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## STAFF REPORT

Date: March 18, 2020  
To: TRPA Governing Board  
From: TRPA Staff  
Subject: APC Membership Appointment

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**Summary and Staff Recommendation:**

Staff recommends Governing Board approve a two-year appointment for El Dorado County's recommended appointment of Jason Drew, Advisory Planning Commission lay member.

**Required Motion:**

In order to approve the proposed APC appointment, the Board must make the following motion, based on the staff report:

- 1) A motion to approve the proposed appointment.

In order for motion to pass, an affirmative vote of any eight Board members is required.

**Background:**

The Tahoe Regional Planning Agency Compact provides for a two-year term for lay member appointments to the Advisory Planning Commission, which term may be renewed. The El Dorado County Board of Supervisors voted to renew Jason Drew's lay member appointment to APC and advanced that recommendation to TRPA for action.

**Contact Information:**

For questions regarding this agenda item, please contact Joanne Marchetta, at (775) 589-5226 or [jmarchetta@trpa.org](mailto:jmarchetta@trpa.org).





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STAFF REPORT

Date: March 18, 2020  
To: TRPA Governing Board  
From: TRPA Staff  
Subject: Legal Committee Membership Appointment

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Summary and Staff Recommendation:

Governing Board Appointment to temporarily move Bill Yeates from the Operations and Governance Committee to the Legal Committee to balance committees until a new Governor of California appointee is made. Staff recommends the Governing Board approve the change in membership.

Required Motion:

In order to approve the committee membership appointment, the Board must make the following motion, based on the staff report:

- 1) A motion to approve committee membership appointment to move Bill Yeates from the Operations and Governance Committee to the Legal Committee.

In order for motion to pass, an affirmative vote of any eight Board members is required.

Contact Information:

For questions regarding this agenda item, please contact Joanne Marchetta, at (775) 589-5226 or [jmarchetta@trpa.org](mailto:jmarchetta@trpa.org).



## STAFF REPORT

Date: March 18, 2020  
To: TMPO Governing Board  
From: TRPA Staff  
Subject: Amendment #2 to the Transportation Planning Overall Work Program

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### Summary and Staff Recommendation:

Staff recommends that the TMPO Governing Board approve Amendment #2 of the FY 2020 TMPO Overall Work Program (OWP) by adopting the attached resolution (Attachment A).

### Required Motions:

In order to adopt the proposed targets and funding program, the Board must make the following motion(s), based on the staff summary:

- 1) A motion to adopt the attached resolution approving Amendment #2 of the 2020 TMPO Overall Work Program. (Attachment A).

In order for motion(s) to pass, an affirmative vote of any eight Board members is required.

### Tahoe Transportation Commission (TTC) Recommendation:

On March 13, 2020, the TTC recommended TMPO approval of Amendment #2 of the FY 2020 Transportation Overall Work Program.

### Background:

As a recipient of federal transportation planning funds, the Tahoe Metropolitan Planning Organization (TMPO) is required to prepare an annual program of work outlining transportation planning activities TMPO will be undertaking in the coming fiscal year. The OWP, also referred to as a Unified Planning Work Program (UPWP), provides a description of the activities and financial budget to fund the efforts.

This amendment includes additional tasks in support of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and regional and project level GHG/VMT analysis. The additional activities will be funded by reconciled carryforward balances (\$117,420) from previous year Federal and State transportation planning funding.

### Amendment #2 proposed modifications:

- *Work Element 103*- Adds additional budget for public outreach supporting the RTP/SCS update (+\$26,069)
- *Work Element 104*- Adds additional budget for consultant support of RTP/SCS environmental review and related technical services (+\$82,247)

- *Work Element 108.2*- Adds activities and budget for regional VMT/GHG evaluation, including the development of tools for project level evaluation and impact analysis in support of RTP/SCS (+\$9,104)

The specific Work Element modifications are included in Attachment B.

Contact Information:

If you have any questions or comments regarding this item, please contact Michelle Glickert, at [mglickert@trpa.org](mailto:mglickert@trpa.org) or 775-589-5204.

