



## NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

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### **SUBJECT**

Transportation Development Act Article 3 (TDA-3) Guidelines and Call for Projects

### **STAFF RECOMMENDATION**

That the Napa Valley Transportation Authority (NVTA) Board approve Transportation Development Act Article 3 (TDA-3) Guidelines and open a Call for Projects for Fiscal Year 2025-2026 through 2026-2027.

### **EXECUTIVE SUMMARY**

The TDA-3 Program provides grants for local bicycle and pedestrian projects, funded by approximately 2% of the ¼ cent statewide sales tax.

This Call for Projects would solicit applications from local jurisdictions for approximately \$470,000 in anticipated funding over the coming two-year period. Minor changes have been made to local program guidelines to clarify the eligibility and requirements associated with Quick Build projects and clarify application requirements.

Applications for TDA-3 funding will be due to NVTA by 5:00pm on Monday, July 7<sup>th</sup>, 2025. Pursuant to MTC requirements, the NVTA ATAC would review and recommend approval of TDA-3 funding requests at their July 28<sup>th</sup>, 2025 meeting. Following ATAC and TAC review, the list of projects recommended for funding will go to the NVTA Board on September 17<sup>th</sup> for approval.

### **FISCAL IMPACT**

None.



## NAPA VALLEY TRANSPORTATION AUTHORITY

### **Board Agenda Memo**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Patrick Band, Associate Program Planner  
(707) 259-8781 / Email: pband@nvta.ca.gov  
**SUBJECT:** Transportation Development Act Article 3 (TDA-3)  
Guidelines and Call for Projects

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### **RECOMMENDATION**

That the Napa Valley Transportation Authority (NVTA) Board approve Transportation Development Act Article 3 (TDA-3) Guidelines and open a Call for Projects for Fiscal Year 2025-2026 through 2026-2027.

### **COMMITTEE RECOMMENDATION**

Local Guidelines (Attachment 1) and the proposed Call for Projects were reviewed by the NVTA Technical Advisory Committee (TAC) at their meeting of May 1, 2025, and recommended for Board approval.

### **BACKGROUND**

The TDA-3 program provides grants for local bicycle and pedestrian projects. The program is funded by approximately 2% of the ¼ cent statewide sales tax generated in Napa. This generates approximately \$165,000 per year in revenue for Napa jurisdictions. Unused funds are accumulated and rolled over to future programming cycles.

TDA-3 funds may be used for capital infrastructure, maintenance, and/or Quick Build purposes, as well as limited safety education programs, as outlined in Attachment 1. In 2018, the NVTA Board requested a change to NVTA policy that prioritized infrastructure projects for TDA-3 funds.

As of February 2025, the MTC fund estimate for FY 2025-26 is \$221,487. NVTA is estimating \$471,262 for a 2-year cycle.

**Table 1. Simplified Napa County TDA-3 Fund Estimate**

	As of 6/30/2024	2-Year Revenue Estimate	Outstanding Commitments*	Available for Programming**
<b>FUND BALANCE</b>	\$685,262	\$386,000	(\$600,000)	\$471,262
*This amount includes \$500,000 programmed through FY 2024-25, as well as \$100,000 in funding in FY 2025-26.				
**Actual funding available is based upon statewide sales tax receipts through FY 2026-27. NVTA staff will provide updates as needed should revenue projections come in lower than anticipated.				

Quick Build projects can significantly improve safety and accessibility at the neighborhood level, and staff recommend prioritizing TDA-3 funding for these efforts, consistent with objectives of the Napa Countywide Vision Zero Plan, Local Roadway Safety Plans, Safe Routes to School Plans, and related efforts. Quick Build projects are expected to be delivered on an expedited basis and will have a TDA-3 funding limit of \$50,000 per project. Jurisdictions are welcome to apply for multiple Quick Build projects but are required to submit a separate application for each project.

