

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

Thursday, September 5, 2019
2:00 PM

JoAnn Busenbark Board 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) are posted on the NVTA website at <https://nctpa.legistar.com/Calendar.aspx> at least 72 hours prior to the meeting and 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 the present 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 TAC Secretary at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NVTA website at <https://nctpa.legistar.com/Calendar.aspx>

Acceso y el Título VI: La NVTa puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Autoridad. Para solicitar asistencia, por favor llame al número (707) 259-8633. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Ang Accessibility at Title VI: Ang NVTa ay nagkakaloob ng mga serbisyo/akomodasyon kung hilingin ang mga ito, ng mga taong may kapansanan at mga indibiduwal na may limitadong kaalaman sa wikang Ingles, na nais na matugunan ang mga bagay-bagay na may kinalaman sa NVTa Board. Para sa mga tulong sa akomodasyon o pagsasalin-wika, mangyari lang tumawag sa (707) 259-8633. Kakailanganin namin ng paunang abiso na tatlong araw na may pasok sa trabaho para matugunan ang inyong kahilingan.

1. Call To Order**2. Introductions****3. Public Comment****4. Committee Member and Staff Comments****5. STANDING AGENDA ITEMS****5.1 County Transportation Agency (CTA) Report (Danielle Schmitz)****5.2 Project Monitoring Funding Programs* (Alberto Esqueda)****5.3 Caltrans' Report* (Ahmad Rahimi)****5.4 Vine Trail Update (Erica Ahmann Smithies)****5.5 Transit Update (Matthew Wilcox)****5.6 Measure T Update (Alberto Esqueda)**

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. PRESENTATIONS**6.1 Draft Travel Behavior Study (Kevin Johnson) (Pages 8-11)**

Body: Kevin Johnson of Fehr Peers will provide a presentation on the draft Travel Behavior Study.

Recommendation: Information only.

Estimated Time: 2:30 p.m.

Attachments: [Staff Report 6.1-.pdf](#)

7. CONSENT AGENDA

7.1 Meeting Minutes of July 11, 2019 TAC Meeting (Kathy Alexander)
(Pages 12-15)

Body: TAC action will approve the July 11, 2019 meeting minutes.

Recommendation: Approval

Estimated Time: 2:55 p.m.

Attachments: [Draft Minutes.pdf](#)

8. REGULAR AGENDA ITEMS

8.1 State Transportation Improvement Program (STIP) Project List
(Danielle Schmitz) (Pages 16-79)

Body: The TAC will review the STIP list and provide a recommendation to the NVTB Board of Directors.

Recommendation: Action

Estimated Time: 2:55 p.m.

Attachments: [Staff Report.pdf](#)

8.2 Napa Countywide Transportation Plan Goals and Objectives
(Alberto Esqueda) (Pages 80-84)

Body: Staff is requesting TAC's input on the Napa Countywide Transportation Goals and Objectives.

Recommendation: Action.

Estimated Time: 3:00 p.m.

Attachments: [Staff Report.pdf](#)

8.3 Metropolitan Transportation Commission's (MTC's) Regional
Growth Framework (Danielle Schmitz) (Pages 86-108)

Body: Staff will provide an update on the MTC's Regional Growth Framework.

Recommendation: Information only.

Estimated Time: 3:10 p.m.

Attachments: [Staff Report.pdf](#)

8.4 Community Based Transportation Plan (CBTP) Update (Danielle
Schmitz) (Pages 109-121)

Body: Staff is requesting the TAC provide project submittals that meet the needs identified in the CBTP.

Recommendation: Request for Information

Estimated Time: 3:15 p.m.

Attachments: [Staff Report.pdf](#)

8.5 Legislative Update* (Kate Miller)

Body: Staff will review the state and federal legislative updates.

Recommendation: Information only.

Estimated Time: 3:20 p.m.

8.6 September 18, 2019 NVTa Board Meeting Draft Agenda* (Kate Miller)

Body: Staff will review the September 18, 2019 NVTa Board meeting draft agenda.

Recommendation: Information only.

Estimated Time: 3:25 p.m.

9. FUTURE AGENDA ITEMS**10. ADJOURNMENT****10.1 Approval of Next Regular Meeting Date of October 3, 2019 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 August 29, 2019.

Kathy Alexander (e-sign)

Kathy Alexander, Deputy Board Secretary

*Information will be available at the meeting

Glossary of Acronyms

AB 32	Global Warming Solutions Act	HBRR	Highway Bridge Replacement and Rehabilitation Program
ABAG	Association of Bay Area Governments	HIP	Housing Incentive Program
ADA	American with Disabilities Act	HOT	High Occupancy Toll
ATAC	Active Transportation Advisory Committee	HOV	High Occupancy Vehicle
ATP	Active Transportation Program	HR3	High Risk Rural Roads
BAAQMD	Bay Area Air Quality Management District	HSIP	Highway Safety Improvement Program
BART	Bay Area Rapid Transit District	HTF	Highway Trust Fund
BATA	Bay Area Toll Authority	HUTA	Highway Users Tax Account
BRT	Bus Rapid Transit	IFB	Invitation for Bid
CAC	Citizen Advisory Committee	ITIP	State Interregional Transportation Improvement Program
CAP	Climate Action Plan	ITOC	Independent Taxpayer Oversight Committee
Caltrans	California Department of Transportation	IS/MND	Initial Study/Mitigated Negative Declaration
CEQA	California Environmental Quality Act	JARC	Job Access and Reverse Commute
CIP	Capital Investment Program	LIFT	Low-Income Flexible Transportation
CMA	Congestion Management Agency	LOS	Level of Service
CMAQ	Congestion Mitigation and Air Quality Improvement Program	LS&R	Local Streets & Roads
CMP	Congestion Management Program	MaaS	Mobility as a Service
CalSTA	California Transportation Agency	MAP 21	Moving Ahead for Progress in the 21 st Century Act
CTP	Countywide Transportation Plan	MPO	Metropolitan Planning Organization
COC	Communities of Concern	MTC	Metropolitan Transportation Commission
CTC	California Transportation Commission	MTS	Metropolitan Transportation System
DAA	Design Alternative Analyst	ND	Negative Declaration
DBB	Design-Bid-Build	NEPA	National Environmental Policy Act
DBF	Design-Build-Finance	NOAH	Natural Occurring Affordable Housing
DBFOM	Design-Build-Finance-Operate-Maintain	NOC	Notice of Completion
DED	Draft Environmental Document	NOD	Notice of Determination
EIR	Environmental Impact Report	NOP	Notice of Preparation
EJ	Environmental Justice	NVTA	Napa Valley Transportation Authority
FAS	Federal Aid Secondary	NVTA-TA	Napa Valley Transportation Authority-Tax Agency
FAST	Fixing America's Surface Transportation Act	OBAG	One Bay Area Grant
FHWA	Federal Highway Administration	PA&ED	Project Approval Environmental Document
FTA	Federal Transit Administration	P3 or PPP	Public-Private Partnership
FY	Fiscal Year	PCC	Paratransit Coordination Council
GHG	Greenhouse Gas	PCI	Pavement Condition Index
GGRF	Greenhouse Gas Reduction Fund	PCA	Priority Conservation Area
GTFS	General Transit Feed Specification		
HBP	Highway Bridge Program		

Glossary of Acronyms

PDA	Priority Development Areas	STIP	State Transportation Improvement Program
PID	Project Initiation Document	STP	Surface Transportation Program
PMS	Pavement Management System	TAC	Technical Advisory Committee
Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes	TCM	Transportation Control Measure
PSE	Plans, Specifications and Estimates	TCRP	Traffic Congestion Relief Program
PSR	Project Study Report	TDA	Transportation Development Act
PTA	Public Transportation Account	TDM	Transportation Demand Management Transportation Demand Model
RACC	Regional Agency Coordinating Committee	TE	Transportation Enhancement
RFP	Request for Proposal	TEA	Transportation Enhancement Activities
RFQ	Request for Qualifications	TEA 21	Transportation Equity Act for the 21 st Century
RHNA	Regional Housing Needs Allocation	TFCA	Transportation Fund for Clean Air
RM2	Regional Measure 2 (Bridge Toll)	TIGER	Transportation Investments Generation Economic Recovery
RM3	Regional Measure 3	TIP	Transportation Improvement Program
RMRP	Road Maintenance and Rehabilitation Program	TLC	Transportation for Livable Communities
ROW	Right of Way	TLU	Transportation and Land Use
RTEP	Regional Transit Expansion Program	TMP	Traffic Management Plan
RTIP	Regional Transportation Improvement Program	TMS	Transportation Management System
RTP	Regional Transportation Plan	TNC	Transportation Network Companies
SAFE	Service Authority for Freeways and Expressways	TOAH	Transit Oriented Affordable Housing
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	TOD	Transit-Oriented Development
SB 375	Sustainable Communities and Climate Protection Act 2008	TOS	Transportation Operations Systems
SB 1	The Road Repair and Accountability Act of 2017	TPA	Transit Priority Area
SCS	Sustainable Community Strategy	TPI	Transit Performance Initiative
SHA	State Highway Account	TPP	Transit Priority Project Areas
SHOPP	State Highway Operation and Protection Program	VHD	Vehicle Hours of Delay
SNCI	Solano Napa Commuter Information	VMT	Vehicle Miles Traveled
SNTDM	Solano Napa Travel Demand Model		
SR	State Route		
SRTS	Safe Routes to School		
SOV	Single-Occupant Vehicle		
STA	State Transit Assistance		
STIC	Small Transit Intensive Cities		



NAPA VALLEY TRANSPORTATION AUTHORITY
TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Director of Programs, Projects and Planning
(707) 259-5968 | dschmitz@nvta.ca.gov
SUBJECT: Presentation on Travel Behavior Study Findings

RECOMMENDATION

Information only. Fehr & Peers will provide a presentation overview on the Travel Behavior Study findings.

EXECUTIVE SUMMARY

The goal of the Travel Behavior Study is to understand inter and intra-County travel. Fehr & Peers prepared the 2014 Travel Behavior Study. This update to the Travel Behavior Study provides refined data using more sophisticated collection methodologies that have resulted in data that is more granular. NVTA staff and jurisdictions can use the data to update the Napa Travel Model, plans, studies, and grant applications.

The goal of the Travel Behavior Study is to understand travel demand and patterns to refine the Napa Travel Model and inform various planning efforts such as the transit route planning and the Countywide Transportation Plan. The study focuses on gathering Napa Valley transportation modal data related to employment, residents, and visitors. It will further help Napa Valley Transportation Authority (NVTA) and all six jurisdictions understand commute patterns, modes of travel and trip purpose.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

The NVTA Board awarded Fehr & Peers the Travel Behavior Study update in early 2018.

The study builds on data received from the 2014 Travel Behavior Study using more cost effective and advanced data collection tools. The Travel Behavior Study focuses on work, school, and other trips in Napa Valley. The study identifies how many trips per day are associated with visitors, residents and employees, where those trips start and end, and the predominant modes and times of travel. The study takes into account seasonal variations, as well as weekday and weekend travel.

Highlights of the Travel Behavior Study Update include:

- Findings are based on over 25 million data samples and 736,000 mobile devices, the previous study findings were based on 200,000 data samples
- High-level findings generally consistent with previous study
 - Inter-county travel represents 36% of Napa County trips (consistent with previous study)
 - Intra-county travel represents 64% of Napa County trips (consistent with previous study)
 - 3.4% of total Napa County trips are pass through (previous study showed 3.3%)
 - 10.3% of trips touching a gateway in Napa County are pass through trips (not starting or ending in the county – which is up from 9.0% from the previous study)
- Traffic counts collected at 11 locations grew on average by 3.4%, or 0.7% per year (Note: 2013 counts were collected before Jameson Canyon Road widening was completed.)
 - Jameson Canyon Road grew by 21%
 - SR 121 at the Sonoma/Napa county line grew by 12%
 - SR 29 North of American Canyon Road decreased by 7%
- Key Weekday Origin and Destination (O-D) Pairs
 - Roughly 40% of Napa County trips start AND end in the City of Napa
 - 54% of inter-county trips start or end in Solano County
 - 20% of inter-county trips start or end in Sonoma County
- Top 5 Counties Trip Generators to Napa County
 - Solano County – 28,900 trips or 55% of trips into Napa County
 - Sonoma County – 9,900 trips or 19% of trips into Napa County
 - Contra Costa County – 4,300 trips or 8% of trips into Napa County
 - Alameda County – 2,000 trips or 4% of trips into Napa County
 - Sacramento County – 1,700 trips or 3% of trips into Napa County
- Top 15 Napa County Trip Generators
 - City of Napa – 187,600 trips
 - American Canyon – 33,100 trips
 - Vallejo – 14,300 trips
 - Downtown Napa & Town Center – 12,800 trips

- St. Helena – 11,800 trips
- Bel Aire Plaza – 11,500 trips
- Fairfield – 8,700
- South Napa Market Place – 8,200 trips
- Calistoga – 6,600 trips
- American Canyon Wal-Mart – 5,600 trips
- Napa Middle and High Schools – 5,600 trips
- Yountville – 5,200 trips
- Angwin – 3,600 trips
- Napa Valley College – 3,600 trips
- Queen Medical – 2,600 trips
- Key Weekday Destinations
 - Roughly 60% of American Canyon Wal-Mart trips (11,600 daily weekday trips, 3 percent of Napa County trips) are coming from outside Napa County, 45% from City of Vallejo, 31% from American Canyon, 8% from City of Napa
 - Roughly 17% of South Napa Market Place trips (16,900 daily weekday trips, 5% of Napa County trips) are coming from outside Napa County, 4% from City of Vallejo, 4% from American Canyon, 85% from City of Napa
 - Roughly 19% of Oxbow trips (3,800 daily weekday trips, 1% of Napa County trips) are coming from outside Napa County, 2% from City of Vallejo, 1% from American Canyon, 67% from City of Napa
 - Roughly 16% of Bel Aire Plaza trips (23,300 daily weekday trips, 7% of Napa County trips) are coming from outside Napa County, 3% from City of Vallejo, 1% from American Canyon, 76% from City of Napa
- Weekday Peaking Characteristics
 - 4% of trips are generated between midnight and 6 AM
 - 58% of these trips are inter-county trips
 - 22% of trips are generated between 6 AM and 10 AM
 - 34% of trips are generated between 10 AM and 3 PM
 - 29% of trips are generated between 3 PM and 7 PM
 - 12% of trips are generated between 7 PM and midnight
- Weekday Trip Purpose Information
 - 22% of daily Napa County trips are work-related
 - Roughly 40% of AM peak period Napa County trips are work-related
- Weekday Vehicle Miles Traveled (VMT) Information
 - 31% of Napa County trips are less than 2 miles in length
 - 63% of Napa County trips are less than 5 miles in length
 - 11% of Napa County trips are more than 20 miles in length
 - 8.5 miles is the average trip length of Napa County-generated trips
 - 37 miles is the average trip length of inter-County trips
- Weekday Key VMT Generators

- Bel Aire Plaza generates 169,000 vehicle miles travelled from 23,300 trips, an average trip length of 7.3 miles
- South Napa Market Place generates 130,000 vehicle miles travelled from 16,900 trips, an average trip length of 7.7 miles
- Oxbow generates 37,000 vehicle miles travelled from 3,800 trips, an average trip length of 9.7 miles
- American Canyon Wal-Mart generates 99,000 vehicle miles travelled from 11,600 trips, an average trip length of 8.5 miles

The draft Travel Behavior Study document will be available the first week of September at: www.nvta.ca.gov/travel-behavior-study

SUPPORTING DOCUMENTS

Attachment(s): None

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

September 5, 2019
TAC Agenda Item 7.1
Continued From: New
Recommended Action: Approve

Meeting Minutes - Draft Technical Advisory Committee

Thursday, July 11, 2019

2:00 PM

NVTA Conference Room

1. Call To Order

Vice Chair Juan Arias called the meeting to order at 2:00 p.m.

Present: 8 - Joe Tagliaboschi
Dana Ayers
Juan Arias
Ron Ranada
Felix Hernandez
Aaron Hecock
Daniel Gordon
Bobby Lu

Absent: 6 - Brent Cooper
Eric Whan
Lorien Clark
Doug Weir
Ahmad Rahimi
Chairperson Erica Ahmann Smithies

2. Introductions

Vice Chair Arias welcomed Bobby Lu, the Association of Bay Area Governments (ABAG)/Metropolitan Transportation Commission's (MTC's) County Planner assigned to Napa County and invited him to provide a brief background. Mr. Lu explained his role at ABAG/MTC and stated that he is looking forward to working with the jurisdictions in Napa County.

Vice Chair Arias invited all in attendance to introduce themselves.

Also present:

Willow Williams, Napa County Office of Education
Grant Dinsdale, Napa County Office of Education
Kerri Dorman, Town of Yountville
Emilio Fantucci, NVTA Intern
Steve Lederer, County of Napa
Patrick Band, Napa County Bicycle Coalition

3. Public Comment

No public comment was received.

4. Committee Member and Staff Comments

Joe Tagliaboschi, Town of Yountville - provided updates on the Town's Measure T microsurfacing program and SB 1 curb, gutter, and program.

Ron Ranada, City of American Canyon - provided an update on the City's annual pavement program.

Bobby Lu, ABAG/MTC - provided updates on the Call for Projects for the Priority Development Area (PDA) and Priority Conservation Area (PCA) programs.

Alberto Esqueda, NVTa - provided an update on the six projects on the Annual Obligation Plan.

Juan Arias, County of Napa - provided updates on the Silverado Trail paving project and the Measure T projects scheduled for July.

Kate Miller, NVTa - noted there will be a Transportation Summit, Wednesday, September 18, 2019 at 4 p.m., following the NVTa Board meeting - all jurisdictions have been invited to host a table at the event.

5. STANDING AGENDA ITEMS

5.1 County Transportation Agency (CTA) Report (Danielle Schmitz)

Kate Miller provided updates on the following:

- Caltrans presentation on advance mitigation for SHOPP
- Horizon/Plan Bay Area (PBA) - website has important dates posted
- Regional Growth Forecast
- State Transportation Improvement Program (STIP) funding preliminary estimate lower than expected; refined estimate should be available by the September TAC meeting
- The Trump Administration's effort to rollback the CAFE (Corporate Average Fuel Economy) Standards and SAFE (Safer Affordable Fuel-Efficient) Vehicles Rule - staff is monitoring the changes closely as they could impact the Soscot Junction project

5.2 Project Monitoring Funding Programs* (Alberto Esqueda)

Vice Chair Arias noted a detailed report will be provided at the September meeting.

5.3 Caltrans' Report* (Ahmad Rahimi)

No report - Ahmad Rahimi was unable to attend the meeting.

5.4 Vine Trail Update (Erica Ahmann Smithies)

Sanjay Mishra provided the following updates:

- The Calistoga to St. Helena segment is now in the PSA phase
- Status of the Calistoga to St. Helena segment right of way agreements

5.5 Transit Update (Matthew Wilcox)

Matthew Wilcox provided the following updates:

- New schedule starts July 28th - time point adjustments only, no route changes
- The new vinetransit.com website will go live later this month
- Monterey Salinas Transit has donated four used buses to the Vine

5.6 Measure T Update (Alberto Esqueda)

Measure T updates were provided under Item 8.2.

6. PRESENTATIONS

6.1 Safe Routes to School (SRTS) Presentation (Patrick Band and Grant Dinsdale)

Patrick Band, Executive Director, Napa County Bicycle Coalition and Grant Dinsdale, SRTS Site Coordinator, Napa County Office of Education provided a presentation on the Safe Routes to School (SRTS) program that included:

- Injury statistics to bicyclists and pedestrians under the age of 15
- Program goals
- Education and encouragement programs

6.2 Phase II Implementing Revisions to the Vine Local Routes (Matthew Wilcox)

Matthew Wilcox reviewed the four Vine Transit Local Routes revision options (in the City of Napa) that will be presented to the NVTB Board of Directors at the July 17, 2019 meeting.

5. CONSENT AGENDA**7.1 Meeting Minutes of June 6, 2019 TAC Meeting (Kathy Alexander) (Pages 9-12)**

Vice Chair Arias called for revisions to the June 6, 2019 TAC meeting minutes, there being none, he called for a motion to approve the minutes.

MOTION by TAGLIABOSCHI, SECOND by HECOCK, to APPROVE the meeting minutes of the June 6, 2019 TAC meeting as presented. Motion passed unanimously.

8. REGULAR AGENDA ITEMS**8.4 Regional Measure 3 (RM3) Program Priorities (Danielle Schmitz) (Pages 42-48)**

Vice Chair Arias stated that Item 8.4, Regional Measure 3 (RM 3) Program Priorities List would be taken at this time as Kate Miller needed to leave the meeting early.

Kate Miller reviewed the changes to the RM 3 Priorities List that reflect 1) the Better Utilizing Investments to Leverage Development (BUILD) grant proposal for the Soscol Junction Project and SR 29 improvements in American Canyon and 2) feedback received from MTC.

8.1 Notice of Letter of Interest Submittal to the Transportation Infrastructure Finance and Innovation Act (TIFIA) Credit Program (Antonio Onorato) (Pages 13-35)

Antonio Onorato reviewed the details in the Transportation Infrastructure Finance and Innovation Act (TIFIA) Credit Program Letter of Interest as well as the application process noting that each jurisdiction will receive formal notification following the July NVTB Board meeting.

8.2 Independent Taxpayer Oversight Committee (ITOC) Meeting Debrief (Alberto Esqueda) (Pages 36-39)

Alberto Esqueda reported on the ITOC requests and concerns from the June 5, 2019 ITOC meeting that included:

- An anonymous Measure T grievance process
- One member requested that the ITOC meet away from the NVTB and that NVTB staff not develop the ITOC agenda packet.
- 6.67% Equivalent Fund projects process and progress update.
- Draft Measure T report template

Mr. Esqueda also provided the TAC with a Measure T deadline schedule.

8.3 Napa Travel Model Validation and Update (Alberto Esqueda) (Pages 40-41)

Alberto Esqueda reviewed the methodology and enhancements to the Napa Travel Model Validation and Update which are based on MTC Travel Model 1.5. The Napa Travel Model Validation and Update will be presented to the NVTA Board for approval at the July 17, 2019 meeting.

MOTION by GORDON, SECOND by AYERS to recommend the NVTA Board approve the Napa Travel Model Validation Update in an amount not to exceed \$85,000. The motion passed unanimously.

8.5 Countywide Transportation Plan (CTP): Goals and Performance Measures (Alberto Esqueda) (Pages 49-53)

Alberto Esqueda provided a review of the Countywide Transportation Plan process and the goals and performance measures.

8.6 Legislative Update* (Kate Miller)

NVTA staff member Justin Paniagua provided an overview of the Legislative Report.

8.7 July 17, 2019 NVTA Board Meeting and NVTA-TA Board Meeting Draft Agendas* (Kate Miller)

Antonio Onorato reviewed the July 17, 2019 NVTA and NVTA-TA Board meeting agendas.

9. FUTURE AGENDA ITEMS

No future agenda items were requested.

10. ADJOURNMENT

10.1 Approval of Next Regular Meeting Date of September 5, 2019 and Adjournment.

Vice Chair Arias adjourned the meeting at 3:44 p.m.



NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

TO: Technical Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Director – Programs, Projects and Planning
(707) 259-5968 / Email: dschmitz@nvta.ca.gov
SUBJECT: 2020 Regional Transportation Improvement Program (RTIP) Update

RECOMMENDATION

That the Technical Advisory Committee (TAC) recommend the NVTA Board approve programming all 2020 Regional Transportation Improvement Program (RTIP) fund capacity to Soscol Junction.

EXECUTIVE SUMMARY

NVTA's Board approved policy directs future State Transportation Improvement Plan (STIP) funding, including advancement, on Soscol Junction to highway improvements, therefore, NVTA staff is not recommending programming new projects in the 2020 RTIP, but instead is recommending that all new RTIP capacity be programmed to Soscol Junction.

The NVTA staff recommendation will include:

- County of Napa's request to move \$98,000 for Silverado Trail Phase L to Napa Vine Trail St. Helena to Calistoga
- New RTIP capacity - \$2.045 million to be programmed to Soscol Junction PS&E for a total of \$5.045 million in PS&E

Any projects identified in the 2020 RTIP will need to submit an updated Project Programming Request (PPR) form. NVTA staff will email the updated form to project sponsors (Attachment 4).

FINANCIAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

The Metropolitan Transportation Commission (MTC) in cooperation with the Napa Valley Transportation Authority (NVTA) and the other Bay Area County Transportation Agencies (CTAs) is preparing the 2020 Regional Transportation Improvement Program (RTIP). MTC is responsible for developing regional project priorities for the 9-County Bay Area. MTC submits the biennial RTIP to the California Transportation Commission (CTC) for inclusion in the State Transportation Improvement Plan (STIP). The 2020 RTIP covers fiscal years 2020-21 through 2024-25. Napa County's new RTIP capacity for the 2020 cycle is \$2.045 million (Attachment 1). The new RTIP capacity is in the last two years.

In 2017, the NVTA Board approved advancing up to \$35 million in RTIP funds to Soscot Junction. To date, NVTA has \$12.8 million in RTIP funds programmed to Soscot Junction. NVTA has programmed \$6.1 million in environmental, with the remaining \$6.7 million in planning, right-of-way, and construction. Recent construction cost estimates for Soscot Junction are approximately \$50 million. NVTA is actively pursuing competitive grant fund sources like the United States Department of Transportation Better Utilizing Investments to Leverage Development (BUILD) and Senate Bill 1 (SB 1) - Rebuilding California Solutions for Congested Corridor Program (SCCP) funding. In addition, there is \$20 million from Regional Measure 3 (RM 3) funds for projects on the corridor pending resolution of law suits.

The STIP is a multi-year capital improvement program comprised of transportation projects on and off the State Highway System, funded with revenues from the State Highway Account and other funding sources. The STIP is composed of two sub-elements: the Regional Transportation Improvement Program (RTIP) and the Interregional Transportation Improvement Program (ITIP).

MTC has released the draft RTIP funds estimate, policies, and procedures. The 2020 RTIP provides about \$70 million in new programming capacity to the MTC region. SB 1, signed by Governor Brown in 2017, stabilized the revenues for the State Highway Account that funds the STIP. Napa County's new RTIP capacity for the 2020 cycle is \$2.045 million. New capacity has come in less than expected due to 2018 STIP project advancements against future capacity. These advancements were largely to match SB 1 projects throughout the state.

