

# Napa Valley Transportation Authority

625 Burnell Street  
Napa, CA 94559



## Agenda - Final

Thursday, April 6, 2017  
2:00 PM

NVTa Conference Room

### Technical Advisory Committee

All materials relating to an agenda item for an open session of a regular meeting of the Technical Advisory Committee (TAC) which are provided to a majority or all of the members of the TAC by TAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the TAC, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m., except for NVTa holidays. Materials distributed to a majority or all of the members of the TAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the TAC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

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

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

This Agenda may also be viewed online by visiting <http://www.nvta.ca.gov/events> or <https://nctpa.legistar.com/Calendar.aspx>, click on the Technical Advisory Committee meeting date you wish to review.

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

1. Call To Order
2. Introductions
3. Public Comment
4. Committee Member and Staff Comments

## **5 STANDING AGENDA ITEMS**

- 5.1 Congestion Management Agency (CMA) Report (Danielle Schmitz)
- 5.2 Project Monitoring Funding Programs\* (Alberto Esqueda)
- 5.3 Caltrans' Report\* (Ahmad Rahimi)
- 5.4 Vine Trail Update
- 5.5 Transit Update (Matthew Wilcox)

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

## **6. CONSENT AGENDA**

- 6.1 **Meeting Minutes of March 2, 2017 TAC Meeting (Kathy Alexander) (Pages 4-8)**

**Recommendation:** Approval

**Estimated Time:** 2:20 p.m.

**Attachments:** [Draft Minutes.pdf](#)

## **7. REGULAR AGENDA ITEMS**

- 7.1 **Napa Valley Vine Trail Coalition Board Appointment (Danielle Schmitz) (Pages 9-10)**

**Body:** That the Technical Advisory Committee (TAC) appoint a member to represent the Napa Valley Transportation Authority TAC on the Napa Valley Vine Trail Coalition (NVVTC) Board of Directors.

**Recommendation:** Action  
2:20 p.m.

**Attachments:** [Staff Report.pdf](#)

**7.2 Draft Priority Development Area (PDA) Investment and Growth Strategy (Danielle Schmitz) (Pages 11-15)**

**Recommendation:** That the TAC review the draft Priority Development Investment and Growth Strategy and submit any comments to NVTA by Monday, April 24th.

**Estimated Time:** 2:25 p.m.

**Attachments:** [Staff Report.pdf](#)

**7.3 Transportation for Clean Air (TFCA) Project Review (Diana Meehan) (Pages 16-32)**

**Body:** That the TAC review submitted TFCA projects and make recommendations to the NVTA Board for project awards.

**Recommendation:** Action

**Estimated Time:** 2:35 p.m.

**Attachments:** [Staff Report.pdf](#)

**7.4 Legislative Update\* (Kate Miller)**

**Recommendation:** Information only. Staff will review the state and federal legislative updates.

**Estimated Time:** 2:40 p.m.

**7.5 April 19, 2017 NVTA Board Meeting Draft Agenda\* (Kate Miller)**

**Recommendation:** Information only. Staff will review the April 19, 2017 NVTA Board meeting draft agenda.

**Estimated Time:** 2:45 p.m.

**8. FUTURE AGENDA ITEMS**

**9. ADJOURNMENT**

**9.1 Approval of Next Regular Meeting Date of May 4, 2017 and Adjournment.**

I, Kathy Alexander, hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTA offices, 625 Burnell Street, Napa, CA by 5:00 p.m., on March 30, 2017.

Kathy Alexander (e-sign)

---

Kathy Alexander, Deputy Board Secretary

\*Information will be available at the meeting

# **Napa Valley Transportation Authority**

625 Burnell Street  
Napa, CA 94559

## **DRAFT Meeting Minutes Technical Advisory Committee**

Thursday, March 2, 2017

2:00 PM

NVTA Conference Room

### **1. Call To Order**

Chair Whan called the meeting to order at 2:02 p.m.

**Present:** 9 - Jason Holley  
Brent Cooper  
Chairperson Eric Whan  
Lorien Clark  
Juan Arias  
Doug Weir  
Erik Lundquist  
Debra Hight  
Erica Ahmann Smithies

**Absent:** 9 - Rick Marshall  
Vice Chair Nathan Steele  
Mike Kirn  
Rick Tooker  
Joe Tagliaboschi  
Dana Ayers  
Ahmad Rahimi  
Ursula Vogler  
Steven Rogers

### **2. Introductions**

Chair Whan invited all in attendance to introduce themselves.

Also present:

Chris Meza, Snow Elementary  
Patrick Band, NapaBike  
Aly Hite, Safe Routes to School  
Kyle Broughton, Napa Sanitation District

Troy Knox, McPherson Elementary  
Bridget Mancini, Safe Routes to School  
Sara Sitch, Napa County Office of Education  
Philip Sales, Napa Valley Vine Trail Coalition  
Barry Eberling, Napa Valley Register

### **3. Public Comment**

No public comment was received.

