

STAFF REPORT



MEETING DATE:	June 19, 2018
SUBJECT:	Amend SRTA Non-Motorized Program Policies and Authorize SRTA Non-Motorized Program Call for Projects
AGENDA ITEM:	11
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

SUMMARY:

SRTA's non-motorized programs have been on hold pending completion of the GoShasta Regional Active Transportation Plan (GoShasta) and city of Redding Active Transportation Plan. GoShasta was approved by the SRTA Board of Directors in February 2018. Up to \$733,934 is available for allocation to active transportation projects and programs. This excludes \$520,968 in FY 2017/18 SB 1-enhanced State Transit Assistance (STA) spillover pending board of directors' guidance.

STAFF RECOMMENDATIONS:

It is recommended that the board of directors:

- 1) Amend SRTA Policies, Section 5.18, Non-Motorized Program (attached), thereby consolidating the 2% Non-Motorized and Rural BLAST programs for implementation of the GoShasta Regional Active Transportation Plan; and
- 2) Direct staff to distribute Regional Active Transportation Program Guidelines and follow-up with prospective applicants to develop joint proposals for the board of directors to consider in October 2018.

DISCUSSION:

SRTA has two programs dedicated to the development and promotion of active transportation modes:

- The **2% Non-Motorized Program** is derived from a 2% 'off-the-top' allocation of Local Transportation Fund (LTF) under the Transportation Development Act (TDA). The SRTA Board of Directors created this program in 2013.
- The **Rural Bike Lanes and Sidewalks to Transit (Rural BLAST)** is derived from State Transit Assistance (STA) spillover (i.e. excess STA funds not needed for county transit) under the TDA. The SRTA Board of Directors created this program in 2014.

The fiscal status of these programs – excluding \$520,968 in FY 2017/18 SB 1-enhanced STA spillover pending board of directors' further guidance – is as follows:

Combined program revenue since inception (2% and Rural BLAST)	\$1,482,222
Funding committed to projects	\$748,288
Invoices received and reimbursed to date	\$241,981
Funds (2% and Rural BLAST) projected to be available for new projects as part of the FY 2018/19 TDA budget	\$733,934

SRTA funds dedicated to active transportation have been used to leverage additional millions in grant funds through the Active Transportation Program (ATP) and Affordable Housing and Sustainable Communities (AHSC) program. Total regional investment in active transportation is, however, relatively modest given the over \$23 million in near-term priority needs identified through GoShasta and the over \$218 million in long-term needs identified in the 2015 Regional Transportation Plan (RTP). Furthermore, recent project designs have been incremental in nature – lacking the potency needed to attract many new users. Though additional funding is always helpful, existing budgets may be put to more effective use and attract a greater number of users if they are dedicated to low-stress facilities; targeted at the most challenging locations such as intersections and barriers; and coordinated with land development that supports walking and bicycling.

To help achieve this, the following actions are recommended:

- 1) Consolidate the 2% Non-Motorized and Rural BLAST programs to eliminate the redundancy of administering two programs and broaden eligibility to include any project and program that is consistent with GoShasta.
- 2) Direct staff to distribute Regional Non-Motorized Program Guidelines (attached) with FY 2018/19 funding priority on: a) Class I and IV active transportation trunk lines; b) projects that address the most challenging barriers (e.g. protected intersections, grade separated facilities, etc.); c) projects that serve complementary land development (e.g. transit- and trail-oriented development within RTP-designated strategic growth areas); d) projects that are well-suited to leveraging state and federal grant funding; and e) programs that encourage the use of active transportation infrastructure.

Rather than an annual call for projects, the proposed guidelines provide general guidance regarding desired outcomes and lays out a process whereby local agency and SRTA staff may work together and in consultation with community stakeholders. Through this approach, staff hopes to generate a pipeline of projects and programs that are jointly presented to the board of directors for consideration over time. It is anticipated that the first set of project proposals will be presented at the October meeting.