The 2020 STIP guidelines allow sponsors to match SB 1 competitive program projects with STIP funds. If the CTC does not select a project for funding in a competitive SB 1 program, and the local sponsor does not identify alternative funding within six months, a STIP amendment will be required to delete or substitute the project for a project with a full funding plan commitment. NVTA will be applying for SB 1 SCCP funding for Soscot Junction in early 2020. NVTA staff is currently working on complete funding package for Soscot Junction.

SUPPORTING DOCUMENTS

Attachments: (1) 2018 STIP Project Summary
 (2) Draft RTIP Timeline and Fund Estimate
 (3) MTC 2020 RTIP Draft Policies and Procedures
 (4) Revised PPR Form

2018 SUMMARY OF STIP COUNTY SHARE

Does Not Include ITIP Interregional Share Funding (See Separate Listing)
(\$1,000's)

Total County Share, June 30, 2017 (from 2017 Report)	14,420
Adjustment for 2015-16 and 2016-17 lapses	0
Less 2016-17 Allocations and closed projects	1,789
Less Projects Lapsed, July 1, 2017-June 30, 2018	(50)
2018 STIP Fund Estimate Formula Distribution	4,927
Total County Share, June 30, 2018	21,086

Napa

								Project Totals by Fiscal Year						Project Totals by Component					
Agency	Rte	PPNO	Project	Ext	Del.	Voted	Total	Prior	18-19	19-20	20-21	21-22	22-23	R/W	Const	E & P	PS&E	R/W Sup	Con Sup
Highway Projects:																			
MTC		2130	Planning, programming, and monitoring			Aug-17	15	15	0	0	0	0	0	0	15	0	0	0	0
Napa TPA		1003E	Planning, programming, and monitoring			Aug-17	165	165	0	0	0	0	0	0	165	0	0	0	0
American Cyn	loc	2130E	Eucalyptus Drive Extension			Delete	0	0	0	0	0	0	0	0	0	0	0	0	0
Caltrans	29	2130F	California Blvd Roundabouts			Jun-18	1,070	1,070	0	0	0	0	0	0	1,070	0	0	0	0
Caltrans	12	376	Rt 12/29/221 Soscol intersection separation				9,819	6,100	0	600	0	3,119	0	300	3,119	6,100	0	300	0
Napa TPA	12	376	Rt 12/29/221 Soscol intersection separation				3,000	0	0	3,000	0	0	0	0	0	0	3,000	0	0
Calistoga	loc	2130M	Rt 128/Petrified Forest Rd, intersection improv				475	0	0	475	0	0	0	0	475	0	0	0	0
Yountville	loc	2130N	Hopper Creek Pedestrian Path (Oak Circle-Mission)				500	0	0	500	0	0	0	0	500	0	0	0	0
Napa Co	loc	2130R	Silverado Trail, repave, Phase L (Hardman-Oak Knoll)				98	0	0	0	98	0	0	0	98	0	0	0	0
American Cyn	loc	2130D	Devlin Rd & Vine Trail Extension, Class I path	SOF			4,151	0	0	0	4,151	0	0	0	4,151	0	0	0	0
Caltrans	121	380N	Silverado Trail, 5-Way intersection improv (SHOPP)				1,153	0	0	0	0	1,153	0	1,153	0	0	0	0	0
MTC		2130	Planning, programming, and monitoring				69	0	16	0	17	18	18	0	69	0	0	0	0
Napa TPA		1003E	Planning, programming, and monitoring				193	0	0	0	65	64	64	0	193	0	0	0	0
			Subtotal, Highway Projects				20,708	7,350	16	4,575	4,331	4,354	82	1,453	9,855	6,100	3,000	300	0
Total Programmed or Voted since July 1, 2017							20,708												

Balance of STIP County Share, Napa		
Total County Share, June 30, 2018		21,086
Total Now Programmed or Voted Since July 1, 2017		20,708
Unprogrammed Share Balance		378
Share Balance Advanced or Overdrawn		0

METROPOLITAN TRANSPORTATION COMMISSION 2020 Regional Transportation Improvement Program Development Schedule (Subject to Change) August 5, 2019	
March 13, 2019	Caltrans presentation of draft STIP Fund Estimate Assumptions (CTC Meeting – Los Angeles)
May 15, 2019	CTC adoption of STIP Fund Estimate Assumptions (CTC Meeting – San Diego)
June 26, 2019	Caltrans presentation of the draft STIP Fund Estimate and draft STIP Guidelines (CTC Meeting – Sacramento)
June 27, 2019	Governor signed State Budget
July 22, 2019	STIP Fund Estimate and Guidelines Workshop (Sacramento)
August 14, 2019	CTC adopts STIP Fund Estimate and STIP Guidelines (CTC Meeting – San José)
August 28, 2019	Draft RTIP Policies and Procedures published online and emailed to stakeholders for public comment
September 4, 2019	MTC Programming and Allocations Committee (PAC) scheduled review and recommendation of final proposed RTIP Policies and Procedures
September 25, 2019	MTC Commission scheduled adoption of RTIP Policies and Procedures
October 9, 2019	BACTAs submit to MTC, RTIP projects summary listings and identification of projects requiring project-level performance measure analysis. Deadline to submit Complete Streets Checklist for new projects.
November 1, 2019	Final Project Programming Request (PPR) forms due to MTC. Final RTIP project listing and performance measure analysis due to MTC. Final PSR (or PSR Equivalent), Resolution of Local Support, and Certification of Assurances due to MTC (Final Complete Applications due)
December 4, 2019	Draft RTIP scheduled to be available for public review
December 11, 2019	PAC scheduled review of RTIP and referral to Commission for approval
December 15, 2019	2020 RTIP due to CTC (PAC approved project list will be submitted)
December 18, 2019	MTC Commission scheduled approval of 2020 RTIP (Full RTIP to be transmitted to CTC within one week of Commission approval)
January 30, 2020	CTC 2020 STIP Hearing – Northern California (TBD)
February 6, 2020	CTC 2020 STIP Hearing – Southern California (TBD)
February 28, 2020	CTC Staff Recommendations on 2020 STIP released
March 25, 2020	CTC adopts 2020 STIP (CTC Meeting – Los Angeles)

Shaded Area – Actions by Caltrans or CTC

2020 RTIP Fund Estimate County Targets

Metropolitan Transportation Commission

7/30/2019

All numbers in thousands

Table 1: County Share Targets

DRAFT 7/30/19	Through FY 2024-25 New Distrib.	Advanced Carryover and Lapsed	Regional Set-aside*	MTC PPM FY 2023-24 & FY 2024-25	2020 STIP CTA Target**
Alameda	16,481	18,188	(5,063)	(338)	29,268
Contra Costa	11,284	24,969	(31,090)	(220)	4,943
Marin	3,086	(25,337)	(571)	(63)	0
Napa	2,032	428	(376)	(39)	2,045
San Francisco	8,370	1,548	(1,548)	(173)	8,197
San Mateo	8,518	683	(1,598)	(179)	7,424
Santa Clara	19,526	(6,957)	(3,632)	(395)	8,542
Solano	5,114	5,147	(945)	(104)	9,212
Sonoma	6,284	(5,739)	(1,177)	(124)	0
County Totals	80,695	12,930	(46,000)	(1,635)	69,631

Note: Counties with negative balance have a "\$0" new share.

* Regional set-aside includes \$31 million from ARRA/Caldecott payback, and \$15 million from SFOBB Bike/Ped Access projects

** Does not include CTA PPM programming

Table 2: Planning, Programming, and Monitoring Amounts
FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24

	PPM Limit FY 2020-21 through FY 2023-24	MTC PPM FY 2020-21 through FY 2023-24	Programmed CTA PPM Current Share Period				PPM Available for FY 2023-24 or earlier CTA Share***
			FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	
Alameda	2,260	632	1,535	0	0	0	93
Contra Costa	1,545	410	355	356	356	0	68
Marin	423	118	287	0	0	0	18
Napa	278	72	65	64	64	0	13
San Francisco	1,146	322	260	259	259	0	46
San Mateo	1,167	334	263	262	262	0	46
Santa Clara	2,674	738	912	912	0	0	112
Solano	700	194	159	159	159	0	29
Sonoma	860	232	197	197	197	0	37
County Totals	11,053	3,052	4,033	2,209	1,297	0	462

Note: Counties may redistribute PPM amounts across all four fiscal years

*** CTA PPM share has not been subtracted from 2020 STIP CTA target identified in Table 1

Table 3: Planning, Programming, and Monitoring Amounts
FY 2024-25

	PPM Available for Programming MTC+CTA FY 2024-25	MTC Share for FY 2024-25	CTA Share for FY 2024-25***
Alameda	566	172	394
Contra Costa	387	112	275
Marin	106	32	74
Napa	70	20	50
San Francisco	287	88	199
San Mateo	292	91	201
Santa Clara	670	201	469
Solano	176	53	123
Sonoma	216	63	153
County Totals	2,770	832	1,938

*** CTA PPM share has not been subtracted from 2020 STIP CTA target identified in Table 1

**Metropolitan Transportation Commission
Programming and Allocations Committee**

September 4, 2019

Item Number 3a

Resolution No. 4398

Subject: Policies and Procedures for the 2020 Regional Transportation Improvement Program (RTIP).

Background: MTC is responsible for developing the region's funding priorities for the Regional Transportation Improvement Program (RTIP), and for submitting the proposed projects to the California Transportation Commission (CTC) for adoption into the State Transportation Improvement Program (STIP). Resolution No. 4398 establishes MTC's policies, procedures, project criteria, schedule, and funding targets for the 2020 RTIP, and will include the program of projects due to the CTC by December 15, 2019. The 2020 STIP covers the fiscal years 2020-21 through 2024-25.

The 2020 RTIP provides about \$70 million in new programming capacity to the nine-county MTC region. Senate Bill (SB) 1, signed by the governor in 2017, stabilized the revenues for the State Highway Account that funds the STIP.

In addition to the new programming capacity in the 2020 RTIP, sponsors have the opportunity to update existing project funding plans and schedules. To meet the CTC deadline, the Bay Area County Transportation Agencies (CTAs) must submit their final project nominations to MTC in early November. Staff will evaluate all submitted project nominations for compliance with the policies and procedures. This Committee will review the project listing on December 11, 2019. The Commission is scheduled to consider adoption of the final 2020 RTIP at its December 18, 2019 meeting, via an amendment to this resolution. The 2020 guidance includes the latest updates to the CTC STIP Guidelines adopted on August 14, 2019 (see Attachment 1).

Staff met with the region's CTAs to solicit input on the proposed policies and procedures.

Staff recommends minor changes in the 2020 RTIP Policies and Procedures. A full summary of the proposed changes to the regional guidance is included in Attachment 2.

Issues: 1. Housing compliance requirements are expected to be part of a broader MTC and ABAG housing policy and governance discussion anticipated to occur over the next several months. Staff does not recommend conditioning 2020 RTIP funds to housing production or state law compliance requirements because of limited capacity in this RTIP cycle, and short notice for CTAs and sponsors to comply with potentially changing state housing laws.

2. CTC's 2020 STIP guidelines allow sponsors to match SB1 competitive program projects with STIP funds. If the CTC does not select a project for funding in a competitive SB1 program, and alternative funding is not identified within six months, a STIP amendment will be required to delete or substitute the project for a project with a full funding plan commitment. MTC strongly encourages sponsors to use RTIP funds to match SB1 competitive program applications and will require match come from RTIP before committing other regional discretionary funding. If a county's RTIP shares are pre-committed or otherwise unavailable, MTC expects the CTA to examine local funds as match before MTC will consider committing other regional discretionary funding.

Recommendation: Refer MTC Resolution No. 4398 to the commission for approval.

Attachments: Attachment 1 – Highlights of CTC 2020 STIP Guidelines
Attachment 2 – MTC 2020 RTIP Changes to Policies and Procedures
MTC Resolution No. 4398

Therese W. McMillan

Highlights of CTC 2020 STIP Guidelines

- **Fund Capacity**

The 2020 STIP Fund Estimate identifies net new capacity only in the two years added to the STIP, FY 2023-24 and FY 2024-25. No new capacity is identified for the first three years. Due to the lack of new capacity in the early years of the STIP, projects with cost increases that are currently programmed in the first three years of the STIP may be delayed to the last two years of the STIP.

- **Uncommitted funding for STIP projects**

The CTC will consider programming projects with uncommitted funds only from the Local Partnership Program, Solutions for Congested Corridors Program, and Trade Corridors Enhancement Program provided that the uncommitted funding is secured within six months of the adoption of these programs. If the funding commitment from these programs, or alternative funding, is not secured by the established date, a STIP amendment will be required to delete or substitute the project for a project with a full funding plan commitment.

- **Public Transportation Account**

Although the overall statewide capacity for the 2020 STIP Fund Estimate identifies new capacity for the STIP period, the 2020 STIP Fund Estimate indicates a negative program capacity for the Public Transportation Account (PTA). SB 1 did not provide additional funding for the PTA; instead, PTA resources for the STIP decreased as a result of SB 1. Therefore, all transit projects programmed in the STIP will need to be delivered with other STIP funds, if eligible. Regions may nominate transit and rail projects in its RTIP within SHA and Federal funding constraints (rolling stock may only be funded with Federal funds).

- **Advance Project Development Element**

There is no Advance Project Development Element capacity identified for the 2020 STIP. Therefore, Counties will have limited opportunity to advance county shares to develop new STIP projects for future STIP cycles.

MTC 2020 RTIP Changes to Policies and Procedures

- **Senate Bill 1 Competitive Programs Match**

CTC's 2020 STIP guidelines allow sponsors to match SB1 competitive program projects with STIP funds. If the CTC does not select a project for funding in a competitive SB1 program, and alternative funding is not identified within six months, a STIP amendment will be required to delete or substitute the project for a project with a full funding plan commitment. MTC strongly encourages sponsors to use RTIP funds to match SB1 competitive program applications and will require match come from RTIP before committing other regional discretionary funding. If a county's RTIP shares are pre-committed or otherwise unavailable, MTC expects the CTA to examine local funds as match before MTC will consider committing other regional discretionary funding.

- **Regional Communications Infrastructure**

MTC Resolution No. 4104, Traffic Operations System Policy, requires the installation and activation of freeway traffic operations system elements. In order to facilitate implementation of technology-based strategies focused on enhancing safety, mobility and economic vitality of communities, and to expand interoperability among partner agencies, projects must install fiber communications conduit infrastructure if project limits overlap with a proposed project in the final 2019 Regional Communications Strategic Investment Plan, when both financially feasible and consistent with goals stated in the Bay Area Regional Communications Infrastructure Plan.

Projects proposed for programming in the 2020 RTIP, seeking funds for environmental or plans, specifications, and estimates (PS&E) phases should consider incorporating communications infrastructure into project design, ideally at the project scoping phase leading to programming. A checklist of technical recommendations is listed in the final 2019 Regional Communications Infrastructure Plan (available at the MTC website at <https://mtc.ca.gov/our-work/operate-coordinate/intelligent-transportation-systems/regional-communications-network>). For future RTIP funding commitments on new projects, project sponsors should work with Caltrans and MTC to identify the appropriate communications component to support the completion of regional communications network throughout the Bay Area. A project is considered "new" if it does not have an approved Project Study Report or applicable scoping document as of December 15, 2019.

- **PPM Escalation Rate**

MTC has programmed Regional PPM amounts based on a letter of understanding from MTC's executive director Steve Heminger to the CMA directors in 2005. The letter based MTC's PPM amount on a base amount of \$500,000 in FY 2005-06 escalated annually thereafter. The 2020 RTIP Policies and Procedures memorializes the escalation rate, 3.5%. MTC has used a 3.5% escalation factor for calculating the annual funding levels based on the standard escalation rate used since FY 2005-06. The 3.5% rate ensures MTC staff will continue to meet the increased requirements in planning, programming, and monitoring.

ABSTRACT

Resolution No. 4398

This resolution adopts the policies, procedures, and program of projects for the 2020 Regional Transportation Improvement Program (RTIP) for the San Francisco Bay Area, for submission to the California Transportation Commission (CTC), consistent with the provisions of Senate Bill 45 (Chapter 622, Statutes 1997).

- Attachment A – Policies and Procedures for the 2020 RTIP (with appendices)
- Attachment B – 2020 RTIP Program of Projects
- Attachment C – STIP Amendment / Extension Rules and Procedures

Further discussion of these actions is contained in the Summary Sheet to the MTC Programming and Allocations Committee dated September 4, 2019.

RE: Adoption of 2020 Regional Transportation Improvement Program (RTIP)
Program Policies, Procedures, Project Selection Criteria, and Program of Projects

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4398

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, MTC has adopted and periodically revises, pursuant to Government Code Sections 66508 and 65080, a Regional Transportation Plan (RTP); and

WHEREAS, MTC shares responsibility with the Association of Bay Area Governments (ABAG) for developing and implementing a Sustainable Communities Strategy (SCS) that integrates transportation, land use, and housing to meet greenhouse gas (GHG) reduction goals (Government Code Section 65080(b) 2(B)).

WHEREAS, MTC adopts, pursuant to Government Code Section 65082, a Regional Transportation Improvement Program (RTIP) when additional State Transportation Improvement Program funding is available, that is submitted, pursuant to Government Code Section 14527, to the California Transportation Commission (CTC) and the California Department of Transportation (Caltrans); and

WHEREAS, MTC has developed, in cooperation with Caltrans, operators of publicly owned mass transportation services, congestion management agencies, countywide transportation planning agencies, and local governments, policies, procedures and project selection criteria to be used in the development of the 2020 RTIP, and a five-year program for the funding made available for highways, roadways and state-funded mass transit guideways and other transit capital improvement projects, to include projects programmed in fiscal years 2020-21 through 2024-25; and

WHEREAS, using the process and criteria set forth in the Attachments to this resolution, attached hereto as though set forth at length, a set of capital priorities for the 2020 Regional Transportation Improvement Program (RTIP) was developed; and

WHEREAS, the 2020 RTIP has been developed consistent with the policies and procedures outlined in this resolution, and with the STIP Guidelines adopted by the CTC on August 14, 2019; and

WHEREAS, the 2020 RTIP will be subject to public review and comment; now, therefore, be it

RESOLVED, that MTC approves the process and criteria to be used in the evaluation of candidate projects for inclusion in the 2020 RTIP, as set forth in Attachment A of this resolution, and be it further

RESOLVED, that MTC adopts the 2020 RTIP Program of Projects, attached hereto as Attachment B and incorporated herein as though set forth at length, and finds it consistent with the RTP; and, be it further

RESOLVED, that MTC approves the STIP Amendment / Extension Rules and Procedures to be used in processing STIP amendment and extension requests, as set forth in Attachment C of this resolution, and be it further

RESOLVED, that the Executive Director may make adjustments to Attachment B in consultation with the respective Congestion Management Agency (CMA) or County Transportation Planning Agency, Collectively known as the Bay Area County Transportation Agencies (CTAs), to respond to direction from the California Transportation Commission and/or the California Department of Transportation; and, be it further

RESOLVED, that MTC's adoption of the programs and projects in the 2020 RTIP is for planning purposes only, with each project still subject to MTC's project review and application approval pursuant to MTC Resolution Nos. 3115 and 3757; and, be it further

RESOLVED, that the Executive Director shall forward a copy of this resolution, and such other information as may be required to the CTC, Caltrans, and to such other agencies as may be appropriate.

METROPOLITAN TRANSPORTATION COMMISSION

Scott Haggerty, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in San Francisco, California, on September 25, 2019.

DRAFT

Date: September 25, 2019
W.I.: 1515
Referred by: PAC

Attachment A
Resolution No. 4398
Page 1 of 30

2020 Regional Transportation Improvement Program

**Policies and Procedures
September 25, 2019**

**MTC Resolution No. 4398
Attachment A**

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

**2020 RTIP
Regional Transportation Improvement Program
Policies and Procedures
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2020 Regional Transportation Improvement Program (RTIP) Policies and Procedures

Background

The State Transportation Improvement Program (STIP) provides funding for transportation projects around the State. As the Regional Transportation Planning Agency (RTPA) for the Bay Area, the Metropolitan Transportation Commission (MTC) is responsible for developing regional STIP project priorities for the nine counties of the Bay Area.

The Regional Transportation Improvement Program (RTIP) is the region's proposal to the State for STIP funding, and is due to the California Transportation Commission (CTC) by December 15, 2019. The 2020 STIP will include programming for the five fiscal years from 2020-21 through 2024-25.

2020 RTIP Development

The following principles will frame the development of MTC's 2020 RTIP, the region's contribution to the 2020 STIP.

- MTC will work with CTC staff, each Congestion Management Agency and Countywide Transportation Planning Agency, collectively known as the Bay Area County Transportation Agencies (CTAs), transit operators, Caltrans, and project sponsors to prepare the 2020 STIP.
- Investments made in the RTIP must carry out the objectives of the Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS), and be consistent with its improvements and programs.
- MTC may choose to consult with counties to consider programming a portion of their RTIP shares for projects that meet a regional objective.
- MTC will continue to work with CTAs, transit operators, Caltrans and project sponsors to aggressively seek project delivery solutions. Through the use of AB 3090 authority, GARVEE financing, and federal, regional, and local funds and funding exchanges, MTC will work with its transportation partners to deliver projects in the region.
- Each county's project list must be constrained within the county share limits unless arrangements have been made with other counties to aggregate the county share targets. MTC continues to support aggregation of county share targets to deliver ready-to-go projects in the region. CTAs that submit a list that exceeds their county share must identify and prioritize those projects that exceed the county share target.

Key Policies and Guidance

The following policies serve as the primary guidance in the development of the 2020 RTIP.

Key Eligibility Policies

Consistency with Regional and Local Plans

RTP/SCS Consistency

Plan Bay Area 2040, the Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS), lays out a vision of what the Bay Area land use patterns and transportation network could look like in 2040. An objective of *Plan Bay Area 2040* is to encourage and promote the safe and efficient management, operation and development of a regional intermodal transportation system

that will serve the mobility needs of people and goods. Programming policies governing the STIP and other flexible, multi-modal discretionary funding sources such as the federal Surface Transportation Block Grant Program (STBG), Congestion Mitigation and Air Quality Improvement (CMAQ), and Regional Transportation Improvement Program (RTIP) funds must be responsive to the strategies and goals of the Plan. New projects submitted for RTIP consideration must be included in the current RTP and should include a statement addressing how the project meets the strategies and goals set forth in the RTP.

Local Plans

Projects included in the RTIP must be included in a Congestion Management Plan (CMP) or Capital Improvement Program (CIP).

CTC Guidance

The California Transportation Commission (CTC) 2020 STIP Guidelines were adopted on August 14, 2019. The MTC 2020 RTIP Policies and Procedures includes all changes in STIP policy implemented by the CTC. The entire CTC STIP Guidelines are available on the internet at: <https://dot.ca.gov/programs/transportation-programming/office-of-capital-improvement-programming-ocip> or <https://catc.ca.gov/programs/state-transportation-improvement-program>. All CTAs and project sponsors must follow the MTC and CTC STIP Guidelines in the development and implementation of the 2020 RTIP/STIP.

2020 RTIP Development Schedule

Development of the 2020 RTIP under these procedures will be done in accordance with the schedule outlined in Appendix A-1 of these policies and procedures.

RTIP County Share Targets

Appendix A-2 of the Policies and Procedures provides the county share targets for each county for the 2020 RTIP. Each county's project list, due to MTC in draft form by October 9, 2019, should be constrained within these county share limits. It is expected that MTC's RTIP will be developed using a region-wide aggregate of county-share targets.

Project Eligibility

SB 45 (Chapter 622, Statutes 1997) defines the range of projects that are eligible for consideration in the RTIP. Eligible projects include state highway improvements, local road improvements and rehabilitation, public transit, intercity rail, pedestrian, and bicycle facilities, and grade separation, transportation system management, transportation demand management, soundwall projects, intermodal facilities, and safety projects.

RTIP Project Solicitation

Each CTA is responsible for soliciting projects for its county share of the RTIP where the county target is greater than \$0. The CTA must notify all eligible project sponsors, including Caltrans and transit operators, of the process and deadlines for applying for RTIP funding. If the CTA does not conduct a solicitation of projects, that CTA must provide justification to MTC that conforms to the

public involvement process described in the next section, and approved by that CTA's governing body.

Public Involvement Process

MTC is committed to having the CTAs as full partners in development of the RTIP. That participation likewise requires the full commitment of the CTAs to a broad, inclusive public involvement process consistent with MTC's adopted Public Participation Plan (available online at <http://mtc.ca.gov/about-mtc/public-participation/public-participation-plan>) and federal regulations, including Title VI of the Federal Civil Rights Act of 1964. Federal regulations call for active outreach and public comment opportunities in any metropolitan planning process, and such opportunities an important step to any project selection process for the RTIP. CTAs shall document their public involvement opportunities, including how they included communities covered under Title VI, and submit the documentation along with their list of candidate projects.

RTIP Projects in the Transportation Improvement Program (TIP)

In accordance with state and federal requirements, RTIP-funded projects must be programmed in the TIP prior to seeking a CTC allocation. In addition, a federal authorization to proceed (E-76) request must be submitted simultaneously with the RTIP allocation request to Caltrans and the CTC when the request includes federal funds. In the 2020 RTIP, all projects are subject to be a mix of federal and state funds, and may require a federal authorization to proceed. Additionally, all STIP projects are to be included in the TIP and must have funds escalated to the year of expenditure, in accordance with federal regulations.

Regional Policies

Regional Set-Aside Programming

In order to expedite obligation and expenditure of American Recovery and Reinvestment Act of 2009 (ARRA) funds, and to address the State's lack of funding at the time, MTC programmed \$31 million in ARRA funds to backfill unavailable STIP funds for the Caldecott Tunnel Fourth Bore project. Of the \$31 million, \$29 million came from Contra Costa's STIP county share, and \$2 million from Alameda's STIP county share. Further, in 2012, MTC programmed \$15 million to the Improved Bicycle/Pedestrian Access to the San Francisco-Oakland Bay Bridge project from a portion of each county's STIP share (from former Transportation Enhancement (TE) funds). To address lack of funding in the 2016 STIP, MTC de-programmed both the \$31 million and \$15 million commitments to regional projects (total \$46 million). In January 2017 MTC committed the \$46 million to additional contingency for the Caltrain Peninsula Corridor Electrification Project (PCEP), through MTC Resolution No. 4267. If these funds are not needed for the PCEP, the RTIP funds will be re-programmed the Housing Production and Preservation Incentive Program (see next section), or to another regional priority project(s) at MTC's discretion. These funds have the highest priority for funding in the RTIP, after GARVEE, AB 3090, and PPM projects.