### **4. Committee Member and Staff Comments**

Danielle Schmitz- NVT A - The State Board of Equalization has increased the price-based portion of the gas tax from 9.8 cents to 11.7 cents effective July 1, 2017. This action will restore approximately \$300 million to the Local Streets and Roads/STIP/SHOPP funding amounts.

Jason Holley - City of American Canyon - Provided updates on the design status for the Devlin Road and Green Island Road projects.

Debra Hight - Town of Yountville - Yountville Lights is starting the weekend of March 18th, traffic backups on Highway 29 are expected. Requested assistance with the Caltrans permit process.

Kate Miller - NVT A - State Route 37 (SR37) Policy meeting earlier in the day, the main focus was on the Project Finance Advisory Limited's (PFAL's) results of the financial feasibility analysis. Additionally, MTC provided a presentation to kick off its design alternative assessment.

Erica Ahmann Smithies - City of St. Helena - Pope Street Bikeway project will be going out to bid shortly. Railroad Avenue curb ramp project design is close to finalization.

## **5. STANDING AGENDA ITEMS**

### **5.1 Congestion Management Agency (CMA) Report (Danielle Schmitz)**

Report by Danielle Schmitz.

The Metropolitan Transportation Commission (MTC) will provide a presentation on the draft Plan Bay Area at the NVT A April 19th Board meeting. Additionally, MTC will hold an Open House at the Elk's Lodge from 6-8 p.m. on May 15th. MTC is on schedule for adopting the Plan Bay Area this fall.

### **5.2 Project Monitoring Funding Programs\* (Alberto Esqueda)**

Alberto Esqueda reviewed the changes to the Project Monitoring spreadsheets.

### **5.3 Caltrans' Report\* (Ahmad Rahimi)**

No report - Ahmad Rahimi was not able to attend the meeting.

## 5.4 Vine Trail Update (Steve Palmer)

Report by Danielle Schmitz.

- Steve Palmer has resigned from the City of St. Helena. Steve represented TAC on the Napa Valley Vine Trail Coalition (NVVTC) Board. A replacement needs to be appointed and TAC members were asked to consider serving on the NVVTC Board. Appointing a replacement will be an agenda item for the April 6<sup>th</sup> TAC meeting.
- There will be a community meeting on March 6th, 6 p.m. regarding Ehlers Lane at Brasswood Café in St. Helena.
- The Vine Trail Engineering Committee will meet on March 6th at 9 a.m. in Vallejo for the Vallejo Ferry Terminal to American Canyon city limits section of the Vine Trail.
- Oak Knoll signal update: Trower intersection was completed last night, Wine Country will be completed tonight. The Salvador intersection is on hold due to a parts shortage.

Philip Sales (NVVTC) reported one of the Ehlers Lane property owners has agreed to an easement for the Vine Trail. NVVTC is hoping to obtain one more easement on Ehlers Lane in order to keep the original alignment for that section of the Vine Trail.

## 5.5 Transit Update (Matthew Wilcox)

Matthew Wilcox provided an update on the Express Bus Study, Comprehensive Operational Analysis and the Request for Proposal for an Automated Dispatch System for shuttle services in American Canyon, Yountville, St. Helena and Calistoga.

## 6. CONSENT AGENDA

- 6.1 Meeting Minutes of the February 2, 2017 TAC meeting (Kathy Alexander) (Pages 4-9)

**MOTION by COOPER, SECOND by HIGHT to APPROVE the February 2, 2017 TAC Meeting Minutes as presented. The motion was unanimously approved.**

## 7. REGULAR AGENDA ITEMS

- 7.1 **One Bay Area Grant Cycle 2 (OBAG 2) Call for Projects Final Review of Project Submittals and Recommendations (Danielle Schmitz) (Pages 10-164)**

Danielle Schmitz reviewed the OBAG 2 call for projects process to date including a recap of the TAC's review and discussion of the project list options and their request that staff provide a recommended project list at the February 2, 2017 meeting. The Active Transportation Advisory Committee and Citizen Advisory Committee support the recommended list (the Paratransit Coordinating Council reviewed the original OBAG 2 list that was presented at the February TAC meeting).

Ms. Schmitz reviewed the staff recommended list of projects, titled "Option 4", noting that jurisdictions that do not have any projects on the OBAG 2 funding list should have priority for Transportation for Clean Air (TFCA) and Transportation Development Act Section 3 (TDA 3) funding awards.

Chair Whan invited public comment. Public comments were received from Chris Meza, Troy Knox, Philip Sales, Sara Sitch, Aly Hite, and Patrick Band.

Member Holley stated he believed that the City of American Canyon's Green Island project is in a Priority Conservation Area (PCA). He is concerned with the lack of funding for the Green Island project and could not support staff's recommendations.

Ms. Schmitz responded that the Association of Bay Area Governments (ABAG) recently issued a new PCA map, staff overlaid it with the approval map and the Green Island project is not in the PCA. Ms. Schmitz offered to double check the PCA GIS and Shape layers.

Member Holley noted that the Green Island project will benefit the PCA, and added that the project also includes Jim Oswalt Way, Commerce Boulevard and Mezzetta Court.