Attachments:

- A. Resolution 2020-\_\_ to adopt Amendment #2 of the FY2020 TMPO OWP
- B. 2019/2020 Lake Tahoe Transportation Overall Work Program Amendment #2

Attachment A

Resolution 2020-\_\_ to adopt Amendment #2 of the FY2020 TMPO OWP

TAHOE METROPOLITAN PLANNING ORGANIZATION  
TMPO RESOLUTION NO. 2020-\_\_

ADOPTION OF AMENDMENT #2 OF THE  
TMPO 2020 TRANSPORTATION OVERALL WORK PROGRAM

WHEREAS, the Tahoe Metropolitan Planning Organization (TMPO) has been designated by the Governors of California and Nevada for the preparation of transportation plans and programs under US Title 23, CFR 450; and

WHEREAS, each MPO is required to adopt an Overall Work Program (OWP), describing the transportation planning program and the planning activities anticipated for the Region over the next fiscal year; and

WHEREAS, the Federal Highway Administration, the Federal Transit Administration, Caltrans and the Nevada Department of Transportation have approved the 2020 OWP; and

WHEREAS, staff has prepared Amendment #2 to the OWP that includes modifications to budget and activities in Work Elements 103, 104 and 108; and

WHEREAS, staff is requesting that the TMPO Governing Board adopt Amendment #2 of the 2020 OWP and authorize the submittal to state and federal agencies for approval as necessary, and authorize staff to take actions necessary for this approval; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Tahoe Metropolitan Planning Organization adopts this resolution approving Amendment #2 of the 2020 Tahoe Basin Transportation Overall Work Program.

PASSED AND ADOPTED by the Governing Board of the Tahoe Metropolitan Planning Organization at its regular meeting held on March 25, 2020 by the following vote:

Ayes:

Nays:

Abstain:

Absent:

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William Yeates – Chair  
TMPO Governing Board



Attachment B

2019/2020 Lake Tahoe Transportation Overall Work Program Amendment #2

Attachment B

**2019/2020 Lake Tahoe Transportation Overall Work Program Amendment #2**

The specific amendments to Work elements 103, 104, and 108 shown below will be incorporated in to the 19/20 OWP upon adoption by TMPO Governing Board. Modifications are shown in ***Bold Italics***.

**Work Element 103 – Public Outreach and Coordination**

- Adds \$26,069 FTA 5303 (CA Carryover) to Noticing/Advertising/Meetings

**Work Element 103 Budget:**

REVENUES		EXPENDITURES	
<b>Direct Costs:</b>		<b>Direct Costs:</b>	
FTA 5303 (CA Carryover)	\$26,069	*Noticing/Advertising/Meetings	\$31,069
-Toll Credits (CA 5303-Carry)	\$2,990	*Subscriptions/Dues	\$12,000
TRPA General	\$39,170	TMA Cooperative Agreements	\$27,000
TDA Administration	\$4,830		
		<i>*Not funded by CPG funds</i>	
<b>Subtotal:</b>	<b>\$70,069</b>	<b>Subtotal:</b>	<b>\$70,069</b>

**Work Element 104 – Public Outreach and Coordination**

- Adds additional \$82,247 FHWA PL (CA Carryover) to RTP/SCS Update Support Svcs.

**Work Element 104 Budget:**

REVENUES		EXPENDITURES	
<b>Direct Costs:</b>		<b>Direct Costs:</b>	
FHWA PL (CA)	\$49,250	RTP/SCS Update Support Svcs.	<b>\$194,247</b>
-Toll Credits (CA-PL)	\$5,649	Transit Planning Support Svcs.	\$60,000
<b>FHWA PL (CA-Carryover)</b>	<b>\$109,582</b>		
-Toll Credits (CA-Carry)	\$12,569		
FTA 5303 (CA)	\$24,000		
-Toll Credits (FTA 5303 CA)	\$2,753		
FTA 5303 (CA Carryover)	\$1,800		
-Toll Credits (CA 5303-Carry)	\$206		
TRPA General	\$31,765		
TDA Planning	\$37,850		
<b>Subtotal:</b>	<b>\$254,247</b>	<b>Subtotal:</b>	<b>\$254,247</b>