Housing Production and Preservation Incentive

On October 24, 2018, MTC approved Resolution No. 4348, which establishes the framework and qualifying criteria for the Housing Incentive Pool (HIP), an incentive program to reward Bay Area

local jurisdictions that produce or preserve the most affordable housing. This resolution builds on the HIP established in OBAG 2, MTC Resolution No. 4202, Revised.

As part of the 2020 RTIP, the OBAG 2 Housing Production Incentive challenge grant program described immediately above is augmented with \$46 million of regionally-controlled RTIP funds identified in the regional set-aside programming section above, conditioned on these funds not being needed for Caltrain's project contingency, either because the project can be completed within budget or because substitute contingency funds are identified.

The RTIP funding provided may be either federal or state funds, must be used only for federally- or State Highway Account-eligible transportation purposes, and must meet CTC STIP Guideline requirements.

Senate Bill 1 Competitive Programs Match

CTC's 2020 STIP guidelines allow sponsors to match SB1 competitive program projects with STIP funds. If the CTC does not select a project for funding in a competitive SB1 program, and alternative funding is not identified within six months, a STIP amendment will be required to delete or substitute the project for a project with a full funding plan commitment. MTC strongly encourages sponsors to use RTIP funds to match SB1 competitive program applications and will require match come from RTIP before committing other regional discretionary funding. If a county's RTIP shares are pre-committed or otherwise unavailable, MTC expects the CTA to examine local funds as match before MTC will consider committing other regional discretionary funding.

County Programming Priorities

Alameda County

Alameda County Transportation Commission (ACTC) Resolution No. 14-007 (Revised) identifies RTIP funds as a source to meet ACTC's \$40 million commitment to AC Transit's East Bay Bus Rapid Transit (BRT) project. Further, Commission action for the Regional Measure 2 (RM2) Strategic Plan in May 2014, and the March 2015 RM2 allocation to AC Transit for the BRT project require that ACTC commit the RTIP or other funds for the BRT project in order to retire the BRT commitment. Since the CTC removed the proposed AC Transit programming from the 2018 STIP, MTC expects ACTC to program its remaining commitment to AC Transit in the 2020 STIP, and reserves the right to program funds directly from Alameda County's STIP share if no other fund source is identified.

San Francisco County

MTC Resolution No. 4035, Revised, which sets forth the second cycle of federal Surface Transportation Program/Congestion Mitigation and Air Quality Improvement (STP/CMAQ) funding, advanced \$34 million in federal funds for the Doyle Drive Replacement / Presidio Parkway project. In exchange, \$34 million San Francisco's STIP share shall be reserved for regional Freeway Performance Initiative (FPI)/Columbus Day Initiative (CDI)/Express Lanes projects. San Francisco shall commit these funds after PPM programming and the remaining commitment to the Central Subway project (about \$40.7 million).

San Francisco, San Mateo, and Santa Clara Counties

MTC Resolution No. 4267 identifies RTIP funds as a source to meet MTC's \$50 million contingency commitment to the Caltrain Peninsula Corridor Electrification Project, with the \$46 million identified in the "Regional Set-Aside Programming" section of these policies and procedures. If the PCEP cost exceeds the estimated project delivery cost and previously budgeted contingency, or a shortfall in revenue occurs, \$4 million would be reserved from future San Francisco, San Mateo, and Santa Clara county shares. If the \$50 million contingency commitment is not needed for PCEP, MTC will not withhold the \$4 million from the three counties' RTIP shares.

Regional Advanced Mitigation Program (RAMP)

As a part of *Plan Bay Area 2040* and through MTC Resolution No. 4290, MTC identified Regional Advance Mitigation Program (RAMP) as a mitigation strategy for the Bay Area. RAMP would mitigate certain environmental impacts from groups of planned transportation projects, rather than mitigating on an inefficient per-project level. RTIP funds may be used to implement RAMP, including purchasing mitigation land bank credits, establishing a greenfield mitigation site, contributing to an existing Habitat Conservation Plan, and purchasing conservation land easements and their endowments, as allowed under state and federal law. In instances where RTIP funds are not eligible for RAMP implementation, MTC encourages sponsors to exchange RTIP funds with eligible non-federal funds for RAMP. Such exchanges must be consistent with MTC's fund exchange policy, MTC Resolution No. 3331.

Regional Planning, Programming, and Monitoring (PPM) funds

Passage of Assembly Bill 2538 (Wolk, 2006) allows all counties to program up to 5% of their county share to Planning, Programming, and Monitoring (PPM) purposes in the STIP. Appendix A-2 identifies PPM amounts each county may program. As agreed with the CTAs, MTC will program a portion of each county's PPM for regional PPM activities each year beginning with a base amount of \$500,000 in FY 2005-06 escalated 3.5% annually thereafter. MTC's currently programmed amounts for regional PPM activities in FY 2020-21 through FY 2022-23 will not change in the 2020 RTIP; the CTAs may choose to redistribute their county portion of the PPM funds programmed in FY 2020-21, FY 2021-22, FY 2022-23, and FY 2023-24. Due to county share period restrictions, new PPM amounts may only be programmed in the amounts and years identified in Attachment 2.

Caltrans Project Nomination

Senate Bill 1768 (Chapter 472, Statutes 2002) authorizes the Department of Transportation to nominate or recommend projects to be included in the RTIP to improve state highways using regional transportation improvement funds. To be considered for funding in the RTIP, the Department must submit project nominations directly to the applicable CTA. The Department should also identify any additional state highway improvement needs within the county that could be programmed within the 3 years beyond the end of the current STIP period. The Department must submit these programming recommendations and identification of state highway improvement needs to the CTA within the timeframe and deadline prescribed by the applicable CTA. In addition, the Department must also provide a list of projects and funding amounts for projects currently planned on the State Highway System over the 2020 STIP period to be funded with local and regional funds.

Title VI Compliance

Investments made in the RTIP must be consistent with federal Title VI requirements. Title VI prohibits discrimination on the basis of race, color, disability, and national origin in programs and activities receiving federal financial assistance. Public outreach to and involvement of individuals in low income and minority communities covered under Title VI of the Civil Rights Act and the Executive Order pertaining to Environmental Justice is critical to both local and regional decisions. The CTA must consider equitable solicitation and selection of project candidates in accordance with federal Title VI and Environmental Justice requirements.

Intelligent Transportation Systems Policy

In collaboration with federal, state, and local partners, MTC developed the regional Intelligent Transportation Systems (ITS) Architecture. The San Francisco Bay Area Regional ITS Architecture is a roadmap for integrated and collaborative ITS projects in the Bay Area over the next 10 years and beyond. The Architecture provides the knowledge base necessary to make the most out of technological advances for planning and deployment of intelligent transportation systems that are connected and standardized across the region and beyond.

MTC, state and federal agencies require projects funded with federal highway trust funds to meet applicable ITS Architecture requirements. Since the 2006 RTIP, MTC requires all applicable projects to conform to the regional ITS architecture. Through the on-line Fund Management System (FMS) application process, 2020 RTIP project sponsors will identify the appropriate ITS category, if applicable. Information on the regional ITS architecture can be found at: <http://mtc.ca.gov/our-work/operate-coordinate/intelligent-transportation-systems-its>.

MTC Resolution No. 4104 Compliance – Traffic Operations System Policy

All major new freeway projects included in *Plan Bay Area 2040* and subsequent regional transportation plans shall include the installation and activation of freeway traffic operations system (TOS) elements to effectively operate the region's freeway system and coordinate with local transportation management systems. MTC requires all applicable RTIP projects to conform to the regional policy. For purposes of this policy, a major freeway project is a project that adds lanes to a freeway, constructs a new segment of freeway, upgrades a segment to freeway status, modifies a freeway interchange, modifies freeway ramps, or reconstructs an existing freeway. TOS elements may include, but are not limited to, changeable message signs, closed-circuit television cameras, traffic monitoring stations and detectors, highway advisory radio, and ramp meters.

As set forth in MTC Resolution No. 4104, for any jurisdiction in which MTC finds that ramp metering and TOS elements are installed but not activated or in operation, MTC will consider suspending fund programming actions for STIP funding until the Ramp Metering Plan is implemented and the ramp meters and related TOS elements are activated and remain operational, and MTC deems the requirements of the regional TOS policy have been met. Furthermore, in any county in which a jurisdiction fails to include the installation and activation of TOS elements in an applicable freeway project, including ramp metering as identified in the Ramp Metering Plan, projects to install and activate the appropriate ramp meters and TOS elements omitted from the project shall have priority for programming of new STIP funding for that county. STIP projects that

do not meet the provisions of MTC Resolution No. 4104 are subject to de-programming from the federal TIP.

Regional Communications Infrastructure

MTC Resolution No. 4104, Traffic Operations System Policy, requires the installation and activation of freeway traffic operations system elements. In order to facilitate implementation of technology-based strategies focused on enhancing safety, mobility and economic vitality of communities, and to expand interoperability among partner agencies, projects must install fiber communications conduit infrastructure if project limits overlap with a proposed project in the final 2019 Regional Communications Strategic Investment Plan, when both financially feasible and consistent with goals stated in the Bay Area Regional Communications Infrastructure Plan.

Projects proposed for programming in the 2020 RTIP, seeking funds for environmental or plans, specifications, and estimates (PS&E) phases should consider incorporating communications infrastructure into project design, ideally at the project scoping phase leading to programming. A checklist of technical recommendations are listed in the final 2019 Regional Communications Infrastructure Plan (available at the MTC website at <https://mtc.ca.gov/our-work/operate-coordinate/intelligent-transportation-systems/regional-communications-network>). For future RTIP funding commitments on new projects, projects sponsors should work with Caltrans and MTC to identify the appropriate communications component to support the completion of regional communications network throughout the Bay Area. A project is considered “new” if it does not have an approved Project Study Report or applicable scoping document as of December 15, 2019.

Bay Area Forward and Regional Express Lane (HOT) Network

All projects on the state highway system must demonstrate a scope and funding plan that includes Traffic Operations System (TOS) elements, consistent with the section above. Projects must also include any additional traffic operations and advanced technology improvements, and transportation demand management recommendations resulting from MTC’s Bay Area Forward (BAF). Additionally, projects on the State Highway System proposed for programming in the 2020 RTIP should be consistent with the planned Regional Express Lane (High-Occupancy Toll) Network. For new RTIP funding commitments on the Regional Express Lane Network, the CTAs should work with MTC to determine the appropriateness of advance construction elements (such as structures and conduit) to support the future conversion of general purpose/HOV lanes to express lanes if identified.

Bay Area Interregional Transportation Improvement Program (ITIP) Priorities

In order to support Caltrans District 4 in successfully programming ITIP projects in the Bay Area, MTC worked with the CTAs and District to formulate four guiding principles for prioritizing ITIP projects. The principles are:

- Support high cost-benefit ratio projects on the State Highway System
- Support High-Occupancy Vehicle (HOV) lane gap closures, with emphasis on those that support the Regional Express Lane Network.
- Support high speed rail early investments and intercity/commuter rail

- Support future goods movement and trade corridors

These principles are consistent with *Plan Bay Area 2040* assumptions. MTC supported these principles in a comment letter to Caltrans regarding the 2015 Interregional Transportation Strategic Plan (ITSP).

MTC Resolution No. 3866 Compliance – Transit Coordination Implementation Plan

On February 24, 2010, MTC approved Resolution No. 3866, which documents coordination requirements for Bay Area transit operators to improve the transit customer experience when transferring between transit operators and in support of regional transit projects. *If a transit operator fails to comply with Res. 3866 requirements, MTC may withhold, restrict or reprogram funds or allocations.* Res. 3866 supersedes MTC's earlier coordination plan, Res. 3055.

One goal in establishing Res. 3866 was to incorporate detailed project information through reference rather than directly in the resolution in order to facilitate future updates of project-specific requirements. Transit operators must comply with these more detailed documents in order to comply with Res. 3866. MTC may periodically update these documents in consultation with transit agencies.

Accommodations for Bicyclists, Pedestrians and Persons with Disabilities

Federal, state and regional policies and directives emphasize the accommodation of bicyclists, pedestrians, and persons with disabilities when designing transportation facilities. Of particular note is Caltrans Deputy Directive 64 which stipulates: "pedestrians, bicyclists and persons with disabilities must be considered in all programming, planning, maintenance, construction, operations, and project development activities and products." In addition, MTC's Resolution No. 3765 requires project sponsors to complete a checklist that considers the needs of bicycles and pedestrians for applicable projects. MTC's Regional Bicycle Plan, adopted as a component of the 2001 RTP, requires that "all regionally funded projects consider enhancement of bicycle transportation consistent with Deputy Directive 64".

In selecting projects for inclusion in the RTIP, the CTAs and project sponsors must consider federal, state and regional policies and directives regarding non-motorized travel, including, but limited to, the following:

Federal Policy Mandates

The Federal Highways Administration Program Guidance on bicycle and pedestrian issues makes a number of clear statements of intent, and provides best practices concepts as outlined in the US DOT "Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations."

(https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/policy_accom.cfm)

State Policy Mandates

The California Complete Streets Act (AB 1358) of 2008 encourages cities to make the most efficient use of urban land and transportation infrastructure, and improve public health by encouraging physical activity to reduce vehicle miles traveled (VMT). Government Code Section

65302(b)(2)(A) and (B) states that any substantial revision of the circulation element of the General Plan to consider all users.

California Government Code Section 65089(b)(1)(B)(5) requires that the design, construction and implementation of roadway projects proposed for funding in the RTIP must consider maintaining bicycle access and safety at a level comparable to that which existed prior to the improvement or alteration.

Caltrans Deputy Directive 64, states: “the Department fully considers the needs of non-motorized travelers (including pedestrians, bicyclists, and persons with disabilities) in all programming, planning, maintenance, construction, operations, and project development activities and products. This includes incorporation of the best available standards in all of the Department’s practices. The Department adopts the best practices concept in the US DOT Policy Statement on Integrating Bicycling and Walking into Transportation Infrastructure.”

Regional Policy Mandates

All projects programmed during the RTIP must consider the impact to bicycle transportation, pedestrians and persons with disabilities, consistent with MTC Resolution No. 3765. The Complete Streets Checklist (also known as “Routine Accommodations Checklist”) is incorporated as Part 5 of the Project Application. Furthermore, it is encouraged that all bicycle projects programmed in the RTIP support the Regional Bicycle Network. Guidance on considering bicycle transportation can be found in MTC’s 2009 Regional Bicycle Plan (a component of Transportation 2035) and Caltrans Deputy Directive 64. MTC’s Regional Bicycle Plan, containing federal, state and regional policies for accommodating bicycles and non-motorized travel, is available on MTC’s Web site at: <http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning>.

To be eligible for RTIP funds, a local jurisdiction with local streets and roads must have either a complete streets policy or resolution, or general plan updated after 2010, that complies with the Complete Streets Act of 2008 prior to January 31, 2016. Further information is available online at: http://mtc.ca.gov/sites/default/files/OBAG_2_Reso_Guidance_Final.pdf.

State Policies

Grant Anticipation Revenue Vehicle (GARVEE) Bonding

Chapter 862 of the Statutes of 1999 (SB 928) authorizes the State Treasurer to issue GARVEE bonds and authorizes the California Transportation Commission (CTC) to select projects for accelerated construction from bond proceeds. Bond repayment is made through annual set asides of the county share of future State Transportation Improvement Program (STIP) funds. Bond repayments are typically made over several STIP programming periods.

In accordance with state statute and the CTC GARVEE guidelines, GARVEE debt repayment will be the highest priority for programming and allocation within the particular county Regional Improvement Program (RIP) share until the debt is repaid. In the event that the RIP county share balance is insufficient to cover the GARVEE debt service and payment obligations, the RIP county

share balance for that particular county will become negative through the advancement of future RIP county share. Should a negative balance or advancement of capacity be unattainable, then funding for other projects using RIP county share within that particular county would need to be reprogrammed or deleted, to accommodate the GARVEE debt service and payment obligations.

The CTC is responsible for programming the funds, derived from federal sources, as GARVEE debt service and the State Treasurer is responsible for making the debt service payments for these projects. In the 2020 STIP, CTC will consider new GARVEE projects via STIP amendment only, and not during the 2020 STIP process.

AB 3090 Project Replacement or Reimbursement

AB 3090 (Statutes of 1992, Chapter 1243) allows a local jurisdiction to advance a project included in the STIP to an earlier fiscal year through the use of locally-controlled funds. With the concurrence of the appropriate CTA, MTC, the California Transportation Commission and Caltrans, one or more replacement state transportation project shall be identified and included in the STIP for an equivalent amount and in the originally scheduled fiscal year or a later year of the advanced project. Alternately, the advanced project can be reimbursed in the originally scheduled fiscal year or a later year.

Projects approved for AB 3090 consideration must award a contract within six months of the CTC approval. The allocation of AB 3090 reimbursement projects is the highest priority in the MTC region. In the 2020 STIP, CTC will consider new AB 3090 requests via STIP amendment only, and not during the 2020 STIP process. Sponsors wishing to use AB 3090s for their projects should contact MTC and CTC for inclusion in the AB 3090 Plan of Projects, which is updated on an as-needed basis.

SB 184 Advance Expenditure of Funds

SB 184 (Statutes of 2007, Chapter 462) authorizes a regional or local entity to expend its own funds for any component of a transportation project within its jurisdiction that is programmed in the current fiscal year and for which the Commission has not made an allocation. The amount expended would be authorized to be reimbursed by the state, subject to annual appropriation by the Legislature, if (1) the commission makes an allocation for, and the department executes a fund transfer agreement for, the project during the same fiscal year as when the regional or local expenditure was made; (2) expenditures made by the regional or local entity are eligible for reimbursement in accordance with state and federal laws and procedures; and (3) the regional or local entity complies with all legal requirements for the project, as specified.

MTC cautions against the use of SB 184 since allocation of funds is not guaranteed. If pursued, sponsors risk expending local funds with no guarantee that the STIP funds will be allocated.

Should a sponsor want to proceed with an SB 184 request, the sponsor must notify the CTA, MTC and Caltrans in writing on agency letterhead in accordance with Caltrans Local Assistance procedures.

AB 608 Contract Award Provisions

AB 608 authorizes the adjustment by the CTC of a programmed project amount in the STIP if the Caltrans-sponsored construction contract award amount for a project is less than 80% of the engineer's final estimate, excluding construction engineering.

The CTC will not approve any AB 608 request after 120 days from the contract award. Sponsors intending to take advantage of AB 608 project savings must notify Caltrans and the CTA within 30 days of the contract award, to ensure the request to the CTC can be processed in time to meet the CTC's deadline.

Federal and State-Only Funding

In 2017, the state adopted SB1, which stabilizes the excise tax on gasoline and pegs it to adjust with inflation. Excise taxes are deposited into the State Highway Account, which also includes federal funds. While SB1 stabilize STIP revenues, Caltrans determines the funding split between state-only and federal funding for projects funded in the STIP. Therefore, projects programmed in the 2020 STIP may receive a combination of state and federal funds. Project sponsors must federalize their projects by completing NEPA documentation and complying with federal project delivery rules, if they are assigned federal funds.

Article XIX Compliance for Transit Projects

Article XIX of the California State Constitution restricts the use of State Highway Account (SHA) funds on transit projects. In order for existing and new projects to be programmed in the STIP, the project sponsor or the CTA must provide documentation that verifies the STIP transit project is either 1) eligible for federal funds, or 2) meets Article XIX requirements that only fixed guideway projects in a county that has passed a measure authorizing the use of SHA funds on transit projects may use SHA funds. Also refer to the next section regarding "Matching Requirements."

Matching Requirements on Highway and Transit Projects

A local match is not required for projects programmed in the STIP, except under special situations affecting projects subject to Article XIX restrictions established by the State Constitution. Article XIX limits the use of state revenues in the State Highway Account (SHA) to state highways, local roads, and fixed guideway facilities. Other projects, such as rail rolling stock and buses, are not eligible to receive state funds from the SHA. Article XIX restricted projects must therefore be funded with either a combination of federal STIP funding and matching STIP funds from the Public Transportation Account (PTA), or with 100 percent federal STIP funds in the State Highway Account (which requires a non-federal local match of 11.47% from a non-STIP local funding source or approved use of toll credits).

Project sponsors wishing to use STIP PTA funds as matching funds for Article XIX restricted projects must note such a request in the "Special Funding Conditions" section of the RTIP Application Nomination sheet, and obtain approval from Caltrans through the state-only approval process as previously described. Caltrans has not identified any PTA capacity for the 2020 STIP. Therefore, the CTC will assume any Article XIX restricted STIP project will be funded with 100 percent federal funds using toll credits, or have the appropriate local match.

Governor's Executive Orders

The STIP Guidelines adopted by the CTC recognizes two proclamations and executive orders by Governor Brown. First, in recognition of the historic drought, the CTC expects any landscape projects currently programmed but not yet allocated and awarded, or any new landscape projects, will include drought tolerant plants and irrigation. Second, consistent with Executive Order B-30-15 (April 29, 2015), projects proposed for RTIP funds must consider the State's greenhouse gas emission reduction targets. Projects subject to a project-level performance evaluation are expected to include measures and analyses that address greenhouse gas emission reductions.

General Guidance

Project Advancements

If a project or project component is ready for implementation earlier than the fiscal year that it is programmed in the STIP, the implementing agency may request an allocation in advance of the programmed year. The CTC will consider making advanced allocations based on a finding that the allocation will not delay availability of funding for other projects programmed in earlier years than the project to be advanced and with the approval of the responsible regional agency if county share funds are to be advanced. In project and financial planning, sponsors should not expect the CTC to advance any projects.

Advance Project Development Element (APDE)

The 2020 STIP Fund Estimate does not identify funding for APDE. APDE funds may not be proposed in any year of the 2020 STIP.

Unprogrammed Shares

The counties and the region may propose to leave county share STIP funds unprogrammed for a time to allow adequate consideration of funding options for future projects. The CTC particularly encourages Caltrans and the regional agencies to engage in early consultations to coordinate their ITIP and RTIP proposals for such projects. Counties intending to maintain an unprogrammed balance of its county share for future program amendments prior to the next STIP must include a statement of the intentions for the funds, including the anticipated use of the funds, as well as the amount and timing of the intended STIP amendment(s). However, access to any unprogrammed balance is subject to availability of funds, and may not be approved by the CTC until the next STIP programming cycle.

Countywide RTIP Listing

By October 9, 2019, each CTA must submit to MTC a draft proposed countywide RTIP project listing showing the proposed programming of county shares. The final list is due to MTC by November 1, 2019, and must include the final project applications for any new projects added to the STIP (or any significantly revised existing STIP projects), details of projects completed since the last STIP, and appropriate project level performance measure analysis.

Project Screening Criteria, Including Readiness

In addition to the CTC Guidelines, all projects included in the 2020 RTIP must meet all MTC project-screening criteria listed in Appendix A-3 of this guidance, including the planning and the project readiness requirements.

RTIP Applications

Project sponsors must complete an application for each new project proposed for funding in the RTIP, consisting of the items included in Appendix A-4 of this guidance. In addition to MTC's Fund Management System (FMS) application, project sponsors must use the latest Project Programming Request (PPR) forms provided by Caltrans for all projects. CTAs should submit PPRs for all projects (including existing projects with no changes) on the revised form provided by Caltrans. The nomination sheet must be submitted electronically for upload into the regional and statewide databases. Existing projects already programmed in the STIP with proposed changes should propose an amendment in MTC's FMS, and submit both electronically and in hard copy a revised PPR provided by Caltrans.

STIP Performance Measures: Regional and Project-Level Analyses

The CTC continues to require performance measures in the RTIP and ITIP review process for the 2020 RTIP. According to the STIP Guidelines, a regional, system-level performance report must be submitted along with the RTIP submission. MTC staff will compile this report, focusing on applying the measures at the Regional Transportation Plan (RTP) level.

In addition, the 2020 STIP Guidelines require a project-level performance measure evaluation on all projects with total project costs over \$50 million or over \$15 million in STIP funds programmed. The project-level evaluation should address performance indicators and measures identified in Table A of the 2020 STIP Guidelines (see Appendix A-4 Part 4). The evaluation should also include a Caltrans-generated benefit/cost estimate, estimated impacts the project will have on the annual cost of operating and maintaining the state's transportation system, and estimated impact to greenhouse gas reduction efforts. The project-level evaluation must also be completed, if it has not already, on existing STIP projects with construction programmed, that exceed \$50 million in total project cost/\$15 million in STIP programming, and have had CEQA completed after December 2011. The CTAs are required to submit the project-level performance measures to MTC by the final application due date.

Completed Project Reporting

The 2020 STIP Guidelines require a report on all RTIP projects over \$20 million in total project cost completed between the adoption of the RTIP and the adoption of the previous RTIP (from December 2017 to December 2019). The report must include a summary of the funding plan and programming/allocation/expenditure history, as well as a discussion of project benefits that were anticipated prior to construction compared with an estimate of the actual benefits achieved. The CTAs are required to submit the completed project reporting information to MTC by the final application due date.

Regional Projects

Applications for projects with regionwide or multi-county benefits should be submitted to both MTC and the affected county CTAs for review. Regional projects will be considered for programming in the context of other county project priorities. MTC staff will work with the interested parties (CTAs and project sponsors) to determine the appropriate level of funding for these projects and negotiate county contributions of the project cost. County contributions would be based on population shares of the affected counties, or other agreed upon distribution formulas.

85-115% Adjustments

MTC may, pursuant to Streets and Highways Code Section 188.8 (k), pool the county shares within the region, provided that each county shall receive no less than 85 percent and not more than 115 percent of its county share for any single STIP programming period and 100 percent of its county share over two STIP programming cycles.

MTC may recommend use of the 85%-115% rule provided for in SB 45 to ensure, as needed, that the proper scope of projects submitted for programming can be accommodated. MTC will also work with CTAs to recommend other options, such as phased programming across STIP cycles, to ensure that sufficient funding and concerns such as timely use of funds are adequately addressed.

MTC Resolution No. 3606 Compliance – Regional Project Delivery Policy

SB 45 established strict timely use of funds and project delivery requirements for transportation projects programmed in the STIP. Missing critical milestones could result in deletion of the project from the STIP, and a permanent loss of the funds to the county and region. Therefore, these timely use of funds deadlines must be considered in programming the various project phases in the STIP. While SB 45 provides some flexibility with respect to these deadlines by allowing for deadline extensions under certain circumstances, the CTC is very clear that deadline extensions will be the exception rather than the rule. MTC Resolution No. 3606, Revised, details the Regional Project Delivery Policy for Regional Discretionary Funding, which are more restrictive than the State's delivery policy. For instance, MTC expects STIP projects to request allocation of funds by January 31st of the programmed fiscal year. Further, MTC expects regular status reports from sponsors that will feed into the region's state allocation plan. See Attachment C to MTC Resolution No. 4398 for additional extension and amendment procedures.