Applicants considering Quick Build projects are advised to consult the following guidelines and resources to ensure eligibility:

- Manual on Uniform Traffic Control Devices:  
[https://mutcd.fhwa.dot.gov/kno\\_2009r1r2.htm](https://mutcd.fhwa.dot.gov/kno_2009r1r2.htm)
- National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide: <https://nacto.org/publication/urban-bikeway-designguide/>
- Active Transportation Resource Center (ATRC) Quick Build Dropdown:  
<https://caatpresources.org/index.cfm/1510>
- Alta Planning and California Bicycle Coalition Quick Build Guide:  
<https://altago.com/wpcontent/uploads/Quick-Build-Guide-White-Paper-2020-1.pdf>
- People for Bikes: Quick-Build for Better Streets:  
<https://www.peopleforbikes.org/reports/quick-builds-for-better-streets-a-new-projectdelivery>
- Urban Street Design Guide - Interim Design Strategies:  
[https://nacto.org/publication/urban- %20street-design-guide/interim-design-strategies/](https://nacto.org/publication/urban-%20street-design-guide/interim-design-strategies/)

To give jurisdictions adequate time to assess project eligibility, prepare applications, and consult NVTA staff as needed, the following timeline is proposed for this funding cycle:

**Table 2. Timeline**

ITEM	DATE
NVTA Board – Issue Call for Projects	May 21, 2025
TDA-3 Applications - Due to NVTA by 5:00 PM	July 7, 2025
Draft Program Review by ATAC	July 28, 2025
Draft Program Review by TAC	September 4, 2025
Board Approval – Program of Projects	September 17, 2025

### **STRATEGIC GOALS MET BY THIS PROPOSAL**

#### Goal 2: Improve System Safety to Support All Modes and Serve All Users

By funding the design, permitting, and construction of bicycle and pedestrian projects, and maintenance of these facilities, the TDA-3 program supports efforts to provide safe, convenient, and accessible active transportation choices for local residents.

#### Goal 3: Use Taxpayer Dollars Efficiently

The Call for Projects and subsequent award of funds will allow local jurisdictions to utilize sales tax revenue for projects identified in locally adopted plans.

### **ATTACHMENTS**

- (1) Draft Local Guidelines for TDA-3 Program
- (2) TDA-3 Application Template



**Guide and Application for**  
**Transportation Development Act Article 3 (TDA-3)**  
**Funds for Napa County**

**FY 2025-26 & FY 2026-27**  
**Applications Due to NVTA:**  
**Monday, July 7, 2025 by 5:00 p.m.**

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.

TDA-3 is a grant program under the Metropolitan Transportation Commission (MTC), funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$165,000 per year in revenues for jurisdictions in Napa County. The purpose of the TDA-3 program is to provide funding 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
- Capital purchases for maintenance of a Class I or Class IV facilities
- Enhancement of Class II bicycle lanes
- 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)
- Quick Build Projects

This packet has been created to help guide local jurisdictions in submitting a successful application for funding.

The available funding for Napa County TDA-3 projects for FY 2025-26 through FY 2026-27 will be approximately \$471,000 dollars. Applications are due to NVTA by 5:00 PM on Monday, July 7, 2025.

If you have any questions, you may contact Patrick Band, TDA-3 Program Manager at:

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 California State Legislature passed the Transportation Development Act (TDA) in 1971, which was subsequently signed into law by Governor Reagan. The TDA provides one of the major funding sources for public transportation in California. These 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 allocated to Napa County are available to 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 County. A county’s claim in any given year cannot exceed the sum of their accumulated funds 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. NVTA submits 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. MTC requires supporting resolutions from the sponsoring Council.

This “Call for Projects” will be issued on May 21, 2025 upon approval by the NVTA Board of Directors. In addition to the application, project sponsors must provide documentation of environmental clearance and maps/documents showing project locations and design parameters. Projects must be approved by MTC.

TDA 3 projects are required to meet Caltrans safety design criteria and CEQA requirements; be completed within two years; be maintained; be consistent with adopted active transportation plans; and be authorized by a governing council or board. Local authorization is not required at time of application submission, but shall be due within 90 days of NVTA Board project approval and prior to annual submission of the Countywide TDA-3 claim to MTC.

