



NAPA VALLEY TRANSPORTATION AUTHORITY
TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Senior Program Planner/Administrator
(707) 259-8327 | dmeehan@nvta.ca.gov
SUBJECT: Transportation Development Act Article 3 (TDA-3) Fiscal Year (FY)
2020-21 Countywide Claim Annual Review

RECOMMENDATION

That the TAC review and recommend the NVRTA Board submit the Transportation Development Act Article 3 (TDA-3) FY 2020-21 Countywide Claim to the Metropolitan Transportation Commission.

EXECUTIVE SUMMARY

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

The FY 2018-19 through FY 2020-21 total revenue estimate in June 2018 was \$641,758. The three-year project list (Attachment 1) has been revised to reflect revenue adjustments and a carryover amount of \$89,928. Staff is recommending the additional funds be programmed to the Vine Trail St. Helena to Calistoga project in the FY 2020-21 countywide claim.

Staff is also requesting TAC review the TDA-3 Program Guidance and make comments no later than July 1, 2020. Staff will bring the updated guidance back to TAC for approval prior to the next call for projects.

FISCAL IMPACT

Is there a fiscal impact? None, but Board approval of the annual countywide claim will make \$207,269 available for programming in the FY 2020-21.

BACKGROUND AND DISCUSSION

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

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

Project prioritization considers the TDA-3 Project Selection Criteria for Napa County (listed in the TDA-3 Guidelines) to ensure funding priority projects. Priority is given to capital projects. An annual review of the program must take place each year to ensure selected projects are in compliance with program guidelines and to update actual funding amounts. Project funds must be expended within two years of their programming year. The FY 2020-21 fund estimate is \$89,928 higher (including \$17,468 in carryover funds from FY 2019-20) than originally estimated (Attachment 2).

Staff is recommending submission of the FY 2020-21 Countywide Claim to include the additional \$89,928 to the Vine Trail Calistoga to St. Helena segment to cover project funding shortfalls. The TDA-3 program timeline is shown in Table A below.

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

ITEM	DATE
TDA-3 Program Review-TAC	April 2, 2020
TDA-3 Program Review-ATAC	April 27, 2020
Countywide Claim Approval-NVTB Board	May 20, 2020
Resolutions of Local Support Due on or before	June 1, 2020
Submit Countywide Claim to MTC	June 5, 2020
Review/Update Napa County TDA-3 Program Guidance	July 1, 2020
TDA Fund Estimate Received	February 2021
TDA-3 Call for Projects-FY 2021-22 through FY 2023-24	March 2021
Submit FY 2020-21 Countywide Claim to MTC	June 2021

SUPPORTING DOCUMENTS

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

Project Sponsor	Project Description	3-Year Amount Requested	NVTA Programming by Year				Notes
			FY 2018-19	FY 2019-20	FY 2020-21	Staff Recommendation	
Amount rolled over from prior year			Included	\$25,659	17,468	Recommend programming to the Napa Valley Viine Trail Calistoga to St. Helena segment	
Fund Estimate		\$689,337	\$321,758	\$177,778	\$189,801		
Total Available for Programming			\$321,758	\$203,437	\$207,269		\$89,928
City of American Canyon	Donaldson Way Sidewalk Gap Closure Project	\$221,099	221,099			Fully fund	Project completed
City of American Canyon	Eucalyptus Dr. Sidewalk Gap Closure	53,000		53,000		Fully fund	Funds must be expended no later than June 2022
City of Calistoga	Bike/Ped Bridge over Napa River at Pioneer Park	200,000		82,659	117,341	Fully fund	Funds must be expended no later than June 2022 (\$82,659) and June 2023(\$117,341)
City of St. Helena	Hunt Avenue Sidewalk Gap Closure	\$75,000	75,000			Fully fund	Funds must be expended no later than June 2020
City of St. Helena	Pratt and Elmhurst Crosswalk Improvements on Main St/SR29	\$50,000		50,000		Fully fund	Funds must be expended no later than June 2022
Total Project Request		\$599,099	\$296,099	\$185,659	\$117,341		
Balance		\$90,238	25,659	17,778	89,928		