Allocation of Funds - Requirements

To ensure there is no delay in the award of the construction contract (which CTC guidelines and MTC Resolution No. 3606 require within six months of allocation), STIP allocation requests for the construction phase of federally-funded projects must be accompanied by the complete and accurate Request for Authorization (RFA) package (also known as the E-76 package). Concurrent submittal of the CTC allocation request and the RFA will minimize delays in contract award. Additionally, for the allocation of any non-environmental phase funds (such as for final design, right of way, or construction), the project sponsor must demonstrate that both CEQA and NEPA documents are completed and certified for federalized projects.

Notice of Cost Increase

For projects with a total estimated cost over \$25 million, the implementing agency must perform quarterly project cost evaluations. If a cost increase greater than 10 percent of the total estimated cost of the particular phase is identified, the implementing agency must notify and submit an updated Project Programming Request (PPR) form to the appropriate CTA and MTC. In the event that a project is divided into sub-elements, the implementing agency will include all project sub-elements (i.e. landscaping, soundwalls, adjacent local road improvements) in the quarterly cost evaluation.

Early notification of cost increases allows the CTA and MTC to assist in developing strategies to manage cost increases and plan for future county share programming.

Cost Escalation for Caltrans-Implemented Projects

CTC remains very critical of unexpected cost increases to projects funded by the STIP. In order to ensure that the amounts programmed in the STIP are accurate, MTC encourages the CTAs to consult with Caltrans and increase Caltrans project costs by an agreed-upon escalation rate if funds are proposed to be shifted to a later year. This will currently only apply to projects implemented by Caltrans.

Notice of Contract Award

Caltrans has developed a procedure (Local Programs Procedures LPP-01-06) requiring project sponsors to notify Caltrans immediately after the award of a contract. Furthermore, Caltrans will not make any reimbursements for expenditures until such information is provided. Project sponsors must also notify MTC and the appropriate CTA immediately after the award of a contract. To ensure proper monitoring of the Timely Use of Funds provisions of SB 45, project sponsors are required to provide MTC and the county CTA with a copy of the LPP-01-06 "Award Information for STIP Projects – Attachment A" form, when it is submitted to Caltrans. This will assist MTC and the CTA in maintaining the regional project monitoring database, and ensure accurate reporting on the status of projects in advance of potential funding lapses. In accordance with CTC and Caltrans policies, construction funds must be encumbered in a contract within six months of allocation.

METROPOLITAN TRANSPORTATION COMMISSION
2020 Regional Transportation Improvement Program
Development Schedule (Subject to Change)
August 5, 2019

March 13, 2019	Caltrans presentation of draft STIP Fund Estimate Assumptions (CTC Meeting – Los Angeles)
May 15, 2019	CTC adoption of STIP Fund Estimate Assumptions (CTC Meeting – San Diego)
June 26, 2019	Caltrans presentation of the draft STIP Fund Estimate and draft STIP Guidelines (CTC Meeting – Sacramento)
June 27, 2019	Governor signed State Budget
July 22, 2019	STIP Fund Estimate and Guidelines Workshop (Sacramento)
August 14, 2019	CTC adopts STIP Fund Estimate and STIP Guidelines (CTC Meeting – San José)
August 28, 2019	Draft RTIP Policies and Procedures published online and emailed to stakeholders for public comment
September 4, 2019	MTC Programming and Allocations Committee (PAC) scheduled review and recommendation of final proposed RTIP Policies and Procedures
September 25, 2019	MTC Commission scheduled adoption of RTIP Policies and Procedures
October 9, 2019	BACTAs submit to MTC, RTIP projects summary listings and identification of projects requiring project-level performance measure analysis. Deadline to submit Complete Streets Checklist for new projects.
November 1, 2019	Final Project Programming Request (PPR) forms due to MTC. Final RTIP project listing and performance measure analysis due to MTC. Final PSR (or PSR Equivalent), Resolution of Local Support, and Certification of Assurances due to MTC (Final Complete Applications due)
December 4, 2019	Draft RTIP scheduled to be available for public review
December 11, 2019	PAC scheduled review of RTIP and referral to Commission for approval
December 15, 2019	2020 RTIP due to CTC (PAC approved project list will be submitted)
December 18, 2019	MTC Commission scheduled approval of 2020 RTIP (Full RTIP to be transmitted to CTC within one week of Commission approval)
January 30, 2020	CTC 2020 STIP Hearing – Northern California (TBD)
February 6, 2020	CTC 2020 STIP Hearing – Southern California (TBD)
February 28, 2020	CTC Staff Recommendations on 2020 STIP released
March 25, 2020	CTC adopts 2020 STIP (CTC Meeting – Los Angeles)

Shaded Area – Actions by Caltrans or CTC

2020 RTIP Fund Estimate County Targets

Metropolitan Transportation Commission

7/30/2019

All numbers in thousands

Table 1: County Share Targets

DRAFT 7/30/19	Through FY 2024-25 New Distrib.	Advanced Carryover and Lapsed	Regional Set-aside*	MTC PPM FY 2023-24 & FY 2024-25	2020 STIP CTA Target**
Alameda	16,481	18,188	(5,063)	(338)	29,268
Contra Costa	11,284	24,969	(31,090)	(220)	4,943
Marin	3,086	(25,337)	(571)	(63)	0
Napa	2,032	428	(376)	(39)	2,045
San Francisco	8,370	1,548	(1,548)	(173)	8,197
San Mateo	8,518	683	(1,598)	(179)	7,424
Santa Clara	19,526	(6,957)	(3,632)	(395)	8,542
Solano	5,114	5,147	(945)	(104)	9,212
Sonoma	6,284	(5,739)	(1,177)	(124)	0
County Totals	80,695	12,930	(46,000)	(1,635)	69,631

Note: Counties with negative balance have a "\$0" new share.

* Regional set-aside includes \$31 million from ARRA/Caldecott payback, and \$15 million from SFOBB Bike/Ped Access projects

** Does not include CTA PPM programming

Table 2: Planning, Programming, and Monitoring Amounts
FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24

	PPM Limit FY 2020-21 through FY 2023-24	MTC PPM FY 2020-21 through FY 2023-24	Programmed CTA PPM Current Share Period				PPM Available for FY 2023-24 or earlier CTA Share***
			FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	
Alameda	2,260	632	1,535	0	0	0	93
Contra Costa	1,545	410	355	356	356	0	68
Marin	423	118	287	0	0	0	18
Napa	278	72	65	64	64	0	13
San Francisco	1,146	322	260	259	259	0	46
San Mateo	1,167	334	263	262	262	0	46
Santa Clara	2,674	738	912	912	0	0	112
Solano	700	194	159	159	159	0	29
Sonoma	860	232	197	197	197	0	37
County Totals	11,053	3,052	4,033	2,209	1,297	0	462

Note: Counties may redistribute PPM amounts across all four fiscal years

*** CTA PPM share has not been subtracted from 2020 STIP CTA target identified in Table 1

Table 3: Planning, Programming, and Monitoring Amounts
FY 2024-25

	PPM Available for Programming MTC+CTA FY 2024-25	MTC Share for FY 2024-25	CTA Share for FY 2024-25***
Alameda	566	172	394
Contra Costa	387	112	275
Marin	106	32	74
Napa	70	20	50
San Francisco	287	88	199
San Mateo	292	91	201
Santa Clara	670	201	469
Solano	176	53	123
Sonoma	216	63	153
County Totals	2,770	832	1,938

*** CTA PPM share has not been subtracted from 2020 STIP CTA target identified in Table 1

**2020 Regional Transportation Improvement Program
Policies and Procedures
Appendix A-3: 2020 RTIP Project Screening Criteria**

Eligible Projects

- A. Eligible Projects.** SB 45 (Chapter 622, Statutes 1997) defined the range of projects that are eligible for consideration in the RTIP. Eligible projects include, state highway improvements, local road improvements and rehabilitation, public transit, intercity rail, grade separation, pedestrian and bicycle facilities, transportation system management, transportation demand management, soundwall projects, intermodal facilities, and safety projects. Due to the current fund make up of the STIP, sponsors should expect that all projects programmed in the STIP include a mix of state and federal funds.

Planning Prerequisites

- B. RTP Consistency.** Projects included in the RTIP must be consistent with the adopted Regional Transportation Plan (RTP), which state law requires to be consistent with federal planning and programming requirements. Each project to be included in the RTIP must identify its relationship with meeting the goals and objectives of the RTP, and where applicable, the RTP ID number.
- C. CMP Consistency.** Local projects must also be included in a County Congestion Management Plan (CMP), or in an adopted Capital Improvement Program (CIP) for counties that have opted out of the CMP requirement, prior to inclusion in the RTIP.
- D. PSR or PSR Equivalent is Required.** Projects in the STIP must have a complete Project Study Report (PSR) or, for a project that is not on a state highway, a project study report equivalent or major investment study. The intent of this requirement is to ensure that the project scope, cost and schedule have been adequately defined and justified. Projects with a circulating draft or final environmental document do not need a PSR. This requirement is particularly important in light of SB 45 timely use of funds requirements, discussed below.

The required format of a PSR or PSR equivalent varies by project type. Additional guidance on how to prepare these documents is available on the internet at the addresses indicated within Part 3 (PSR, or equivalent) of Appendix A-4: 2020 RTIP Project Application, which includes a table categorizing PSR and PSR equivalent requirements by project type.

Project Costs and Phases

- E. Escalated Costs.** All projects will count against share balances on the basis of their fully escalated (inflated) costs. All RTIP project costs must be escalated to the year of expenditure.

As required by law, inflation estimates for Caltrans operations (capital outlay support) costs are based on the annual escalation rate established by the Department of Finance. Local project sponsors

may use the state escalation rates or their own rates in determining the escalated project cost in the year programmed.

F. Project Phases. Projects must be separated into the following project components:

1. Completion of all studies, permits and environmental studies (ENV)
2. Preparation of all Plans, Specifications, and Estimates (PS&E)
3. Acquisition of right-of-way (ROW)
4. Construction and construction management and engineering, including surveys and inspections.” (CON)

Note: Right-of-way and construction components on Caltrans projects must be further separated into capital costs and Caltrans support costs (ROW-CT and CON-CT).

The project sponsor/CTA must display the project in these four components (six for Caltrans projects) in the final submittal. STIP funding amounts programmed for any component shall be rounded to the nearest \$1,000. Additionally, unless substantially justified, no project may program more than one project phase in a single fiscal year. Caltrans-sponsored projects are exempt from this prohibition. Additionally, right of way (ROW) funds may be programmed in the same year as final design (PS&E) if the environmental document is approved. ROW funds may be programmed in the same year as construction (CON) only if the project does not have significant right of way acquisition or construction costs that require more than a simple Categorical Exemption or basic permitting approvals (see section L). The CTC will not allocate PS&E, ROW, or CON funding until CEQA and NEPA (if federalized) documents are complete and submitted to CTC.

All requests for funding in the RTIP for projects on the state highway system and implemented by an agency other than the Department must include any oversight fees within each project component cost, as applicable and as identified in the cooperative agreement. This is to ensure sufficient funding is available for the project component.

G. Minimum Project Size. New projects or the sum of all project components per project cannot be programmed for less than \$500,000 for counties with a population over 1 million (from 2010 U.S. Census data: Alameda, Contra Costa, and Santa Clara Counties), and \$250,000 for counties with a population under 1 million (Marin, Napa, San Francisco, San Mateo, Solano, and Sonoma Counties), with the following exceptions:

- (a) Funds used to match federal funds;
- (b) Planning, Programming and Monitoring (PPM);
- (c) Projects for landscaping and mitigation of State highway projects, including soundwalls;
- (d) Caltrans project support components not allocated by the Commission; and
- (e) Right-of-way capital outlay for Caltrans, which is not allocated by the Commission on a project basis.

Other exceptions may be made on a case-by-case basis.

H. Fiscal Years of Programming. The 2020 STIP covers the five-year period from FY 2020-21 through 2024-25. If a project will not be ready for allocation in a certain year, project sponsors should delay funds to a later year of the five-year STIP period.

Readiness Standards

- I. Project Phases Must Be Ready in the Year Proposed.** Funds designated for each project component will only be available for allocation until the end of the fiscal year in which the funds are programmed in the STIP. Once allocated, the sponsor will have two additional years beyond the end of the programmed fiscal year to expend pre-construction STIP funds. For construction, the sponsor will have six months to award a contract and three years to expend funds after project award. Project sponsors must invoice at least once in a six-month period following the allocation of funds. It is therefore very important that projects be ready to proceed in the year programmed.
- J. Completion of Environmental Process.** Government Code Section 14529(c) requires that funding for right-of-way acquisition and construction for a project may be included in the STIP only if the CTC makes a finding that the sponsoring agency will complete the environmental process and can proceed with right-of-way acquisition or construction within the five year STIP period. Furthermore, in compliance with Section 21150 of the Public Resources Code, the CTC may not allocate funds to local agencies for design, right-of-way, or construction prior to documentation of environmental clearance under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) for federally-funded projects. Therefore, project sponsors must demonstrate to MTC that these requirements can be reasonably expected to be met prior to programming final design, right-of-way, or construction funds in the RTIP. Final CEQA documents (aside from Categorical Exemptions, or CEs) must be submitted to CTC prior to allocation. Additional information is available at: <https://catc.ca.gov/programs/environmental>.
- K. Programming Project Components in Sequential STIP Cycles.** Project components may be programmed sequentially. That is, a project may be programmed for environmental work only, without being programmed for plans, specifications, and estimates (design). A project may be programmed for design without being programmed for right-of-way or construction. A project may be programmed for right-of-way without being programmed for construction. The CTC recognizes a particular benefit in programming projects for environmental work only, since projects costs and particularly project scheduling often cannot be determined with meaningful accuracy until environmental studies have been completed. As the cost, scope and schedule of the project is refined, the next phases of the project may be programmed with an amendment or in a subsequent STIP.
- When proposing to program only preconstruction components for a project, the implementing agency must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the regional transportation plan or the Caltrans interregional transportation strategic plan. The anticipated total project cost and source of any uncommitted future funding must be identified.
- L. Sequential Phasing.** For most projects, the different project phases should be programmed sequentially in the STIP, i.e. environmental before design before right of way before construction. Projects with significant right of way acquisition or construction costs that require more than a simple Categorical Exemption or basic permitting approvals, must not be programmed with the right of way and construction components in the same year as the environmental. Project sponsors must provide sufficient time between the scheduled allocation of environmental funds and the start of

design, right of way or construction. As prescribed in Section F, projects may not have more than one phase programmed per fiscal year, with the exceptions of Caltrans-sponsored preconstruction phases, and right of way (ROW) funds programmed with final design (PS&E) or construction (CON) where there are no significant ROW acquisitions necessary.

M. The Project Must Have a Complete Funding Commitment Plan. All local projects must be accompanied by an authorizing resolution stating the sponsor's commitment to complete the project as scoped with the funds requested. A model resolution including the information required is outlined in Appendix A-4 - Part 1 of this guidance.

The CTC may program a project component funded from a combination of committed and uncommitted funds. Uncommitted funds may only be nominated from the following competitive programs: Local Partnership Program, Solutions for Congested Corridors Program, or Trade Corridor Enhancement Program. All local projects requesting to be programmed with uncommitted funds must be accompanied with a plan for securing a funding commitment, explain the risk of not securing that commitment, and its plan for securing an alternate source of funding should the commitment not be obtained. If the funding commitment is not secured with the adoption of these programs and alternative funding is not identified within six months, the projects will be subject to deletion by the Commission. Projects programmed by the Commission in the STIP will not be given priority for funding in other programs under the Commission's purview.

The CTC will regard non-STIP funds as committed when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including STP, CMAQ, and Federal formula transit funds, the commitment may be by Federal TIP adoption. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

All regional agencies with rail transit projects shall submit full funding plans describing each overall project and/or useable project segment. Each plan shall list Federal, State, and local funding categories by fiscal year over the time-frame that funding is sought, including funding for initial operating costs. Moreover, should the project schedule exceed the funding horizon, then the amount needed beyond what is currently requested shall be indicated. This information may be incorporated in the project application nomination sheets.

N. Field Review for Federally Funded Local Projects. One way to avoid unnecessary STIP amendment and extension requests is to conduct a field review with Caltrans as early as possible, so potential issues may be identified with sufficient time for resolution.

For all projects in the 2020 RTIP (anticipated to be a mix of federal and state funding), the project sponsor agrees to contact Caltrans and schedule and make a good faith effort to complete a project field review within 6-months of the project being included in the Transportation Improvement Program (TIP). For the 2020 STIP, Caltrans field reviews should be completed by September 1, 2020 for federal aid projects programmed in 2020-21 and 2021-22. The requirement does not apply to planning activities, state-only funded projects, or STIP funds to be transferred to the Federal Transit Administration (FTA).

Other Requirements

- O. Availability for Audits.** Sponsors must agree to be available for an audit if requested. Government Code Section 14529.1 “The commission [CTC] shall request that the entity receiving funds accept an audit of funds allocated to it by the commission, if an audit is deemed necessary.”
- P. Interregional Projects May Be Proposed Under Some Restrictive Circumstances.** The project must be a usable segment and be more cost-effective than a Caltrans alternative project. Government Code Section 14527 (c) “A project recommended for funding by the RTPA in the Interregional Improvement Program shall constitute a usable segment, and shall not be a condition for inclusion of other projects in the RTIP.” Government Code Section 14529 (k) “... the commission [CTC] must make a finding, based on an objective analysis, that the recommended project is more cost-effective than a project submitted by the department....”
- Q. Premature Commitment of Funds.** The project sponsor may not be reimbursed for expenditures made prior to the allocation of funds by the CTC (or by Caltrans under delegation authority), unless the provisions of Senate Bill 184 are met in accordance with the CTC Guidelines for Implementation of SB 184. Under no circumstances may funds be reimbursed for expenditures made prior to the funds being programmed in the STIP or prior to the fiscal year in which the project phase is programmed. In addition, the sponsor must make a written request to Caltrans prior to incurring costs, in accordance with Caltrans Local Assistance Procedures for SB 184 implementation.
- R. State-Only Funding.** The 2020 RTIP is expected to be funded with a mix of federal and state funds. Project sponsors must federalize their projects by completing NEPA documentation and complying with federal project delivery rules. Project sponsors are expected to meet all requirements of Article XIX in selecting projects receiving state-only funding. This includes sponsors or the CTA providing documentation verifying the county passed a measure allowing for the use of state-only State Highway Account funds on fixed guideway projects, should RTIP funds be proposed for use on non-federalized fixed guideway transit projects.
- S. Federal Transportation Improvement Program.** All projects programmed in the STIP must also be programmed in the federal Transportation Improvement Program (TIP), regardless of fund source. Project sponsors are encouraged to submit TIP amendment requests immediately following inclusion of the project into the STIP by the CTC. The project listing in the TIP must include total project cost by phase regardless of the phase actually funded by the CTC. STIP projects using federal funds will not receive federal authorization to proceed without the project being properly listed in the TIP.
- T. Agency Single Point of Contact.** Project sponsors shall assign a single point of contact within the agency to address programming and project delivery issues that may arise during the project life cycle. The name, title, and contact information of this person shall be furnished to the CTA and MTC at the time of project application submittal. This shall also serve as the agency contact for all FHWA-funded projects.

2020 Regional Transportation Improvement Program (RTIP)
Appendix A-4: 2020 RTIP Project Application

Project sponsors must submit a completed project application for each project proposed for funding in the 2020 RTIP. The application consists of the following five parts and are available on the Internet (as applicable) at: <http://www.mtc.ca.gov/funding/>

1. Resolution of local support
2. Project Study Report (PSR), or equivalent
3. RTIP Project Programming Request (PPR) form (with maps) (must be submitted electronically)
4. Performance Measures Worksheet (if applicable)
5. Complete Streets Checklist (if applicable: check with CTA or on MTC's website, listed above)

Part 1: Sample Resolution of Local Support

Note: Use the latest version of the Resolution of Local Support at:

<https://mtc.ca.gov/our-work/fund-invest/federal-funding/obag-2>

Resolution No. _____

Authorizing the filing of an application for funding assigned to MTC and committing any necessary matching funds and stating assurance to complete the project

WHEREAS, (INSERT APPLICANT NAME HERE) (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for (INSERT FUNDING \$ AMOUNT HERE) in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Block Grant Program (STP) funding, Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding, Transportation Alternatives (TA) set-aside/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the (INSERT PROJECT TITLE(S) HERE) (herein referred to as PROJECT) for the (INSERT MTC PROGRAM(S) HERE) (herein referred to as PROGRAM); and

WHEREAS, the United States Congress from time to time enacts and amends legislation to provide funding for various transportation needs and programs, (collectively, the FEDERAL TRANSPORTATION ACT) including, but not limited to the Surface Transportation Block Grant Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives (TA) set-aside (23 U.S.C. § 133); and

WHEREAS, state statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to the FEDERAL TRANSPORTATION ACT, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

- the commitment of any required matching funds; and
- that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
- that the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
- the assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
- that the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and
- that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and
- that APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and
- in the case of a transit project, the PROJECT will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region; and
- in the case of a highway project, the PROJECT will comply with MTC Resolution No. 4104, which sets forth MTC's Traffic Operations System (TOS) Policy to install and activate TOS elements on new major freeway projects; and
- in the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and

WHEREAS, that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and

WHEREAS, there is no legal impediment to APPLICANT making applications for the funds; and

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and

WHEREAS, APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, BE IT RESOLVED that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under the FEDERAL TRANSPORTATION ACT or continued funding; and be it further

RESOLVED that APPLICANT will provide any required matching funds; and be it further

RESOLVED that APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for

the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and be it further

RESOLVED that APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and be it further

RESOLVED that PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP; and be it further

RESOLVED that APPLICANT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and be it further

RESOLVED that PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and be it further

RESOLVED that, in the case of a transit project, APPLICANT agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866, revised; and be it further

RESOLVED that, in the case of a highway project, APPLICANT agrees to comply with the requirements of MTC's Traffic Operations System (TOS) Policy as set forth in MTC Resolution No. 4104; and be it further

RESOLVED that, in the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and be it further

RESOLVED that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to APPLICANT making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

RESOLVED that APPLICANT authorizes its Executive Director, General Manager, City Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's federal TIP upon submittal by the project sponsor for TIP programming.

RTIP Project Application

Part 2: Project Study Report (PSR), or equivalent

The required format of a PSR or PSR equivalent varies by project type. The following table categorizes PSR and PSR equivalent requirements by project type. Additional guidance on how to prepare these documents is available on the Internet at the addresses indicated below, or from MTC.

Project Study Report (PSR) Requirements PSR and Equivalents by Project Type

Project Type	Type of Document Required *	Where to get more information
State Highway	Full PSR or PD/ENV Only	https://dot.ca.gov/-/media/dot-media/programs/design/documents/apdx-l-template.docx
Local Roadway a. rehabilitation b. capacity increasing or other project	PSR for local rehabilitation PSR equivalent – project specific study with detailed scope and cost estimate	In most cases completing the Preliminary Environmental Study and Field Review forms in the Local Assistance Procedures Manual should be sufficient. These forms can be found at: <u>Preliminary Environmental--</u> https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm then look in chapter 6 pg 6-31. <u>Field Review --</u> https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm then look in chapter 7 pg 7-13.
Transit	State of California Uniform Transit Application	This file is being remediated and is available upon request
Other	PSR equivalent with detailed scope and cost estimate	To be determined on a case by case basis

* In some instances a Major Investment Study (MIS) prepared under federal guidance may serve as a PSR equivalent where information provided is adequate for programming purposes.

RTIP Project Application

Part 3: Project Programming Request (PPR) Form

Applicants are required to submit a Project Programming Request (PPR) form in order to be considered for funding from the 2020 RTIP.

The PPR for new projects will be made available at the following location:

<https://dot.ca.gov/programs/transportation-programming/office-of-capital-improvement-programming-ocip>

The PPRs for existing projects can be downloaded from the following location:

<https://dot.ca.gov/programs/transportation-programming/ca-transportation-improvement-program-system-ctips>

Part 4: Performance Measures Worksheet

Applicants submitting nominations for projects with total project costs exceeding \$50 million, or have over \$15 million in STIP funds programmed, are required to submit a Performance Measure Worksheet.

The Worksheet template is available at the following location:

<https://catc.ca.gov/programs/state-transportation-improvement-program>

Select the “2020 STIP Guidelines” document. The template begins on page 10 and continues on page 44 of the guidelines, under “Appendix B: Performance Indicators and Measures”.

Part 5: Complete Streets Checklist

Applicants are required to include the Complete Streets (Routine Accommodations) Checklist with the application submittal to MTC for projects that will have an impact on bicycles or pedestrians. The Checklist is available from the Congestion Management Agencies and at the MTC website at <http://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-planning/complete-streets>.

MTC 2020 Regional Transportation Improvement Program

2020 RTIP

September 25, 2019
(all numbers in thousands)

Note: Project information will be included via amendment to this resolution in December 2019

County	Agency	PPNO	Project	2020 RTIP Total	2020 RTIP Funding by Fiscal Year				
					20-21	21-22	22-23	23-24	24-25
Alameda County Shares									
				-	-	-	-	-	-
			Alameda County Total	-	-	-	-	-	-
Contra Costa County Shares									
				-	-	-	-	-	-
			Contra Costa Total	-	-	-	-	-	-
Marin County Shares									
				-	-	-	-	-	-
			Marin County Total	-	-	-	-	-	-
Napa County Shares									
				-	-	-	-	-	-
			Napa County Total	-	-	-	-	-	-
San Francisco County Shares									
				-	-	-	-	-	-
			San Francisco County Total	-	-	-	-	-	-
San Mateo County Shares									
				-	-	-	-	-	-
			San Mateo County Total	-	-	-	-	-	-
Santa Clara County Shares									
				-	-	-	-	-	-
			Santa Clara County Total	-	-	-	-	-	-
Solano County Shares									
				-	-	-	-	-	-
			Solano County Total	-	-	-	-	-	-
Sonoma County Shares									
				-	-	-	-	-	-
			Sonoma County Total	-	-	-	-	-	-
2020 RTIP Total - Bay Area					-	-	-	-	-

J:\PROJECT\Funding\RTIP\20 RTIP\PPs[tmp-4398_B_Program of Projects.xlsx]MTC 2019-10

Note: Detail on project programming by year and phase will be submitted to CTC

Date: September 25, 2019
W.I.: 1515
Referred by: PAC

Attachment C
Resolution No. 4398
Page 1 of 13

**2020
Regional Transportation Improvement Program**

**STIP Amendments / Extensions
Rules and Procedures**

September 25, 2019

**MTC Resolution No. 4398
Attachment C**

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

RTIP
Regional Transportation Improvement Program
STIP Amendments / Extensions
Rules and Procedures
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Regional Transportation Improvement Program (RTIP) STIP Amendments / Extensions Rules and Procedures

What is the STIP?

