline.

**2. Definition, Evaluation, and Funding Minimum for Disadvantaged Communities**

*Definition*

The MTC region has already adopted a measure to define Disadvantaged Communities (DACs) known as “Communities of Concern”. MTC updated the Communities of Concern (COCs) definition in January 2016 as a part of the *Plan Bay Area 2040* Equity Framework. For the purposes of meeting the State’s 25% DAC minimum requirement in the Regional ATP, MTC elects to use MTC’s COC definition.

MTC’s Communities of Concern are defined as those census tracts that have concentration of both minority and low-income households, or that have a concentration of 3 or more of the remaining 6 factors below (#3 to #8), but only if they also have a concentration of low-income households. The concentration thresholds for these factors are described below.

<b>Disadvantage Factor</b>	<b>% of Regional Population</b>	<b>Concentration Threshold</b>
1. Minority Population	58%	70%
2. Low Income (<200% of Poverty) Population	25%	30%
3. Limited English Proficiency Population	9%	20%
4. Zero-Vehicle Households	10%	10%
5. Seniors 75 Years and Over	6%	10%
6. People with Disability	9%	25%
7. Single-Parent Families	14%	20%
8. Severely Rent-Burdened Households	11%	15%

Based on this definition, 22% of the region’s population is located in Communities of Concern. MTC’s Communities of Concern definition of Disadvantaged Communities meets the State’s legislative intent, and has already been in use in the MTC region for planning and programming purposes.

Additional discussion of the Communities of Concern definition and methodology are included in the *Plan Bay Area* Equity Analysis Report and associated Appendix, available online at: [http://onebayarea.org/pdf/final\\_supplemental\\_reports/FINAL\\_PBA\\_Equity\\_Analysis\\_Report.pdf](http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Equity_Analysis_Report.pdf) and [http://onebayarea.org/pdf/final\\_supplemental\\_reports/FINAL\\_PBA\\_Equity\\_Analysis\\_Report-Appendices.pdf](http://onebayarea.org/pdf/final_supplemental_reports/FINAL_PBA_Equity_Analysis_Report-Appendices.pdf). Information regarding the 2016 update is available online at:

<https://mtc.legistar.com/View.ashx?M=F&ID=4216456&GUID=42E0CBF3-9490-4A6D-A6A6-B04003451057>. The last link also includes a static map of the COC locations. An interactive online map is not yet available; however, a list of census tracts is available upon request from MTC staff.

#### *Community-Based Transportation Plans (CBTPs)*

The Community-Based Transportation Planning Program is a collaborative planning process that involves residents in low-income Bay Area communities, community- and faith-based organizations that serve them, transit operators, county congestion management agencies (CMAs), and MTC. Each plan includes locally identified transportation needs, as well as solutions to address them. Each plan reflects the objectives of the program, which are to:

- emphasize community participation in prioritizing transportation needs and identifying potential solutions;
- foster collaboration between local residents, community-based organizations, transit operators, CMAs and MTC; and
- build community capacity by involving community-based organizations in the planning process.

Project findings are forwarded to applicable local or county-level policy boards, as well as to MTC, for consideration in planning, funding and implementation discussions.

MTC elects to change the statewide application's scoring point value for Disadvantaged Communities, assigning the value to 60% of the statewide scoring value. The remaining 40% of the statewide scoring value will be awarded for projects identified in an approved Community-Based Transportation Plan (CBTP). Proof of CBTP consistency will be provided by the applicant in the supplemental regional application.

### **3. Establish a Target for Project Funding Requests \$1 million and Under**

MTC elects to establish a target of 20% of rATP funds for project requests of \$1 million and under. The goal of the target is to encourage smaller project applications throughout the region. If the 20% target is not met based on score order, projects requesting \$1 million and under which score five or fewer points under the lowest scoring funded project may be added to the Program in order to meet the target.

Project requests over \$1 million must meet federal requirements and receive federal funds, while project requests \$1 million and will be prioritized for state-only funding. Exceptions may be granted on a case-by-case basis, subject to the federal/state funding availability identified in Appendix A-2.

### **4. Match Requirement**

The CTC Guidelines do not require a match for Statewide ATP projects. The CTC Guidelines allow MPOs to define different match requirements for the Regional ATP.

Differing from CTC Guidelines, MTC elects to impose a local match requirement for the regional ATP of 11.47%, with match waivers for projects benefiting a Community of Concern, stand-alone non-infrastructure projects, and safe routes to schools projects. As an added provision, a project sponsor may request the local match requirement be waived for the construction phase of an infrastructure project if the pre-construction phases are entirely funded using non-federal and non-ATP funds. This provision minimizes the number of federalized phases requiring an E-76 through Caltrans Local Assistance.

### **5. Contingency Project List**

MTC will adopt a list of projects for programming the Regional ATP that is financially constrained against the amount of ATP funding available (as identified in the approved ATP Fund Estimate). In addition, MTC will include a list of contingency projects, ranked in priority order based on the project's evaluation score. MTC intends to fund projects on the contingency list should there be any project failures or savings in the Cycle 3 Regional ATP. This will ensure that the Regional ATP will fully use all ATP funds, and that no ATP funds are lost to the region. The contingency list is valid until the adoption of the next ATP Cycle.