Staff recommendations are directly based on action items listed on page nine of the GoShasta Regional Active Transportation Plan, as approved by the board of directors in February 2018. More specifically:

- “Amend the SRTA Non-Motorized Program guidelines to prioritize funding for local agency active transportation facilities on trunk lines and direct connections to trunk lines”
- “Update SRTA’s Non-motorized Program to include active transportation connections to/ from transit”
- “Introduce programmatic support associated with affordable housing and Strategic Growth Area projects (e.g., free/discounted participation in bike share and transit monthly pass programs)”
- “Advertise a call for projects of various sizes for local agency implementation of the GoShasta regional trunk line network (see Regional Trunk Line section) and direct connections to Trunk Lines”
- “Partner with a for-profit or non-profit organization to secure grant funding for the development and contracted operation of a bike share system”

These actions are the first of many needed to realize the GoShasta vision and meet more aggressive greenhouse gas emission reduction targets for the 2022 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS). Over the next 12-18 months, staff intends to bring additional topics to the board of directors for discussion, guidance, and possible action, including:

- Development of new short- and long-range transit plans that incorporate first- and last-mile active transportation connections to public transportation stops and transfer centers;
- Creation of a new active transportation data collection program;
- Development of a new active transportation amenities procurement program; and an
- Updated Infill & Redevelopment Incentive Program designed to dovetail with GoShasta policy priorities and Regional Non-Motorized Program investments.

To meet the region's current greenhouse gas emissions reduction targets for 2020 and 2035, the Draft 2018 RTP/SCS assumes that all strategies described above will be implemented. Without these strategies, alternatives will need to be identified. Reasonable assumptions for most other strategies have already been maxed out, including increased jobs and housing density within strategic growth areas and accelerated adoption of plug-in electric vehicles. Other strategies, such as vanpools, rideshare programs, and high-occupancy toll lanes, are not well-suited to the Shasta Region. Remaining opportunity areas include enhanced public transportation services, increased incentives for infill and redevelopment within strategic growth areas, and improved traffic operations through Intelligent Transportation Systems (ITS) technologies. Whereas more aggressive greenhouse gas emission reduction targets will be applied to the upcoming 2022 RTP/SCS planning cycle, all available options (and likely additional new strategies) must be considered.

ALTERNATIVES:

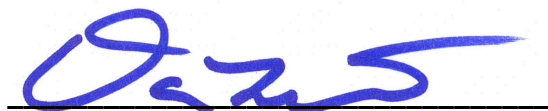
The board of directors may leave the 2% Non-Motorized and Rural BLAST programs as is or approve the staff recommendations with specific modifications to the proposed policies, application guidelines, and FY 2018/19 funding priorities as shown in the attached application guidelines.

OTHER AGENCY INVOLVEMENT:

Local agency partners participated in the GoShasta Regional Active Transportation Plan and supported adoption thereof. The city of Redding's Active Transportation Plan was approved in April. Staff recommendations are consistent with action items in these plans. The Technical Advisory Committee (TAC) discussed the approach and supports the staff recommendations.

FISCAL IMPACT:

Staff recommendations have no direct financial impact to the agency but will help SRTA and local agency partners compete for state and federal funding opportunities.



Daniel S. Little, AICP, Executive Director

Attachments:

Amended SRTA Policies, Section 5.18, Non-Motorized Program

FY 2018/19 Regional Non-Motorized Program Notice of Funding Availability and Application Guidelines

5.18 Non-motorized Program

5.18.1 Program Overview and Intent

The following Regional Non-Motorized Program policies guide SRTA's use of Transportation Development Act (TDA) funding of infrastructure and programs that support walking and bicycling. Regional Non-Motorized Program funding is derived from two sources within TDA: 1) a 2% 'off-the-top' allocation of regional Local Transportation Funds (LTF) and 2) State Transportation Fund (STA) spillover (i.e. excess STA funds not needed for county transit).

It is the intent of the Regional Non-Motorized Program to implement the GoShasta Regional Active Transportation Plan, including the delivery of project lists and the carrying out actions items listed under the three GoShasta themes:

- Increase active transportation mode share;
- Increase safety and comfort of active transportation users; and
- Invest in healthy, vibrant, sustainable, and people-centered communities.

