



**NAPA VALLEY TRANSPORTATION AUTHORITY  
TAC Agenda Letter**

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**TO:** Technical Advisory Committee (TAC)  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Diana Meehan, Senior Program Planner/Administrator  
(707) 259-8327 | [dmeehan@nvta.ca.gov](mailto:dmeehan@nvta.ca.gov)  
**SUBJECT:** Transportation Development Act Article 3 (TDA-3) 2019-20 Countywide  
Claim Review

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**RECOMMENDATION**

That the TAC review and recommend submitting the FY 2019-20 Transportation Development Act Article 3 (TDA-3) FY 2019-20 Countywide Claim to MTC.

**EXECUTIVE SUMMARY**

The NVRTA Board adopted the TDA-3 three-year program of projects for FY 2018-19 through FY 2020-21 at its June 2018 meeting. The program recommended fully funding, five projects from three (3) jurisdictions.

The FY 2018-19 through FY 2020-21 total revenue estimate in June 2018 was \$641,758. The three-year projects list (Attachment 1) has been revised to reflect an additional carryover amount of \$17,778, slightly higher than initially estimated. Additional available funds have been rolled over and will be part of the next call for projects in March 2020.

**FISCAL IMPACT**

Is there a fiscal impact? None, but Board approval of the annual countywide claim will make \$185,659 available for programming in the FY 2019-20.

**BACKGROUND AND DISCUSSION**

The TDA-3 program is a grant program funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$160,000 per year in revenues for

Napa County jurisdictions. The purpose of the TDA-3 program is to provide grants for local bicycle and pedestrian projects.

The TDA-3 call for projects was opened by the NVRTA Board at its April 18, 2018 meeting and closed on May 11, 2018. Five (5) project applications were received from three jurisdictions, two applications from the City of St. Helena, one application from the City of Calistoga and two applications from the City of American Canyon.

Project prioritization considers the TDA-3 Project Selection Criteria for Napa County (listed in the TDA-3 Guidelines) to ensure funding priority projects. Priority is given to capital projects. An annual review of the program must take place each year to ensure selected projects are in compliance with program guidelines and to update actual funding amounts. The FY 2019-20 fund estimate is \$17,778 higher than originally estimated (Attachment 2). Since the amount is not significantly higher than originally estimated, staff is recommending submission of the FY 2019-20 Countywide Claim as originally adopted and the additional \$17,778 be carried over for the next three-year cycle call for projects in March 2020. Staff is also requesting TAC review the TDA-3 Program Guidance and make comments no later than May 31, 2019. Staff will bring the updated guidance back to TAC for approval prior to the next call for projects. The TDA-3 program timeline is shown in Table A below.

**Table B: TDA-3 Timeline FY 2019-20 through FY 2020-21**

ITEM	DATE
TDA-3 Program Review-TAC	April 4, 2019
TDA-3 Program Review-ATAC	April 22, 2019
Countywide Claim Approval-NVRTA Board	May 15, 2019
Resolutions of Local Support Due on or before	May 31, 2019
Submit Countywide Claim to MTC	June 1, 2019
Review/Update Napa County TDA-3 Program Guidance	July-Sept. 2019
TDA Fund Estimate Received	February 2020
TDA-3 Call for Projects-FY 2021-22 through FY 2023-24	March 2020
Submit FY 2020-21 Countywide Claim to MTC	June 2020

**SUPPORTING DOCUMENTS**

- Attachment(s):
- (1) Project List FY 2018-19 through FY 2020-21-Revised
  - (2) FY 2019-20 TDA Fund Estimate
  - (3) TDA-3 Napa County Program Guidance

Project Sponsor	Project Description	3-Year Amount Requested	NVTA Programming by Year				Notes
			FY 2018-19	FY 2019-20	FY 2020-21	Staff Recommendation	
Amount rolled over from prior year			Included	\$25,659	17,778		
Fund Estimate		\$659,536	\$321,758	\$177,778	\$160,000		
Total Available for Programming			\$321,758	\$203,437	\$177,778		
City of American Canyon	Donaldson Way Sidewalk Gap Closure Project	\$221,099	221,099			Fully fund	Received TDA-3 funds in prior cycle \$127,652; Environmental complete; Resolution of local support; Project construction complete Sept. 2018- Change of scope from original application-Class II to Class III
City of American Canyon	Eucalyptus Dr. sidewalk Gap Closure	53,000		53,000		Fully fund	Environmental complete; Resolution of local support
City of Calistoga	Bike/Ped Bridge over Napa River at Pioneer Park	200,000		82,659	117,341	Fully fund	Resolution of local support; Environmental expected April 2019;
City of St. Helena	Hunt Avenue Sidewalk Gap Closure	\$75,000	75,000			Fully fund	Project in Pedestrian Plan; Serves senior and low income; Resolution of local support June 2018
City of St. Helena	Pratt and Elmhurst Crosswalk Improvements on Main St/SR29	\$50,000		50,000		Fully fund	Resolution of local support June 2018 Pedestrian Plan program category-crossing improvements
Total Project Request		\$599,099	\$296,099	\$185,659	\$117,341		
Balance		\$60,437	25,659	17,778	60,437		