**Work Element 108 -Sustainable Communities Planning**

- Adds new task (T-4) to 108.2 for regional VMT/GHG evaluation activities

108.2 TASKS	
<b>T-1</b>	<b>Final SR 89 Emerald Bay Recreation Corridor Management Plan</b> <ul style="list-style-type: none"> <li>• Funding Strategy for Implementation, Monitoring Plan &amp; Operations and Maintenance Agreements</li> <li>• Produce Final SR 89 Emerald Bay Recreation Corridor Management Plan</li> <li>• Prepare approvals and necessary incorporation in to RTP</li> </ul>
<b>T-2</b>	<b>Draft Main Street Management Plan</b> <ul style="list-style-type: none"> <li>• Refine and establish final alternative for draft plan</li> <li>• Present draft MSMP for stakeholder and public comment</li> </ul>
<b>T-3</b>	<b>Final Main Street Management Plan</b> <ul style="list-style-type: none"> <li>• Respond to comments received on draft MSMP</li> <li>• Prepare and present final MSMP for approvals</li> </ul>
<b>T-4</b>	<b>Regional VMT/GHG Evaluation Program</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>• <i>Initiate research, methodology and metric development, and set of tools for project evaluation and impact analysis to support RTP/SCS</i></li> <li>• <i>Work with Placer County on development of local/regional VMT evaluation methodologies</i></li> </ul>

- Adds \$9,103 RMRA 18/19 to Sustainable Comm Planning

**Work Element 108.2 Budget:**

WE 108.2			
REVENUES		EXPENDITURES	
<b>Direct Costs:</b>		<b>Direct Costs:</b>	
TRPA General	\$20,508		
CA-RMRA 18/19	\$158,342	Sustainable Comm Planning	\$178,850
<b>Subtotal:</b>	<b>\$178,850</b>	<b>Subtotal:</b>	<b>\$178,850</b>
<b>TMPO Staff:</b>		<b>TMPO Staff:</b>	
<b>Total:</b>	<b>\$178,850</b>	<b>Total:</b>	<b>\$178,850</b>





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## STAFF REPORT

Date: March 18, 2020  
To: TMPO Governing Board  
From: TRPA Staff  
Subject: Approval of 2021 Active Transportation Program Guidelines

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Summary and Staff Recommendation:

Approve the resolution adopting the TMPO 2021 Active Transportation Program Guidelines

Required Motions:

In order to adopt the proposed resolution, the Board must make the following motion(s), based on the staff summary:

- 1) A motion to adopt the attached resolution (Attachment A)

In order for motion(s) to pass, an affirmative vote of any eight Board members is required.

Project Description/Background:

The Tahoe Regional Planning Agency, in its capacity as the Tahoe Metropolitan Planning Organization (TMPO), is responsible for managing and allocating various federal and state funding programs. In 2016 the TMPO combined multiple funding sources into one application and distribution process known as the Regional Grant Program (RGP) to create a more efficient regional process. One of the funding sources included in the RGP is the State of California Active Transportation Program (ATP) Metropolitan Planning Organization (MPO) Component administered by the California Transportation Commission (CTC). The ATP provides a consistent source of funding to enhance and implement new active transportation options identified in the 2017 Linking Tahoe: Regional Transportation Plan. Since the inception of TMPO's ATP component, the program has provided \$1,070,000 in funding; \$326,000 to Placer County West Shore Pedestrian Highway Crossing Improvements and \$744,000 to Lake Tahoe Boulevard Class 1 Bike Trail Projects. The next round of the RGP includes ATP funds for the next 4-years, 2022 through 2025, totaling over \$715,000 for projects that increase biking and walking. The 2021 ATP guidelines were recently updated by the CTC, requiring updates to the existing TMPO Guidelines and approval by the TMPO Board before opening the next call for projects.

The most significant changes to the state guidelines are highlighted below.

- An applicant is no longer required to apply to the statewide call to be eligible for the MPO ATP call.
- Project applications not selected for programming in the statewide competition must be considered by the MPOs in administering a competitive selection process.

In response to the updated State ATP guidelines, staff updated the RGP 2021 ATP Guidelines (Attachment B).