Ms. Schmitz stated the entire project must be located within the PCA boundaries, being adjacent does not qualify for funding.

Chair Whan asked Member Holley if he had a suggestion for revising the proposal from NVTAs staff.

Member Holley stated he feels \$1 million for the Green Island project would be fair.

Ms. Schmitz suggested reducing the allocation for the City of Napa's Silverado Trail 5-Way intersection project to \$2 million from \$2.3 million, and reducing the City of St. Helena Main Street Pedestrian improvements to \$1.206 million from \$1.37 million, and adding the \$464,000 to the Green Island project.

Mrs. Schmitz asked Member Whan (City of Napa), Member Ahmann-Smithies (City of St. Helena) and Member Holley (City of American) and the members confirmed they were agreeable to this revision.

Member Hight confirmed with Ms. Schmitz that projects of the jurisdictions that did not receive OBAG 2 funding would be given greater consideration for TFCA and TDA 3 funds.

Chair Whan requested that all funding sources be added to the project list.

**MOTION by HOLLEY, SECOND BY AHMANN-SMITHIES to recommend to the NVTAs Board staff's OBAG 2 Option 4 list with the following revised funding amounts: City of Napa's Silverado Trail 5-Way intersection project, \$2 million, City of St. Helena Main Street Pedestrian improvements project, \$1.206 million the City of American Canyon's Green Island project, \$1 million. The motion was unanimously approved.**

Ms. Schmitz reminded the Committee that the Active Transportation Advisory Committee (ATAC) would conduct a Complete Streets review of the project and any questions would be forwarded to the TAC. Additionally, the OBAG 2 project list will be presented to the NVTAs Board for approval at the April 19, 2017 meeting.

## **7.2 Priority Development Area Investment and Growth Strategy (PDA IGS) Update Outline (Danielle Schmitz) (Pages 165-170)**

Report by Danielle Schmitz.

Ms. Schmitz provided an overview of the PDA IGS update process and timeline. The draft PDA Investment and Growth Strategy will be released in April the final will be considered for file and acceptance at the May 17<sup>th</sup> Board meeting.

## **7.3 March 15, 2017 NVRTA Board Meeting Draft Agenda and Retreat (Kate Miller) (Pages 171-174)**

Report by Kate Miller.

Ms. Miller reviewed the March 15, 2017 board meeting and retreat agenda, noting the focus of the retreat is "Wearing Your NVRTA Hat", "SR29 - What Project Works Best for Napa County", and the Regional Measure 3 Program.

The SR29 Working Group agreed to meet to review the "SR29 - What Project Works Best for Napa County" PowerPoint presentation prior to the board meeting and retreat.

## **7.4 Legislative Update (Kate Miller)**

Report by Kate Miller.

Ms. Miller reviewed the Legislative Update.

## **8. FUTURE AGENDA ITEMS**

- TAC representative for the Napa Valley Vine Trail Coalition Board.
- SR37 Financial Feasibility Study presentation.
- Conference call with legislative consultants.
- Transportation Development Act Article 3 (TDA 3) project submittals.
- Transportation for Clean Air (TFCA) project submittals.
- ATAC Complete Streets Review
- SB740 (May or June)

## **9. ADJOURNMENT**

### **9.1 Approval of Next Regular Meeting Date of March 2, 2017 and Adjournment.**

The meeting adjourned at 3:29 p.m.



## **NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter**

---

**TO:** Technical Advisory Committee  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Planning Manager  
(707) 259-5968 / Email: [dschmitz@nvta.ca.gov](mailto:dschmitz@nvta.ca.gov)  
**SUBJECT:** Napa Valley Vine Trail Appointment

---

### **RECOMMENDATION**

That the Technical Advisory Committee (TAC) appoint a member to represent the Napa Valley Transportation Authority TAC on the Napa Valley Vine Trail Coalition (NVVTC) Board of Directors.

### **EXECUTIVE SUMMARY**

The Napa Valley Vine Trail Coalition has a Board made up of various public and private entities. The NVTA TAC representative NVVTC Board position vacated by Steve Palmer needs to be filled. Steve was nominated to the Vine Trail Board in July 2016. Before that, Rick Marshall served as the TAC representative on the Board. The Vine Trail is requesting the TAC to nominate a new representative. Debby Hight will continue to serve as the alternate but does not want to serve as the primary representative at this time. It is the suggestion of the Vine Trail Executive Director that a TAC representative be appointed from the cities of Calistoga or St. Helena since the next segment to be constructed is in those two jurisdictions.

### **FISCAL IMPACT**

None

### **BACKGROUND AND DISCUSSION**

The TAC nominated Steve Palmer on July 7, 2016 to represent the NVTA TAC on the NVVTC Board. The previous representatives were Rick Marshall from the County of Napa and Michael Throne from American Canyon. Due to Mr. Palmer's departure staff is requesting TAC to select a new representative. The NVVTC Board meets on the third Wednesday of the month at 9:00 am.

