



March 4, 2021
TAC Agenda Item 9.1
Continued From: New

Action Requested: **INFORMATION/ACTION**

NAPA VALLEY TRANSPORTATION AUTHORITY

Technical Advisory Committee Agenda Memo

TO: Technical Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Senior Planner
(707) 259-8327 / Email: dmeehan@nvta.ca.gov
SUBJECT: Transportation Development Act Article 3 (TDA-3) Call for Projects

RECOMMENDATION

That the Technical Advisory Committee (TAC) provide comments on the program materials for Fiscal Years 2021-22 to 2023-24 TDA-3 Call for Projects.

EXECUTIVE SUMMARY

The Napa Valley Transportation Authority (NVRTA) Board will consider opening the three-year TDA-3 call for projects at their March 17 Board meeting. Project submittals are due to NVRTA by April 23, 2021. The TAC will be able to review and recommend approval of TDA-3 projects received in the three-year call. Staff is asking the TAC to review and provide comments on the current program materials for the TDA-3 Call for Projects.

FISCAL IMPACT

Is there a Fiscal Impact? No, not for this action, however, once the Call for Projects is issued, approximately \$509,745 will be available for project allocation for FYs 2021-22 to 2023-24.

BACKGROUND AND DISCUSSION

The purpose of the TDA-3 program is to provide grants for local bicycle and pedestrian projects. The TDA-3 program is a grant program funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$150,000 per year in revenues for Napa jurisdictions. Unused funds are accumulated and rolled over for programming in future cycles.

TDA funds may be used for both capital and maintenance purposes but during the last three-year cycle, the NVTa Board requested a change to the policy that would prioritize TDA-3 program funds solely for capital projects. NVTa updated the TDA program guidelines to reflect the requested policy change. In addition, a new project category is allowed under TDA-3 for Quick Build project types (Attachment 1).

The TDA-3 program funds a wide range of projects including:

- capital construction and design engineering of bicycle and pedestrian projects
- restriping on-street bicycle lanes
- development or support of a bicycle safety education program (not more than 5% of County allocation)
- development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years)

As of February 2021, the TDA-3 fund estimate was \$209,745 for FY 2021-22 (Attachment 2). Estimated funds for FY 2022-23 and 2023-24 are an additional \$300,000 bringing the total fund estimate for the three-year program to \$509,745 dollars.

Table 1. Three-Year TDA-3 Fund Estimate

	FY 2021-22	FY 2022-23	FY 2023-24	TOTAL
REVENUES	\$209,745	\$150,000*	\$150,000*	\$509,745
*FY 2022-23 and FY 2023-24 are estimates for programming purposes only. When actual revenues are known, the estimates will be updated.				

Table 2. Timeline

ITEM	DATE
Board Approval/Issue Call for Projects	March 17, 2021
Applications - <i>due to NVTa by 5:00 PM</i>	April 23, 2021
Project Review and Recommendation by ATAC	May 24, 2021
Project Review and Recommendation by TAC	June 3, 2021
Board Approval	June 16, 2021
Resolutions of Local Support due to NVTa	July 15, 2021
Submit Countywide Claim to MTC	July 30, 2021

ATTACHMENTS

- (1) Guide and Application for Transportation Development Act – Article 3
Funds for Napa County Three-Year Program
- (2) FY 2021-22 Fund Estimate Transportation Development Act
Funds Napa County Feb. 2021



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

FY 2021-22 through FY 2023-24
Applications Due to NVTA:
Friday April 23, 2021 by 5:00 p.m.

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 \$150,000 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
- Maintenance of a multi-purpose path which is closed to motorized traffic
- Restriping Class II bicycle lanes
- Bicycle safety education programs (no more than 5% of county total)
- Development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years)
- Quick Build Projects

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 available funding for Napa County TDA-3 projects for FY 2021-22 through FY 2023-24 will be approximately \$509,745 dollars. The TDA-3 Applications will be due to NVTA by 5:00 PM on Friday, April 23, 2021.