FY 2020-21 FUND ESTIMATE TRANSPORTATION DEVELOPMENT ACT FUNDS NAPA COUNTY												Attachment A Res No. 4402 Page 5 of 20 2/26/2020	
FY2019-20 TDA Revenue Estimate				FY2020-21 TDA Revenue Estimate									
FY2019-20 Generation Estimate Adjustment				FY2020-21 County Auditor's Generation Estimate									
1. Original County Auditor Estimate (Feb, 19)				8,941,741				13. County Auditor Estimate				9,885,444	
2. Revised Revenue (Feb, 20)				9,851,557				14. MTC Administration (0.5% of Line 13)				49,427	
3. Revenue Adjustment (Lines 2-1)								15. County Administration (0.5% of Line 13)				49,427	
FY2019-20 Planning and Administration Charges Adjustment								16. MTC Planning (3.0% of Line 13)				296,563	
4. MTC Administration (Up to 0.5% of Line 3)				4,549				17. Total Charges (Lines 14+15+16)				395,417	
5. County Administration (Up to 0.5% of Line 3)				4,549				18. TDA Generations Less Charges (Lines 13-17)				9,490,027	
6. MTC Planning (3.0% of Line 3)				27,294				FY2020-21 TDA Apportionment By Article					
7. Total Charges (Lines 4+5+6)				36,392				19. Article 3.0 (2.0% of Line 18)				189,801	
8. Adjusted Generations Less Charges (Lines 3-7)				873,424				20. Funds Remaining (Lines 18-19)				9,300,226	
FY2019-20 TDA Adjustment By Article								21. Article 4.5 (5.0% of Line 20)				465,011	
9. Article 3 Adjustment (2.0% of line 8)				17,468				22. TDA Article 4 (Lines 20-21)				8,835,215	
10. Funds Remaining (Lines 8-9)				855,956									
11. Article 4.5 Adjustment (5.0% of Line 10)				42,798									
12. Article 4 Adjustment (Lines 10-11)				813,158									
TDA APPORTIONMENT BY JURISDICTION													
Column	A 6/30/2019 Balance (w/o interest)	B FY2018-19 Interest	C=Sum(A:B) 6/30/2019 Balance (w/ interest) ¹	D FY2018-20 Outstanding Commitments ²	E FY2019-20 Transfers/ Refunds	F FY2019-20 Original Estimate	G FY2019-20 Revenue Adjustment	H=Sum(C:G) 6/30/2020 Projected Carryover	I FY2020-21 Revenue Estimate	J=Sum(H:I) FY2020-21 Available for Allocation			
Article 3	379,236	9,553	388,788	(496,479)	0	171,681	17,468	81,458	189,801	271,259			
Article 4.5	0	0	0	(380,318)	0	420,620	42,798	83,100	465,011	548,111			
SUBTOTAL	379,236	9,553	388,788	(876,797)	0	592,301	60,266	164,558	654,812	819,370			
Article 4/8													
NVTA ³	4,945,166	90,501	5,035,667	(11,404,997)	0	7,991,770	813,158	2,435,598	8,835,215	11,270,813			
SUBTOTAL	4,945,166	90,501	5,035,667	(11,404,997)	0	7,991,770	813,158	2,435,598	8,835,215	11,270,813			
GRAND TOTAL	\$5,324,402	\$100,054	\$5,424,456	(\$12,281,794)	\$0	\$8,584,071	\$873,424	\$2,600,156	\$9,490,027	\$12,090,183			

1. Balance as of 6/30/19 is from the MTC FY2018-19 Audit, and it contains both funds available for allocation and funds that have been allocated but not disbursed.

2. The outstanding commitments figure includes all unpaid allocations as of 6/30/19, and FY2019-20 allocations as of 1/31/20.

3. NVTA is authorized to claim 100% of the apportionment to Napa County.



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

FY 2021-22 to FY 2023-24 Applications
Due to NVTA: May 7, 2021

NVTA
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631
Fax: 707-259-8638
www.nvta.ca.gov

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

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

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

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

NVTA is pleased that your agency or organization has chosen the TDA-3 program as a potential funding source to complete your eligible project. This packet has been created to help guide you in submitting a successful application for funding.