### **SUPPORTING DOCUMENTS**

Attachment 1: Napa Valley Vine Trail Coalition Board Roster

April 19, 2017 Napa Valley Vine Trail Coalition Board Meeting				
	Initial	Board Member		Initial
LAND & AGRICULTURAL INTEREST GROUPS				
Napa Valley Vintners (co-founder)		Becky Peterson		Michelle Novi
Land Trust of Napa County (co-founder)		Joseph M. Keebler		Doug Parker
Napa Valley Grapegrowers (co-founder)		Walt Brooks		Jennifer Putnam
Napa County Farm Bureau		Peter Nissen		(need alternate)
PUBLIC AGENCIES				
Napa Valley Transportation Authority NVTa		Danielle Schmitz		Diana Meehan
NVTa/TAC Public Works & Planners		(open)		Debra Hight
ATAC Napa County Active Transportation Advisory Committee		Mike Costanzo		Kate Miller
Napa County Regional Park & Open Space District		Tony Norris		(need alternate)
Napa County Law Enforcement		John Robertson		Chris Childs, Steve Potter
City of Vallejo/Solano County		Erin Hannigan		(need alternate)
Napa Valley College		Ron Kraft		Carolee Cattolica
ECONOMIC INTEREST GROUPS				
Visit Napa Valley		Catherine Heywood		Clay Gregory
Napa Valley Chambers of Commerce		Chris Canning		(need alternate)
Napa County Hispanic Chamber of Commerce		No Rep		No Rep
North Bay Assoc. of Realtors, Napa Chapter		Kris Chun		Lee W. Miller
Calistoga Vitality Group		Dieter Deiss		(need alternate)
ENVIRONMENTAL INTEREST GROUPS				
Sierra Club Napa Group		Charles Slutzkin		Penny Proteau
Friends of the Napa River		Barry Christian		Tim Yarish
CULTURAL & COMMUNITY INTEREST GROUPS				
Napa County Bicycle Coalition		Patrick Band		Joel King
Health, Wellness & Medical Coalition		RosaLee Kamper		Tanir Ami
Youth Development & Safety Education Coalition		Aly Hite		Casey Wedding
Runners of Napa Valley		Dame Rahal		Karen Maloney
Rotary Clubs of Napa Valley		Alyssa Samrick		(need alternate)
Arts Council Napa Valley		Carlene Moore		Olivia Everett
OFFICER & COMMITTEE CHAIRS				
	Initial	Board Member		Initial
President, Board Chair, Exec/Governance Committee Vice-Chair		Chuck McMinn		
Vice President, Exec/Governance Committee Chair. Already voting member as rep for Land Trust.		Joe Keebler		
Treasurer				
Secretary		Mayra Vega		
Marketing Committee Chair		Rebecca Kotch		
Legal Counsel (Non Voting)		Jim Terry		
Audit Committee		Karen Maloney		
28 Voting Member 15 needed for quorum				
ADVISORY MEMBERS NON VOTING				
Winegrowers of Napa County (Advisory)		Michelle Benvenuto		
California Department of Fish & Game (Advisory)		Corinne Gray		
Caltrans District 4 (Advisory)		Sergio Ruiz		
Cycling Businesses of Napa Valley (Advisory)		Jake Scheideman		
Sustainable Napa County (Advisory)		Jeri Gill		William Bennett (Advisory)
Guests (Print Name)				
		Email		Organization/Affiliation
Kimberley Jones (CFO)				



**NAPA VALLEY TRANSPORTATION AUTHORITY**  
**TAC Agenda Letter**

---

**TO:** Technical Advisory Committee (TAC)  
**FROM** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Planning Manager  
(707) 259-5968 | [dschmitz@nvta.ca.gov](mailto:dschmitz@nvta.ca.gov)  
**SUBJECT:** Draft Priority Development Area Investment and Growth Strategy

---

**RECOMMENDATION**

That the TAC review the draft Priority Development Investment and Growth Strategy and submit any comments to NVTA by Monday, April 24<sup>th</sup>.

**EXECUTIVE SUMMARY**

In May 2013, the NVTA completed the first Priority Development Area (PDA) Investment and Growth Strategy (IGS) to comply with the Metropolitan Transportation Commission's Plan Bay Area SB 375 requirements. SB 375 requires that metropolitan areas develop strategies that reduce transportation-related greenhouse gas emissions in its long range planning efforts and recognize the ties between transportation and land-use. MTC's Regional Transportation Plan (RTP), Plan Bay Area, supports local jurisdictions that create more housing (especially affordable housing) by focusing transportation investments in those areas. MTC requires Congestion Management Agencies (CMAs), the agencies responsible for programming transportation funds under the RTP, to provide periodic updates on their Priority Development Areas. The last update was completed in May 2014.

The current update to the Investment and Growth Strategy will be the third update. The focus of this update is to demonstrate whether OBAG 2 funding accomplished objectives through its transportation project priority-setting process which supports and encourages development in the PDAs.