If you have any questions, you may contact Diana Meehan, TDA-3 Program Manager at:
NVTA
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631

Sincerely,

Kate Miller
Executive Director
Napa Valley Transportation Authority

The TDA-3 Program

The 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 TDA3, 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. NVTa submits TDA allocation requests to MTC on a regular basis, and unused TDA funds allocated to any project may be rolled over from one fiscal year to the next. No matching funds are required, but the project must meet the funding objectives and be developed in cooperation with the community. The basic objectives of the grant source are to fund projects that increase the safety, security, and efficiency of bicycle and pedestrian travel, and to provide for a coordinated system. MTC requires supporting resolutions from the sponsoring Council.

There are no matching requirements with this funding source. 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 active transportation plans; and be authorized by a governing council or board.

This “Call for Projects” will be issued on March 17, 2021 upon approval by the NVTa 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 project sponsor submits a resolution of its governing board that addresses the following six points:

1. There are no legal impediments regarding the project
2. Jurisdictional or agency staffing resources are adequate to complete the project
3. There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the projects
4. Environmental and right-of-way issues have been reviewed and found to be in such a state that fun obligation deadlines will not be jeopardized
5. Adequate local funding is available to complete the project
6. The project has been conceptually reviewed to the point that all contingent issues have been considered.

Basic Eligibility for TDA-3 Funding

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

- Construction and/or engineering of a bicycle or pedestrian capital or quick build projects
- Right-of-way acquisition.
- Construction and reconstruction.
- Retrofitting existing bicycle and pedestrian facilities, including installation of signage, to comply with the Americans with Disabilities Act (ADA).
- Route improvements such as signal controls for cyclists, bicycle loop detectors, rubberized rail crossings and bicycle-friendly drainage grates.
- Purchase and installation of bicycle amenities such as:
 - secure bicycle parking,
 - benches, drinking fountains, changing rooms, rest rooms and showers which are adjacent to bicycle trails, employment centers, park-and-ride lots, and/or transit terminals and are accessible to the general public.
- Maintenance of Class I shared-use path and Class IV separated bikeways (Capital projects will be prioritized over maintenance-routine maintenance is not eligible)
- Restriping Class II bicycle lanes and buffered bicycle lanes. Countywide, the total funds allocated to Class II bikeway maintenance cannot exceed 20% of the total countywide TDA estimate
- Bicycle and/or pedestrian safety education programs (and not more 5% of the countywide TDA Article 3 funds)
- Comprehensive Bicycle & Pedestrian Facilities Plans (not more than once per jurisdiction every 5 years)
- Projects identified in a recent (within 5 years) comprehensive local bicycle or pedestrian plan
- Annual TDA Article 3 Audits (Only in fiscal years funds are disbursed. Can be part of annual audit program, but must comply with these additional TDA-3 audit requirements:
 - All claimants that have received a disbursement of TDA funds are required to submit an annual certified fiscal and compliance audit for that fiscal year 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 disbursed (that is, reimbursed by MTC) during a given fiscal year. Reimbursement may cover eligible expenditures from a previous 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.

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

Active Transportation Advisory Committee Requirement

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

Recent Project Examples in Napa County

Project Name	Sponsor	TDA-3 Funds	Total Project \$
Pioneer Park Pedestrian Bridge	Calistoga	\$200,000	\$420,000
Napa Valley Vine Trail-Calistoga to St. Helena	NVTA	\$89,928	\$8,516,229
Eucalyptus Dr. Sidewalk Gap Closure	American Canyon	\$53,000	\$113,000
Pratt/Elmhurst Crosswalk Improvements on Main St./SR29	St. Helena	\$50,000	\$80,000

Project Selection Process

The project selection process is as follows:

- NVTA staff will 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 cost-effectiveness and project readiness.