The State Transportation Improvement Program (STIP) is the State's spending program for state and federal funding. The STIP is comprised of the Regional Transportation Improvement Program (RTIP) and the Interregional Transportation Improvement Program (ITIP). The program is updated every two years and covers a five-year period. STIP funded projects, like all other state and federally funded projects, must be listed in the TIP in order for the sponsor to access the funding.

Seventy-five percent (75%) of the funding in the STIP flows to regions by formula through their RTIPs. Regions throughout the state are charged with developing an expenditure plan for the funds. Eligible project types include improvements to state highways, local roads, public transit, intercity rail, pedestrian and bicycle facilities, grade separations, transportation system management, transportation demand management, soundwall projects, intermodal facilities, and safety.

The remaining 25% of the funding flows to the ITIP, which is a statewide program managed by Caltrans. This funding is directed to projects that improve interregional transportation and is closely linked to Caltrans's Interregional Transportation Strategic Plan (ITSP). Eligible project types include intercity passenger rail, mass transit guideways, grade separation, and state highways.

When are Amendments and Extensions Allowed?

STIP Amendments

An amendment may change the cost, scope or schedule of a STIP project and its components. For instance, if the final cost estimate for a project is higher (or lower) than the amount programmed, a STIP amendment may be requested to increase or (decrease) the amount programmed. Or, as a project progresses through project development, it may be time to add the next component or phase. Likewise, if the project schedule is delayed significantly, an amendment may be warranted to request a change in program year of the funding in order to prevent a funding lapse. STIP amendments may also be requested to delete project funding or to add a new project into the STIP.

Important Tip: Once a state fiscal year (July 1 – June 30) has begun, the CTC will not allow STIP amendments to delete or change the funding programmed in that fiscal year. Instead, the project sponsor may request a one-time extension as described below.

One-time Extension Requests

SB 45 established deadlines for allocation, contract award, expenditure and reimbursement of funds for all projects programmed in the STIP. The CTC may, upon request, grant a one-time extension to each of these deadlines for up to 20 months. However, the CTC will only grant

an extension if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. Furthermore, the extension will not exceed the period of delay directly attributable to the extraordinary circumstance. Generally, the CTC does not grant extensions longer than 12 months. Additionally, project sponsors must be present at the CTC meeting where action is taken on any extension request, to answer questions the CTC staff or commissioners may have.

Roles and Responsibilities

The STIP Amendment and Extensions process requires review and approval by various agencies to ensure the action requested is appropriate, and consistent with state statutes, CTC guidance, Caltrans procedures and regional policies. Projects must be included in a county Congestion Management Program (CMP) or county Capital Improvement Program (CIP), and must be consistent with the Regional Transportation Plan (RTP) to be programmed in the RTIP. Therefore, any additions or changes that may impact the priorities established within these documents must be reviewed and approved by the appropriate agency. Furthermore, improperly programmed funds or missed deadlines could result in funding being permanently lost to the region.

Project sponsors are responsible for reviewing and understanding the procedures, guidance and regulations affecting projects programmed in the STIP. Project sponsors must also assign a Single Point of Contact – an individual responsible for submitting documentation for STIP amendments and extensions that must have read and understood these policies and procedures, particularly the CTC STIP Guidelines available on the internet at <https://dot.ca.gov/programs/transportation-programming/office-of-capital-improvement-programming-ocip> and the MTC RTIP Policies and Application Procedures posted on the internet at: <http://mtc.ca.gov/our-work/fund-invest/investment-strategies-commitments/transit-21st-century/funding-sales-tax-and>. Project sponsors are ultimately responsible for ensuring the required documentation is provided to Caltrans by the deadlines established by MTC's Regional Project Delivery Policy (MTC Resolution No. 3606) and Caltrans for all allocations, extensions, and additional supplemental funds requests.

The Congestion Management Agencies/Transportation Authorities, collectively known as the Bay Area County Transportation Agencies (CTAs), are responsible for ensuring the packages submitted by the project sponsors are complete, and the proposed changes are consistent with the Regional Transportation Plan (RTP), and Congestion Management Plans (CMPs) or Capital Improvement Program (CIP). The CTAs check to ensure the proposed changes meet MTC, CTC and other state or federal guidance and regulations. As mentioned in the Guiding Principles of the 2020 RTIP Policies and Procedures, the CTA must consider equitable distribution of projects in accordance with Title VI. Following CTA concurrence of the request, the complete package is forwarded to MTC.

The Metropolitan Transportation Commission (MTC), as the Regional Transportation Planning Agency (RTPA) for the nine counties of the San Francisco Bay Area, provides concurrence for the STIP requests and formally submits all STIP Amendments to Caltrans for approval by the CTC. MTC also verifies compliance with established state and regional policies. Although MTC provides concurrence on extensions, additional supplemental funds

requests and some allocation requests, it is the responsibility of the project sponsor, not MTC, to ensure the required documentation is submitted to Caltrans by the established deadlines for these action requests.

The California Department of Transportation (Caltrans) processes the requests and makes recommendations to the California Transportation Commission (CTC) in accordance with Department procedures and CTC policies and guidelines.

The California Transportation Commission (CTC) approves or rejects the requests based on state statutes and its own established guidance and procedures.

Requesting STIP Amendments and Extensions

As described below, the procedures for processing STIP amendments and extensions vary depending on whether the project is sponsored by Caltrans or a local agency, and whether it has already received STIP funding. Extension Requests and STIP Amendments to delay projects programmed in the following fiscal year must be submitted to MTC and Caltrans by January 31 for CTC action no later than April.

Step 1: Project Sponsor Requests STIP Amendment or Extension

For currently programmed Caltrans projects:

- Caltrans and the appropriate CTA identify and discuss the issue(s) that may require an amendment or extension and notify MTC Programming and Allocations (P&A) Section staff that a change to the current STIP may be necessary and is being considered.
- Caltrans and CTA agree on proposed change(s).
- Where necessary, CTA staff requests policy board approval of proposed change.
- Once approved by the CTA, CTA notifies Caltrans in writing of the county's concurrence, with a copy sent to MTC P&A.
- Caltrans requests MTC concurrence for the STIP Amendment/Extension by transmitting the following to MTC P&A:
 - Letter requesting the STIP Amendment or Extension with explanation and justification of the need for the action with the following attachments:

For a STIP Amendment:

- Copy of CTA's letter of concurrence
- Revised Project Programming Request (PPR) Form – <http://mtc.ca.gov/stip>
- Submittal of TIP Revision Request through FMS – <http://fms.mtc.ca.gov>
- A construction 'STIP History' for each amendment that would delay the year of construction. The 'STIP History' outlines the project's construction history as programmed in the STIP with particular attention to any previous delays and reason for the previous and current delay. It must note the original inclusion of the project construction component in the STIP and each prior

project construction STIP amendment delay including for each, the amendment date, the dollar amount programmed for construction, and the scheduled year of construction delay. It must also include a statement on the financial impact of the construction delay on the project, and an estimated funding source for the additional funds necessary to complete the project under the delayed schedule. (A STIP History is only required for amendments to delay the year of construction.)

For an Extension:

- Copy of CTA's letter of concurrence
- A construction 'STIP History' for each extension that would delay construction as described above for a STIP Amendment.

For currently programmed local projects:

- Sponsor and the appropriate CTA identify and discuss the issue(s) that may require an amendment or extension and notify Caltrans and MTC Programming and Allocations Section staff that a change to the current STIP may be necessary and is being considered.
- Sponsor and CTA agree on proposed change(s).
- Sponsor requests CTA concurrence for the STIP Amendment/Extension by submitting the following to the CTA by January 31:
 - Letter requesting the STIP Amendment or Extension with explanation and justification of the need for the action with the following attachments:

For a STIP Amendment:

- Revised Project Programming Request (PPR) Form - <http://mtc.ca.gov/stip>
- Submittal of TIP Revision Request through FMS – <http://fms.mtc.ca.gov>
- A construction 'STIP History' for each amendment that would delay the year of construction. The 'STIP History' outlines the project's construction history as programmed in the STIP with particular attention to any previous delays and reason for previous and current delay. It must note the original inclusion of the project construction component in the STIP and each prior project construction STIP amendment delay including for each, the amendment date, the dollar amount programmed for construction, and the scheduled year of construction delay. It must also include a statement on the financial impact of the construction delay on the project, and an estimated funding source for the additional funds necessary to complete the project under the delayed schedule. (A STIP History is only required for amendments to delay the year of construction.)
- Any other documentation required by the CTA or Caltrans

For an Extension:

- Copy of completed Request for Time Extension form (Exhibit 23-B, located on the internet at: <https://dot.ca.gov/programs/local-assistance/forms/local-assistance-program-guidelines-forms>).
 - A construction ‘STIP History’ for each extension that would delay construction, as described above for a STIP Amendment.
 - A listing showing the status of all SB 45 and regional project delivery policy (MTC Resolution 3606) deadlines for all of the project sponsors’ allocated STIP projects, and all active projects funded through the Federal Highway Administration (FHWA), including but not limited to Surface Transportation Program (STP), Congestion Mitigation Air Quality Improvement (CMAQ), and Active Transportation Program (ATP) projects. This is to ensure project sponsors are aware of the other deadlines facing other projects, and so that sponsors will work to meet those deadlines. A template is available online at: http://mtc.ca.gov/sites/default/files/Template_FHWA_Funded_Projects_Status.xlsx.
 - Any other documentation required by the CTA or Caltrans
- Where necessary, CTA staff requests policy board approval of proposed request.
 - Sponsor submits Caltrans’ “Request for Time Extension” form and any other required documentation to Caltrans.
 - CTA requests MTC concurrence for the STIP Amendment/Extension by transmitting a letter to MTC P&A requesting the STIP Amendment or Extension with explanation and justification of the need for the action along with the documentation submitted by the project sponsor. A copy of the request is also sent to Caltrans.
 - Sponsor must be present at the CTC meeting where action is being taken on the extension request to justify the reasons for the extension. Failure to be present may result in the CTC denying the extension request, and risk losing the programmed funds permanently due to missed deadlines. In limited instances, a project sponsor may request that their CTA be available in place of the project sponsor. The CTA and MTC must concur with this request via email.

Important Tip: For STIP Extensions, the CTC will only grant an extension if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. Furthermore, the extension will not exceed the period of delay directly attributable to the extraordinary circumstance, up to a maximum of 20 months (although the Commission generally does not grant any extension longer than 12 months). It is therefore absolutely necessary that the letter and supporting documentation clearly explains and justifies the extension request. Failure to provide adequate justification and not being present at the CTC meeting will most likely result in an extension not being approved.

For all new projects:

- Sponsor and the appropriate CTA identify and discuss the issue(s) that may require a new project to be added to the STIP and notify Caltrans and MTC Programming and Allocations (P&A) Section staff an amendment to the current STIP may be necessary and is being considered.
- Sponsor and CTA agree on proposed addition.
- Sponsor requests CTA concurrence for the STIP Amendment by submitting the following to the CTA:
 - Letter requesting the STIP Amendment with explanation and justification of the need for the project to be added to the STIP.
 - Submittal of TIP Revision Request through FMS – <http://fms.mtc.ca.gov>
 - RTIP Application form including: - <http://www.mtc.ca.gov/stip>
 - Resolution of local support
 - Project Programming Request (PPR) forms (with maps)
 - Transportation Improvement Program (TIP) amendment
 - Project Study Report (PSR), or equivalent.
 - Complete Streets Checklist and Performance Measures form, as applicable
 - Copy of State-Only Funding Request Exception Form (Only if requesting state-only funding and project is not on pre-approved state-only eligible funding list. Original request is to be submitted directly to Caltrans HQ Budgets for processing and approval prior to MTC submittal of the request to Caltrans/CTC).
- CTA staff obtains policy board approval of proposed addition.
- CTA requests MTC concurrence for the new project by transmitting a letter to MTC P&A requesting the STIP Amendment with an explanation and justification of the need for the project along with a copy of the CTA Resolution approving the project, and the documentation listed above provided by the project sponsor.

Step 2: MTC Review and Concurrence

- Once a complete request has been received, MTC P&A staff will place the request on the MTC Programming and Allocations Committee (PAC) meeting agenda for concurrence of major changes, or prepare a letter of concurrence for the Executive Director's signature for minor changes.
- Following approval by PAC and/or the Executive Director, MTC will send a Letter of Concurrence to Caltrans District 4 with a copy to the appropriate CTA. (District 4 will ensure that the request is copied to the appropriate contacts at Caltrans Headquarters and CTC.) MTC may concur with minor extensions administratively at the staff level, and with minor changes on Caltrans-sponsored projects administratively via email.

Major versus minor changes

- All major changes, including any requests to program a new project, will be presented to MTC's Programming and Allocations Committee (PAC) to determine MTC's concurrence. Major changes include:
 - request to program a new project (or delete a project)
 - schedule delay that affects air quality conformity analysis
 - project advance with reimbursement or replacement project per AB 3090
 - request to use Grant Anticipation Revenue Vehicle (GARVEE) financing
 - For minor changes, MTC staff may write a letter of concurrence for the Executive Director's signature. Minor changes include:
 - Extension requests for allocation, award, expenditure and reimbursement/project completion deadlines (minor extensions may be concurred administratively by MTC staff)
 - schedule changes, except where change implies major cost or delivery ramifications
 - changes in implementing agency or project sponsor
 - changes to project budget that are less than 20% of the total project cost or less than \$1 million.
 - redirection of funds from one project component to another (e.g. from project engineering into environmental)
 - changes considered routine and not impacting project delivery
- * Amendments or extensions based on new federal or state requirements may need to go to MTC's PAC

Additional/Supplemental Funds

On occasion it may be necessary to provide additional 'Supplemental' funding to a project as a result of cost increases or revised cost estimates. There are several different processes to follow depending on where the project is within its delivery schedule. The various methods to add STIP funding to a project are as follow:

Biennial STIP Cycle: If additional funding is identified years before the actual allocation, the project sponsor may request the funding through the biennial STIP adoption process. This process is outlined in MTC's RTIP Policies and Application Procedures, and is the preferred method of requesting additional/supplemental funds.

STIP Amendment: If additional funding is identified prior to the allocation of funds, but is required prior to the next biennial STIP adoption, a STIP amendment adding the funds to the project may be requested as outlined in the STIP Amendment procedures above. However, in most cases the additional funds could be added at the time of allocation, thus foregoing the STIP amendment process.

Additional Funds at Time of Allocation: Often the simplest way to add supplemental funds is at the time of allocation. The process is the same as the procedures outlined above for a time extension, except that instead of a “Request for Time Extension” form, a “Request for STIP Funding Allocation” form is used (Exhibit 23-O, located on the internet at: <https://dot.ca.gov/programs/local-assistance/forms/local-assistance-program-guidelines-forms>). In all supplemental funding requests, the additional funding must be approved by the CTC.

Additional Funds After Allocation: It may be necessary to seek additional funds after an allocation, either to award the project or due to unforeseen cost increases while the project is under construction. In either case, an analysis should be performed to determine whether re-engineering (sometimes called “value engineering”) could achieve cost reductions to accommodate the increase. If additional funds are still necessary, a funding source outside the STIP should be pursued prior to seeking additional STIP funding. If it is determined that additional STIP funds are needed, then the project sponsor should proceed as with the procedures outlined for “Additional Funds at Time of Allocation”. It should be noted that once the funds are allocated, the project sponsor does not have the option to add the funds through a STIP amendment since the CTC does not allow amendments to change the programming for a given component after the funds have been allocated.

Allocation of Funds

Project sponsors request an allocation of funds directly to Caltrans, with Caltrans placing the request on the CTC Agenda for approval. The completed request package is due to Caltrans 60 days prior to the CTC meeting where the funds are anticipated to be allocated. MTC requires sponsors to obtain MTC concurrence on allocation requests in addition to the circumstances noted below:

Local Road Rehabilitation Projects: Allocation of funds for local road rehabilitation projects requires certification from MTC. Project sponsors should submit the “Pavement Management System Certification” form with the “Local Road Rehabilitation Project Certification” form attached (Exhibits 23-L and 23-K, both found on the internet at: <https://dot.ca.gov/programs/local-assistance/forms/local-assistance-program-guidelines-forms>) directly to MTC for signature. MTC will then transmit the signed form to Caltrans District 4 – Local Assistance. All other allocation request documentation should be sent directly to Caltrans District 4 – Local Assistance.

Allocation of State-Only Funds: MTC concurs with all State-Only funds allocations that are listed in the STIP as State-Only. Projects without State-Only funding pre-approved by CTC must request a State-Only Funding Exception form (Exhibit 23-F, found on the internet at: <https://dot.ca.gov/programs/local-assistance/forms/local-assistance-program-guidelines-forms>). MTC must concur with the exception request, and the form is submitted to Caltrans.

Funds Allocated Differently than Programmed: In some instances it may be necessary to allocate funds differently from what is programmed in the STIP. These situations

generally still require MTC concurrence. Fortunately a STIP amendment may not be required, and the funding may be revised at the time of the allocation, thus avoiding the long STIP amendment process. However, A TIP amendment is still required, especially if federal funds are involved. Changes that are allowed at the time of allocation are noted below; however, project sponsors should consult with Caltrans District 4 Local Assistance, the CTA and/or MTC to determine whether a change at the time of allocation is permissible before preparing the allocation request.

- Change in implementing agency
- Cost savings (allocation less than program amount)
- Redirection of funds among project components or phases within the project as long as total STIP funding has not increased or previously been allocated.
- Advancement of funding from future years (transit projects with funds to be transferred to FTA require a TIP amendment to advance funds)
- Change in funding type (a change to state-only funding requires approval from Caltrans with their “State-Only Funding Request Exception” form if the project type is not on the pre-approved state-only eligible funding list – see “Allocation of State-Only Funds” above).

STP/CMAQ Match Reserve: Project sponsors must work with the applicable CTA to obtain programming approval for STP/CMAQ match made available in the STIP. The CTA develops a countywide list for the use of the reserved funds and submits the list to MTC, who in turns provides Caltrans with the region-wide Match Program. Any deviation from this program, whether in the funding amount, project sponsor, or funding year, requires the CTA to resubmit an updated plan for the county to MTC. Caltrans cannot allocate the matching funds if they are inconsistent with the approved STIP - STP/CMAQ Match Program.

Funds allocated as programmed in the STIP: The allocation of funds as they are programmed in the STIP and TIP should receive MTC concurrence. Project sponsors work with Caltrans District 4 local assistance and MTC programming staff in obtaining the allocation. STIP projects using federal funds will not receive federal authorizations to proceed without the project being properly listed in the TIP. Federal authorization to proceed (E-76) requests must be submitted to Caltrans concurrently with the STIP allocation package to avoid delays to authorization.

Important Tip: Although some minor changes in the allocation of funds may not require a full STIP amendment, most changes still require MTC concurrence, and possibly a TIP amendment and a vote of the CTC. Project sponsors are encouraged to consult with the CTA, and Caltrans District 4 prior to preparing any allocation request, to ensure sufficient time is allowed for processing the allocation request, particularly toward the end of the year when the Timely Use of Funds provisions of SB 45 are of critical concern.

Timeline for STIP Amendment/Extension Approval

Completed documentation requesting MTC concurrence must be received by MTC staff no later than the first day of the month prior to the month in which the request will be heard by the Programming and Allocations Committee (PAC). (For example, requests received by January 1 will be reviewed at the February PAC meeting). Subsequently, requests with completed documentation and MTC concurrence must be submitted to the Caltrans District Office 60 to 90 days prior to the CTC meeting where the item will be considered. Therefore, requests for concurrence need to be submitted to MTC generally 150 days prior to CTC action for STIP Amendments and 120 days prior to CTC action for extensions.

For example, a STIP amendment request to add a new STIP project (considered a major amendment) is due to MTC by January 1, so it may be approved at the February PAC Meeting, and then submitted to Caltrans in time for the 60-day due date of March 2, so it may be noticed at the May 2 CTC meeting for action at the June 6 CTC meeting.

Important Tip: The CTC will not amend the STIP to delete or change the funding for any project component after the beginning of the fiscal year in which the funding is programmed. Therefore, all amendments to delay a project component must be approved by the CTC by the June meeting in the year prior to the programmed year of funding. To meet this deadline, amendments to delay delivery must be submitted to MTC no later than January 1 of the fiscal year prior to the fiscal year of the funding subject to delay.

Timely Delivery of Programmed Funds

Projects programmed in the STIP must adhere to the delivery policies established in MTC Resolution 3606. Unless coordination with other funding sources and programs require a later date, requests for STIP extensions, amendments to delay existing STIP projects and STIP allocations are due to Caltrans Local Assistance no later than January 31 of the fiscal year the funds are programmed in the STIP. This is to ensure STIP projects do not miss the June 30 end-of year delivery deadlines imposed by the CTC.

A due date schedule is prepared each year for the submittal of STIP requests. This schedule is posted on the internet at: <https://dot.ca.gov/programs/transportation-programming/office-of-ctc-liaison-octel> In addition, [MTC Resolution 3606](#) imposes regional deadlines in advance of state and federal timely use of funds deadlines, to ensure funds are not lost to the region.

STIP Amendment Form/TIP Amendment Form

The forms necessary to initiate the STIP Amendment process may be downloaded from the MTC website at: <http://mtc.ca.gov/stip>. TIP Amendments should be processed through the Fund Management System, also available at the website mentioned above.

Contacts for STIP Amendments/Extensions:

Name	Area	Phone	Email
Karl Anderson	STIP/TIP Amendments	415.778.6645	kanderson@bayareametro.gov
Kenneth Kao	STIP	415.778.6768	kkao@bayareametro.gov
Ross McKeown	STIP	415.778.5242	rmckeown@bayareametro.gov
Adam Crenshaw	TIP Amendments	415.778.6794	acrenshaw@bayareametro.gov

DRAFT

Amendment (Existing Project) Y/N					Date:	8/28/19	
District	EA	Project ID		PPNO	MPO ID		
County	Route/Corridor	PM Bk	PM Ahd	Nominating Agency			
				MPO		Element	
Project Manager/Contact		Phone		E-mail Address			
Project Title							
Location (Project Limits), Description (Scope of Work)							
Component	Implementing Agency						
PA&ED							
PS&E							
Right of Way							
Construction							
Legislative Districts							
Assembly:		Senate:		Congressional:			
Project Benefits							
Purpose and Need							
Category		Outputs			Unit	Total	
NHS Improvements	Y/N		Roadway Class		Reversible Lane analysis	Y/N	
Inc. Sustainable Communities Strategy Goals		Y/N	Reduces Greenhouse Gas Emissions		Y/N		
Project Milestone					Existing	Proposed	
Project Study Report Approved							
Begin Environmental (PA&ED) Phase							
Circulate Draft Environmental Document				Document Type			
Draft Project Report							
End Environmental Phase (PA&ED Milestone)							
Begin Design (PS&E) Phase							
End Design Phase (Ready to List for Advertisement Milestone)							
Begin Right of Way Phase							
End Right of Way Phase (Right of Way Certification Milestone)							
Begin Construction Phase (Contract Award Milestone)							
End Construction Phase (Construction Contract Acceptance Milestone)							
Begin Closeout Phase							
End Closeout Phase (Closeout Report)							

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento,

PROJECT PROGRAMMING REQUEST

DTP-0001 (Revised 13 Aug 2019 v8.01g)

Date: 8/28/19

Additional Information

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PROJECT PROGRAMMING REQUEST

DTP-0001 (Revised 13 Aug 2019 v8.01g)

Date: 8/28/19

District	County	Route	EA	Project ID	PPNO	
Project Title:						

Existing Total Project Cost (\$1,000s)									Implementing Agency
Component	Prior	20-21	21-22	22-23	23-24	24-25	25-26+	Total	
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									
Proposed Total Project Cost (\$1,000s)									Notes
Component	Prior	20-21	21-22	22-23	23-24	24-25	25-26+	Total	
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									

Fund No. 1:										Program Code
Existing Funding (\$1,000s)										Funding Agency
Component	Prior	20-21	21-22	22-23	23-24	24-25	25-26+	Total		
E&P (PA&ED)										
PS&E										
R/W SUP (CT)										
CON SUP (CT)										
R/W										
CON										
TOTAL										
Proposed Funding (\$1,000s)										Notes
Component	Prior	20-21	21-22	22-23	23-24	24-25	25-26+	Total		
E&P (PA&ED)										
PS&E										
R/W SUP (CT)										
CON SUP (CT)										
R/W										
CON										
TOTAL										

Fund No. 2:										Program Code
Existing Funding (\$1,000s)										Funding Agency
Component	Prior	20-21	21-22	22-23	23-24	24-25	25-26+	Total		
E&P (PA&ED)										
PS&E										
R/W SUP (CT)										
CON SUP (CT)										
R/W										
CON										
TOTAL										
Proposed Funding (\$1,000s)										Notes
Component	Prior	20-21	21-22	22-23	23-24	24-25	25-26+	Total		
E&P (PA&ED)										
PS&E										
R/W SUP (CT)										
CON SUP (CT)										
R/W										
CON										
TOTAL										

Fund No. 3:		Existing Funding (\$1,000s)							Program Code
Component	Prior	20-21	21-22	22-23	23-24	24-25	25-26+	Total	Funding Agency
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									
Proposed Funding (\$1,000s)									Notes
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									

Fund No. 4:		Existing Funding (\$1,000s)							Program Code
Component	Prior	20-21	21-22	22-23	23-24	24-25	25-26+	Total	Funding Agency
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									
Proposed Funding (\$1,000s)									Notes
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									

Fund No. 5:		Existing Funding (\$1,000s)							Program Code
Component	Prior	20-21	21-22	22-23	23-24	24-25	25-26+	Total	Funding Agency
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									
Proposed Funding (\$1,000s)									Notes
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									

Fund No. 6:									Program Code
Existing Funding (\$1,000s)									
Component	Prior	20-21	21-22	22-23	23-24	24-25	25-26+	Total	Funding Agency
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									
Proposed Funding (\$1,000s)									Notes
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									

PROJECT PROGRAMMING REQUEST

DTP-0001 (Revised 13 Aug 2019 v8.01g)

Complete this page for amendments only**Date:** 8/28/19

District	County	Route	EA	Project ID	PPNO	

SECTION 1 - All Projects**Project Background**

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Programming Change Requested

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Reason for Proposed Change

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If proposed change will delay one or more components, clearly explain 1) reason the delay, 2) cost increase related to the delay, and 3) how cost increase will be funded

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Other Significant Information

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SECTION 2 - For SB1 Projects Only

Project Amendment Request (Please follow the individual SB1 program guidelines for specific criteria)

SECTION 3 - All Projects**Approvals**

I hereby certify that the above information is complete and accurate and all approvals have been obtained for the processing of this amendment request.*

Name (Print or Type)	Signature	Title	Date

Attachments

- 1) Concurrence from Implementing Agency and/or Regional Transportation Planning Agency
- 2) Project Location Map



NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

TO: Technical Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Alberto Esqueda, Senior Program Planner/Administrator
(707) 259-5976 / Email: aesqueda@nvta.ca.gov
SUBJECT: Countywide Transportation Plan: Goals and Performance Measures

RECOMMENDATION

Staff requests that TAC members review the Countywide Transportation Plan (CTP) goals and objectives and provide comments.