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

- (i) There are no legal impediments regarding the project.
- (ii) Jurisdictional or agency staffing resources are adequate to complete the project.
- (iii) There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
- (iv) Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.

- (v) Adequate local funding is available to complete the project.
- (vi) The project has been conceptually reviewed to the point that all contingent issues have been considered.

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

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

- 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 amenities 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 shared-use path or Class IV separated bikeways.
- Restriping of Class II bikeways. Countywide, the total funds allocated to Class II bikeway maintenance cannot exceed 20% of the total countywide TDA estimate
- Bicycle Safety Education Programs (and not more 5% of the countywide TDA Article 3 funds). Pursuant to NVTB Board policy, infrastructure projects are prioritized.
- 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 or pedestrian plan
- Quick-Build (also known as interim capital infrastructure) projects
- Capital purchases for maintenance of Class I or Class IV facilities (compact sweeping machine, blower, etc)
- Annual Audits in fiscal years funds are disbursed. Can be part of annual audit program, but must comply with additional TDA-3 requirements.

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

### **Active Transportation Advisory Committee Requirement**

Cities and counties may not receive TDA Article 3 funds for projects unless the jurisdiction has established an Active Transportation Advisory Committee (ATAC) and the project is included in an adopted plan as stipulated in the MTC TDA Article 3 Policies and Procedures, Resolution 4108. For Napa County, the NVTB Active Transportation Advisory Committee fulfills this requirement.



Note that for those jurisdictions with a local Active Transportation Advisory Committee, the approval of that committee is also required.

### **Recent TDA-3 Project Examples in Napa County**

<b>Project Name</b>	<b>Sponsor</b>	<b>TDA-3 Funds</b>	<b>Total Project \$</b>
Lincoln & Brannan Crosswalk	Calistoga	\$150,000	\$440,000
Eucalyptus Dr. Sidewalk Gap Closure	American Canyon	\$53,000	\$113,000
Pratt/Elmhurst Crosswalk Improvements on Main St./SR29	St. Helena	\$50,000	\$80,000

### **Project Selection Process**

The project selection process is as follows:

- NVTA staff will review prospective projects for eligibility based on TDA-3 requirements, and conduct a preliminary evaluation of cost-effectiveness, project readiness, potential to reduce serious/fatal collisions, and increase active transportation use. Staff will present their findings to the NVTA Active Transportation Advisory Committee (ATAC) which will serve as the initial selection and prioritization committee.<sup>1</sup>
- 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.

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

For All Applications:

- The project provides a gap closure connecting two or more existing facilities.
  - Note that this criteria does not apply to Quick Build safety projects.
- The project is listed in the jurisdiction's adopted Bicycle or Pedestrian Plan, Local Roadway Safety Plan, the Countywide Vision Zero Plan, Safe Routes to School Plan, and/or related traffic safety or traffic calming program.

Preference will be given to projects that meet the following criteria:

- Provides a safe route to school and/or transit are located at or along an identified High Injury Network intersection or corridor
- Provide additional local matching funds (not required)

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<sup>1</sup> Pursuant to MTC Memorandum on TDA-3 Bicycle Pedestrian Advisory Committee (BPAC) review dated October 6, 2014, jurisdictions that have a local BPAC or similar advisory committee are generally required to have that body review and prioritization of projects. See [https://mtc.ca.gov/sites/default/files/TDA3\\_BAC\\_Guidance.pdf](https://mtc.ca.gov/sites/default/files/TDA3_BAC_Guidance.pdf)

NVTA intends to prioritize applications for Quick Build projects for funding. Applicants with eligible Quick Build projects are advised to consult Caltrans guidelines for such projects.<sup>2</sup> NVTA staff are available to provide additional resources and consultation regarding such projects.