TDA-3 Project Selection Criteria for Napa County

For Bicycle Projects

- The project is listed in the jurisdiction's adopted Bicycle Plan
- The project provides a gap closure

- The project addresses a bicycle safety concern on a high-injury network
- Environmental Clearance is secured

For Pedestrian Projects

- The project is listed in the jurisdiction's adopted Pedestrian Plan
- The project provides a gap closure
- The project provides safer crossing or traffic calming
- Environmental Clearance is secured

Additional credit will be given to projects that

- provides a safe route to school 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 April 23, 2021. 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 – Issue Call For Projects	March 17, 2021
TDA-3 Applications - due to NVTa by 5:00 PM	April 23, 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

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
375 Beale St.
San Francisco, CA 94105
Cheryl Chi, AICP
Transit Funding Manager
MTC, Funding Policy and Programs
Phone: (415) 778-5339
cchi@bayareametro.gov

FY 2021-22 FUND ESTIMATE					Attachment A Res No. 4450 Page 5 of 20 2/24/2021					
TRANSPORTATION DEVELOPMENT ACT FUNDS										
NAPA COUNTY										
FY2020 -21 TDA Revenue Estimate					FY2021-22 TDA Revenue Estimate					
FY2020-21 Generation Estimate Adjustment					FY2021-22 County Auditor's Generation Estimate					
1. Original County Auditor Estimate (Feb, 20)			9,885,444		13. County Auditor Estimate			8,979,207		
2. Revised Revenue (Feb, 21)			8,973,457		FY2021-22 Planning and Administration Charges					
3. Revenue Adjustment (Lines 2-1)			-911,987		14. MTC Administration (0.5% of Line 13)			44,896		
FY2020-21 Planning and Administration Charges Adjustment					15. County Administration (0.5% of Line 13)			44,896		
4. MTC Administration (0.5% of Line 3)			(4,560)		16. MTC Planning (3.0% of Line 13)			269,376		
5. County Administration (Up to 0.5% of Line 3)			(4,560)		17. Total Charges (Lines 14+15+16)			359,168		
6. MTC Planning (3.0% of Line 3)			(27,360)		18. TDA Generations Less Charges (Lines 13-17)			8,620,039		
7. Total Charges (Lines 4+5+6)			(36,480)		FY2021-22 TDA Apportionment By Article					
8. Adjusted Generations Less Charges (Lines 3-7)			(875,507)		19. Article 3.0 (2.0% of Line 18)			172,401		
FY2020-21 TDA Adjustment By Article					20. Funds Remaining (Lines 18-19)			8,447,638		
9. Article 3 Adjustment (2.0% of line 8)			(17,510)		21. Article 4.5 (5.0% of Line 20)			422,382		
10. Funds Remaining (Lines 8-9)			(857,997)		22. TDA Article 4 (Lines 20-21)			8,025,256		
11. Article 4.5 Adjustment (5.0% of Line 10)			(42,900)							
12. Article 4 Adjustment (Lines 10-11)			(815,097)							
TDA APPORTIONMENT BY JURISDICTION										
Column	A	B	C=Sum(A:B)	D	E	F	G	H=Sum(C:G)	I	J=Sum(H:I)
	6/30/2020	FY2019-20	6/30/2020	FY2019-21	FY2020-21	FY2020-21	FY2020-21	6/30/2021	FY2021-22	FY2021-22
Apportionment Jurisdictions	Balance (w/o interest)	Interest	Balance (w/ interest)¹	Outstanding Commitments²	Transfers/ Refunds	Original Estimate	Revenue Adjustment	Projected Carryover	Revenue Estimate	Available for Allocation
Article 3	249,948	8,033	257,981	(392,928)	0	189,801	(17,510)	37,344	172,401	209,745
Article 4.5	33,783	126	33,909	(382,540)	0	465,011	(42,900)	73,480	422,382	495,862
SUBTOTAL	283,731	8,159	291,891	(775,468)	0	654,812	(60,410)	110,824	594,783	705,607
Article 4/8										
NVTA ³	2,283,067	73,033	2,356,100	(7,192,201)	2,486,395	8,835,215	(815,097)	5,670,412	8,025,256	13,695,668
SUBTOTAL	2,283,067	73,033	2,356,100	(7,192,201)	2,486,395	8,835,215	(815,097)	5,670,412	8,025,256	13,695,668
GRAND TOTAL	\$2,566,799	\$81,192	\$2,647,991	(\$7,967,669)	\$2,486,395	\$9,490,027	(\$875,507)	\$5,781,236	\$8,620,039	\$14,401,275

1. Balance as of 6/30/20 is from the MTC FY2019-20 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 6/30/20, and FY2020-21 allocations as of 1/31/21.

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