**FISCAL IMPACT**

Is there a fiscal impact? No

**BACKGROUND AND DISCUSSION**

SB 375 requires that the current Regional Transportation Plan (RTP), Plan Bay Area, include a Sustainable Communities Strategy (SCS) which promotes compact, mixed-use commercial and residential development. To meet the goals of SB 375 more of the future development is planned to be walkable and bikable and close to public transit, jobs, schools, shopping, parks, recreation and other amenities.

To help achieve the goals of the SCS, the nine (9) Bay Area counties have gone through a self-identification process to designate PDAs in their jurisdiction that can accommodate a majority of their future growth. The purpose of a PDA Investment and Growth Strategy is to ensure that CMAs understand the opportunities and barriers to developing PDAs in the region, in particular what transportation investments should be made to best achieve the PDA's housing goals.

The PDA Investment and Growth Strategy further serves to familiarize NVTa with the transportation needs of the PDAs in Napa County. This knowledge will help NVTa to program funds in order to meet PDA housing and job goals. The first step in the PDA process was to prepare an inventory of the PDAs and evaluate the current conditions within the PDA, document any planning that has already occurred, and identify the planning and capital needs of the PDA. This initial task was done in May 2013 with the idea that the Investment and Growth Strategy would be a living and working document for NVTa. This is the third update of the PDA Investment and Growth Strategy document.

Appendix A-8 of the MTC's Resolution 4202 outlines the details of the Priority Development Area Investment and Growth Strategy and the subsequent updates. NVTa's May 2017 update will touch upon current and future work planned for Napa's PDAs in the areas of housing and transportation as well as provide an assessment of the communities of concern in Napa County and the risk of anti-displacement.

**SUPPORTING DOCUMENTS**

Attachment(s):       (1) Draft May 2017 Update to the PDA Investment and Growth Strategy (link to draft will be provided at TAC meeting)  
                              (2) Appendix A-8 to Reso. 4202 PDA Investment and Growth Strategy  
                              (3) PDA Investment and Growth Strategy  
                              <http://www.nvta.ca.gov/priority-development-area-investment-and-growth-strategy>

## **Appendix A-8: PDA Investment & Growth Strategy**

The purpose of a PDA Investment & Growth Strategy is to ensure that CMAs have a transportation project priority-setting process for OBAG 2 funding that supports and encourages development in the region's PDAs, recognizing that the diversity of PDAs will require a range of different strategies. Some of the planning activities noted below may be appropriate for CMAs to consider for jurisdictions or areas not currently designated as PDAs if those areas are still considering future housing and job growth. Regional agencies will provide support, as needed, for the PDA Investment & Growth Strategies. From time to time, MTC shall consult with the CMAs to evaluate progress on the PDA Investment and Growth Strategy. This consultation may result in specific work elements shifting among MTC, ABAG and the CMAs. Significant modifications to the scope of activities may be formalized through future revisions to this resolution. The following are activities CMAs need to undertake in order to develop a project priority-setting process:

### **(1) Engaging Regional/Local Agencies**

- Develop or continue a process to regularly engage local planners and public works staff. Understand the needs of both groups and share information with MTC and ABAG.
- Encourage community participation throughout the development of the Investment and Growth Strategy, consistent with the OBAG 2 Call for Projects Guidance (Appendix A-7).
- The CMA governing boards must adopt the final Investment & Growth Strategy.
- Participate as a TAC member in local jurisdiction planning processes funded through the regional PDA Planning Program or as requested by jurisdictions. Partner with MTC and ABAG staff to ensure that regional policies are addressed in PDA plans. Look for opportunities to support planning processes with technical or financial assistance.

### **(2) Planning Objectives – to Inform Project Priorities**

- Keep apprised of ongoing transportation and land-use planning efforts throughout the county
- Encourage local agencies to quantify transportation infrastructure needs and costs as part of their planning processes
- Encourage and support local jurisdictions in meeting their housing objectives established through their adopted Housing Elements and RHNA.

The second round of PDA Investment & Growth Strategies will assess local jurisdiction success approving sufficient housing at all income levels. They will also, where appropriate, assist local jurisdictions in implementing local policy changes to facilitate achieving these goals<sup>1</sup>. The locally crafted policies should be targeted to the specific circumstances of each PDA. For example, if the PDA currently has few moderate- or low-income households, any recommend policy changes should be aimed at promoting affordable housing. If the PDA currently is mostly low-income housing, any needed policy changes should be aimed at community stabilization.

---

<sup>1</sup> Such as inclusionary housing requirements, city-sponsored land-banking for affordable housing production, “just cause eviction” policies, policies or investments that preserve existing deed-restricted or “naturally” affordable housing, condo conversion ordinances that support stability and preserve affordable housing, etc.

MTC and ABAG staff will distribute a technical memo to guide this task by October 1, 2016, including data to identify jurisdictions' challenges (e.g. RHNA performance and current affordability) and a listing of the Bay Area's best housing policies that are intended to address a range of housing challenges. This section should identify planning costs needed to address policy changes and other barriers to creating or maintaining affordability.