EXECUTIVE SUMMARY

The Metropolitan Transportation Commission (MTC) requires that the Bay Area County Transportation Agencies (CTAs) complete a long-range plan – generally 25 years – called the Countywide Transportation Plan (CTP). To provide the CTP direction, NVTA is proposing including goals and objectives in the plan. The goals and objectives will provide a framework for the plan, create a screening process for projects and establish targets.

Key concepts identified by the goals and objectives developed for the 2015 CTP are still relevant today.

These concepts are:

- Napa County has a number of constraints that prevent and/or limit expanding the highway and road system as a means to eliminate congestion.
- Napa County's employees traveling into the county from other locations and residents traveling to jobs outside the county is the largest factor attributing to congestion. Visitor trips to/from Napa County compounds peak period congestion.
- Approximately 1% of Napa County commuters bike to work, and approximately 4% walk to work, while 76% drive alone.
- Housing costs in Napa make it a challenge to provide sufficient housing stock for its growing workforce.

Attachment 1 lists the proposed Goals and Objectives for the CTP, *Advancing Mobility 2045*.

As present transportation conditions are similar to conditions in 2015, NVTA is proposing to use the same goal concepts as guiding principles to direct the development of the CTP.

Staff has evaluated performance metrics used by its partners in other counties and based on that assessment has developed a short list of performance metrics to use in the CTP (Attachment 2). Since this is the first time NVTA is including performance metrics in a CTP, staff will create a baseline for existing conditions. The baseline will establish a starting point for each metric, which will help evaluate both negative and positive shifts in a particular metric. After establishing a baseline staff will set a target for each metric, this target will be the goal to reach by the time NVTA develops its next CTP. In some cases, the target will be higher than the baseline, for example in bus ridership the goal will be to increase ridership. In other cases the target will be lower than the baseline e.g. in vehicle miles traveled (VMT) the goal is to lower the amount of VMT in Napa County.

BACKGROUND AND DISCUSSION

MTC has adopted new guidelines for CTPs. The guidelines require CTAs include performance goals and measures in their CTPs. NVTA is also responding to comments made by the Napa County Civil Grand Jury which recommended that NVTA include performance metrics and targets in its long term planning process similar to those established by the Sonoma County Transportation Authority.

MTC requires CTAs complete a CTP approximately every four years. NVTA adopted the last 25-year Countywide Transportation Plan in 2015 to inform Plan Bay Area 2040, MTC's long-range plan adopted in 2017. The new CTP – *Advancing Mobility 2045* - will be complete before the next regional transportation plan, which is scheduled for adoption in 2021. In preparation for the regional transportation plan, MTC generally solicits projects about a year before plan adoption. MTC is currently soliciting projects early for Plan Bay Area 2050. The first round of project solicitations for regionally significant projects occurred in June 2019. The second round for programmatic category projects will occur in fall 2019. NVTA will conduct a call for countywide plan projects in late 2019.

SUPPORTING DOCUMENTS

Attachment: (1) 2015 CTP Goals and Objectives
 (2) Performance Metrics Examples

Proposed CTP 2045 Goals and Objectives

ATTACHMENT 1
TAC Agenda Item 8.2
September 5, 2019

Goal 1: Serve the transportation needs of the entire community regardless of age, income or ability.

Objectives:

1. Provide safe access to jobs, schools, recreation and other daily needs for Napa's residents and visitors.
2. Endeavor to serve the special transportation needs of seniors, children and the disabled.
3. Coordinate transportation services for disabled persons, seniors, children and other groups so each serves as many people as possible.
4. Provide affordable transportation solutions to ensure access to jobs, education, goods, and services for all members of the community.

Goal 2: Improve system safety in order to support all modes and serve all users.

Objectives:

1. Design roadways and other transportation facilities to enhance coexistence of users of all modes.
2. Educate all roadway users so they may safely coexist.

~~2.3. Work with Napa jurisdictions to adopt Vision Zero strategies. Work with Napa jurisdictions to adopt complete streets policies to meet the Metropolitan Transportation Commission's funding eligibility requirements.~~

~~3.4. Ensure Measure T roadway funds are maximized to improve infrastructure, as allowed under the Ordinance, to benefit all transportation modes.~~

~~4.5. Prioritize projects that expand travel options for cyclists and pedestrians as well as those projects that improve operation and safety for vehicles, pedestrians, and cyclists~~

Goal 3: Use taxpayer dollars efficiently

Objectives:

~~1. Continue to prioritize local streets and road maintenance, consistent with Measure T.~~

~~2.1. Invest in fast and reliable bus service and infrastructure, so public transit is an attractive alternative to driving alone.~~

~~3.2. Identify innovative alternative solutions that minimize costs and maximize system performance.~~

~~4. Provide real time traffic and transportation information via MTC's 511 or similar system by 2017.~~

~~5.3. Explore new transportation funding sources, including fees associated with new development.~~

~~4. Develop Foster partnerships with Caltrans, California Transportation Commission (CTC), Metropolitan Transportation Commission (MTC) and Napa's state legislators to support expanded transportation funding for local mobility needs and to accommodate demand from regional traffic that travels through Napa County.~~

Goal 4: Support Napa County's economic vitality.

Objectives:

1. Identify and improve key goods movement routes.
2. Work with employers to improve access to employment centers, as well as dispersed agricultural employment sites.
3. Improve transportation services aimed at visitors, including alternatives to driving.
4. ~~Use Support policies transportation-demand management techniques to that~~ shift travel from peak to non-peak ~~times~~ hours.

Goal 5: Minimize the energy and other resources required to move people and goods.

Objectives:

1. Prioritize projects that reduce greenhouse gases.
2. Increase mode share for transit, walking, and bicycling to 10% by ~~2035~~ 2045.
3. Reduce ~~the growth of automobile~~ vehicle miles traveled (VMT) ~~by shifting trips to other modes~~.
4. Encourage the provision of alternative fuel infrastructure.
5. Invest in improvements to the transportation network that serve land use, consistent with SB 375.
6. Identify revenues that support investments in Priority Development Areas (PDAs).

Goal 6: Prioritize the maintenance and rehabilitation of the existing system

Objectives:

1. Deliver Measure T projects effectively.
2. Focus funding on maintenance priorities.

	Metric	Baseline	Target
Safety	Safety (e.g. Number of fatalities and serious injuries)		
Equity	Households within .25 miles from transit stop		
Sustainability	Greenhouse Gas Emissions (e.g. amount of GHG per person/trip)		
	VMT (Vehicle Miles Traveled)		
	Active Transportation mode shares (i.e. walk, bike, transit)		
Congestion	Person Hours of Delay (i.e. number of hours spent in congestion per person)		
	Delay Index (i.e corridor free-flow travel time vs. congested travel time)		
System Maintenance & Rehabilitation	On-time Bus Performance/ Bus Headways Frequency		
	Pavement Condition (Pavement Condition Index)		
	Transit Ridership (Number of boarding and alightings)		



NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

TO: Technical Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Director – Programs, Projects and Planning
(707) 259-5968 / Email: dschmitz@nvta.ca.gov
SUBJECT: Regional Growth Framework Update

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

The Association Bay Area of Governments (ABAG) and the Metropolitan Transportation Commission (MTC) have opened a call for Letters of Interest for new or modified Priority Development Areas (PDAs) and Priority Conservation Areas (PCAs), as well as a new pilot for Priority Production Areas (PPAs).

PPAs:

- Are zoned for industrial use or have a high concentration of Production, Distribution and Repair (PDR) activities
- Do not overlap with a Priority Development Area and does not include land within one-half mile of a regional rail station
- Are located in a jurisdiction that has a certified Housing Element

Jurisdictions interested in designating or modifying a Priority Conservation Area (PCA) or Priority Development Area (PDA), or applying for a new designation as a Priority Production Area (PPA) must submit a Letter of Interest to the Association of Bay Area Governments (ABAG) and Metropolitan Transportation Commission (MTC) by September 16, 2019.

FINANCIAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

ABAG/MTC last updated the regional growth designations in 2010. ABAG/MTC have conducted analysis on PDAs and have found that many are not meeting the transit criteria which requires that *at least 50% of land in a PDA is within a ½ mile of an existing or planned bus line with headways of no more than 30 minutes in peak periods.*

The regional landscape has changed significantly in the last decade, with an escalating housing crisis, growing recognition of the importance of equity and resilience, and new transportation technologies. Local jurisdictions have failed to nominate many of the Bay Area's Transit Priority Areas (TPAs) as PDAs. ABAG/MTC report that half of all state-designated Transit Priority Areas (TPAs) are not included as PDAs. TPAs are defined as *an area within one-half mile of major transit stop that is existing or planned in the most recent Regional Transportation Plan (RTP) with headways of 15 minutes or better during the morning and evening peak periods.*

ABAG/MTC have adopted a new PDA definition:

An infill location that is planned for significant housing and job growth, offers a suite of mobility options that enable residents to live a car-free or car-light lifestyle, and promotes greater opportunity for all, regardless of race or income.

To meet the new PDA criteria, ABAG/MTC is providing more flexibility in the guidelines in the form of two PDA categories:

1) Transit-Rich PDA

- a. PDA Plan for housing and job growth, including affordable housing, adopted or to be completed by 2025.
- b. High-Quality Transit: at least 50% of land in PDA is within ½ mile of an existing or planned rail station, ferry terminal, or bus line with headways of no more than 15 minutes in peak periods (i.e., Transit Priority Area).

2) Connected Community PDA

- a. PDA Plan for housing and job growth: adopted, or to be completed no later than 2025; and
- b. Basic Transit: at least 50% of land in PDA is within ½ mile of an existing or planned bus line with headways of no more than 30 minutes in peak periods, and one of the following:
 - i. High Resource: located in a high resource area (HRA) as defined by the California Department of Housing and Community Development (HCD); or
 - ii. Supportive Policies: adoption, or commitment to adopt, two or more policies shown to reduce vehicle miles traveled, described in detail in Attachment 4. Jurisdictions should adopt policies by January 2020.

Napa County has two PDAs, the Downtown-Soscol Napa PDA and the American Canyon PDA. The City of American Canyon and Napa will need to submit a letter of interest and a letter-of-confirmation form in order to retain their PDA designations. Jurisdictions will use the letter-of-confirmation to identify the Vehicle Miles Traveled (VMT) Reduction policies will be adopted (Attachment 5).

ABAG/MTC are not proposing any changes to the PCA criteria. Jurisdictions interested in designating a new PCA, or modifying a PCA boundary must submit a letter of interest.

Priority Production Areas (PPAs): Designated PPAs will advance through a pilot program in Plan Bay Area 2050, with an opportunity for further refinement post-Plan adoption in 2021. PPAs meet the following criteria:

- Zoned for industrial use or has a high concentration of industrial activities, and
- Does not overlap with a PDA and does not include land within one-half mile of a regional rail station or ferry terminal, and
- The local jurisdiction has a certified Housing Element

SUPPORTING DOCUMENTS

Attachments: (1) PDA Letter of Interest and Compliance Forms
(2) PCA Letter of Interest Form
(3) PPA Letter of Interest Form
(4) Regional Growth Framework
(5) PDA Action Guide

Letter-of-Interest: Priority Development Area

Use this form to express jurisdictional interest in: a) establishing a new PDA; or b) modifying the boundaries of an existing PDA.

Instructions: Complete this form and send it to pdas@bayareametro.gov along with a GIS shapefile of the PDA boundaries, and any additional attachments, by **September 16, 2019**. Forms may be signed by planning directors or city managers/administrators. Following review of this form by MTC/ABAG staff and additional discussion with applicants if needed, City Council or Board of Supervisors resolutions nominating new PDAs will be required by **January 15, 2020**. Resolutions are not required to modify an existing PDA.

For other forms, including Priority Conservation Area (PCA) or Priority Production Area (PPA) Letters of Interest, and for Letters of Confirmation for PDA Planning or VMT-Reduction Policies, go here:

<https://www.planbayarea.org/priority>

1: APPLICATION TYPE

I want to: ☐ Propose a new PDA ☐ Modify an existing PDA

2: PDA DESIGNATION

Step One: Determine the designation for your PDA by reviewing [this map](#). If the area you wish to designate a PDA is not shown as eligible, complete Section 6.

Step Two: Check the appropriate box below:

- ☐ Transit-Rich ☐ Connected Community/High Resource Area
☐ Connected Community/Outside High Resource Area*

*Also complete VMT-Reduction Letter of Confirmation, available [here](#)

3: GENERAL PDA INFORMATION

City or County: _____ Date: _____

PDA Name: _____ Acres: _____

Staff Contact/Title: _____

Email: _____ Phone: _____

4: PLANNING STATUS

		Adopted	In Progress	None**
Level of Planning Completed for PDA:	Specific Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other* Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consistent Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If "Other Plan" selected, please describe:*

***If "None" selected, indicate expected start and completion year:*

5: LAND USE

		2017 or most recent	Planned**	"Planned" year
Housing & Jobs	Dwelling Units*			
	Jobs*			

**All figures can be estimates*

***Can be based upon buildout in most recently adopted plan, such as the "Project" analyzed in an EIR, or a staff estimate*

6: IF NEEDED - ADDITIONAL TRANSIT INFORMATION

If the majority of land in the PDA is not shown as eligible on the PDA designation map, please describe existing or planned transit service in the PDA that meets eligibility criteria:

Mode	Status	Agency & Route/Station
<input type="checkbox"/> Rail	<input type="checkbox"/> Existing <input type="checkbox"/> Planned	
<input type="checkbox"/> Ferry	<input type="checkbox"/> Existing <input type="checkbox"/> Planned	
<input type="checkbox"/> 15 minute bus	<input type="checkbox"/> Existing <input type="checkbox"/> Planned	
<input type="checkbox"/> 30 minute bus	<input type="checkbox"/> Existing <input type="checkbox"/> Planned	

Please attach a map, preferably a GIS shapefile, of the stop location(s) when submitting this form.

7: OPTIONAL - REGIONAL CATALYST SITES

If the PDA includes one or more planned or potential development site with the capacity to provide at least 1,000 new housing units, please describe the site(s) below:

Name	Current Use	Potential Future DU	Potential Future Commercial SF	Approximate % Affordable	Phase

Name & Title:

Signature:

Date:

Letter-of-Confirmation: Priority Development Area VMT Reduction Policies

Use this form to confirm intent to: adopt VMT-Reduction policies for an existing or new Connected Community PDA outside a High Resource Area. Policies can be PDA-specific or citywide. If you are unsure if your PDA is a Connected Community Outside a High Resource Area, review this [map](#).

Instructions: Review the detailed Description of VMT-reduction Policy Options beginning on page 3 of this form, then complete Sections 1 and 2, and send the form and any attachments to pdas@bayareametro.gov by **January 16, 2020**. Forms should be submitted by City Managers or Administrators.

For Letters of Interest in PDAs, Priority Conservation Areas (PCAs) or Priority Production Areas (PPAs), and for Letters of Confirmation for PDA Planning and Transit Service, go here: <https://www.planbayarea.org/priority>

For any questions, please contact pdas@bayareametro.gov.

1: GENERAL PDA INFORMATION

City or County: _____ Date: _____

PDA Name: _____

Staff Contact/Title: _____

Email: _____ Phone: _____

2: VMT REDUCTION POLICIES

Please check the appropriate boxes below to identify the policy option your jurisdiction has adopted, or intends to adopt, by 2025. For adopted policies, provide relevant documentation for the required policy action (see policy descriptions in following section).

VMT Reduction Policy Options	Intend to adopt	Anticipated Year	Adopted	Year
Option A				
A1. Parking and Transportation Demand Management (PTDM) Ordinance	<input type="checkbox"/>		<input type="checkbox"/>	
A2. Citywide Impact Fee	<input type="checkbox"/>		<input type="checkbox"/>	
Option B				
B1. Vision Zero/Safety Plan	<input type="checkbox"/>		<input type="checkbox"/>	
B2. Bicycle/Pedestrian Infrastructure Plan	<input type="checkbox"/>		<input type="checkbox"/>	
Option C				
Another policy or plan documented by research to achieve significant VMT reduction	<input type="checkbox"/>		<input type="checkbox"/>	

Name & Title:

Signature:

Date:

Description of VMT Reduction Policy Options

Option A. Vehicle Trip Management: (A1) PTDM Ordinance and (A2) Impact Fee

These two policies support the requirements under Senate Bill 743 (SB 743) by providing an approach to mitigate the vehicle trips generated by new development in the PDA and establish a revenue source to fund the mitigations. SB 743 requires cities to shift from level of service (LOS) to vehicle miles traveled (VMT) for transportation impact analysis under CEQA.

A1. Parking and Transportation Demand Management Ordinance

Action: Adopt, enforce, and monitor a Parking and Transportation Demand Management (PTDM) ordinance or amend existing municipal code to include PTDM requirement, and incorporate the policy into the initial steps of the development review/entitlement process.

A Parking and Transportation Demand Management (PTDM) Ordinance or PTDM amendments to existing municipal codes defines a local jurisdiction's set of strategies to reduce vehicle miles traveled associated with new development projects, and establish a process for compliance. The ordinance should address both parking policies and TDM options, which, when paired together, can reduce the demand for driving and parking and shift travelers to other modes. The ordinance would define how a developer, employer, and/or property manager would plan and implement strategies to reduce vehicle trips to and from the development (e.g., transit subsidies, unbundled parking, bikeshare and carshare stations, revised minimum parking requirements, etc.) and how the PTDM program will be monitored and enforced.

Examples:

- Palo Alto, Parking and Loading Requirements:
[http://library.amlegal.com/nxt/gateway.dll/California/paloalto_ca/title18zoning*/chapter1852parkingandloadingrequirements?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:paloalto_ca\\$anc=JD_Chapter18.52](http://library.amlegal.com/nxt/gateway.dll/California/paloalto_ca/title18zoning*/chapter1852parkingandloadingrequirements?f=templates$fn=default.htm$3.0$vid=amlegal:paloalto_ca$anc=JD_Chapter18.52)
- South San Francisco, Transportation Demand Management:
http://www.qcode.us/codes/southsanfrancisco/view.php?topic=20-20_400&frames=on
- San Francisco, TDM Ordinance Resolution: <https://sfenvironment.org/policy/resolution-in-support-of-the-transportation-demand-management-ordinance>; Planning Code, Section 169 Transportation Demand Management Program:
[http://library.amlegal.com/nxt/gateway.dll/California/planning/planningcode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$sync=1](http://library.amlegal.com/nxt/gateway.dll/California/planning/planningcode?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sync=1)
- Oakland, Modernizing Transportation Impact Review:
<http://www2.oaklandnet.com/government/o/PBN/OurOrganization/PlanningZoning/OAK060501>

A2. VMT Mitigation Impact Fee

Action: Establish an impact fee program to fund the transportation improvements needed to mitigate direct and cumulative VMT impacts from development in the PDA or Citywide, informed by a nexus and fee study.

Impact fees have long been assessed on developers to mitigate transportation impacts from new development to fund roadway capacity increases to reduce congestion and improve LOS. Under SB 743, there is an opportunity to revise the way impact fees are assessed on new developments to enable transportation improvements consistent with the development's VMT impacts and facilitate project-level VMT mitigation as part of a larger VMT-reduction strategy (e.g., active transportation infrastructure, transit improvements, etc.).

Example:

- Pasadena, Traffic Reduction and Transportation Impact Fee (based on VMT):
http://www.cityofpasadena.net/councilagendas/2017%20Agendas/Jul_24_17/AR%2018%20ATTACHMENT%20B.pdf

Option B. Bicycle and Pedestrian Improvements: (B1) Vision Zero Policy and (B2) Bike/Pedestrian Infrastructure Plan

The policies included in Option B work in concert to shift people from driving to walking, biking, or other more active modes to ensure a community provides safe, high-quality bicycle and pedestrian facilities. Surveys have found that over half of all adults in metro areas are “interested but concerned” about biking; that is, they are curious about biking and would like to bike more, but “they are afraid to ride” without good bicycle infrastructure.¹ Similarly, walkable neighborhoods that support safe access to transit stops and destinations are essential to encouraging increased walking.

B1. Vision Zero/Safety Plan

Action: Develop and adopt a Vision Zero/Safety Plan.

Vision Zero policies and Safety Plans provide action-oriented approaches to making travel safer for people, particularly bicyclist and pedestrians. A Vision Zero policy establishes a local jurisdiction's commitment to eliminate all traffic deaths by a target deadline and defines the policies and actions the jurisdiction will follow to meet that goal. A Safety Plan identifies actionable strategies such as: investing in safety treatments in high injury areas (e.g., safer bicycle and pedestrian facilities, modified street design to prevent speeding, improved lighting at bicycle-pedestrian crossings); employing equitable and data-driven enforcement strategies that focus on the most dangerous

¹ Jennifer Dill and Nathan McNeil, “Revisiting the Four Types of Cyclists: Findings from a National Survey,” Transportation Research Record: Journal of the Transportation Research Board, 2587: 90-99, 2016. See <https://jenniferdill.net/types-of-cyclists/>

driving behaviors; and evaluating progress toward achieving established Vision Zero goals and targets. These safety measures must be data driven, requiring the regular collection and analysis of data to understand the issues and prioritize solutions based on evidence. The Vision Zero and Safety Plan activities will inform the Bicycle/Pedestrian Infrastructure Action Plan (B2).

Examples:

- San Mateo, Sustainable Streets Plan (includes Vision Zero): <https://www.cityofsanmateo.org/DocumentCenter/View/63263/Sustainable-Streets-Plan?bidId=>
- Fremont, Vision Zero 2020: <https://fremont.gov/2594/Fremont-Vision-Zero-2020>
- San Jose, Vision Zero: <http://www.sanjoseca.gov/VisionZero>
- San Francisco, Vision Zero SF: <https://www.visionzerosf.org/>

B2. Bicycle/Pedestrian Infrastructure Action Plan

Action: Develop a short-term action plan that prioritizes planning and implementation of Class II or better bike infrastructure and safe, pedestrian-scaled streets, and provides a timeline and funding plan for implementation of the infrastructure.

Local jurisdictions should develop a plan for Class II or better bikeways and pedestrian infrastructure improvements. Class II bikeways are bike lanes with pavement striping and signage that separate a portion of a roadway for bicycles (or micromobility and electric assisted mobility devices, such as scooters and wheelchairs); these may be further separated from adjacent traffic lanes with higher speeds or volumes as a buffered bike lane.² Pedestrian-centered improvements include sidewalk connectivity, crosswalks, signals, and wayfinding signs. Oftentimes, local Complete Streets policies include these types of bike- and pedestrian-supportive elements. This plan should be informed by the Safety Plan (B1), ensuring that the action plan prioritizes infrastructure and design measures identified in the safety plan.

The short-term action plan should also include an implementation approach, defining the funding plan and proposed timeline for implementation (five years or less).

Examples:

- San Rafael, 2018 Bicycle and Pedestrian Master Plan (includes implementation actions in Next Steps): <https://www.cityofsanrafael.org/bicycle-pedestrian-master-plan/>
- Oakland, 2019 Bike Plan (includes implementation actions in Next Steps): <https://www.oaklandca.gov/projects/lets-bike-oakland-oaklands-bike-plan>; 2017 Pedestrian Plan (includes implementation actions in Recommended Actions): <https://www.oaklandca.gov/resources/pedestrian-plan-update>
- Fremont, 2018 Bicycle Master Plan (includes implementation actions in Near-Term Implementation Plan): <https://fremont.gov/3151/Bicycle-Master-Plan>

² See Caltrans (July 2017) Guide to Bikeway Classification: http://www.dot.ca.gov/d4/bikeplan/docs/caltrans-d4-bike-plan_bikeway-classification-brochure_072517.pdf

- San Francisco, SFMTA 2013-2018 Bicycle Strategy: <https://www.sfmta.com/reports/sfmta-2013-2018-bicycle-strategy-0>
- Santa Monica, Bike Action Plan: <https://www.smgov.net/Departments/PCD/Plans/Bike-Action-Plan/>; Pedestrian Action Plan: <https://www.smgov.net/Departments/PCD/Plans/Pedestrian-Action-Plan/>

Option C: Another policy or plan documented by research to achieve significant VMT reduction

Action: Provide a detailed description of the policy or plan, which should include details of how it will be implemented and result in VMT reduction, along with the amount of expected VMT reduction.

The local jurisdiction can propose another policy or plan that will significantly reduce VMT in the PDA. The description should include the implementation approach or plan (e.g., timeline, funding plan) and should clearly explain how the policy or plan is appropriate for the PDA context; for example, typically planning for carshare will *not* be well-utilized in an area with high vehicle ownership and sufficient parking supply. The documentation should also include the expected amount of VMT reduction, with references to research relevant to the PDA context.

Letter-of-Interest: Priority Conservation Area

Use this form to express interest in: a) establishing a new PCA; or b) modifying the boundaries of an existing PCA.