## **Application Process**

### **Project Application**

Upon CTC concurrence of MTC's Regional ATP Guidelines, MTC will issue a call for projects for the Regional Active Transportation Program. Project sponsors must complete an application for each project proposed for funding in the ATP, consisting of the items included in Appendix A-3 of this guidance. Project sponsors must use the Project Programming Request (PPR) forms provided by Caltrans for all projects. The PPR must be submitted electronically in Microsoft Excel format for upload into the regional and statewide databases. All application materials, in the form of 3 hard copies and 1 electronic copy (via CD/DVD, portable hard drive, or USB thumb drive) must be physically received by MTC or postmarked no later than June 15, 2016 in order to be considered.

### **Additional Project Screening Criteria, Including Readiness**

In addition to the CTC Guidelines, all projects included in the ATP must meet the following screening criteria.

- A. Prohibition of Multiple Phases in Same Year.** Project sponsors must provide sufficient time between the scheduled allocation of environmental funds and the start of design, right of way or construction. Therefore, projects may not have more than one phase programmed per fiscal year, except for design and right of way, which may be programmed in the same fiscal year. Exceptions may be made on a case-by-case basis.
  
- B. Deliverability.** Project sponsors must demonstrate they can meet the delivery timeframe of the Active Transportation Program. Projects that can be delivered (receive a CTC allocation and federal authorization to proceed for federal funds) earlier, shall receive priority for funding over other projects. As specified in MTC's Regional Project Delivery Policy (MTC Resolution No. 3606,

the jurisdiction(s) in which the project is located meets the One Bay Area Grant (OBAG) Complete Streets Policy by June 1, 2016. The policy may be met by the jurisdiction either having updated the General Plan after January 1, 2010 to be consistent with the Complete Streets Act of 2008, or adopting a complete streets policy resolution incorporating MTC's complete streets requirements. For further information regarding MTC's One Bay Area Grant (OBAG) Complete Streets Policy, refer to the OBAG 2 website at: <http://mtc.ca.gov/our-work/fund-invest/federal-funding/obag-2>.

A sample complete streets policy resolution is available at:

[http://mtc.ca.gov/sites/default/files/OBAG\\_2\\_Reso\\_Guidance\\_Final.pdf](http://mtc.ca.gov/sites/default/files/OBAG_2_Reso_Guidance_Final.pdf).

- **Countywide Plans/Goals Consistency Determination. (0 or -2 points)**  
Following the application due date, MTC will share the received applications with the County Congestion Management Agencies (CMAs) or Countywide Transportation Planning Agency (collectively referred to as "CMAs"). The CMAs will review the applications for consistency with adopted countywide transportation plans, active transportation plans, and/or other countywide goals, as applicable. The CMAs will provide MTC a list of projects determined to be inconsistent with countywide plans and/or goals no later than October 1, 2016. Inconsistent projects will receive a 2 point penalty; consistent projects will be held harmless.
- **Deliverability Determination. (0 or -5 points)**  
The regional program evaluation committee, in consultation with MTC staff, will review each application's project delivery schedule for ability to meet regional deadlines as described in MTC Resolution No. 3606, Revised. Projects that are deemed unable to allocate ATP funds within the two programming years of Cycle 3 (FY 2019-20 and 2020-21) shall receive a 5 point penalty. Projects that are deemed able to allocate within the two programming years of Cycle 3 will be held harmless.

### **Additional Regional Policies**

#### **Title VI Compliance**

Investments made in the ATP must be consistent with federal Title VI requirements. Title VI prohibits discrimination on the basis of race, color, disability, and national origin in programs and activities receiving federal financial assistance.

#### **MTC Resolution No. 3606 Compliance – Regional Project Delivery Policy**

The CTC ATP Guidelines establish timely use of funds and project delivery requirements for ATP projects. Missing critical milestones could result in deletion of the project from the ATP, and a permanent loss of funds to the region. Therefore, these timely use of funds deadlines must be considered in programming the various project phases in the ATP. While the CTC Guidelines provide some flexibility with respect to these deadlines by allowing for deadline extensions under certain circumstances, the CTC is very clear that deadline extensions will be the exception rather than the rule. MTC Resolution No. 3606 details the Regional Project Delivery Policy for regional discretionary funding, which may be more restrictive than the State's delivery policy. All projects in the regional ATP are subject to the Regional Project Delivery Policy (MTC Resolution 3606), including the

**METROPOLITAN TRANSPORTATION COMMISSION (MTC)**  
**2017 Regional Active Transportation Program (ATP) Cycle 3**  
**Appendix A-1: ATP Development Schedule (Subject to Change)**  
**February 24, 2016**