To maximize the impact of the Regional Non-Motorized Program, all activities should be cross-coordinated with other regionally-funded projects (regardless of travel mode) and developed in partnership with local jurisdictions and applicable community-based organizations. In addition, regional funds should be reserved for projects that:

- Are bold and transformative in nature (as opposed to incremental status quo improvements);
- Serve the needs of all ages and abilities (as opposed to only experienced and confident users);
- Provide a competitive alternative to motor vehicle trips (as opposed to projects serving largely recreational trips); and
- Address the most challenging bicycle and pedestrian hurdles (as opposed to projects that present little if any technical design challenges).

5.18.2 Eligibility

Regional Non-Motorized Program funding may be awarded by the SRTA Board of Directors in accordance with SRTA policies for the administration of Transportation Development Act funds (SRTA Policies, Section 300) and consistent with planning priorities documented in the GoShasta Regional Active Transportation Plan. Specific eligible activities, projects, and recipients are as follows:

Activity	Examples of Eligible Projects	Eligible Recipients
Bicycle and pedestrian infrastructure	Sidewalks; Class I pathways; Class II bicycle lanes; bicycle boulevards; Class IV cycle tracks; protected intersections; bicycle and pedestrian crossings; ADA accessibility; and other such projects that are consistent the adopted GoShasta Regional Active Transportation Plan	Entities having a sub-recipient cooperative agreement with SRTA (or able to enter into), including: • Local/state/federal agencies and tribal governments with authority to develop and construct projects in public right-of-way in the Shasta Region
Bicycle and pedestrian amenities	Bicycle racks and lockers; wayfinding signage; and other amenities that are consistent the adopted GoShasta Regional Active Transportation Plan	• Redding Area Bus Authority • Consolidated Transportation Services Agency

Bicycle and pedestrian programmatic support	Equipment and administration costs necessary to operate a program, such as those listed in the Chapter 2 of GoShasta (e.g. programs that support education, bike theft prevention, encouragement, enforcement, and evaluation) as well as equipment and administration costs necessary for the operation of a bike share program. Funds may be requested for program expenses for a maximum of three years, at which point the entity may submit a new application.	• Non-profit community-based organizations • For profit community-based organizations • Local agencies • Redding Area Bus Authority • Consolidated Transportation Services Agency
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In Addition to basic project eligibility criteria, SRTA may prioritize specific active transportation priorities for any given cycle.

Additional eligibility requirements:

- Eligible agencies shall abide with all applicable federal and state regulations.
- The project must conform to the RTP and be included in a local or regional adopted non-motorized plan (21CCR 6651).
- The project must conform to the general design criteria of the Streets and Highway Code (PUC Sec. 99401).
- The project must meet Americans with Disabilities Act (ADA) standards.
- The requested funds cannot be used to supplant existing programmed funds.
- For cooperative projects, other sources of funding must be identified. Supporting documentation shall show that matching funds are committed.
- Projects which are a required element of a larger capital improvement project or program are not eligible for funding.
- No single agency may submit an application that requests more funds than the total available for that fiscal year.
- Local agencies are responsible for all staff time, although this can be considered in-kind match.
- Funding shall not be used to fully fund the salary of any one person (PUC Sections 99233.3).
- All grant funds shall be invoices on a reimbursement basis only.
- Infrastructure and amenities awards will be made by amendment to existing sub-recipient cooperative agreements. Programmatic support awards will be made via technical services agreement.

5.18.3 Ineligible Costs

Except under rare and extenuating circumstances, Regional Non-Motorized Program shall not be used for the following activities as the SRTA Board of Directors allocates other funds for these purposes.

- Augmenting local agency staff time;
- SRTA staff time; and
- Planning

5.18.4 Funding Discretion and Budgeting

In exercising discretion over the Regional Non-Motorized Program, the SRTA Board of Directors may:

- Obligate all available funds, partial funds, or no funds in a given program cycle;
- Allocate project funding in phases commensurate with what can reasonably be accomplished within the fiscal-year, or as a condition of documented local match expenditures;
- Program funding for future fiscal year budgets to establish a longer-range pipeline of projects; and
- Add funds to previously awarded projects for extenuating circumstances related to capital outlay. Cost overruns will generally be the responsibility of the recipient agency.