Additional screening criteria for Quick Build projects include:

- Limit of \$50,000 per project application
  - Multiple applications for Quick Build projects may be submitted by a single jurisdiction
- Jurisdiction commitment to complete the project within 12 months
  - Failure to complete project within this timeframe may result in recission of funds
- Jurisdiction commitment to maintain Quick Build improvements until permanent improvements are made (generally within 3 years). Removal of the project resulting in a return to prior conditions or functional equivalent require prior justification to MTC and NVTA.

### **Application Instructions:**

TDA-3 project applications for FY 2025-26 through FY 2026-27 must be submitted to NVTA no later than 5:00 pm on Monday, July 7<sup>th</sup>, 2025. Applications may be emailed to Patick Band at pband@nvta.ca.gov

Applications must include:

- MTC project application
- 8.5x11 map of the project area clearly showing extent of project improvements
- Minimum of 3 representative photographs of existing conditions

As noted elsewhere in this document, a Resolution of Local Support, identification of approved bicycle, pedestrian or other relevant supporting plan, and other materials will be required subsequent to application submittal for successful projects/programs.

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<sup>2</sup> <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/cy6/cy-6-finalquickbuild-supplementalguidance-v2.pdf>

### **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:

<b>ITEM</b>	<b>DATE</b>
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### **Contact Information**

Napa County TDA-3 Program Manager:  
Patrick Band  
625 Burnell Street  
Napa, CA 94559  
Phone: (707) 259-8781  
[pband@nvta.ca.gov](mailto:pband@nvta.ca.gov)

MTC  
Luis Garcia  
Transit Operations Funding Coordinator  
MTC, Funding Policy and Programs  
375 Beale St., Suite 800  
San Francisco, CA 94105  
Phone: (415) 778-6616  
[lgarcia@bayareametro.gov](mailto:lgarcia@bayareametro.gov)

Resolution No. \_\_\_\_\_

Attachment B**TDA Article 3 Project Application Form**

page \_\_\_\_\_ of \_\_\_\_\_

1. <b>Agency</b>			
2. <b>Primary Contact</b>			
3. <b>Mailing Address</b>			
4. <b>Email Address</b>		5. <b>Phone Number</b>	
6. <b>Secondary Contact</b> (in the event primary is not available)			
7. <b>Mailing address</b> (if different) N/A <input type="checkbox"/>			
8. <b>Email Address</b>		9. <b>Phone Number</b>	
10. <b>Send allocation instructions to</b> (if different from above):			
11. <b>Project Title</b>			
12. <b>Amount requested</b>		13. <b>Fiscal Year of Claim</b>	

**14. Description of Overall Project:**

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**15. Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

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**16. Project Location:** A map of the project location is attached or a link to a online map of the project location is provided below:

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**Project Relation to Regional Policies** (for information only)17. Is the project in an [Equity Priority Community](#)?Yes ☐No ☐18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)?Yes ☐No ☐

## 19. Project Budget and Schedule

Project Phase	TDA 3	Other Funds	Total Cost	Estimated Completion (month/year)
Bike/Ped Plan				
ENV				
PA&ED				
PS&E				
ROW				
CON				
Total Cost				

### Project Eligibility

- A.** Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes ☐ No ☐  
 If "YES," identify the date and provide a copy or link to the agenda.  
 If "NO," provide an explanation).
- B.** Has the project been approved by the claimant's governing body? Yes ☐ No ☐  
 If "NO," provide expected date: \_\_\_\_\_
- C.** Has this project previously received TDA Article 3 funding? Yes ☐ No ☐  
 (If "YES," provide an explanation on a separate page)
- D.** For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to [Chapter 1000 of the California Highway Design Manual](#)? Yes ☐ No ☐
- E. 1.** Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Existing Facility? Yes ☐ No ☐
- 2.** If "NO" above, is the project is exempt from CEQA for another reason? Yes ☐ No ☐  
 Cite the basis for the exemption. \_\_\_\_\_  
 If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate. N/A ☐
- F.** Estimated Completion Date of project (month and year): \_\_\_\_\_
- G.** Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement. Yes ☐ No ☐
- H.** Is a Complete Streets Checklist required for this project? Yes ☐ No ☐  
 If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>