

STAFF REPORT



MEETING DATE:	June 25, 2019
SUBJECT:	Receive Update on Sustainable Shasta, Amend the GoShasta Regional Active Transportation Plan and SRTA's Non-Motorized Program, Provide a Public Comment Period for GoShasta Projects, and Direct Staff to Procure A Consultant for Active Transportation Program Grant Applications
AGENDA ITEM:	16
STAFF CONTACT:	Keith Williams, AICP, Senior Transportation Planner

SUMMARY:

The Sustainable Shasta program provides focused public outreach and conceptual drawings for local agencies seeking funding, from California's Active Transportation Program (ATP), for high quality bicycle and pedestrian projects in and between the Shasta Region's Strategic Growth Areas. An updated list of projects needs to be amended into the GoShasta Regional Active Transportation Plan (GoShasta Plan) so "trunk line" projects are eligible for grant funding. A proposed amendment to SRTA's Non-Motorized Program Policies would make consultant grant preparation an eligible activity for program funds. SRTA would procure a consultant to help increase the region's competitiveness for ATP grant applications for the next ATP cycle.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Receive an update on Sustainable Shasta;
2. Provide a public comment period on projects proposed for amendment into the GoShasta Plan;
3. Approve an amendment to the GoShasta Plan to add trunk line projects (Attachment B);
4. Approve an amendment to SRTA's Non-Motorized Program to allow consultant services for grant preparation as an eligible activity for program funds; and
5. Direct staff to procure a consultant to help prepare grant applications for the ATP Cycle 5.

DISCUSSION:

Sustainable Shasta reduces local agency workload by helping get local agency non-motorized projects ready for ATP Cycle 5. The ATP is the primary source of active transportation funding in California, is very competitive, and includes an intensive application effort such that local agencies can only afford to submit 1-3 applications per grant cycle. Sustainable Shasta identifies ATP-competitive GoShasta projects to serve as key active transportation corridors in, and between, Strategic Growth Areas and major destinations.

The GoShasta Plan, adopted in February 2018, included a conceptual network of active transportation trunk lines (Attachment A) which has been articulated into a list of specific projects (Attachment B) through Sustainable Shasta, in consultation with local agency partners. The final conceptual design of these projects will be informed by focused public outreach and supported with project renderings funded through Sustainable Shasta. These projects need to be amended into the GoShasta Plan in order to be eligible for grant funding.

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Local agency applications for the ATP's most recent grant cycle were unsuccessful. A project's competitiveness can be attributable to how well it aligns with program scoring rubrics, the quality of the application, and the generosity of the individuals assigned to evaluate the projects. SRTA can serve as a unique resource, with collective staff experience reviewing ATP grant applications and membership on the ATP Technical Advisory Committee, as well as management of a regional non-motorized program to help local agencies prepare competitive applications.

To maximize the competitiveness of local agency ATP applications and support local agency interest in grant preparation assistance, staff proposes that Regional Non-Motorized Program funds be used to procure consultant services to augment the technical assistance SRTA staff provides, improve the quality of grant applications, and increase the number of grant applications submitted regionally from approximately five per grant cycle to a range of seven to ten. If each application were to cost \$20,000 - \$30,000 (estimate based on typical hours spent on application preparation (200-300 hours) multiplied by an estimated average consultant fee of \$100/hr.), and all grant applications submitted were valued at near \$1 million or more, then a single award would pay off the investment in grant preparation assistance for all of the applications. Multiple awards could benefit the region exponentially. SRTA's Regional Non-Motorized Program Policies will need to be amended to make consultant grant preparation an eligible activity (Attachment C) and allow SRTA to procure consultant assistance.

ALTERNATIVES:

The board of directors may add, delete, or modify specific projects, or request additional information for consideration in October. The board of directors may modify the proposed non-motorized program amendment, or choose not to make amendments at this time.

OTHER AGENCY INVOLVEMENT:

Staff met with local agencies to agree on non-motorized trunk line projects, priorities, and grant application strategies. *///The Technical Advisory Committee (TAC) concurs with the staff recommendation.///*

FISCAL IMPACT:

There is no cost associated with amending the GoShasta Plan. Amending the Regional Non-Motorized Program to allow grant preparation by consultants would potentially reduce the amount of available program funds for other program purposes. There are currently \$1.5M in unallocated program funds. \$1M of the funds are for previously earmarked projects, and approximately \$500,000 remain unallocated for any eligible program use.

