

STAFF REPORT



MEETING DATE:	October 13, 2015
SUBJECT:	Approve FY 2015/16 Non-motorized Program of Projects
AGENDA ITEM:	11
STAFF CONTACT:	Jennifer Pollom, Associate Transportation Planner

SUMMARY:

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STAFF RECOMMENDATION:

It is recommended that the board of directors approve the FY 2015/16 Non-motorized Program of Projects.

DISCUSSION:

SRTA's Non-motorized Program includes the: 1) 2% Transportation Development Act (TDA) set-aside and 2) Rural Bike Lanes and Sidewalks to Transit (BLAST) program. Additional detail is provided by Attachment A: Non-Motorized Program Policies. SRTA's Non-motorized Program funds bicycle and pedestrian projects that implement the 2015 Regional Transportation Plan and help to achieve goals and objectives therein, including:

1. Enhanced Mobility (e.g. filling gaps in the non-motorized network and improving connections to transit);
2. Enhanced Safety (e.g. creating a more pleasant user experience and reducing user conflicts and injuries);
3. Reduced transportation sector greenhouse gas emission reductions (e.g. supplant motor vehicle trips);
4. Enhanced public health and well-being (e.g. facilitating more active lifestyles); and
5. Economic development (e.g. expanded access to employment and reduced household transportation costs).

A call for non-motorized projects is issued periodically when adequate funds have accumulated. Approximately \$680,000 is currently available. SRTA issued a call for projects on September XX, 2015 (see Attachment B: Funding Opportunity and Attachment C: Notice of Opportunity to Comment). /// proposals were received requesting a total of \$XXX,XXX (see Attachment D: Proposed Projects Details).

Proposals were evaluated consistent with the agency's adopted scoring criteria as attached (Attachment E: Scoring Criteria and Maximum Points). The following table shows nominated projects. Highlighted projects are recommended for funding.

Rank	Applicant	Project Description	\$ Requested	\$ Match	Net Cost

ALTERNATIVES:

The board may select any list of eligible projects consistent with current or expected funding availability, or decline to approve any projects for this program cycle.

OTHER AGENCY INVOLVEMENT:

///The recommended program of projects has been reviewed by the cities and county.///

FINANCING:

Approximately \$680,000 in combined funding is currently available (\$280,000 in 2% TDA set-aside and \$400,000 in Rural BLAST). Approval of staff's recommendation would allocate /// \$xxx,xxx/// from the Non-motorized Program to be paid out on a reimbursable basis over the next ///#/// years.. The remaining balance would be available for future funding cycles. Additional funds will accrue annually.

Daniel S. Little, AICP, Executive Director

Attachments:

- A: Non-Motorized Program policies
- B: SRTA Non-motorized Program Funding Opportunity
- C: SRTA Non-motorized Program Notice of Opportunity to Comment
- D: SRTA Non-motorized Program Proposed Project Details – *Not at TAC*
- E: Scoring Criteria and Maximum Points

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), 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 public right-of-way in Shasta County including local and tribal governments. Eligible non-motorized projects include, but are not limited to, curbs, ADA access ramp projects, sidewalks, pedestrian ways, bikeways (Class I bicycle paths and Class II bicycle lanes), 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 more than one planning cycle for specific purposes.
- 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-motorized 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 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 (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 generally responsible for all staff time which can be considered in-kind match.
- Funding shall not be used to fully fund the salary of any one person (PUC Sections 99233.3).

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 FTA 5311 program.

Minimum Eligibility Requirements

- Eligible agencies will abide with 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 (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.

- 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.

TO: PUBLIC WORKS AGENCIES

RE: SRTA NON-MOTORIZED PROGRAM FUNDING OPPORTUNITY

The Shasta Regional Transportation Agency (SRTA) is pleased to consider nominations for bicycle and pedestrian infrastructure projects. SRTA's Non-motorized Program policies provide information regarding minimum eligibility and project scoring criteria for both programs. Eligible agencies include any public agency authorized to develop and construct projects in public right-of-way in Shasta County including local and tribal governments. Approximately \$280,000 is available in the 2% Non-motorized Program and \$400,000 in the Rural Bike Lanes and Sidewalks to Transit (Rural BLAST) Program. Applicants may request funding from the 2% Non-Motorized Program, the Rural BLAST Program, or both. The SRTA Board of Directors has final project selection authority. Funding will be paid out on a reimbursement basis to successful applicants.

Please complete the SRTA Non-motorized Program Application by Monday, September 28, 2015. The application form, policies and other guidance can be found on SRTA's website at <http://www.srta.ca.gov/FormCenter/Bike-Ped-Planning-6/SRTA-Nonmotorized-Program-Application-55>. Projects will be considered by the SRTA Board of Directors at the October 13, 2015, meeting. Contact Associate Transportation Planner Jennifer Pollom with any questions at 530-262-6195 or jpollom@srta.ca.gov for more information.

NOTICE OF OPPORTUNITY TO COMMENT
BIKEWAY AND WALKWAY PROJECTS

SHASTA REGIONAL TRANSPORTATION AGENCY

Notice is hereby given that the Shasta Regional Transportation Agency (SRTA) will consider proposals totaling up to approximately \$680,000 for bikeway and walkway projects. Eligible agencies include any public agency authorized to develop and construct projects in public rights-of-way such as the county, cities, and tribal governments. Written comments regarding potential projects should be directed to both SRTA and the appropriate eligible agency no later than Monday, September 28, 2015. The SRTA Board of Directors will consider projects at the regular meeting on Tuesday, October 13, 2015, at 3:00 PM at the City of Shasta Lake Council Chambers, 4488 Red Bluff Avenue, Shasta Lake, CA.

Questions or comments should be directed to Associate Transportation Planner Jenn Pollom at 530-262-6195 or jpollom@srta.ca.gov.

DANIEL S. LITTLE
Executive Director
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

If information is needed in another language, contact (530) 262-6190.
Si se necesita información en español, llame (530) 262-6190.

Scoring Criteria and Maximum Points

2% Non-motorized

Project Scoring Criteria	Maximum Points
Local match, i.e. the percent share of local cash or future in-kind funds	5
Project support, i.e. the agency's and public's documented commitment to the project	5
Leveraging, i.e. third-party financial contributions	10
Consistency with goals, objectives, and strategies in the 2015 Regional Transportation Plan	10
Limitations – cost/size would not effectively compete in other programs	10
Readiness, i.e. project is ready for delivery and supported by adequate agency resources	5
Regional benefit, i.e. connections to larger set of planned or existing improvements that have regional or community-wide benefit	10
TOTAL	55

Rural BLAST

Project Scoring Criteria	Maximum Points
Rural community needs	5
Connectivity to transit stops or areas served by transit	5
Local match, i.e. the percent share of local cash or future in-kind funds above required 10%	5
Project support, i.e. the agency's and public's documented commitment to the project	5
Leveraging, i.e. third-party financial contributions	10
Consistency with goals, objectives, and strategies in the 2015 Regional Transportation Plan	10
Limitations – cost/size would not effectively compete in other programs	10
Readiness, i.e. project is ready for delivery and supported by adequate agency resources	5
Regional benefit, i.e. connections to larger set of planned or existing improvements that have regional or community-wide benefit	10
TOTAL	65