### **(3) Establishing Local Funding Priorities**

Develop funding guidelines for evaluating OBAG projects that support multi-modal transportation priorities based on connections to housing, services, jobs and commercial activity. Emphasis should be placed on the following factors when developing project evaluation criteria:

- **Projects located in high impact project areas.** Favorably consider projects in high impact areas, defined as:
  - a. PDAs taking on significant housing growth in the SCS (total number of units), including RHNA allocations, as well as housing production, especially those PDAs that are delivering large numbers of very low, low and moderate income housing units,
  - b. Dense job centers in proximity to transit and housing (both current levels and those included in the SCS) especially those which are supported by reduced parking requirements and TDM programs,
  - c. Improved transportation choices for all income levels (reduces VMT), proximity to quality transit access, with an emphasis on connectivity (including safety, lighting, etc.)
- **Projects located in Communities of Concern (COC)** – favorably consider projects located in a COC as defined by MTC or as defined by CMAs or Community Based Transportation Plans.
- **PDAs with affordable housing preservation, creation strategies** and community stabilization policies – favorably consider projects in jurisdictions with affordable housing preservation, creation strategies and community stabilization policies.
- **Projects that protect public health during construction and operation** – Favorably consider projects that implement the Best Practices in the Air District's Planning Healthy Places, or projects located in jurisdictions that have demonstrated a commitment to adopt, as policies and/or enforceable ordinances, best practices to reduce emissions of and exposure to local air pollution.<sup>2</sup>
- **PDAs that overlap or are co-located with: 1) populations exposed to outdoor toxic air contaminants as identified in the Air District's Community Air Risk Evaluation (CARE) Program and/or 2) freight transport infrastructure** – Favorably consider projects in these areas where local jurisdictions employ best management practices to mitigate PM and toxic air contaminants exposure.

---

<sup>2</sup> Guidance and maps have been developed in partnership with BAAQMD, CMAs, ABAG, and city staff, please see: <http://www.baaqmd.gov/plans-and-climate/planning-healthy-places>.

**Process/Timeline**

CMAAs will develop a new PDA Investment & Growth Strategy every four years, consistent with the update of the Regional Transportation Plan/Sustainable Communities Strategy. The Investment & Growth Strategy must be adopted by the CMA Board (new for OBAG 2). CMAAs will provide a status report update every two years.



April 6, 2017

TAC Item 7.3

Continued From: March 2, 2017

Action Requested: **APPROVE**

## NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

---

**TO:** Technical Advisory Committee (TAC)  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Diana Meehan, Associate Program Planner/Administrator  
(707) 259-8627 / Email: [dmeehan@nvta.ca.gov](mailto:dmeehan@nvta.ca.gov)  
**SUBJECT:** Extend the Call for Projects for Fiscal Year End (FYE) 2018  
Transportation Fund for Clean Air (TFCA) Program Manager Funds

---

### **RECOMMENDATION**

That the TAC recommend that the NVRTA Board approve extending the call for TFCA projects for FYE 2018 to no later than September 1, 2017 or until the program receives additional eligible project applications to allocate approximately \$107,598 in remaining FYE 2018 funds.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

NVRTA annually allocates funds generated under AB 434. The revenues are generated from a four-dollar vehicle license fee imposed by the Bay Area Air Quality Management District (BAAQMD) and are known as Transportation Fund for Clean Air (TFCA). Forty percent of the funds generated in Napa County are returned to the NVRTA for distribution to local projects. Projects must be beneficial to air quality and be cost effective. The remaining sixty percent is allocated by the BAAQMD on an area wide competitive basis.

On February 15th the NVRTA Board opened a call for projects for the TFCA Program Manager Funds. The call for projects was closed on March 17, 2017. One project application was received. The project met cost effectiveness and is maximized (Table 1). There is approximately \$107,598 in funds remaining for FYE 2018.

**Table 1:**

<b>Project Sponsor</b>	<b>Project Title</b>	<b>Total Project Cost</b>	<b>Eligible Amount</b>
City of Calistoga	Riverside Pathway Project (Part 2)	\$800,000	\$101,500
	<b>FYE 2018 Project Funds</b>	<b>\$209,098</b>	<b>\$101,500</b>
		<b>Remaining Available Funds</b>	<b>\$107,598</b>

**PROCEDURAL REQUIREMENTS**

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

**FINANCIAL IMPACT**

Is there a fiscal impact? Yes, \$209,098

Is it currently budgeted? Yes

Where is it budgeted? FYE 2018 TFCA Program Manager Funds

Future fiscal impact: \$107,598 may be reprogrammed by the Air District to the Regional Fund

Consequences if not approved: Additional Napa County TFCA funds may be reprogrammed to the Air District Regional Fund Program

**CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

---

**BACKGROUND AND DISCUSSION**

Annually NVTa adopts a list of projects for the TFCA Program Manager funds. Napa County has approximately \$209,098 to expend on projects for FYE 2018. One project application was received by the March 17, 2017 deadline. The funding for the project has been maximized for cost effectiveness leaving \$107,598 remaining for the FYE 2018 cycle. If the funds are not allocated by November 1, 2017 Napa County will risk losing them to the BAAQMD for reprogramming under the Regional Program.