In addition to incorporating the State changes listed above, the TMPO also updated the definition of the Disadvantage Communities to reflect the uniqueness of the Tahoe Region.

- A disadvantaged community for the Tahoe Region, is defined as an area that is 100% below the statewide median household income or is within a 2-mile radius of a school with at least 25% of students eligible for free or reduced priced lunch.

Since the projects selected for ATP funds, through the Statewide call or the MPO Reginal Grant Program, are ultimately approved by the CTC, the TMPO guidelines must be approved by the CTC to ensure state requirements are met. This approval is currently scheduled for the April CTC meeting.

The California ATP is an important component of the TMPO Regional Grant Program and directly supports the regional goals to create better biking and walking travel options. The TMPO ATP guidelines will require all applicants submit a project application and a performance assessment which includes specific transportation performance metrics to guide project selection and provide a transparent grant program internally and externally for our partners.

Public Comment:

n/a

Issues and Concerns:

There are no known issues or concerns.

Contact Information:

For questions regarding this agenda item, please contact Michelle Glickert, Principal Transportation Planner, at [mglickert@trpa.org](mailto:mglickert@trpa.org) or (775) 589-5204.

Attachments:

- A. TMPO Resolution
- B. TMPO 2021 ATP Guidelines

Attachment A

TMPO Resolution

TAHOE METROPOLITAN PLANNING ORGANIZATION  
TMPO RESOLUTION NO. 2020 - \_\_\_\_\_

ADOPTION OF REGIONAL GRANT PROGRAM  
ACTIVE TRANSPORTATION PROGRAM GUIDELINES

WHEREAS, the Tahoe Metropolitan Planning Organization (TMPO) is the designated metropolitan planning organization for the Lake Tahoe Region as defined by the Transportation Equity Act for the 21st Century; and

WHEREAS, TMPO has adopted a Regional Transportation Plan (RTP) for the Lake Tahoe Region pursuant to California Government Code Section 65080; and

WHEREAS, TMPO is required to prepare and adopt a Transportation Improvement Program (TIP) developed in accordance with the Fixing America's Surface Transportation Act (FAST Act); and

WHEREAS, California State Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 354, Statutes 2013), created the Active Transportation Program (ATP), and Senate Bill 1 (SB1) (Chapter 2031, statutes of 2017) directs additional funding from the Road Maintenance and rehabilitation Account to the ATP; and

WHEREAS, TMPO has developed, in cooperation with the California Transportation Commission (CTC), California Department of Transportation (Caltrans), guidelines to be used in the development of the ATP; and

WHEREAS, TMPO adopts pursuant to Streets and Highways Code Section 2381(a)(1), an ATP program of projects using a competitive process consistent with guidelines adopted by the CTC, that is submitted to the CTC and Caltrans; and

WHEREAS, during the life of the program, it is sometimes necessary to amend the program to reflect changes in funding, eligibility and schedules; and

WHEREAS, the TMPO approves these guidelines to be used in the evaluation and recommendation of proposed projects for inclusion in the ATP program; and

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Tahoe Metropolitan Planning Organization adopts this resolution approving the Regional Grant Program - Active Transportation Program Guidelines.

BE IT FURTHER RESOLVED, that TMPO staff is hereby directed and authorized to work with Caltrans, the CTC, and the Federal Highway Administration to make whatever technical changes or corrections are needed to the format and organization of the document to obtain its approval by these agencies.

PASSED AND ADOPTED by the Governing Board of the Tahoe Metropolitan Planning Organization this March 25, 2020 by the following vote:



Ayes:  
Nays:  
Absent:

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William Yeates, Chair  
Tahoe Metropolitan Planning Organization  
Governing Board