Instructions: Complete this form and send it to pcas@bayareametro.gov along with a GIS shapefile of the PCA boundaries, and any additional attachments, by **September 16, 2019**. Forms may be signed by planning directors or city managers/administrators. Following review of this form by MTC/ABAG staff and additional discussion with applicants if needed, City Council or Board of Supervisors resolutions nominating new PCAs will be required by **January 16, 2020**.

For other forms, including Priority Development Area (PCAs) or Priority Production Area (PPAs) Letters of Interest, and for Letters of Confirmation for PDA Planning, Transit Service, and VMT-Reduction Policies, go here:

<https://www.planbayarea.org/priority>

1: APPLICATION TYPE

I want to: ☐ Propose a new PCA ☐ Modify an existing PCA

2: GENERAL PCA INFORMATION

City or County: _____ Date: _____

PCA Name: _____ Acres: _____

Staff Contact/Title: _____

Email: _____ Phone: _____

3: PCA DESIGNATION

Step One: Determine the designation for your PCA and its benefits by reviewing the [designations](#) and [required benefits](#).

Step Two: Check the appropriate box(es) below for the PCA Designation:

- ☐ Natural Landscapes ☐ Agricultural Lands ☐ Urban Greening
☐ Regional Recreation

Step Three: Check the appropriate boxes below for the PCA Benefits:

- ☐ Terrestrial EcoSystems ☐ Aquatic (Water) Ecosystems
☐ Water Supply and Water Quality ☐ Agricultural Resources and Economy
☐ Community Health ☐ Recreation ☐ Climate and Resilience ☐ Compact Growth

Name & Title:

Signature:

Date:

Letter-of-Interest: Priority Production Area

Use this form to express jurisdictional interest in establishing a Priority Production Area (PPA) through the PPA Pilot Program.

Instructions: Complete this form and send it to ppas@bayareametro.gov along with a GIS shapefile indicating the boundaries of the proposed PPA by **September 16, 2019**. Forms may be signed by planning directors or city managers/administrators. For PPAs proposed by multiple jurisdictions, please indicate in "City and County" the names of all jurisdictions that land in the proposed PPA would encompass. Please also provide a primary contact. Following review of this form by MTC/ABAG staff and additional discussion with applicants if needed, City Council or Board of Supervisors resolutions nominating the proposed PPA will be required by **January 15, 2020**.

For additional information, refer to the FAQ that follows this form, or contact ppas@bayareametro.gov

For other forms, including Priority Development Area (PCAs) or Priority Production Area (PPAs) Letters of Interest, and for Letters of Confirmation for PDA Planning, Transit Service, and VMT-Reduction Policies, go here:

<https://www.planbayarea.org/priority>

1: GENERAL PPA INFORMATION

City or County: _____ Date: _____
PPA Name: _____ Acres: _____
Staff Contact/Title: _____
Email: _____ Phone: _____

2: LOCATION

Step One: Locate the area you would like to designate a PPA on this [map](#)<Insert weblink>.

Step Two: Respond to the questions below by checking the appropriate box:

Is the proposed PPA:

Within an urbanized area?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Beyond ½ mile of a regional rail station*?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Outside of a PDA	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If inside a PDA, is this PDA proposed for re-designation to a PPA?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

*Heavy, commuter, or intercity rail, including Caltrain, SMART, ACE, and Amtrak/Capitol Corridor

3: PRIORITIZED FOR INDUSTRIAL USE

Is the PPA:

Zoned for industrial use? ☐ Yes ☐ No

A concentration or cluster of industrial uses or activities engaged in production, manufacturing, distribution, goods movement, or repair? ☐ Yes ☐ No

If the area includes a high concentration of industrial uses, describe the predominant industries:

Describe any industries or key employers at risk of displacement, or prioritized for retention:

Describe key industries envisioned for expansion in the PPA:

4: HOUSING ELEMENT

The jurisdiction has a certified* Housing Element: ☐ Yes ☐ No

If yes, year of most recent Housing Element:

In no, explain status of the Housing Element and anticipated certification:

5: OPTIONAL - REGIONAL SIGNIFICANCE

Please describe the role of the area in sustaining or expanding the Bay Area economy and creating middle-wage jobs, and/or improving jobs/housing balance:

6: OPTIONAL - PLANNING

Please describe any adopted, in-progress, or anticipated planning efforts to advance the PPA:

Name & Title:

Signature:

Date:

Priority Production Areas (PPAs): Frequently Asked Questions (FAQs)

WELCOME. IS YOUR JURISDICTION CONSIDERING SUBMITTING A LETTER OF INTEREST (LOI) FOR THE PRIORITY PRODUCTION AREA PILOT PROGRAM? LET US TELL YOU MORE.

THE PROGRAM IS INTENDED TO:

- Support strong clusters of the region's economy by enhancing and protecting selected industrial areas through supportive resources and implementation actions.
- Encourage middle-wage job growth close to affordable housing.
- Support networks of production, distribution and repair services, including advanced manufacturing.

ABAG/MTC'S PILOT PPA PROGRAM OFFERS THE FOLLOWING BENEFITS TO SELECTED SITES:

- Priority Production Areas will be identified in the region's long-range plan – Plan Bay Area 2050 – which may help to position these areas for future planning and investment.
- Based on the success of this initial pilot program, ABAG and MTC anticipate working to identify funding opportunities and/or technical assistance to support planning and infrastructure for PPAs.

WHAT DOES MY CITY/JURISDICTION NEED TO KNOW PRIOR TO APPLYING?

1. **Zoning & Land Use:** PPAs need to be zoned for industrial use or have a high concentration of industrial activities such as production, advanced manufacturing, distribution, or related activities.
2. **Location:** PPAs cannot be within ½ mile of a regional rail station or overlap with a PDA.
3. **Designation Flexibility:** Jurisdictions may redesignate as a PPA all or part of an existing PDA that is beyond ½ mile of a regional rail station.
4. **Housing:** The jurisdiction must have a certified housing element.

HOW DO I SUBMIT AN LOI?

- Fill out the form on the first page of this document
- Submit a shapefile for the site you have selected as a potential PPA
- Submit your application via email to ppas@bayareametro.gov and CC your ABAG/MTC county coordinator when you submit the application (county coordinators are listed at the end of this document)
- Submit any relevant planning documents associated with your PPA

WE ARE HERE TO HELP! EMAIL QUESTIONS TO PPAs@bayareametro.gov

Priority Production Areas (PPAs): Frequently Asked Questions (FAQs)

CAN MY CITY/JURISDICTION HAVE BOTH A PRIORITY DEVELOPMENT AREA (PDA) DESIGNATION AND A PPA DESIGNATION?

Yes, cities can have both PDA and PPA designations, so long as the two geographies do not overlap, and the PPA is not within ½ mile of a regional rail station.

For cities/jurisdictions with established PDAs, you can request a modification to your current PDA boundaries to avoid any potential overlap with a new proposed PPA that meets the regional rail criteria.

PPA OR PDA? HOW DO I MAKE THIS DECISION?

This decision may be best discussed with ABAG/MTC staff. A primary consideration in designating a PPA would be if the area is either a historic industrial area or if it is currently zoned industrial and the jurisdiction plans for the area to have primarily industrial rather than office or residential uses in the area. An area with strong transit connectivity and an existing or planned mix of uses may be better planned as a PDA.

WHAT IS A REGIONAL RAIL STATION?

BART, Caltrain, SMART, and Amtrak stations are all regional rail stations. Light rail stations such as MUNI and VTA rail stations are not considered regional rail stations. Sites along light rail and bus corridors may be eligible to be designated as PPAs. Please note that a ferry terminal is not considered a regional rail station.

CAN A PPA INCLUDE MULTIPLE JURISDICTIONS?

Multiple jurisdictions can submit an application for a PPA, provided that the PPA forms a single cluster, all local governments with land use authority are included, and the area meets all other program criteria. The area must be geographically contiguous.

WHAT IS A “CERTIFIED HOUSING ELEMENT”?

Certified housing refers to following the California Housing and Community Development Department’s requirements.

WOULD THE PPA REQUIRE A SPECIFIC PLAN?

Unlike the PDA Program, the PPA Pilot Program does not require a specific plan for the PPA.

WHAT HAPPENS IF A CITY SUBMITS AN LOI AND DECIDES NOT TO MOVE FORWARD IN THE DESIGNATION OF A PPA?

Should a PPA not be approved by a city council, the city may choose not to pursue a PPA designation after the LOI is submitted.

WHERE CAN I FIND PLAN BAY AREA 2050 INFORMATION ON PDAS, PCAS, AND PPAS?

[Plan Bay Area 2050: Regional Growth Framework Update](#) – Overview of Existing and Updated Geographies

[Regional Growth Framework Update: What’s Next for Local Jurisdictions](#)- Plan Bay Area 2050 Webinar

[Regional Growth Framework Webinar: Focus on Transit](#)- Plan Bay Area 2050 Webinar

WE ARE HERE TO HELP! EMAIL QUESTIONS TO PPAs@bayareametro.gov

Priority Production Areas (PPAs): Frequently Asked Questions (FAQs)

WHO DO I CONTACT IF I HAVE QUESTIONS?

Please contact PPAs@bayareametro.gov with questions about submitting an LOI for the Pilot PPA Program. You can also **contact the economic development staff** for questions on the PPA program or other economic development initiatives. Your **ABAG/MTC county coordinator** can answer questions on the growth framework and the range of PDA, PCA and PPA programs.

Economic development staff	Johnny Jaramillo	jjaramillo@bayareametro.gov
Economic development staff	Bobby Lu	blu@bayareametro.gov
County Coordinators		
Alameda and Contra Costa	Christy Leffall	cleffall@bayareametro.gov
Marin and Napa	Bobby Lu	blu@bayareametro.gov
San Francisco	Krute Singa	ksinga@bayareametro.gov
San Mateo	James Choe	jchoe@bayareametro.gov
Santa Clara	Pilar Lorenzana	plorenzana@bayareametro.gov
Solano and Sonoma	Ada Chan	achan@bayareametro.gov

WE ARE HERE TO HELP! EMAIL QUESTIONS TO PPAs@bayareametro.gov

**Plan Bay Area 2050: Regional Growth Framework Update -
Overview of Existing and Updated Geographies**

This attachment provides a summary of key changes to the Growth Framework, and an overview of the Geographies included in the current and updated Framework.

Table A1. Summary of Key Changes to Regional Growth Framework

Designation			
	Priority Development Areas	Priority Conservation Areas	Priority Production Areas
Key Changes	<ul style="list-style-type: none"> PDA Categories: Establishes Transit-rich and Connected Community categories (<i>see Table A2 for detailed criteria</i>), which apply to existing and new PDAs Planning: Defines plan requirement and adoption timeline Transit: More frequent service required for Transit-rich PDAs than current PDAs; less frequent service required for Connected Community PDAs Equity: State-designated High Resource Areas (HRAs) eligible for Connected Community PDA designation if transit criteria are met VMT-Reduction: Areas outside HRAs meeting Connected Community transit criteria required to implement policy from menu of VMT-reduction measures 	No change (<i>see Table A2 for detailed criteria</i>)	New designation (<i>see Table A2 for detailed criteria</i>)

Table A2. Overview of Current and Updated Regional Growth Framework Designations

Designation		Criteria	Additional Information
Current Designations (all require resolutions of support from jurisdiction with land use authority)	Priority Development Area (PDA)	<ul style="list-style-type: none"> Within urbanized area, and Planned for significant housing growth, including affordable housing, and Served by an existing or planned rail station, ferry terminal, or bus stop served by a route, or routes, with peak headways of 20 minutes or less 	Interactive map of current PDAs is available here .
	Priority Conservation Area (PCA)	<ul style="list-style-type: none"> Provide regionally significant agricultural, natural resource, scenic, recreational, and/or ecological values and ecosystem functions, demonstrated through adopted plans and recognized data sources such as the Conservation Lands Network (CLN), and Require protection due to pressure from urban development or other factors, and Fall into one or more PCA designation category: Natural Landscapes, Agricultural Lands, Urban Greening, and Regional Recreation 	Interactive map of current PCAs is available here .

New Designations (all require resolutions of support from jurisdiction with land use authority)	Transit-Rich PDA	<ul style="list-style-type: none"> • Within urbanized area, and • Specific, precise, or equivalent Plan for housing and job growth adopted, or to be adopted no later than 2025, and • The majority of land is within one-half mile of an existing or plannedⁱ rail station, ferry terminal, or intersection of 2 or more bus routes with peak headways of 15 minutes or less. <i>(Meets state definition for Transit Priority Area)</i> 	Transit criteria is consistent with the state definition of a Transit Priority Area (TPA); a map of Bay Area TPAs, some of which are PDAs, is available here .
	Connected Community PDA	<ul style="list-style-type: none"> • Within urbanized area, and • Specific, precise, or equivalent Plan for housing and job growth adopted, or to be adopted no later than 2025, and • The majority of land is within ½ mile of an existing or planned bus line with headways of no more than 30 minutes in peak periods, and • One of the following: <ul style="list-style-type: none"> ○ Located in a High Resource Area (HRA) as defined by the California Department of Housing and Community Development (HCD), or ○ Adoption, or commitment to adopt, two or more policies shown to reduce vehicle miles traveled (VMT) 	High Resource Areas are identified on HCD-adopted Opportunity Maps. The detailed methodology used to determine these areas, and a current map, are available here . Note that only HRA that meet transit criteria are eligible for designation as Connected Community PDAs.
	Priority Production Area (PPA)	<ul style="list-style-type: none"> • Zoned for industrial use or has a high concentration of Production, Distribution and Repair (PDR) activities, and • Does not overlap with a Priority Development Area and does not include land within one-half mile of a regional rail stationⁱⁱ, and • Jurisdiction has a certified Housing Element 	More information PDR, and San Francisco's effort to support PDR activities, is available here .
	PCA	No change	

ⁱ Included in most recently adopted fiscally constrained Regional Transportation Plan (RTP)

ⁱⁱ Includes existing and planned service; includes BART, Caltrain, ACE, SMART, Amtrak, and any future heavy/commuter/intercity rail systems.

How to use this table:

- (1) Look under the "Jurisdiction" column to find your city or county.
 (2) Identify the action(s), if any, needed for each of your PDAs in the "Summer 2019 Action" column.
 (3) If action is needed, download the appropriate form here: <https://www.planbayarea.org/priority>.
 (4) If any information in this table is incorrect, contact pdas@bayareametro.gov.

LOC-Plan = Letter of
Confirmation to adopt PDA
Plan, EIR, and Zoning

LOC-VMT Reduction = Letter
of Confirmation to adopt
VMT-Reduction policies

LOC-Transit = Letter of
Confirmation to meet transit
criteria (to be completed by CTAs)

CTA = County
Transportation
Agency

County	Jurisdiction	PDA Name	Updated PDA Designation	<u>Summer 2019 Action</u>	<u>LOC From:</u>
ALAMEDA					
Alameda	Alameda	Naval Air Station	Transit-Rich	None	n/a
Alameda	Alameda	Northern Waterfront	Connected Community	LOC - VMT Reduction	City
Alameda	Alameda County	Castro Valley BART	Transit-Rich	None	n/a
Alameda	Alameda County	East 14th Street and Mission Boulevard	Transit-Rich	None	n/a
Alameda	Alameda County	Hesperian Boulevard	Connected Community	LOC - VMT Reduction	County
Alameda	Alameda County	Meekland Avenue Corridor	tbd (action required)	LOC - Plan/Transit	County/CTA
Alameda	Albany	San Pablo & Solano Mixed Use Neighborhood	Transit-Rich	LOC - Plan	City
Alameda	Berkeley	Adeline Street	Transit-Rich	None	n/a
Alameda	Berkeley	Downtown	Transit-Rich	None	n/a
Alameda	Berkeley	San Pablo Avenue	Transit-Rich	LOC - Plan	City
Alameda	Berkeley	South Shattuck	Transit-Rich	None	n/a
Alameda	Berkeley	Southside/Telegraph Avenue	Transit-Rich	None	n/a
Alameda	Berkeley	University Avenue	Transit-Rich	None	n/a
Alameda	Dublin	Downtown Specific Plan Area	Transit-Rich	None	n/a
Alameda	Dublin	Town Center3	Transit-Rich	None	n/a
Alameda	Dublin	Transit Center/Dublin Crossings	Transit-Rich	None	n/a
Alameda	Emeryville	Mixed-Use Core	Transit-Rich	None	n/a
Alameda	Fremont	Centerville	Connected Community (High Resource Area)	None	n/a
Alameda	Fremont	City Center	Connected Community (High Resource Area)	None	n/a
Alameda	Fremont	Irvington District	Connected Community (High Resource Area)	None	n/a

2019 PDA Update Action Guide

LOC-Plan = Letter of Confirmation to adopt PDA Plan, EIR, and Zoning

LOC-VMT Reduction = Letter of Confirmation to adopt VMT-Reduction policies

LOC-Transit = Letter of Confirmation to meet transit criteria (to be completed by CTAs)

CTA = County Transportation Agency

County	Jurisdiction	PDA Name	Updated PDA Designation	<u>Summer 2019 Action</u>	<u>LOC From:</u>
Contra Costa	Oakley	Downtown	tbd (action required)	LOC-Transit	CTA
Contra Costa	Oakley	Employment Area	tbd (action required)	LOC-Transit	CTA
Contra Costa	Oakley	Potential Planning Area	tbd (action required)	LOC - Plan/Transit	City/CTA
Contra Costa	Orinda	Downtown	Transit-Rich	None	n/a
Contra Costa	Pinole	Appian Way Corridor	tbd (action required)	LOC-Transit	CTA
Contra Costa	Pinole	Old Town San Pablo Avenue	tbd (action required)	LOC-Transit	CTA
Contra Costa	Pittsburg	Downtown	Connected Community	LOC - VMT Reduction	City
Contra Costa	Pittsburg	Railroad Avenue eBART Station	Connected Community	LOC - VMT Reduction	City
Contra Costa	Pleasant Hill	Buskirk Avenue Corridor	tbd (action required)	LOC-Transit	CTA
Contra Costa	Pleasant Hill	Diablo Valley College	Connected Community	LOC - Plan/VMT-Reduction	City
Contra Costa	Richmond	Central Richmond & 23rd Street Corridor (area 1)	Connected Community	LOC - Plan/VMT-Reduction	City
Contra Costa	Richmond	Central Richmond & 23rd Street Corridor (area 2)	Transit-Rich	None	n/a
Contra Costa	Richmond	South Richmond	Connected Community	LOC - VMT Reduction	City
Contra Costa	Richmond	West Contra Costa Transportation Advisory Committee San Pablo Avenue Corridor	tbd (action required)	LOC - Plan/Transit	City/CTA
Contra Costa	Richmond (w/ CCC.)	North Richmond	tbd (action required)	LOC-Transit	CTA
Contra Costa	San Pablo	Rumrill Boulevard	Connected Community	LOC - Plan/VMT-Reduction	City
Contra Costa	San Pablo	San Pablo Avenue & 23rd Street Corridors	Transit-Rich	None	n/a
Contra Costa	San Ramon	City Center	Connected Community (High Resource Area)	None	n/a
Contra Costa	San Ramon	North Camino Ramon	Connected Community (High Resource Area)	None	n/a
Contra Costa	Walnut Creek	Core Area	Connected Community (High Resource Area)	None	n/a
M A R I N					
Marin	Marin County	Unincorporated Marin County	tbd (action required)	LOC - Plan/Transit	County/CTA
Marin	San Rafael	Downtown	Transit-Rich	None	n/a
N A P A					

2019 PDA Update Action Guide

LOC-Plan = Letter of Confirmation to adopt PDA Plan, EIR, and Zoning

LOC-VMT Reduction = Letter of Confirmation to adopt VMT-Reduction policies

LOC-Transit = Letter of Confirmation to meet transit criteria (to be completed by CTAs)

CTA = County Transportation Agency

County	Jurisdiction	PDA Name	Updated PDA Designation	<u>Summer 2019 Action</u>	LOC From:
Napa	American Canyon	Highway 29 Corridor	tbd (action required)	LOC-Transit	CTA
Napa	Napa	Downtown Napa and Soscol Gateway Corridor	Connected Community	LOC - VMT Reduction	City
SAN FRANCISCO					
San Francisco	San Francisco	19th Avenue	Transit-Rich	None	n/a
San Francisco	San Francisco	Balboa Park	Transit-Rich	None	n/a
San Francisco	San Francisco	Bayview/Hunters Point Shipyard/Candlestick Point	Transit-Rich	None	n/a
San Francisco	San Francisco	Downtown-Van Ness-Geary	Transit-Rich	None	n/a
San Francisco	San Francisco	Eastern Neighborhoods	Transit-Rich	None	n/a
San Francisco	San Francisco	Market-Octavia/Upper Market	Transit-Rich	None	n/a
San Francisco	San Francisco	Mission Bay	Transit-Rich	None	n/a
San Francisco	San Francisco	Mission-San Jose Corridor	Transit-Rich	None	n/a
San Francisco	San Francisco	Port of San Francisco	Transit-Rich	None	n/a
San Francisco	San Francisco	Transit Center District	Transit-Rich	None	n/a
San Francisco	San Francisco	Treasure Island & Yerba Buena Island	Transit-Rich	None	n/a
San Francisco	San Francisco & Brisbane	San Francisco/San Mateo Bi-County Area	Transit-Rich	None	n/a
SAN MATEO					
San Mateo	Belmont	Villages of Belmont	Transit-Rich	None	n/a
San Mateo	Burlingame	Burlingame El Camino Real	Transit-Rich	None	n/a
San Mateo	Colma	El Camino Real	Transit-Rich	LOC - Plan	City
San Mateo	Daly City	Bayshore	Transit-Rich	LOC - Plan	City
San Mateo	Daly City	Mission Boulevard	Transit-Rich	None	n/a
San Mateo	East Palo Alto	Ravenswood	Connected Community	LOC - VMT Reduction	City
San Mateo	Menlo Park	El Camino Real Corridor and Downtown	Transit-Rich	None	n/a
San Mateo	Millbrae	Transit Station Area	Transit-Rich	None	n/a



NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

TO: Technical Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Director – Programs, Projects and Planning
(707) 259-5968 / Email: dschmitz@nvta.ca.gov
SUBJECT: Community Based Transportation Plan Update

RECOMMENDATION

That the Technical Advisory Committee (TAC) review the list of Community Based Transportation Plan (CBTP) Programs and submit eligible projects to be included in the plan by Friday, September 13, 2019.

EXECUTIVE SUMMARY

The intent of the Community Based Transportation Plan (CBTP) is to identify projects that meet the following criteria:

- 1) Are developed through a collaborative and inclusive planning process
- 2) Improve transportation choices
- 3) Address and identify transportation gaps
- 4) Focus on transportation needs specific to elderly, disabled, and low-income communities

NVTA staff has conducted outreach to eight communities of concern (CoCs) in Napa County to gain knowledge about transportation improvement priorities. In addition, NVTA formed a CBTP Steering Committee made up of social service and community based organizations to vet projects and programs and to gain further input on local needs. NVTA staff is now asking jurisdictions to identify local projects that would meet the transportation needs identified in the CBTP.

FINANCIAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

The purpose of the CBTP is to improve mobility options and close transportation gaps for low-income and disadvantaged communities in Napa County. Staff also reviewed census data and other data sources to identify additional communities of concern (CoC), beyond those identified by the Metropolitan Transportation Commission (MTC), for inclusion in the CBTP.

NVTA staff met with the Steering Committee to discuss outreach efforts. Based on input from the Steering Committee, staff identified outreach events to ensure equitable and appropriate outreach in all communities (Attachment 1). Prior to each event, staff issued press releases and coordinated with the local jurisdictions to inform and invite them to take part. The scheduled outreach events began in September of 2018 and concluded in early December of 2018.

Outreach

Many residents expressed their appreciation for the mobility programs NVTA offers. The CBTP outreach has helped in educating the public about the transportation options in the Napa Valley. For some residents, it was the first time they had heard about NVTA's transit connections to Amtrak and BART. Staff has prepared a draft list of CBTP recommended transportation projects (Attachment 2) based on the comments and feedback received from the outreach events and the on line survey.

Evaluation of Transportation Proposals

NVTA staff created criteria to evaluate proposals to see if they addressed community needs identified through the outreach process. The Steering Committee reviewed and concurred with the evaluation criteria at its February 27, 2019 meeting. The criteria used to evaluate projects included:

1. Project Lead:
Existence of a "program champion," an agency (or agencies) that takes a leadership role in securing funding, staffing and other resources devoted to the proposed service or project.
2. Community Identified:
Does the proposal address transportation needs identified through public outreach? Ultimately, all proposed projects addressed transportation needs identified by the community.
3. Implementation:
Based on anticipated barriers to implementation (such as funding, resource allocation, and project development), the group placed proposals in implementation timeframes:

- Near-Term (to be implemented within 2 years)
 - Mid-Term (to be implemented in 3 to 5 years)
 - Long-Term (to be implemented in 6 years or more)
4. Cost/Funding
- When funding might be available to plan, construct, and maintain the proposed projects and services. Availability of on-going funding/sources, especially for transit service operations, must also be considered when evaluating the sustainability of a proposal. Although the group did consider the possible costs to develop and implement each proposal, proposals were not ranked based on their costs.
5. Benefit:
- Lastly, whether each proposal is easy for potential customers to use in addressing Lifeline Transportation barriers.
- Safety
 - System Performance (in addition to helping the community, does the project improve system performance?)
 - Emission reduction
 - Improved mobility
 - Improved Health Outcomes

Identified Projects

Based on the feedback from residents in the CoCs, the below list represents the projects identified by the community for improving their mobility and lives:

1. Bike facility on Trancas from Redwood Road to Villa Lane
2. Enhanced pedestrian crossing/Rectangular Rapid Flash Beacon (RRFB) on Trancas at Valle Verde
3. Traffic calming and/or RRFB at Jefferson/Rubicon
4. Enhanced pedestrian crossing at Jefferson and El Capitan
5. Bus shelter/benches at high usage stops
6. Sidewalks/Lighting on Hunt Street and Pope Avenue in St. Helena
7. Expanded evening hours on local transit
8. Expanded TaxiScrip and V-Commute Options
9. Transit service from St. Helena to Angwin and St. Helena Hospital
10. Transit service from Calistoga to Santa Rosa Kaiser

Projects Ranked

Based on the above-mentioned criteria the 10 projects identified were ranked in the following order:

1. Sidewalks/Lighting on Hunt Street and Pope Avenue in St. Helena
2. Expanded TaxiScrip and V-Commute Options

3. Bus shelter/benches at high usage stops
4. Traffic calming/RRFB at Jefferson/ Rubicon
5. Traffic calming/RRFB at Jefferson and El Capitan
6. Enhanced Pedestrian Crossing/RRFB at Trancas/Valle Verde
7. Transit service from St. Helena to Angwin and St. Helena Hospital
8. Transit service from Calistoga to Santa Rosa Kaiser
9. Expanded evening hours on local transit
10. Bike facility on Trancas from Redwood to Villa Lane

CBTP Steering Committee

The Steering Committee convened on February 27, 2019 to review the projects and criteria staff prepared. Projects were then ranked based on the criteria. The Steering Committee reviewed the projects and criteria ranking and was in agreement with staff's proposal on the five criterion and the ranking of projects. The next step is for staff to work with local jurisdictions to identify additional projects that can meet the needs identified by the CoCs and to formulate the draft plan.