Staff recommends the call for projects remain open until September 1, 2017 or until additional eligible projects are received. Napa County jurisdictions have been encouraged to look for projects that meet the TFCA criteria and submit them to NVTa. NVTa staff is also considering using remaining funds for supplementing Low Carbon Transit Operating Program (LCTOP) grant funds for transit vehicle replacement to all electric buses provided cost effectiveness can be met.

A final list of projects will be brought back before the Technical Advisory Committee (TAC) no later than October 5, 2017 and forwarded to the NVTa Board for final approval no later than their October 18, 2017 Board meeting. Approved projects will then be submitted to the BAAQMD no later than November 1, 2017.

**SUPPORTING DOCUMENTS**

Attachment: (1) FYE 2018 Program Guide and Application



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



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

FYE 2018 Applications Due to NVTA:  
**Call extended until funds are exhausted or no later than September 1, 2017**

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

## **Table of Contents**

<b>INTRODUCTION .....</b>	<b>4</b>
<b>YOUR RESPONSIBILITIES AS PROJECT SPONSOR:.....</b>	<b>5</b>
<b>BASIC ELIGIBILITY .....</b>	<b>6</b>
<b>USE OF TFCA FUNDS .....</b>	<b>8</b>
<b>TFCA PROJECT TYPES.....</b>	<b>8</b>
<b>DATES OF IMPORTANCE .....</b>	<b>9</b>
<b>TFCA PROGRAM MANAGER SELECTION CRITERIA FOR NAPA COUNTY .....</b>	<b>9</b>
<b>APPLICATION INSTRUCTIONS:.....</b>	<b>10</b>
<b>TFCA DO'S AND DON'TS.....</b>	<b>11</b>
<b>CONTACT INFORMATION .....</b>	<b>12</b>
<b>APPENDIX A.....</b>	<b>12</b>

April 19, 2017

**Greetings Participants!**

The Napa Valley Transportation Authority is extending the “Call for Projects” for the Transportation Fund for Clean Air, Program Manager Funds.

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

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

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

The remaining available funding for Napa County TFCA projects for FYE 2018 will be approximately \$107,598 dollars. The call for projects will remain open until September 1, 2017 or until additional eligible projects are received.

If you have any questions, you may contact Diana Meehan, TFCA Program Manager at:

NVTA TFCA Program  
625 Burnell Street  
Napa, CA 94559  
Phone: 707-259-8327

Sincerely,

Kate Miller  
Executive Director  
Napa Valley Transportation Authority

## **Introduction**

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

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

## **The TFCA Program**

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

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

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

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

### **Your Responsibilities as Project Sponsor:**

1. Submit projects to the Program Manager that comply with Air District policies.
2. Prepare and submit your project's information form and cost-effectiveness worksheet to the Program Manager.
3. Adhere to the Program Manager's timeline and submit deliverables on time.
4. Submit project status report forms on time.
5. Complete your TFCA project two years from the effective date of the Master Agreement between the Program Manager and the Air District (July 2020).
6. Provide proof of Air District credit for vehicles purchased, published materials, and construction funded or partially funded through the TFCA program.
7. Provide itemized invoices to the Program Manager for reimbursement of your project.
8. Provide proof of general liability insurance with a limit of not less than \$1,000,000 per occurrence.

### **NVTA's Responsibilities as Program Manager:**

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

## **Basic Eligibility**

**Reduction of Emissions:** Only projects that result in the reduction of motor vehicle emissions within the Air District's jurisdiction are eligible. Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and the Air District Board of Directors adopted TFCA County Program Manager Fund Policies for FYE 2016. Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, ordinances, contracts, and other legally binding obligations at the time of the execution of a grant agreement between the County Program Manager and the grantee. Projects must also achieve surplus emission reductions at the time of an amendment to a grant agreement if the amendment modifies the project scope or extends the project completion deadline.

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

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

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

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

A. Public agencies are eligible to apply for all project categories.

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

**Readiness:** Projects must commence by the end of calendar year 2018. For purposes of this policy, “commence” means a tangible action taken in connection with the project’s operation or implementation, for which the grantee can provide documentation of the commencement date and action performed. “Commence” can mean the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle/feeder bus and ridesharing service, or the delivery of the award letter for a construction contract.