Attachment B

TMPO 2021 ATP Guidelines

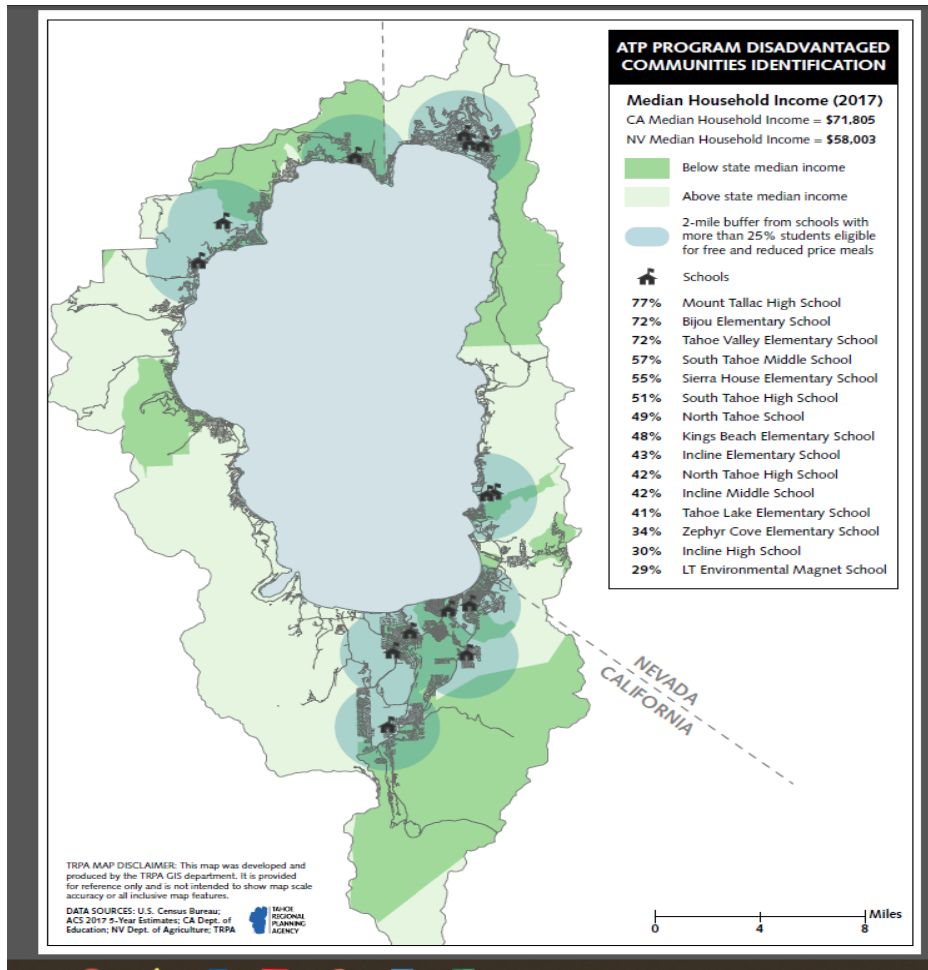
# Tahoe Metropolitan Planning Organization 2021 Active Transportation Program Guidelines

## INTRODUCTION

The Tahoe Metropolitan Planning Organization's (TMPO's) 2021 Active Transportation Program (ATP) is part of the Linking Tahoe: Regional Grant Program (RGP). The ATP guidelines are consistent with and support the California Transportation Commission's (CTC) cycle 5 ATP guidelines. TMPO's process, specifically its application, evaluation criteria, and evaluation committee do differ slightly from the Commission's process. These processes are described herein, and outlined below. For more general information on the Linking Tahoe: Regional Grant Program, application materials, and submittal instructions, please see the Linking Tahoe Regional Grant Program Guidelines.

1. An applicant is no longer required to submit to the statewide call to be eligible for the MPO ATP call as a result of a recent change. However, we highly encourage applicants to submit to the state when seeking funds for larger projects. In applying for MPO funds you will need to submit the ATP project application and the Performance Assessment to the TMPO. The Performance Assessment helps TMPO meet its Regional Grant Program needs, is fine tuned to be applicable to TMPO's regional transportation plan's goals, and incorporates federal, state, and regional performance measures. The application still meets the CTC requirement of qualifying as a PSR or PSR equivalent (including cost estimate and plans).
2. Projects not selected for programming in the statewide competition must be considered by the MPOs in administering a competitive selection process.
3. The State's application evaluation criteria reflect many of the regional goals and performance measures of the TMPO regional transportation plan, which also support the goals and mission of the CTC and Caltrans' Active Transportation program.
4. As required by CTC, the Evaluation Committee includes multidisciplinary advisory group of TMPO staff, with oversight from the TMPO Executive Committee. Staff representatives come from the following TRPA departments: Long Range, Transportation and Current Planning. Evaluation committee expertise includes transit, active transportation, environmental improvements and project implementation. A final recommendation for project awardee(s) will be submitted to the CTC for final approval.