January 2016	CTC releases draft ATP Guidelines
January-February 2016	Draft Regional ATP Guidelines presented to Working Groups
February 10, 2016	MTC Programming and Allocations Committee (PAC) scheduled review and recommendation of final proposed Regional ATP Guidelines
February 24, 2016	MTC Commission scheduled adoption of Regional ATP Guidelines MTC submits adopted Regional ATP Guidelines to CTC for consideration
March 17, 2016	<b>CTC scheduled adoption of State ATP Guidelines</b> <b>CTC scheduled approval of MTC's Regional ATP Guidelines</b>
March 30, 2016	<b>CTC scheduled release of ATP Call for Projects for Statewide Competitive Program</b> <b>MTC scheduled release of ATP Call for Projects for Regional Program</b>
June 15, 2016	<b>State ATP Applications Due to CTC (Statewide Program)</b> <b>Regional ATP Applications Due to MTC (Regional Program)</b>
October 28, 2016	CTC releases staff recommendation for ATP Statewide Competitive Program
December 7, 2016	MTC releases staff recommendation for ATP Regional Program
December 2016	Working Group discussions of staff recommendations
December 8, 2015	<b>ATP Statewide Program Adoption:</b> CTC scheduled to adopt statewide program and transmit unsuccessful projects to the Regions for consideration
December 14, 2016	MTC Programming and Allocation Committee (PAC) scheduled review and recommendation of final ATP Regional Program
December 21, 2016	<b>ATP Regional Program Adoption:</b> MTC Commission scheduled approval of ATP regional program and transmittal to CTC for consideration
March 2017	<b>CTC Approval of ATP Regional Program:</b> CTC scheduled to approve Regional Program
April 1, 2017	<b>TIP Amendment Deadline:</b> Successful ATP project sponsors to submit 2015 TIP Amendment, including Resolution of Local Support
May 24, 2017	MTC Commission scheduled to approve TIP Amendment to add ATP projects into federal TIP
June 30, 2017	TIP Approval: FHWA/FTA anticipated approval of ATP projects in federal TIP
November 1, 2019	Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2019-20
January 31, 2020	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2019-20
November 1, 2020	Allocation/Obligation Submittal Deadline for Regional ATP projects programmed in FY 2020-21
January 31, 2021	Allocation/Obligation Deadline for Regional ATP projects programmed in FY 2020-21

Shaded Area – Actions by State, CTC or Caltrans



**Metropolitan Transportation Commission (MTC)  
 2017 Regional Active Transportation Program (ATP) Cycle 3**

**Appendix A-2: MTC ATP Regional Share Targets  
 FY 2019-20 and FY 2020-21  
 February 2016**

*ATP Regional Share*

All numbers in thousands

<b>Fund Source</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>Total</b>
Federal TAP	\$5,252	\$5,252	\$10,504
Federal Other	\$1,915	\$1,915	\$3,830
State	\$2,908	\$2,908	\$5,816
<b>Total ATP Regional Share</b>	<b>\$10,075</b>	<b>\$10,075</b>	<b>\$20,150</b>

*State's 25% Disadvantaged Communities Minimum Requirement*

<b>Classification</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>Total</b>
25% - Benefiting Disadvantaged Communities	\$2,519	\$2,519	\$5,038
75% - Anywhere in the Region	\$7,556	\$7,556	\$15,112
<b>Total ATP Regional Share</b>	<b>\$10,075</b>	<b>\$10,075</b>	<b>\$20,150</b>

# C/CAG AGENDA REPORT

**Date:** February 25, 2016  
**To:** Bicycle and Pedestrian Advisory Committee (BPAC)  
**From:** Ellen Barton  
**Subject:** Presentation on the concept of “Door Zone Bike Lanes”  
(For further information please contact Ellen Barton at 650-599-1420)

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## **RECOMMENDATION**

That the BPAC receive a presentation on the concept of “Door Zone Bike Lanes.”

## **FISCAL IMPACT**

None.

## **SOURCE OF FUNDS**

NA

## **BACKGROUND/DISCUSSION**

The BPAC reviews project proposals from jurisdictions requesting grant funds to build facilities that will ideally improve safety for people walking and bicycling. This presentation will describe some design features of bike lanes in relation to the area of the roadway where parked car doors open. The information is provided as background for committee members’ consideration.

Presenter Julia Dzierwa is a past member of the Bicycle and Pedestrian Advisory Committee and has training in vehicular cycling.

# C/CAG AGENDA REPORT

**Date:** February 25, 2016  
**To:** Bicycle and Pedestrian Advisory Committee (BPAC)  
**From:** Ellen Barton  
**Subject:** Review and approve the 2016 BPAC meeting calendar  
(For further information please contact Ellen Barton at 599-1420)

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## **RECOMMENDATION**

That the BPAC review and approve the 2016 BPAC meeting calendar.

## **BACKGROUND/DISCUSSION**

The proposed schedule for meetings in 2016 will be as follows:

**Time:** 7:00 p.m. - 9:00 p.m.  
**Location:** San Mateo City Hall  
Conference Room C  
330 West 20<sup>th</sup> Ave.  
San Mateo, California 94403

February 25  
March off  
April 28  
May 26  
June off  
July off  
August 25  
September off  
October 27  
November off  
December off

The scheduled meetings are on the fourth Thursday of the month.