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

### **APPLICANT IN GOOD STANDING**

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

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

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

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

## **Use of TFCA Funds**

- 1. Cost of Developing Proposals:** The costs of developing grant applications for TFCA funding are not eligible to be reimbursed with TFCA funds.
- 2. Combined Funds:** TFCA County Program Manager Funds may NOT be combined with TFCA Regional Funds for the funding.
- 3. Expend Funds within Two Years:** County Program Manager Funds must be expended within two (2) years of receipt of the first transfer of funds from the Air District to the County Program Manager in the applicable fiscal year. A County Program Manager may, if it finds that significant progress has been made on a project, approve a (1-year) extension. **Bicycle Projects must be completed in 2 years and will not be granted a time extension beyond this limit.**

*Beginning in FYE 2017, the Air District and the County Program Managers are directed to enforce the two-year time limit for bicycle projects (i.e., any projects under Policy # 29), the County Program Managers should cancel any projects that are not completed within the two-year time limit, and the Air District will not consider any extension requests for bicycle projects that have already been granted a two-year extension from the County Program Manager.*

## **TFCA Project Types**

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

## **Ineligible Project Types**

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

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

<u>Project Name</u>	<u>Sponsor</u>	<u>TFCA Funds</u>	<u>Total Project \$</u>
Donaldson Way Sidewalk Gap Closure Project	City of American Canyon	\$101,249	\$500,000
Electric Vehicle Charging Stations	City of Calistoga	\$8,000	\$14,500
Napa Commute Challenge (2yrs)	SNCI	\$50,000	\$50,000

### **Dates of Importance**

**March 17, 2017**      **Project submittals are due to NVTA**

**July 14, 2017**      Deadline: Within three months of Board approval, Program Manager submits request for Air District approval of any projects that do not conform to TFCA policies (date tentative)

**November 3, 2017**      Deadline: Within six months of Board approval, Program Manager (NVTA) provides Cost-Effectiveness Worksheets and Project Information forms for new FYE 2018 projects to the Air District (date tentative)

### **Project Selection Process**

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

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

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

- 1) The proposed project must improve the quality of the air as determined by the BAAQMD.
- 2) The project must fall into one or more of the statutory expenditure categories, which are:

- The implementation of ridesharing programs.
- The purchase or lease of clean fuel buses for school districts and transit operators.
- The provision of local feeder bus or shuttle service to rail and ferry stations and to airports.
- Implementation and maintenance of local arterial traffic management.
- Implementation of rail-bus integration and regional transit information systems.
- Implementation of low-emission and zero-emission vehicle programs and of demonstration projects in telecommuting and in congestion pricing of highways, bridges, and public transit.
- Implementation of a smoking vehicles program (Air District project).
- Implementation of an automobile buy-back scrappage program operated by a governmental agency (Air District project).
- Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program.
- The design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions.
- Implementation of vehicle-based projects to reduce mobile source emissions, including but not limited to, engine repowers, engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations.

3) Geographic equity in the Napa region.

4) The project proponent has expended past allocations of funds in a timely manner.

5) Meet the requirements of the Air District Board-Approved TFCA County Program Manager Fund Policies.

### **Application Instructions:**

TFCA project applications for FYE 2017 must be submitted to NVTA no later than 5:00 pm on Friday, March 17, 2017. Applications may be emailed to Diana Meehan at [dmeehan@nvta.net](mailto:dmeehan@nvta.net). Applications may be in the form of a completed Project Information Form that provides a detailed project scope and includes a cost effectiveness calculation. To obtain a cost effectiveness calculation worksheet contact Diana Meehan.

### **What Happens After Submission?**

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

- March – April 2017 – NVTA will evaluate the potential FYE 2018 TFCA projects
- May 4, 2017 – NVTA will take proposed projects to the NVTA Technical Advisory Committee (TAC) for recommendation to NVTA Board (date tentative)
- May 17, 2017 – NVTA will take proposed final projects for FYE 2016 to the NVTA Board for approval (date tentative)
- July- August 2017 – NVTA sends out agreements to project sponsors (date tentative)

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

#### **Do**

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

#### **Don't**

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

### **Frequently Asked Questions**

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

No, there is no requirement for a local match.

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

No, TFCA funds cannot be combined with TFCA Regional funds but may be combined with other funding sources, local, federal, state.

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

TFCA funds awarded to alternative fuel vehicle projects may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the

difference in cost between the purchase or lease price of the vehicle and/or retrofit and its new conventional vehicle counterpart that meets, but does not exceed 2011 emissions standards.

### **Contact Information**

Napa County TFCA Program Manager:

Diana Meehan

625 Burnell Street

Napa, CA 94559

Phone: (707) 259-8327

[dmeehan@nvta.net](mailto:dmeehan@nvta.net)

NVTA Main Office

625 Burnell Street

Napa, CA 94559

Phone: (707) 259-8631

Fax: (707) 259-8638

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

Bay Area Air Quality Management District:

Strategic Incentives Division

Karen Schkolnick

Phone: (415) 749-5070

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

## Appendix A

### PROJECT INFORMATION

A. Project Number: 18XX01

*Use consecutive numbers for projects funded, with year, county code, and number, e.g., 18MAR01, 18MAR02 for Marin County. Zero (e.g., 18MAR00) is reserved for County Program Manager TFCA funds allocated for administration costs.*

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

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

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

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

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

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

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

G. Project Description:

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

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

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

☐ *Form for Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects. (Includes Transit Bus Signal Priority.)*

☐ *Form for Clean Air Vehicle and Infrastructure Projects*

☐ *Form for Bicycle Projects*

☐ *Form for Arterial Management Projects*

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

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