5. As noted in the CTC's ATP guidelines, MPO's "may use a different minimum funding size." The TMPO has elected to decrease the minimum project size from \$500,000 to \$50,000, which is approximately 30% of the annual funds competitively distributed by the TMPO.
6. The final ATP project programming recommendations will coincide with the Commission's cycle 5 ATP MPO project selection approval in May 2021. See below schedule.
7. TMPO will adopt a contingency list of projects based on the project's evaluation score to be amended into the program in the event a programmed project is delivered for less or fails. If needed, this contingency list will be provided to the CTC and will be in effect only until the adoption of the next statewide program.
8. In conformance with the CTC ATP guidelines, a minimum of 25 percent of the funds distributed to each MPO must benefit disadvantaged communities. A disadvantaged community for the Tahoe Region, is defined as an area that is 100% below the statewide median household income or is within a 2-mile radius of a school with at least 25% of students eligible for free or reduced priced lunch. To determine if your project is within a disadvantaged community, review below map.



For other qualifying requirements, please see [Commission's cycle 5 ATP guidelines](#).

## BACKGROUND

The ATP was created by Senate Bill 99 (Chapter 359, Statutes 2013) and Assembly Bill 101(Chapter 354, Statutes 2013), to encourage increased use of active modes of transportation, such as walking and biking. The ATP consolidates various transportation programs - including the federal Transportation Alternatives Program, state Bicycle Transportation Account, and federal and state Safe Routes to School programs - into a single program. The program funding is segregated into three components and is distributed as follows:

- Fifty percent to the state for a statewide competitive program;
- Ten percent to small urban and rural regions with populations of 200,000 or less for the small urban and rural area competitive program, and;
- Forty percent to Metropolitan Planning Organizations in urban areas with recognized populations greater than 200,000 for the large urbanized area competitive program.

The MPO apportionment is funded through various federal and state funds appropriated in the annual Budget Act. Funds must be awarded and programmed based on a competitive process in accordance with the MPO guidelines.

## PROGRAM GOALS

TMPO's goal of the ATP is to support the CTC and Caltrans' active transportation program goals and the implementation of the adopted Regional Transportation Plan (RTP) by increasing active modes of transportation to provide mobility, social, and environmental improvements. The program targets active transportation projects, including but not limited to bike, pedestrian, and safe routes to schools.

## PROGRAM SCHEDULE AND FUNDING

The following schedule lists the major milestones for the 2021 ATP MPO development and adoption:

<b>ATP MPO Schedule</b>	<b>Date</b>
Call for Projects	September 2020
Project applications deadline	October 2020
TMPO draft MPO project recommendations (includes Statewide applications not funded)	December 2020
Deadline for MPO draft project programming to Commission	January 18, 2021
GB adopts final project programming recommendations	February 2021
MPO final project programming recommendations to Commission	March 30, 2021
CTC adopts MPO selected projects	May 2021
TMPO programming of projects	June - July 2021

The funding is allocated by the state of California through the CTC and must be awarded to projects located entirely within the California portion of the Tahoe Region. Funding capacity for this cycle is

estimated at a total of \$751,000. Cycle 5 funding years are 2021-22, 2022-23, 2023-24 and 2024-25. Funds can be programmed as a lump sum in one year or over any 4 years that are within the cycle. There is no local match required on ATP funds, however, applicants that can demonstrate a match will have an opportunity to score higher on the application.

## **APPLICATION REQUIREMENTS**

Applicants to the Linking Tahoe: Regional Grant Program ATP funds, must complete and submit

- A. TMPO Project Application
- B. Project Assessment
- C. A detailed phasing and budget plan will be required if the funding available will not fully fund the proposed project. The plan should outline how much of the project will be completed with the available funding and the approach to fund the remaining phases of the project.
- D. Project applications not selected for programming in the ATP statewide competition will automatically be considered for funding in the MPO competition. The applicant will still need to submit the statewide application, a TMPO Project Application and the Project Assessment to the MPO.