Grant awards for infrastructure and amenities projects are not intended to be a competitive or formula-driven process. The purpose of this program is to develop joint local-regional nominations that best implement the GoShasta Regional Active Transportation Plan and achieve the goals and performance targets found in the Regional Transportation Plan/Sustainable Communities Strategy, and then to present and recommend the resultant projects in unity to the SRTA Board of Direction for funding allocation.

There is no guaranteed share or formula allocation of funds by jurisdiction. The goal of funding parity will depend upon the quality of proposals submitted for consideration. Program allocations will, however, be tracked over time. Although there is unlikely to be funding parity among local jurisdictions in any given funding cycle, SRTA will work with each partner agency to support the development of competitive proposals so that each jurisdiction, over time, may receive allocations roughly commensurate with their respective share of the regional population.

All projects approved for funding must be included in SRTA's annual Overall Work Program Comprehensive Budget. Any funds not allocated in a given program cycle may accrue over more than one cycle as needed for efficiency in program administration; to allow time for previously awarded projects to progress; and/or to build up funds necessary for larger projects.

5.18.5 Notice of Funding Availability

Funding cycles shall be based on the timing of state grant programs needed to fill funding gaps; the timing of GoShasta Regional Active Transportation Plan updates; the status of previously awarded projects; availability of funds; and other such factors. As a result, notices of funding availability will not follow a set schedule or occur every fiscal year.

Upon authorization from the SRTA Board of Directors, SRTA shall post notices of funding availability to the SRTA website and provide written notice to eligible applicants and all that have registered to receive notices via SRTA's website. Notices of funding availability shall be accompanied by program guidelines and procedures pursuant to Section 5.18.6.

5.18.6 Program Guidelines

At minimum, Regional Active Transportation Program Guidelines shall include the following content:

- A) Available funding – An estimated range of funding available in the current program cycle, including a statement that the SRTA Board of Directors may, at their discretion, award no funds during the program cycle.

- B) Program description – A clear statement of program purpose, eligible and ineligible activities, and eligible applicants.
- C) Application procedures – Guidance on how to develop a joint project with SRTA, minimum content required for submittal, and post-award expectations and requirements of grantees, including contracting.
- D) Timeline – A calendar indicating open-consultation period with SRTA; deadline for submitting all requested materials; and the date anticipated for presentation of project recommendations to the SRTA Board of Directors' for consideration.
- E) Call for projects – Shall include funding priorities for the current funding cycle, divided into two categories:
 - i. Infrastructure and amenities – All eligible and interested applicants shall be provided an opportunity to meet individually with SRTA staff to discuss prospective projects and to coordinate on the development of joint project nominations for presentation to the SRTA Board of Directors for consideration. Infrastructure and amenities projects should address local needs within the regional context – meaning projects that are listed in the GoShasta Regional Active Transportation Plan and action items listed under the three GoShasta themes.

Evaluation criteria may vary from cycle to cycle but should focus on: 1) transformational projects (i.e. projects that appeal to all ages and abilities) that are needed to achieve mode split and greenhouse gas emission goals in the Regional Transportation Plan/Sustainable Communities Strategy; 2) projects with demonstrated community support; and 3) projects that combine regional and local funds to leverage gap funding through state and/or federal grants.

Applicants shall be provided reasonable time (no less than two weeks from notice of funding availability) to develop project concepts for nomination.

- i. Programmatic support – Entities that do not have an established sub-recipient cooperative agreement with SRTA are required to prepare a formal proposal for evaluation in accordance with SRTA's procurement policies and any program-specific terms and criteria specified in the notice of funding availability and program guidelines. Alternatively, applicants may partner with an agency that has a sub-recipient cooperative agreement.

Evaluation criteria may vary from cycle to cycle but should address the applicant's capacity (e.g. experience administering similar relevant programs, history of participation in GoShasta and other planning efforts, etc.) and the merits of the proposed scope of work (e.g. potential to achieve mode-shift, level of community support, program sustainability without continued SRTA funding, etc.).