**FY 2019-20 FUND ESTIMATE  
TRANSPORTATION DEVELOPMENT ACT FUNDS  
NAPA COUNTY**

FY2018-19 TDA Revenue Estimate		FY2019-20 TDA Revenue Estimate	
<b>FY2018-19 Generation Estimate Adjustment</b>		<b>FY2019-20 County Auditor's Generation Estimate</b>	
1. Original County Auditor Estimate (Feb, 18)	9,623,888	13. County Auditor Estimate	8,941,741
2. Revised Revenue (Feb, 19)	8,766,413	<b>FY2019-20 Planning and Administration Charges</b>	
3. Revenue Adjustment (Lines 2-1)	-857,475	14. MTC Administration (0.5% of Line 13)	44,709
<b>FY2018-19 Planning and Administration Charges Adjustment</b>		15. County Administration (0.5% of Line 13)	44,709
4. MTC Administration (0.5% of Line 3)	(4,287)	16. MTC Planning (3.0% of Line 13)	268,252
5. County Administration (Up to 0.5% of Line 3)	(4,287)	17. Total Charges (Lines 14+15+16)	357,670
6. MTC Planning (3.0% of Line 3)	(25,724)	18. TDA Generations Less Charges (Lines 13-17)	8,584,071
7. Total Charges (Lines 4+5+6)	(34,298)	<b>FY2019-20 TDA Apportionment By Article</b>	
8. Adjusted Generations Less Charges (Lines 3-7)	(823,177)	19. Article 3.0 (2.0% of Line 18)	171,681
<b>FY2018-19 TDA Adjustment By Article</b>		20. Funds Remaining (Lines 18-19)	8,412,390
9. Article 3 Adjustment (2.0% of line 8)	(16,464)	21. Article 4.5 (5.0% of Line 20)	420,620
10. Funds Remaining (Lines 8-9)	(806,713)	22. TDA Article 4 (Lines 20-21)	7,991,770
11. Article 4.5 Adjustment (5.0% of Line 10)	(40,336)		
12. Article 4 Adjustment (Lines 10-11)	(766,377)		

Column	TDA APPORTIONMENT BY JURISDICTION							J-Sum(H:I) FY2019-20 Available for Allocation		
	A 6/30/2018 Balance (w/o interest)	B FY2017-18 Interest	C-Sum(A:B) 6/30/2018 Balance (w/ interest) <sup>2</sup>	D FY2017-19 Outstanding Commitments <sup>3</sup>	E FY2018-19 Transfers/ Refunds	F FY2018-19 Original Estimate	G FY2018-19 Revenue Adjustment		H-Sum(C:G) 6/30/2019 Projected Carryover	I FY2019-20 Revenue Estimate
Article 3	376,020	3,968	379,988	(542,206)	0	184,779	(16,464)	6,097	171,681	177,778
Article 4.5	12,649	33	12,682	(465,356)	0	452,708	(40,336)	(40,302)	420,620	380,318
<b>SUBTOTAL</b>	<b>388,669</b>	<b>4,001</b>	<b>392,670</b>	<b>(1,007,562)</b>	<b>0</b>	<b>637,487</b>	<b>(56,800)</b>	<b>(34,205)</b>	<b>592,301</b>	<b>558,096</b>
Article 4/8	5,534,768	36,150	5,570,918	(13,236,453)	0	8,601,446	(766,377)	169,534	7,991,770	8,161,304
NVTA <sup>3</sup>	5,534,768	36,150	5,570,918	(13,236,453)	0	8,601,446	(766,377)	169,534	7,991,770	8,161,304
<b>SUBTOTAL</b>	<b>\$5,923,436</b>	<b>\$40,151</b>	<b>\$5,963,587</b>	<b>(\$14,244,015)</b>	<b>\$0</b>	<b>\$9,238,933</b>	<b>(\$823,177)</b>	<b>\$135,329</b>	<b>\$8,584,071</b>	<b>\$8,719,400</b>

1. Balance as of 6/30/18 is from the MTC FY2017-18 Audit, and it contains both funds available for allocation and funds that have been allocated but not disbursed.  
2. The outstanding commitments figure includes all unpaid allocations as of 6/30/18, and FY2018-19 allocations as of 1/31/19.  
3. NVTA is authorized to claim 100% of the apportionment to Napa County.



