

STAFF REPORT



MEETING DATE:	February 23, 2016
SUBJECT:	Amend SRTA's Non-Motorized Program Policy
AGENDA ITEM:	6-9
STAFF CONTACT:	Jennifer Pollom, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors amend SRTA's Non-Motorized Program Policy (draft attached).

DISCUSSION:

SRTA's Non-Motorized Program policy guides the evaluation and selection of transportation projects for cyclists and pedestrians. The program is two-part: the Transportation Development Act 2% set-aside and the Rural BLAST (Bike Lanes and Sidewalks to Transit) program. Revisions to the policy are needed to clear up questions arising from the 2015 call for local agency projects related to:

- Agency eligibility;
- Match requirements; and
- Leveraging state Active Transportation Program grants.

Minor administrative corrections are also included in the amended policy.

ALTERNATIVES:

The board of directors may further modify the policy or continue this item to the April meeting to request additional information.

FINANCING:

Approval of the revised policy guides project selection through existing funding programs and will have no fiscal impact.

Daniel S. Little, AICP, Executive Director

Attachment: Policy 5.18 Non-Motorized Program (Draft)

5.18 Non-Motorized Program

5.18.1 Program Overview

This section describes the administration of SRTA's non-motorized program to fund bicycle and pedestrian facilities. The program has two components distinguished by eligibility requirements. One program originates from a 2% "off the top" allocation of the Local Transportation Fund (LTF) under the Transportation Development Act (TDA), called the 2% Non-Motorized Program, and is open to all areas in Shasta County. The other program is for non-motorized facilities that link to public transit in rural areas and also utilizes Transportation Development Act (TDA) funds. This is referred to as the Rural BLAST (Bike Lanes and Sidewalks to Transit) Program.

5.18.2 Permissible Projects

Eligible agencies include any public agency authorized to develop and construct projects in a public right-of-way in Shasta County within the SRTA region, including local and tribal governments. Eligible non-motorized projects include, but are not limited to, curbs, Americans with Disabilities Act (ADA) access ramp projects, sidewalks, pedestrian ways, bikeways (Class I bicycle paths, and Class II bicycle lanes, and Class IV separated bikeways/cycle tracks), cycle tracks (protected bikeways), bike racks, bicycle storage, wayfinding signage, and bicycle information and safety education programs (PUC 99233.3 and 99234).

Upon completion, the 'GoShasta' Active Transportation Plan (ATP) shall include a coordinated program of non-motorized projects with projects within each jurisdiction. Projects nominations shall be pulled from this plan.

5.18.3 Funding Discretion

In exercising discretion over the non-motorized funding programs, SRTA may:

- Obligate all available funds, partial funds, or no funds in a given program cycle. Unallocated funds may accumulate over one or more ~~than one~~ planning cycles for specific purposes.
- Allocate ~~Use~~ funds for any TDA-eligible use if no non-motorized needs are identified by the SRTA Board of Directors.
- Choose to fund only project phases that can be completed in the fiscal year of the TDA budget to ensure timely use of funds and as a condition of funding allocations for future project phases.
- Add funds to previously awarded projects for extenuating circumstances related to capital outlay. Cost overruns will generally be the responsibility of the recipient agency.

5.18.4 Call for Projects

If sufficient funds are anticipated or have accumulated, SRTA will issue a request for non-motorized applications in the spring for the 2% Non-Motorized Program, the Rural BLAST Program, or both. Applications will be due to SRTA by a date specified on the request.

Applicants are to use the form(s) provided in the request. An applicant may request funding from either the 2% Non-Motorized Program, the Rural BLAST Program, or both.

5.18.5 Project Selection

Applications will be evaluated based on the criteria below by a review team determined by SRTA. SRTA may request additional information prior to board of directors' approval. The SRTA Board of Directors will approve applications for funding. Project approval will coincide with approval of the TDA Budget.

SRTA has established criteria to analyze and evaluate applications for non-motorized transportation facilities (PUC ~~Section~~ 99401). The evaluation method for non-motorized projects is consistent with the way SRTA evaluates and prioritizes other components of the transportation system, such as arterial, highway, and transit projects. Transportation project priorities are established in planning documents like the Regional Transportation Plan (RTP) and programming documents such as the Regional Transportation Improvement Program (RTIP).

Evaluation criteria of applications are as follows:

General Intent

Due to the limited amount of funds available, these funds should not be used to augment agency staff time. The SRTA Board of Directors allocates other funds for these purposes. Likewise, SRTA will not charge cost to administer this program to the non-motorized fund.

5.18.5.1 Two-Percent Non-Motorized Program

The purpose of the 2% Non-~~Mm~~otorized Program is to fund new regional bike and pedestrian facilities not already required or programmed for funding.

Minimum Eligibility Requirements

- Eligible agencies will abide ~~with~~ by all applicable federal and state regulations.
- The project must conform to the RTP and be included in a jurisdiction's or regional agency's adopted non-motorized plan (21_CCR 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 and/or grant funds will be applied.

- 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 generally responsible for all staff time which ~~can~~ may be considered in-kind match.
- Funding shall not be used to fully fund the salary of any one person (PUC Sections 99233.3).
- The project includes a 10% match.
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Project Scoring Criteria

- Local match – percentage share of local cash and future in-kind funds committed to the project
- Project support – documented agency resources and public support (e.g. sufficient resources including staff time committed to complete within the fiscal year; letters of support)
- Leveraging – includes third-party support, (e.g. funds from other programs; funds a project component needed to effectively compete for a state or federal grant; unsuccessful grant applications)
- Consistency with RTP – level of consistency with goals in current, adopted RTP and RTP implementation (e.g. is in, or connects to, a Strategic Growth Area; economic development; safety; connectivity; environmental justice)
- Limitations – ~~—~~ cost/size is such that project would not effectively compete in state and federal grant programs

5.18.5.2 Rural BLAST Program

The purpose of the Rural Blast Program is to promote connectivity to transit, consistent with the Federal Transit Administration (FTA) 5311 program.

Minimum Eligibility Requirements

- Eligible agencies will abide ~~with~~ by all applicable federal and state regulations.
- The project must conform to the RTP and be included in a jurisdiction's or regional agency's adopted non-motorized plan (21 CCR 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.
- The project must serve the needs of rural (non-urban) communities as defined by the U.S. Census.
- The project promotes connectivity to general public transit services.
- The project includes a 10% match.

Project Scoring Criteria

- Local match – percentage share of local cash and future in-kind funds committed to the project
- Project support – documented agency resources and public support (e.g. sufficient resources including staff time committed to complete within the fiscal year; letters of support)
- Leveraging – includes third-party support, (e.g. funds from other programs; funds a project component needed to effectively compete for a state or federal grant; unsuccessful grant applications)
- Consistency with RTP – level of consistency with goals in current, adopted RTP and RTP implementation (e.g. is in, or connects to, a Strategic Growth Area; economic development; safety; connectivity; environmental justice)
- Limitations -- cost/size is such that project would not effectively compete in state and federal grant programs

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.

5.18.7 Project Management and Delivery

Invoices will be paid on a reimbursement basis only 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.