Upon notice of funding availability per Section 5.18.4, SRTA shall allow no less than ten business days to submit a programmatic support proposal.

5.18.6 Contracting

Once projects have been approved by the SRTA Board of Directors, projects will be referenced in and attached to a local agency's sub-recipient cooperative agreement with SRTA.

If the grantee does not have a sub-recipient agreement with SRTA or cannot enter into a sub-recipient agreement, the grantee shall be required to enter into a technical services agreement with SRTA.

5.18.7 Project Management and Delivery

Invoices will be paid on a reimbursement basis for work completed. Local agencies will provide sufficient documentation to support any invoice, and, at a minimum, provide quarterly updates to SRTA in writing.

Local agencies will inform SRTA of project completion in writing. Unused funds will be made available for other non-motorized projects in the region as part of a future notice of funding availability.



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Daniel S. Little, Executive Director

June 26, 2018

MEMORANDUM FOR: Potential Applicants

FROM: Daniel S. Little, AICP, Executive Director

SUBJECT: FY 2018/19 Regional Non-Motorized Program
Notice of Funding Availability

The Shasta Regional Transportation Agency (SRTA) is pleased to announce the availability of Regional Non-Motorized Program funding. In addition to funding projected to be available in FY 2018/19 (about \$ [REDACTED]), SRTA may consider dedication of future cycle Regional Non-Motorized Program Funds (up to a double current fiscal year program budget) as needed for larger and more costlier projects.

The purpose of the program is to implement the GoShasta Regional Active Transportation Program adopted by the SRTA Board of Directors February 2018.

Eligible activities include:

- Bicycle and pedestrian infrastructure;
- Bicycle and pedestrian amenities; and
- Programs that support the use of bicycle and pedestrian infrastructure and amenities.

Deadline to submit all materials for consideration: September 12, 2018

DRAFT
REGIONAL NON-MOTORIZED PROGRAM
FY 2018/19 GRANT APPLICATION GUIDE



Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001
(530) 262-6190



I. PROGRAM OVERVIEW & PURPOSE

The following Regional Non-Motorized Program policies serve to guide SRTA's use of Transportation Development Act (TDA) funding for infrastructure and programs that enable increased walking and bicycling. The purpose of the Regional Non-Motorized Program is to implement the GoShasta Regional Active Transportation Plan, including the delivery of high priority projects and carrying out of actions items listed under the three GoShasta themes:

- Increase active transportation mode share;
- Increase safety and comfort of active transportation users; and
- Invest in healthy, vibrant, sustainable, and people-centered communities.

II. PROGRAM APPROACH & DESIRED OUTCOMES

Through the following program guidelines, SRTA aims to develop joint nominations for bicycle and pedestrian infrastructure and amenities in collaboration with local agency partners (i.e. those having a subrecipient cooperative agreement with SRTA) for projects that meet local active transportation needs within the context of regional plans and priorities. It is not intended to be a competitive process or driven by formula allocation to jurisdictions; rather, the focus is on meeting community needs (as documented through the GoShasta planning process) and measurable progress toward regional performance targets (as documented in the Regional Transportation Plan/Sustainable Communities Strategy)

In collaboration with local agency partners, SRTA aims to develop a pipeline of high-quality projects for funding consideration by the SRTA Board of Directors. Some nominations may be ready for funding in the current cycle. Others may require further planning and design. The latter may be prepared collaboratively and jointly recommended for funding through future program cycles. The following steps are intended to guide this collaborative process, resulting in a program of grant-ready projects that combine to form an integrated regional network.

In general, projects and programs funded through the Regional Non-Motorized Program share the following characteristics:

- Transformative and bold (as opposed to incremental status quo improvements);
- Serve the needs of all ages and abilities (as opposed to only experienced and confident users);
- Offer a compelling alternative to motor vehicle trips for a variety of trip purposes (as opposed to projects that largely serve recreational trips); and
- Address the most challenging bicycle and pedestrian hurdles (as opposed to projects that present little if any technical design challenges).
- Comprise a regional network (as opposed to 'island' projects that do not reflect the complete trip from home to work, school, shopping, and other common trip destinations).