DRAFT-Guide and Application for  
Transportation Development Act – Article 3 (TDA-3) Funds  
for Napa County  
Three-Year Program

FY 2021-22 to FY 2023-24 Applications  
Due to NVTA: May 8, 2019

NVTA  
625 Burnell Street  
Napa, CA 94559  
Phone: 707-259-8631  
Fax: 707-259-8638  
[www.nvta.ca.gov](http://www.nvta.ca.gov)

The Napa Valley Transportation Authority (NVTA) is pleased to announce a Call for Projects for Transportation Development Act, Article 3 (TDA-3) funds available to Napa County jurisdictions.

The TDA-3 program is a grant program, funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$160,000 per year in revenues for Napa jurisdictions. The purpose of the TDA-3 program is to provide grants for local bicycle and pedestrian projects.

The TDA-3 program can fund a wide range of project types including:

- Construction and/or engineering of a bicycle or pedestrian capital project
- Restriping on-street bicycle facilities
- Bicycle safety education programs (no more than 5% of county total)
- Development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years)

NVTA is pleased that your agency or organization has chosen the TDA-3 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 estimated available funding for Napa County TDA-3 projects for FY 2021-22 through FY 2023-24 will be approximately \$XXX,XXX dollars. The TDA Applications are due to NVTA by 5:00 PM on Friday, May 8, 2019.

If you have any questions, you may contact Diana Meehan, TDA-3 Program Manager at: [dmeehan@nvta.ca.gov](mailto:dmeehan@nvta.ca.gov)

NVTA  
625 Burnell Street  
Napa, CA 94559  
Phone: 707-259-8631

Sincerely,

Kate Miller  
Executive Director  
Napa Valley Transportation Authority

## **The TDA-3 Program**

The State Legislature passed the Transportation Development Act (TDA) in 1971. The TDA provides one of the major funding sources for public transportation in California. Transportation Development Act (TDA) funds are generated from a statewide ¼ cent sales tax. Article 3 of TDA is a set-aside of approximately 2% of those monies. Under Article 3 of the TDA, funds are also used by local jurisdictions for bicycle and pedestrian projects.

The Metropolitan Transportation Commission (MTC) administers TDA-3, which is distributed based on population. Each year, an annual fund estimate or “entitlement” is developed for each jurisdiction. Unused “entitlement” is accumulated as credit. A jurisdiction’s claim in any given year cannot exceed the sum of their accumulated credit plus their projected entitlement for the following two years.

Funds are obtained by local jurisdictions via a three-step process: (1) apportionment, (2) allocation, and (3) payment (reimbursement). Apportionment in the San Francisco Bay Area follows a Metropolitan Transportation Commission (MTC) formula based upon population. Allocation is the discretionary action by MTC that designates funds for a specific claimant for a specific purpose. NVTAs submit TDA allocation requests to MTC on a regular basis, and unused TDA funds allocated to any project may be rolled over from one fiscal year to the next. No matching funds are required, but the project must meet the funding objectives and be developed in cooperation with the community. The basic objectives of the grant source are to fund projects that increase the safety, security, and efficiency of bicycle and pedestrian travel, and to provide for a coordinated system. The MTC requires supporting resolutions from the sponsoring Council.

TDA 3 projects are required to meet Caltrans safety design criteria and CEQA requirements; be completed within three years; be maintained; be consistent with adopted bicycle or pedestrian plans; and be authorized by a governing council or board.

This “Call for Projects” will be issued on April 15, 2019 upon approval by the NVTAs Board of Directors. In addition to the application, project sponsors must deliver documentation of environmental clearance and maps/documents showing project locations and design parameters. Projects must be approved by MTC.

As part of the grant process, MTC also requires the City Council to adopt a resolution making certain findings as follows:

- (i) the City is eligible to request grant funding under State law,
- (ii) there is no pending or threatened litigation that adversely affects the project
- (iii) the grant application is accurate,
- (iv) The jurisdiction has committed adequate staffing resources to complete the projects
- (v) The jurisdiction will comply with CEQA,

- (vi) the completed projects will be maintained by the jurisdiction for the benefit of the public, and
- (vii) the adopted resolution will be sent to NVTA **no later than one month following project selection**

### **Basic Eligibility for TDA-3 Funding**

TDA Article 3 funds may be used for the following activities relating to pedestrian and bicycle facilities (including sidewalk wheelchair ramps):