The state has five different applications available for applicants to complete depending on the project type and size. It is incumbent on the applicant to complete the application appropriate for their project. The five application types are:

1. Large Project, Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of greater than \$7 million will be considered a Large Project and must use the Large Project application.
2. Medium Project, Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of more than \$2 million and up to \$7 million will be considered a Medium Project and must use the Medium Project application.
3. Small Project, Infrastructure only or Infrastructure/Non-infrastructure: Projects with a total project cost of \$2 million or less will be considered a Small Project and must use the Small Project application.
4. Non-infrastructure Only
5. Plan, includes safe routes to school, bike and ped plans or comprehensive active transportation plans

## **DEFINITION OF DISADVANTAGED COMMUNITIES (DAC)**

The TMPO has elected to use a different criterion from the State's for determining which projects benefit a DAC. The TMPO application requires that the applicant clearly identify whether the project is located within a disadvantaged community which is included in the Project Assessment form. A disadvantaged community for the Tahoe Region is defined as an area that is **100% below the statewide median household** income or is within a 2-mile radius of a school with **at least 25%** of students eligible for free or reduced priced lunch.

## **ELIGIBILITY OVERVIEW**

1. Projects must be listed in the most currently adopted RTP constrained project list.

2. If a project is not funded through the statewide call it will automatically be considered for the MPO ATP Call. All final recommendations are sent for approval to the California Transportation Commission.
3. Allocation of funds must follow the Caltrans 2021 ATP Guidelines: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5> and CTC 2021 ATP Guidelines: <https://catc.ca.gov/programs/active-transportation-program>
4. Applicants must be able to comply with all federal and state laws, regulations, policies and procedures required to enter into a Master Agreement and follow the processes in the Caltrans Local Assistance Procedures Manual: <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>. Additional time should be included in the project timeline if there is not an existing Master Agreement in place to illustrate funds will be obligated and expended in the appropriate fiscal year.
5. All phases of work are eligible: Environmental, Preliminary Engineering, Right of Way, Construction.

### **ELIGIBLE PROJECTS AND ACTIVITIES**

Funds are available for a variety of projects including but not limited to:

1. New bicycle and pedestrian facilities
2. Improvements to existing bikeways and walkways
3. Safe routes to school projects
4. Connectivity of bike paths
5. Education programs to increase active transportation
6. Establishment or expansion of bike share program
7. Installation of traffic control devices to improve safety of pedestrian and bicyclists

### **INITIAL PROJECT EVALUATION ELIGIBILITY SCREENING**

TMPO staff will conduct an initial project screening to determine if a submitted project will proceed to the evaluation process. TMPO staff will use the following screening criterion:

1. The project must be listed in the constrained project list of the most current Regional Transportation Plan (RTP). Projects may be contained in a “grouped project” or broader category listing in the RTP. Please contact TMPO staff as necessary to confirm.
2. The project must be ready for programming in the Federal Transportation Improvement Program; ATP is funded from various federal and state funds appropriated in the annual Budget Act.
3. The project sponsor must demonstrate technical capacity and reliability for delivering similar projects (scale and complexity).
4. Projects requesting construction funding must have environmental, engineering and right-of-way completed by the time funds are requested.

### **IMPLEMENTATION AND OVERSIGHT REQUIREMENTS**

Beyond the implementation and oversight requirements set forth in the Linking Tahoe: Regional Grant Program Goals and Criteria, all ATP funded projects must also follow and be aware of the below requirements:

1. The CTC has specific reporting requirements for ATP projects. Implementing agencies must submit the following reports to CTC and the MPO:
  - a. progress reports (semi-annual or quarterly),

- b. completion report and
  - c. final delivery report.
2. Applicants must work with Caltrans District Local Assistance to prepare the Allocation request for the CTC and the Request for Authorization (E76) process for obligation of the funds. These requests are typically processed at the same time. Follow the processes in the Caltrans Local Assistance Procedures Manual: <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>
  3. To ensure timely use of funds, TMPO shall retain the right to redirect program funding to other agencies and projects so as not to lose funding to the Tahoe Region. For ATP funded projects, TMPO will maintain a project contingency list. If an awarded project is not able to meet funding programming and allocation guidelines and milestones, funding may be moved to a project on the contingency list, with approval from the Commission. Extension requests for a project in the MPO selected portion of the program must include a recommendation by the MPO, consistent with the preceding requirements.
  4. Allocation requests for a project in the MPO selected portion of the program must include a recommendation by the MPO.