Daniel S. Little, AICP, Executive Director

Attachments:

A: Conceptual Trunk Line Map

B: Trunk Line Projects

C: Proposed Amended Non-Motorized Program Policies

Conceptual Trunk Line Map

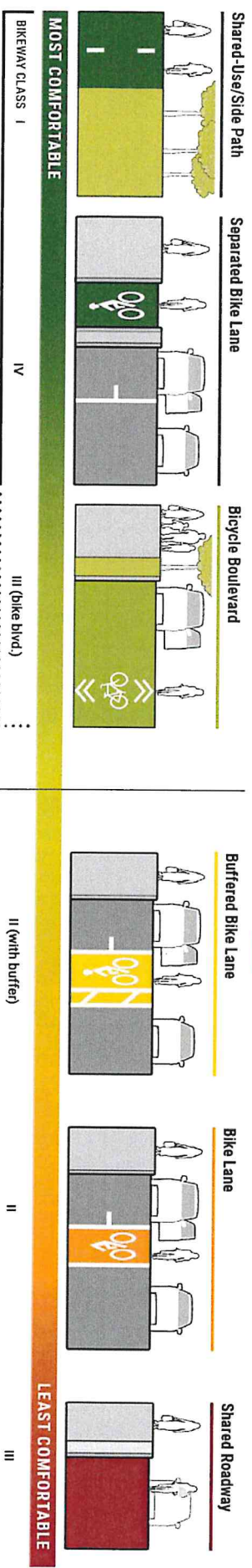
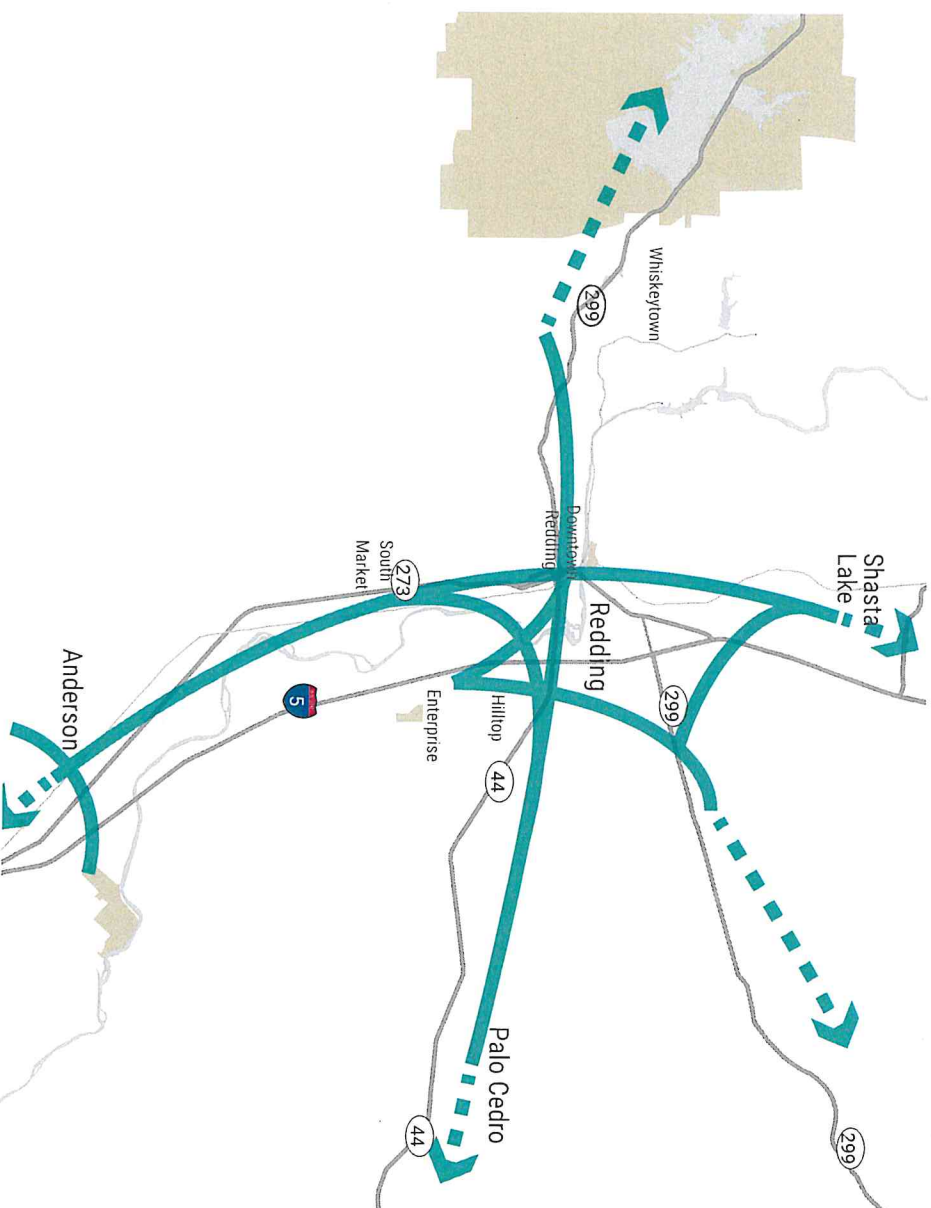