- Engineering expenses leading to construction.
- Right-of-way acquisition.
- Construction and reconstruction.
- Retrofitting existing bicycle and pedestrian facilities, including installation of signage, to comply with the Americans with Disabilities Act (ADA).
- Route improvements such as signal controls for cyclists, bicycle loop detectors, rubberized rail crossings and bicycle-friendly drainage grates.
- Purchase and installation of bicycle facilities such as
  - secure bicycle parking,
  - benches, drinking fountains, changing rooms, rest rooms and showers which are adjacent to bicycle trails, employment centers, park-and-ride lots, and/or transit terminals and are accessible to the general public.
- Maintenance of Class I bikeways (unlimited)
- Maintenance of on-street bikeways. Countywide, the total funds allocated to on-street bikeway maintenance cannot exceed 20% of the total countywide TDA estimate
- Bicycle Safety Education Programs (not more 5% of the countywide TDA Article 3 funds)
- Comprehensive Bicycle & Pedestrian Facilities Plans (not more than once per jurisdiction every 5 years)
- Projects identified in a recent (within 5 years) comprehensive local bicycle/pedestrian or active transportation plan
- Annual TDA Article 3 Audits (Only in fiscal years funds are disbursed. Can be part of annual audit program, but must comply with additional TDA-3 requirements. Follow audit instructions here:

All claimants that have received an allocation of TDA funds are required to submit an annual certified fiscal and compliance audit to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year, in accordance with PUC Section 99245. Article 3 applicants need not file a fiscal audit if TDA funds were not expended (that is, costs incurred) during a given fiscal year. However, the applicant should submit a statement for MTC's records certifying that no TDA funds were expended during the fiscal year. Failure to submit the required audit for any TDA article will preclude MTC from making a new Article 3 allocation. For example, a delinquent Article 4.5 fiscal audit will delay any other TDA allocation to the city/county with an outstanding audit. Until the audit requirement is met, no new Article 3 allocations



will be made. TDA Article 3 funds may be used to pay for the fiscal audit required for this funding.

Submit completed audits to:

TDA Audits  
375 Beale Street, Suite 800  
San Francisco, CA 94105  
or via email to: sprasad@bayareametro.gov  
*Electronic submissions preferred.*

TDA Article 3 funds may not be used to fully fund the salary of any one person working on these programs.

### **Bicycle Advisory Committee Requirement**

Cities and counties may not receive TDA Article 3 funds for bicycle projects unless the jurisdiction has established a Bicycle Advisory Committee (BAC) and the project is included in an adopted plan as stipulated in the MTC TDA Article 3 Rules and Procedures. This requirement does not apply to pedestrian projects. For Napa County, the NVTA Active Transportation Advisory Committee fulfills this requirement. However, **for those jurisdictions with additional local Bicycle Advisory Committees, the approval of that committee is also required.**

### **Recent Project Examples in Napa County**

<b>Project Name</b>	<b>Sponsor</b>	<b>TDA-3 Funds</b>	<b>Total Project \$</b>
Donaldson Sidewalk Gap Closure Project	City of American Canyon	\$348,751	\$500,000
Hunt Ave. Sidewalk Gap Closure Project	City of St. Helena	\$75,000	\$225,000

### **Project Selection Process**

The project selection process is as follows. NVTA staff will run the prospective projects through an initial qualification process based on project eligibility, and present their findings to the NVTA Active Transportation Advisory Committee (ATAC) which will serve as the initial selection and prioritization committee. The ATAC recommendations will be forwarded to the NVTA Technical Advisory Committee (TAC) for their review and recommendation. The recommendation from both Committees will be forwarded to the NVTA Board for their decision.

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

### **TDA-3 Project Selection Criteria for Napa County**

Project selection will be prioritized for capital projects identified in the adopted Countywide Bicycle Plan/Pedestrian Plan(s) or Active Transportation Plan.

For Bicycle Projects

- The project is listed in the jurisdiction's adopted Bicycle Plan
- The project provides connectivity (gap closure) or improves safety
- Environmental Clearance is secured

For Pedestrian Projects

- The project is listed in the jurisdiction's Capital Improvement Plan or Pedestrian Plan
- The project provides connectivity (gap closure)
- Environmental Clearance is secured

Additional credit will be given to projects that

- Provide gap closures on routes to schools and/or transit
- provide additional local matching funds (not required)

### **Application Instructions:**

TDA-3 project applications for FY 2021-22 through FY 2023-24 must be submitted to NVTA no later than 5:00 pm on Friday May 8, 2019. Applications may be emailed to Diana Meehan at [dmeehan@nvta.ca.gov](mailto:dmeehan@nvta.ca.gov)

Applications must include:

- MTC project application (attached)
- Resolution of local support following MTC requirements (attached)

### **What Happens After Submission of the TDA-3 application?**

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

ITEM	DATE
Board Approval – Call For Projects	April 15, 2019
Issue Call For Projects	April 15, 2019
TDA-3 Applications - due to NVTA by 5:00 PM	May 8, 2019
Draft Program Review by ATAC	May 18, 2019
Draft Program Review by TAC	June 4, 2019
Board Approval – Program of Projects	June 17, 2019
Local Resolutions of Support for current program year Due to NVTA	July 1

**Contact Information**

Napa County TDA-3 Program Manager:  
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