SUPPORTING DOCUMENTS

Attachments: (1) Matrix of Identified Programs and Projects
 (2) Project Rankings
 (3) CoC map

CBTP Identified Programs

Need	Solutions
Improved safety for pedestrians	Placing RRFBs at unsafe crossings, traffic calming treatments, add lighting to sidewalks and intersections
Pesdestrian access/infrastructure improvements to schools and transit	Prioritizing sidewalk infrastructure around schools and transit, as identified in the countywide transportation plan and pedestrian plan
Improved transportation options to healthcare for UpValley residents	Evaluating cost/benefit of either transit options, including a shuttle/vanpool, or TNC subsidies for Calistoga residents to access Kaiser Santa Rosa. Possible Partnership with Sonoma County.
High cost of fares for low-income individuals	Evaluating implementation of means based fares for low-income individuals who are not seniors/youth riders
Expand Mobility Options for Seniors and Disabled	Evaluate and expand transportation accessibility options for seniors and disabled such as mileage reimbursement program, shared vehicle, etc. Conduct annual education programs for seniors and disabled
Longer service hours into the evening on Local Routes	Evaluation of increased service hours
Transit amenities at high use locations	Create a priority list and allocate funds for high-use transit stops to have amenities to serve seniors and disabled

CBTP Indentified Projects

Project Number	Mode Type	Proposal	Community Need Addressed	Description	Sponsor	Estimated costs	Benfit	Implemetation Timeline	Status	Project Rank
1	Active Tranportation/Biking	Bike facility from Redwood to Villa Lane	Access to and encouraging active transportation, public health	Bike lane for east went connection along Trancas Avenue from Redwood Avenue to Villa Lane	City of Napa	TBD	Safety; Reduced Emmissions; Improved Mobility; Improved Health Outcomes	Long-term	Identified	
2	Active Transportation/Walking	Enhanced Ped Crossing/RRFB on Trancas at Valle Verde	Improved pedestrian experience	Traffic calming and pedestrian improvements along Trancas Acenue at Valle Verde	City of Napa	TBD	Safety; Improved Mobility	Medium-term	Identified	
3	Active Tranportation/Walking	Traffic calming and RRFB at Jefferson/ Rubicon	Traffic calming, improved pedestrian experience	Traffic calming and pedestrian improvements along Jefferson Street and Rubicon	City of Napa	TBD	Safety; Improved Mobility	Medium-term	Identified	
4	Active Transportation/Walking	Enhanced pedestrian crossing at Jefferson and El Capitan	Improved safety for vehicles and improved pedestrian experience	Traffic calming and pedestrian improvements at Jefferson Avenue, El Centro, and Rubicon	City of Napa	TBD	Safety; Improved Mobility	Medium-term	Identified	
5	Transit	Bus shelter/benches at high usage stops	Transit Amenities	Improved transit experience and rider amenities at bus stops, in accordance with adopted Bus Stop policy	NVTA	\$250,000	Safety; Reduced Emmissions; Improved Mobility	Medium-term	Identified	
6	Active Tranportation/Walking	Sidewalks/Ligthing on Hunt Street and Pope Avenue in St. Helena	Improved safety and pedestrian experience	Pederstriand and safety improvements along Hunt Street and Pope Avenue	City of St. Helena	TBD	Safety; Improved Mobility	Medium-term	Underway	
7	Transit	Expanded evening hours on local transit	Improved Transit Access		NVTA	\$200,000/annually	Reduced Emmissions; Improved Mobility	Medium-term	Identified	
8	All Mode types	Expanded TaxiScrip and VCommute Options	Improved ease of use and need, implementation of TNC options		NVTA	\$25,000/annually	Reduced Emmissions; Improved Mobility	Medium-term	Identified	
9	Transit	Transit service from St. Helena to Angwin and St. Helena Hospital	Access to medical care	Expanded trip coverage area for	NVTA; P3	\$80,000/annually	Safety; Reduced Emmissions; Improved Mobility; Improved Health Outcomes	Long-term	Identified	
10	Transit	Transit service from Calistoga to Santa Rosa Kaiser	Access to medical care	Two round trip bus trips from Calistoga to Santa Rose on Weekdays	NVTA; P3	\$195,000/annually	Safety; Reduced Emmissions; Improved Mobility; Improved Health Outcomes	Long-term	Identified	

Short-term: 1-2 years
Medium-term: 3-5 years
Long-term: 6 or more years

CBTP Project Rankings

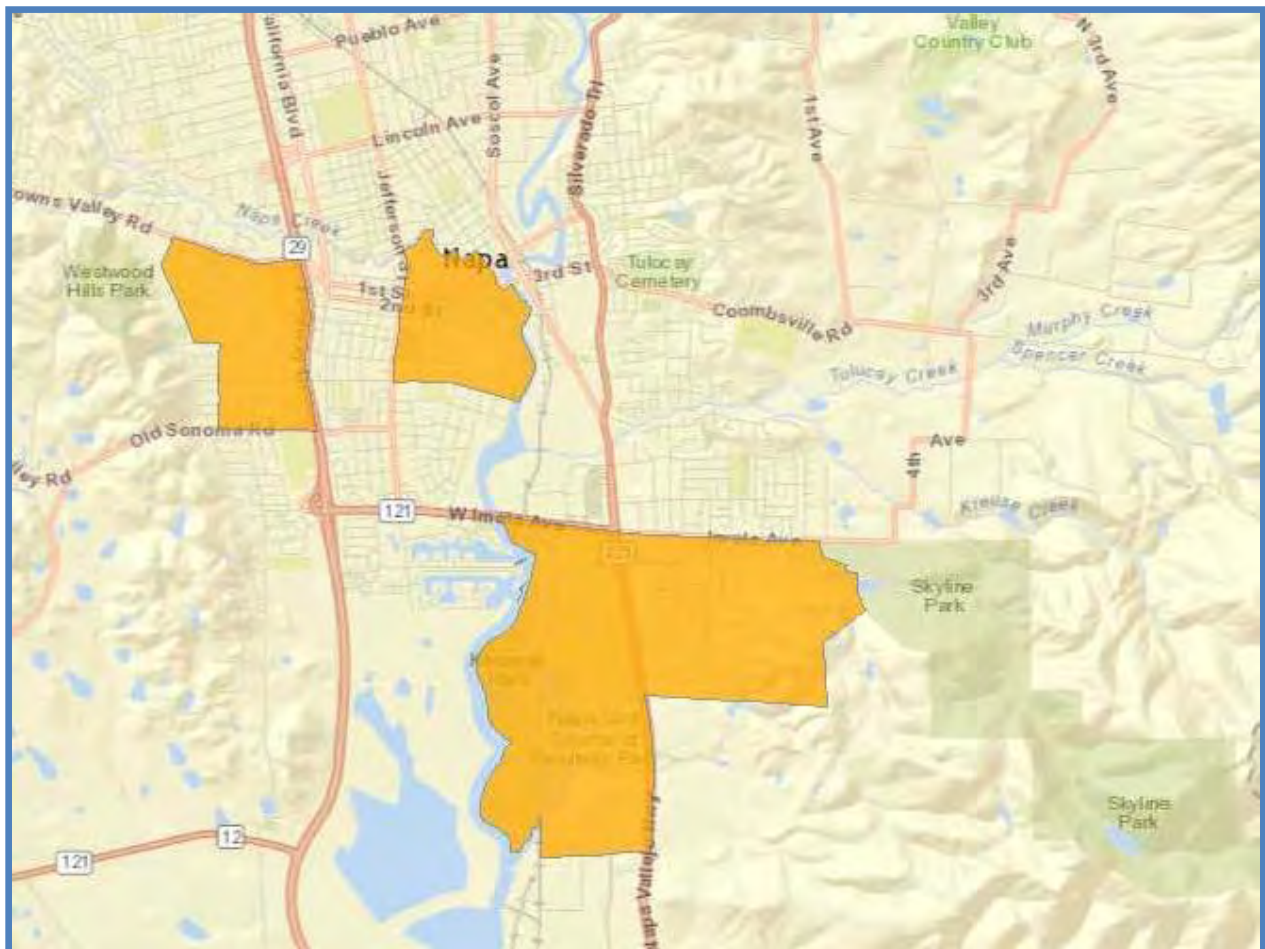
Project Number	Proposal	Sponsor	Estimated costs	Benefit	Implementation Timeline	Status	Project Rank
1	Bike facility on Trancas from Redwood to Villa Lane	City of Napa	TBD	Safety; Reduced Emissions; Improved Mobility; Improved Health Outcomes	Long-term	underway	2
2	Enhanced pedestrian crossing/RRFB at Trancas/Valle Verde	City of Napa	TBD	Safety; Improved Mobility	Medium-term	Identified	7
3	Traffic calming/RRFB at Jefferson/ Rubicon	City of Napa	TBD	Safety; Improved Mobility	Medium-term	Identified	5
4	Enhanced pedestrian crossing Jefferson and El Capitan	City of Napa	TBD	Safety; Improved Mobility	Medium-term	Identified	6
5	Bus shelter/benches at high usage stops	NVTA	\$250,000	Safety; Reduced Emissions; Improved Mobility	Medium-term	Identified	4
6	Sidewalks/Lighting on Hunt Street and Pope Avenue in St. Helena	City of St. Helena	TBD	Safety; Improved Mobility	Medium-term	Underway	1
7	Expanded evening hours on local transit	NVTA	\$200,000/annually	Reduced Emissions; Improved Mobility	Medium-term	Identified	10
8	Expanded TaxiScrip and VCommute Options	NVTA	\$25,000/annually	Reduced Emissions; Improved Mobility	Medium-term	Identified	3
9	Transit service from St. Helena to Angwin and St. Helena Hospital	NVTA; P3	\$80,000/annually	Safety; Reduced Emissions; Improved Mobility; Improved Health Outcomes	Long-term	Identified	8
10	Transit service from Calistoga to Santa Rosa Kaiser	NVTA; P3	\$195,000/annually	Safety; Reduced Emissions; Improved Mobility; Improved Health Outcomes	Long-term	Identified	9

Short-term: 1-2 years
Medium-term: 3-5 years
Long-term: 6 or more years

Existing County Communities of Concern by Census Tract

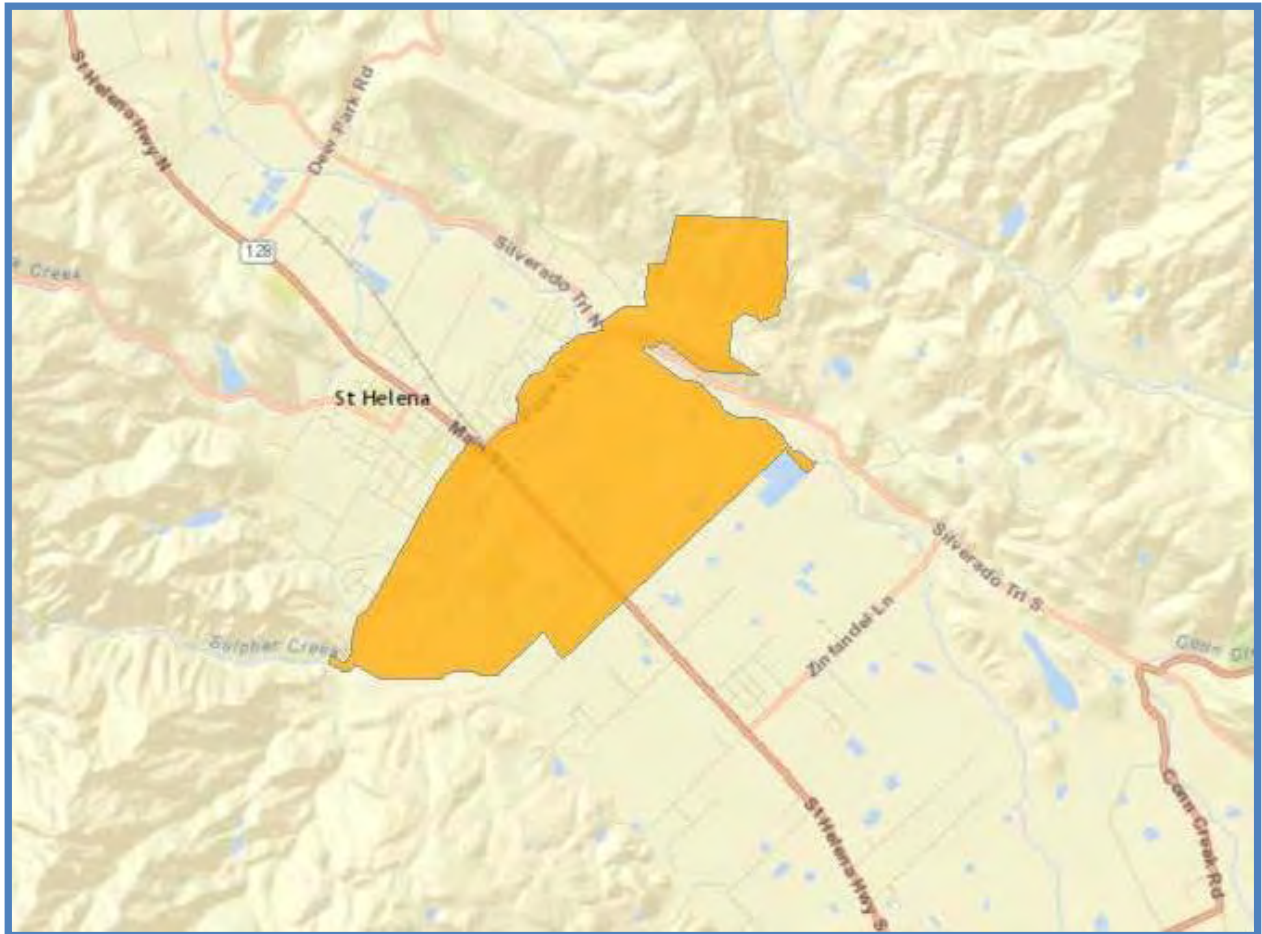
Census Tract	Neighborhood Name
2002.02	South Downtown Napa
2008.04	Westwood Neighborhood
2016.01	South St. Helena
2009	East Imola

City of Napa COCs



Source: MTC's Communities of Concern Tracts Plan Bay Area 2017

St. Helena COC

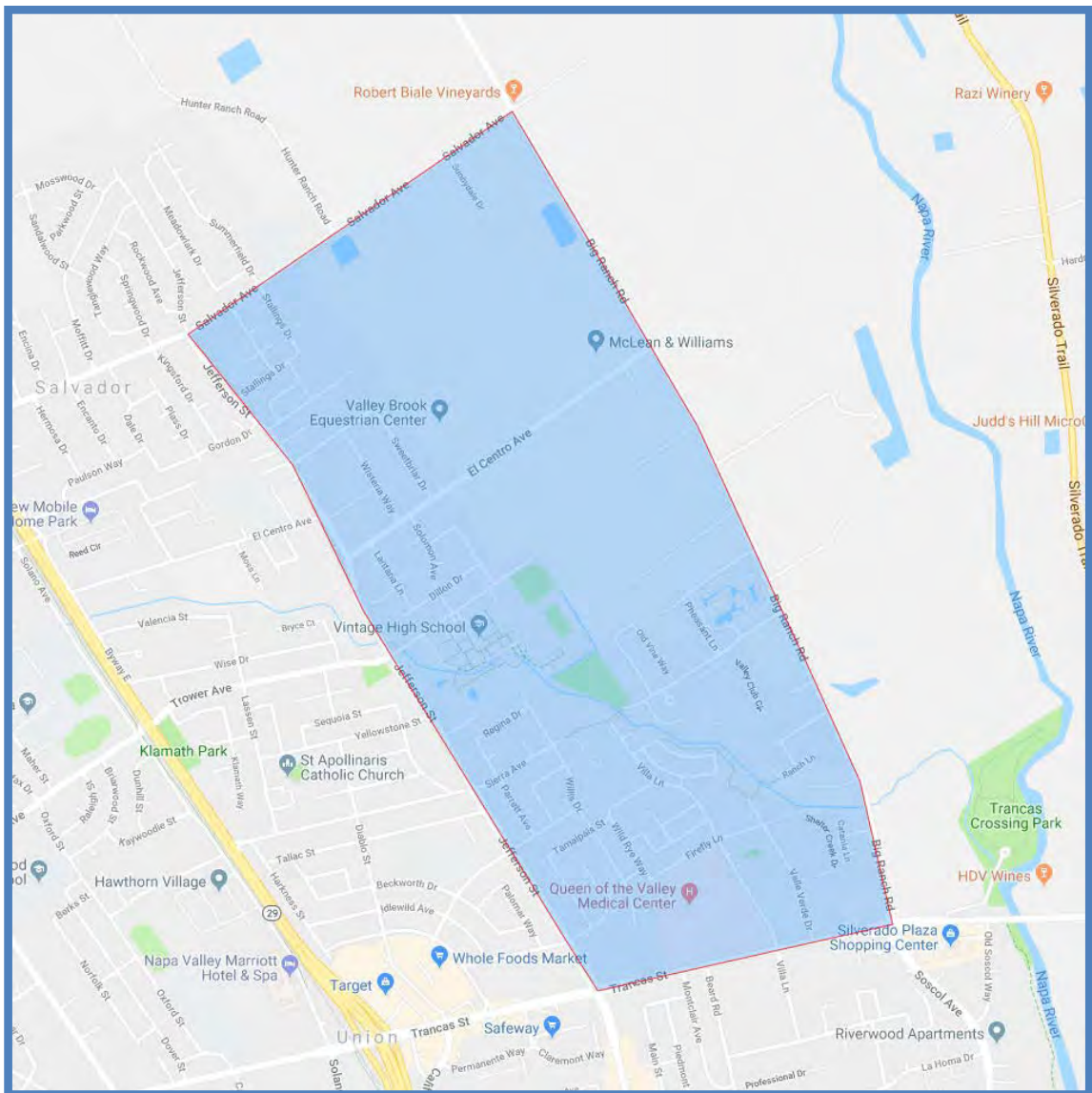


Source: MTC's Communities of Concern Tracts Plan Bay Area 2017

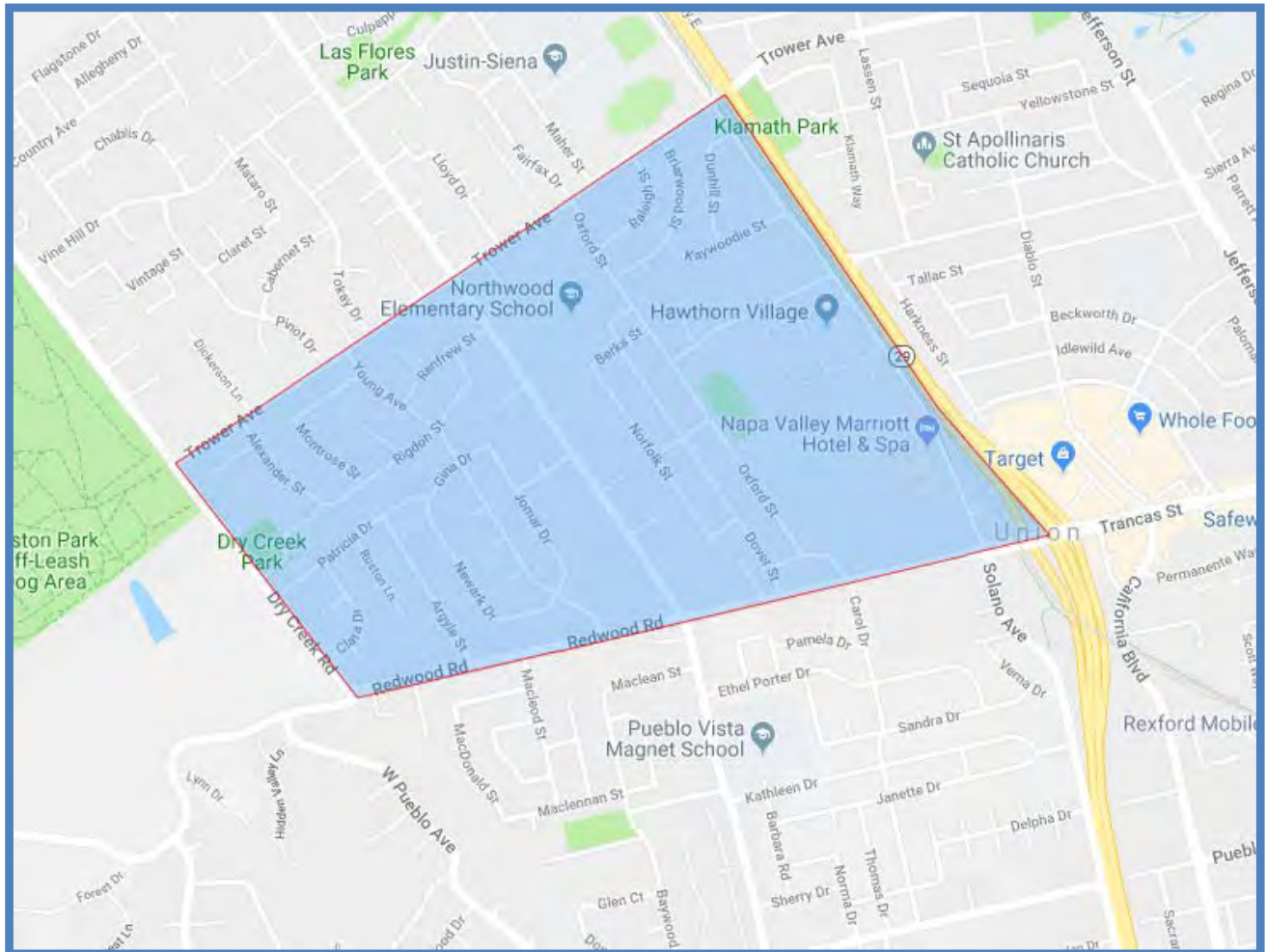
New County Communities of Concern by Census Tract

Census Tract	Neighborhood Name	Criteria Met
2006.02	Northeast Napa	Senior, Low-Income, Disabled
2007.07	Northwest Napa	Senior, Low-Income, Disabled
2012	Unincorporated area near Yountville	Senior, Low-Income, Disabled
2020	City of Calistoga	Senior, Low-Income, Disabled

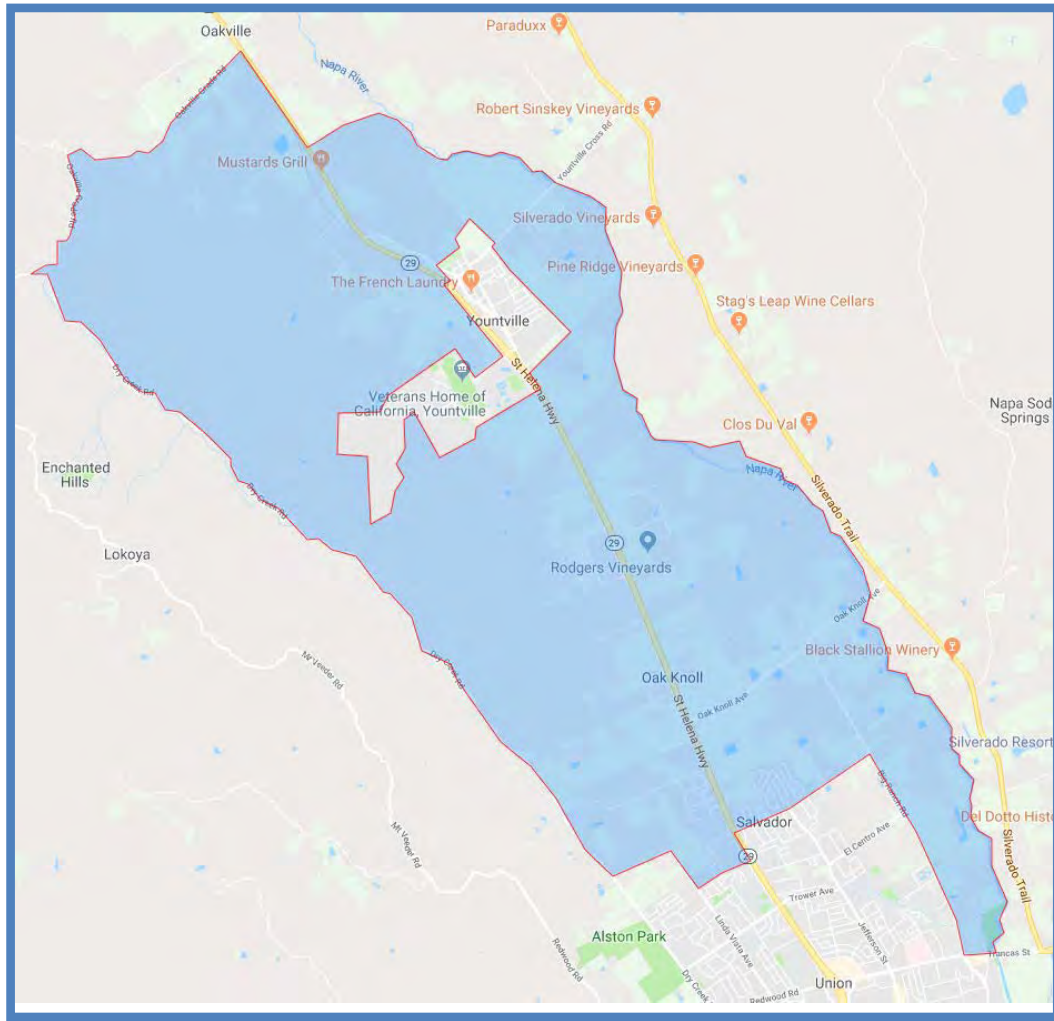
2006.02- Northeast Napa



2007.07-Northwest Napa



2012- Unincorporated area surrounding Town of Yountville



2020-City of Calistoga