Figure 1.1. Bicycle Facility Level of Comfort

Bicycle Facility Level of Comfort*

* The scale of comfort shown assumes a less confident person riding a bicycle on a bike facility on a street with higher motor vehicle speeds and traffic volume.

Trunk Line Projects

Agency	Proj- ect #	Tier I (ATP Cycle 5)			Proj- ect #	Tier II (Successive ATP Cycles)			Proj- ect #	Tier III (Later ATP Cycles)		
		Street Name/Corridor Description	From	To		Street Name/Corridor Description	From	To		Street Name/Corridor Description	From	To
COR	1											
COR	2											
COR	3											
COR	4											
COR	5											
COR	6											
	7											
COR	8											
COSL	9	Ashby School Connector - Ashby Rd.	Shasta Dam Blvd.	Couer D'Alene Ave.	24	Cascade Blvd.	SR 151	Pine Grove Ave.	40	Churn Creek Trail (Apply at same time as COR)		Enterprise Park in COR
		Ashby School Connector - La Mesa Ave.	Ashby Rd.	Montana Ave.						Pine Grove Ave.	Pine Grove Ave.	Beltline Rd.
COSL	10	DT Loop - Montana Ave.	Red Bluff St.	Vallecito St.								
		DT Loop - Red Bluff St.	Montana Ave.	McConnel Ave/Cabello St.								
		DT Loop - McConnel Ave/Cabello St.	Red Bluff St.	Vallecito St.								
		DT Loop - Vallecito St.	Cabello St.	Montana Ave.								
COA	11	North St.	Anderson Middle School	McMurray Dr.	25	Proposed Anderson Creek crossing Trail (incl. bridge parallel to ACID canal)	Anderson High School	Bruce St.	42	Highway 273 (Pending CT Consultation)	Anderson (need to clarify)	Canyon Rd. (near Win River Casino)
COA	12	West St.	North St.	South St.	26	Freeman St.	North St.	South St.				
COA	13	West Center St.	North St.	South St.	27	West Center St. (Also Old 99 gap fill on Ponderosa)	South St.	Old 99 Trail/Walmart				
COA	14	South St.	Proposed Anderson Creek crossing Trail (Anderson H.S.)	Balls Ferry Rd.	28	Stingy Ln.	Balls Ferry Rd.	North St.				
COA	15	Balls Ferry Rd.	South St.	River Point Trail								
County PW	16	DT Cottonwood Loop - 2nd St.	Main St.	Locust St.	29	Cottonwood Main St./I-55 off ramp/Rhonda Rd. (Pending CT Consultation)	4th St.	Old 99 Trail/Walmart (Anderson)				
		DT Cottonwood Loop - Main St.	Front St.	Fourth St.								
		DT Cottonwood Loop - Front St.	Main St.	Magnolia St.								
			Magnolia St./Williams Ln.	Locust St.								
		DT Cottonwood Loop - RR Frontage Trail	RR Frontage Trail	2nd St.								
County PW	17	West Cottonwood School Connector - 1st St.	Memory Ln.	Main St.								
		West Cottonwood School Connector - Cottonwood Community Center Trail	1st St.	Gas Point Rd.								
		West Cottonwood School Connector - Gas Point Rd.	West Cottonwood School Emergency Access Rd. (just west of athletic field)	Cottonwood Community Center Trail/Holiday Market Shopping Complex								

Non-Motorized Program Policies

5.18 Non-motorized Program (Amended June 19, 2018)

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
<u>Bicycle and pedestrian grant application preparation</u>	<u>Procurement of consultant for the preparation of bicycle and pedestrian infrastructure and non-infrastructure grants from programs including but not limited to the Active Transportation</u>	<u>SRTA</u>

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	<u>Program and the Affordable Housing and Sustainability Program.</u>	
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	
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.	

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.

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- 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

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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

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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.

- ii. 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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