In addition, programmatic support grants are now available for initiatives that support the use of bicycle and pedestrian infrastructure and amenities.

III. ELIGIBILITY ACTIVITIES AND RECIPIENTS

Regional Non-Motorized Program funding may be awarded by the SRTA Board of Directors in accordance with SRTA policies for the administration of Transportation Development Act funds (SRTA Policies, Section 300) and consistent with planning priorities documented in the GoShasta Regional Active Transportation Plan. Specific eligible activities, projects, and recipients are as follows:

Activity	Examples of Eligible Projects	Eligible Recipients
Bicycle and pedestrian infrastructure	Sidewalks; Class I pathways; Class II bicycle lanes; bicycle boulevards; Class IV cycle tracks; protected intersections; bicycle and pedestrian crossings; ADA accessibility; and other such projects that are consistent the adopted GoShasta Regional Active Transportation Plan	Entities having a sub-recipient cooperative agreement with SRTA (or able to enter into), including: • Local/state/federal agencies and tribal governments with authority to develop and construct projects in public right-of-way in the Shasta Region • Redding Area Bus Authority • Consolidated Transportation Services Agency
Bicycle and pedestrian amenities	Bicycle racks and lockers; wayfinding signage; and other amenities that are consistent the adopted GoShasta Regional Active Transportation Plan	• Redding Area Bus Authority • Consolidated Transportation Services Agency
Bicycle and pedestrian programmatic support	Equipment and administration costs necessary to operate a program, such as those listed in the Chapter 2 of GoShasta (e.g. programs that support education, bike theft prevention, encouragement, enforcement, and evaluation) as well as equipment and administration costs necessary for the operation of a bike share program. Funds may be requested for program expenses for a maximum of three years, at which point the entity may submit a new application.	• Non-profit community-based organizations • For profit community-based organizations • Local agencies • Redding Area Bus Authority • Consolidated Transportation Services Agency
Funding Priorities for FY 2018/19		
• Class I and IV active transportation trunk lines; • Projects that address the most challenging barriers (e.g. protected intersections, grade separated facilities, etc.); • Projects that serve complementary land development (e.g. transit- and trail-oriented development within RTP-designated strategic growth areas); and • Projects that are well-suited to leveraging state and federal grant funding.		

Additional eligibility requirements:

- Eligible agencies shall abide with all applicable federal and state regulations.
- The project must conform to the RTP and be included in a local or regional adopted non-motorized plan (21CCR 6651).
- The project must conform to the general design criteria of the Streets and Highway Code (PUC Sec. 99401).
- The project must meet Americans with Disabilities Act (ADA) standards.
- The requested funds cannot be used to supplant existing programmed funds.
- For cooperative projects, other sources of funding must be identified. Supporting documentation shall show that matching funds are committed.
- Projects which are a required element of a larger capital improvement project or program are not eligible for funding.
- No single agency may submit an application that requests more funds than the total available for that fiscal year.
- Local agencies are responsible for all staff time, although this may be in-kind match.
- Funding shall not be used to fully fund the salary of any one person (PUC Sections 99233.3).
- All grant funds shall be invoices on a reimbursement basis only.
- Infrastructure and amenities awards will be made by amendment to existing sub-recipient cooperative agreements. Programmatic support awards will be made via technical services agreement.

IV. INELIGIBLE COSTS

Except under rare and extenuating circumstances, Regional Non-Motorized Program shall not be used for the following activities as the SRTA Board of Directors allocates other funds for these purposes.

- Augmenting local agency staff time;
- SRTA staff time; and
- Planning

V. FUNDING DISCRETION, PROJECT MANAGEMENT, AND BUDGETING

In exercising discretion over program funds, the SRTA Board of Directors may:

- Obligate all available funds, partial funds, or no funds in a given program cycle;
- Allocate project funding in phases commensurate with what can reasonably be accomplished within each fiscal-year, or as a condition of documented local match expenditures; and
- Add funds to previously awarded projects for extenuating circumstances related to capital outlay. Cost overruns will normally be the responsibility of the recipient agency and requests for project augmentation funds will generally be considered a low priority.