The estimated available funding for Napa County TDA-3 projects for FY 2021-22 through FY 2023-24 will be approximately \$569,000 dollars. The TDA Applications are due to NVTA by 5:00 PM on Friday, May 7, 2021.

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

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

Sincerely,

Kate Miller
Executive Director
Napa Valley Transportation Authority

The TDA-3 Program

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

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

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

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

This “Call for Projects” will be issued on April 21, 2021 upon approval by the NVTAs Board of Directors. In addition to the application, project sponsors must deliver documentation of environmental clearance and maps/documents showing project locations and design parameters. Projects must be approved by MTC.

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

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

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

Project Types & Basic Eligibility for TDA-3 Funding

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

- Engineering expenses leading to construction.
- Right-of-way acquisition.
- Construction and reconstruction.
- Retrofitting existing bicycle and pedestrian facilities, including installation of signage, to comply with the Americans with Disabilities Act (ADA).
- Route improvements such as signal controls for cyclists, bicycle loop detectors, rubberized rail crossings and bicycle-friendly drainage grates.
- Purchase and installation of bicycle facilities such as
 - secure bicycle parking,
 - benches, drinking fountains, changing rooms, rest rooms and showers which are adjacent to bicycle trails, employment centers, park-and-ride lots, and/or transit terminals and are accessible to the general public.
- Maintenance of Class I bikeways (unlimited)
- Maintenance of on-street bikeways. Countywide, the total funds allocated to on-street bikeway maintenance cannot exceed 20% of the total countywide TDA estimate
- Bicycle Safety Education Programs (not more 5% of the countywide TDA Article 3 funds)
- Comprehensive Bicycle & Pedestrian Facilities Plans (not more than once per jurisdiction every 5 years)

TDA-3 project must meet basic eligibility requirements:

- Projects identified in a recent (within 5 years) comprehensive local bicycle/pedestrian or active transportation plan
- All classifications of bicycle facilities (I, II, III, IV) must meet the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual; or if it is pedestrian facility, it must meet the mandatory minimum safety design criteria published in Chapter 100 of the California Highway Design Manual.
- The project is ready to implement and can be completed within the three-year eligibility period.
- If the project includes construction, it must meet the requirements of the California Environmental Quality Act (CEQA, Public Resources Code sections 21000 et seq.) and project sponsor must submit an environmental document that has been stamped by the County Clerk within the past three years
- Jurisdiction agrees to maintain the facility

Bicycle Advisory Committee Requirement

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

Audit Requirement

- Annual TDA Article 3 Audits (Only in fiscal years funds are disbursed. Can be part of annual audit program, but must comply with additional TDA-3 requirements. Follow audit instructions here:

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

Submit completed audits to:

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

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

Recent Project Examples in Napa County

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

Project Selection Process

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

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

TDA-3 Project Selection Criteria for Napa County

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

For Bicycle Projects

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

For Pedestrian Projects

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

Additional credit will be given to projects that

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

Application Instructions:

TDA-3 project applications for FY 2021-22 through FY 2023-24 must be submitted to NVTA no later than 5:00 pm on Friday May 8, 2020. Applications may be emailed to Diana Meehan at dmeehan@nvta.ca.gov

Applications must include:

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

What Happens After Submission of the TDA-3 application?

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

ITEM	DATE
Board Approval – Call For Projects	April 21, 2021
Issue Call For Projects	April 21, 2021
TDA-3 Applications - due to NVTA by 5:00 PM	May 14, 2021
Draft Program Review by ATAC	May 24, 2021
Draft Program Review by TAC	June 3, 2021
Board Approval – Program of Projects	June 16, 2021
Local Resolutions of Support for current program year Due to NVTA	July 2, 2021
Countywide Claim submitted to MTC	July 16, 2021
TDA-3 Project Audits or Statement Due to MTC*	December 31, 2021

*Projects expending funds in any given fiscal year must submit an audit. If fund are not spent, a statement should be provided.

Contact Information

Napa County TDA-3 Program Manager:
Diana Meehan
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-8327
dmeehan@nvta.ca.gov

NVTA Main Office
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-8631
Fax: (707) 259-8638
www.nvta.ca.gov

Metropolitan Transportation Commission
TDA & RM2 Operating Program Manager
Cheryl Chi
510-817-5939
cchi@bayareametro.gov

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