Invoices will be paid on a reimbursement basis for work completed. Grantees are required to provide sufficient documentation to support any invoice, and, at a minimum, provide quarterly updates to SRTA in writing.

All projects approved for funding will be included in SRTA's Overall Work Program Comprehensive Budget. Any funds not allocated in a given program cycle may accrue over more than one cycle as needed for efficiency in program administration; to allow time for previously awarded projects to progress; and/or to build up funds necessary for larger projects.

VI. INSTRUCTIONS FOR PREPARING AN APPLICATION

A. Infrastructure and Amenities Projects – Whereas eligible applicants have established a subrecipient cooperative agreement governing the use of regional funds, projects related to infrastructure and amenities may be identified and developed through a collaborative, non-competitive process as follows:

- i. Review GoShasta Regional or city of Redding Active Transportation Plan – Eligible entities interested in submitting an application for bicycle and pedestrian infrastructure and amenities in the public space are asked to review the adopted GoShasta Regional Active Transportation Plan project lists and actionable items under each theme. For the city of Redding, refer to the adopted Redding Active Transportation Plan project lists and actionable items under each stated goal.
- ii. Consult with SRTA staff – Between date and date, interested applicants should request a technical consultation with SRTA staff to discuss community needs, shared local-regional priorities, and potential solutions. Outcome: Identification of a joint local-regional project for development.
- iii. Consult with relevant community stakeholders – The applicant should collaborate with SRTA staff in consulting with community stakeholders representing the interests of bicycling, walking, and public transit regarding the specific project location/alignment, design characteristics, and scope of work. Outcome: Community buy-in and support.
- iv. Develop Project Concept – The level of conceptual design will vary depending on the scope and scale of the identified project. Regional technical assistance may be available to support concept development, including site plans, design renderings, surveying, cost estimating, and other such activities. Depending on the extent of these needs, SRTA and applicant may coordinate to prepare the project for funding during the current cycle or a future cycle. It is very likely that additional consultation with community stakeholders will be needed during the design process. Outcome: A grant-competitive project, ready for final design and engineering.

B. Programmatic Support – Whereas programmatic support funds are available to entities without a sub-recipient cooperative agreement governing the use of regional funds, prospective applicants are required to submit a formal proposal.

i. Proposal content

1. Project summary (<100 word)
2. Project scope, budget, and timeline worksheet (see template)
3. Organizational capacity, as demonstrated by:
 - Relevant technical knowledge/training/certification;
 - Experience administering similar programs;
 - History of participation in local and regional planning processes;
 - References
4. Detailed project description
 - Narrative description of scope work
 - Deliverables
 - Duration of services/performance period

ii. **Proposal Evaluation Criteria** – Applications for programmatic funding shall be evaluated by a panel and scored based on the following criteria:

Evaluation Criteria	Points
Organizational capacity (e.g. experience administering similar relevant programs, history of participation in GoShasta and other planning efforts, etc.)	10
Merits of the proposed scope of work (e.g. consistency with GoShasta, potential to achieve mode-shift, demonstrated community support, program sustainability without continued SRTA funding, etc.).	10
Relationship to other projects and initiatives (e.g. how do other public and private sector investments and activities complement, reinforce, or otherwise enhance the value and performance of the proposed program?)	10
Maximum Available Points	30

VII. TIMELINE

Notice of Funding Availability and Grant Application Guidelines	June 26, 2018
Infrastructure and Amenities Applications	
SRTA-local agency consultation meetings	July and August 2018, upon applicant request
Deadline to submit all material for funding consideration in the current cycle	September 12, 2018
Joint project proposals presented to SRTA Board of Directors for funding consideration	October 9, 2018
Programmatic Support Applications	
Pre-proposal conference	July 18, 2018
Deadline to submit questions	July 20, 2018
Minutes from pre-proposal questions and answers to submitted questions posted online	July 25, 2018
Deadline to submit project applications	September 12, 2018
Staff recommendations made available	September 24, 2018
Projects presented to SRTA Board of Directors for funding consideration	October 9, 2018

VIII. CONTACT INFORMATION

Shasta Regional Transportation Agency
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