**PROJECT EVALUATION CRITERIA**

Team evaluators will review and score applications using the following selection criteria and relative weighting (maximum of 100 points):

<b>Work plan and Timeline.</b> Project application should clearly define the project description and current stage of the project (5pts), the delivery work plan (10 pts), and a detailed project timeline with key milestones demonstrating the capacity to deliver in timely manner (10pts).	<b>25 points</b>
<b>Demonstrated Need.</b> The applicant should clearly identify the purpose and need of the project and whether the project is located within a disadvantaged community. A disadvantaged community for the Tahoe Region is defined as an area that is 100% below the statewide median household income or is within a 2-mile radius of a school with at least 25% of students eligible for free or reduced priced lunch.	<b>20 points</b>
<b>Project Performance Assessment.</b> The applicant will show how the project meets TMPO’s goals and performance measures. Please see the attached Transportation Assessment and complete the questions within each category and all supplemental questions.	<b>30 points</b>
<b>Potential for project success.</b> Applicant’s ability to carry out project based on: <ul style="list-style-type: none"> <li>▪ Readiness of Project</li> <li>▪ Reasonable work-plan</li> <li>▪ Coordination with public</li> <li>▪ Project leadership and council/board endorsement</li> <li>▪ Available funding to complete and maintain the project</li> </ul>	<b>20 points</b>
<b>Matching funds.</b> If matching funding are provided, applicant must identify non-federal matching funds. Match is not required for ATP funds. However, project applications that can show match for ATP will be the most competitive.	<b>5 points</b>
<b>TOTAL POINTS</b>	<b>100 points</b>





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## STAFF REPORT

Date: March 18, 2020  
To: TRPA Governing Board  
From: TRPA Staff  
Subject: Deviation from Governing Board Teleconferencing Procedures to Enable Virtual Meetings During COVID-19 Outbreak

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### Summary and Staff Recommendation:

The COVID19 virus has been declared a pandemic and public health authorities are issuing daily guidance and directives requiring the control of community spread of the virus. Both Nevada and California have issued guidance saying stay home, practice physical distancing and precautionary hygiene, and conduct only essential services. The Agency is currently operating on an official work from home status and performing essential services remotely and electronically. Governing Board meetings are mission critical to achieve the business of the Agency, and these meetings can be conducted by other means than in person proceedings.

In accordance with public health best practice recommendations during the COVID-19 outbreak, TRPA has deemed it necessary to conduct its Governing Board meetings virtually; i.e., by electronic meeting without Governing Board members or the public physically present in the same location(s). TRPA Rules of Procedure Section 2.16, currently allows Governing Board to conduct its regular meetings only when a quorum of members participate in-person and in one location with all locations accessible by the public, and with other restrictive requirements. Rules of Procedure Section 2.4.4.D allows the Governing Board to deviate from these requirements (with 5 affirmative votes from each state) effectively suspending the rule when circumstances warrant. TRPA staff therefore recommends that the Governing Board suspend the following rules in order to hold entirely virtual meetings consistent with public health directives.

Section 2.13.3 – requirement to have a quorum of participating Governing Board members physically present in one location in the Tahoe Basin.

Action: The suspension will allow virtual participation by members shall count towards all quorum requirements

Section 2.16.4 – requirement that all locations of Governing Board members participating remotely be open to the public.

Action: No remote location shall be open to the public. Instead the public shall be able to participate remotely via individual connection to the virtual meeting (assuming TRPA can hold a public meeting consistent with public health direction then in effect).

Section 2.16.5 – requirement that members of the public physically present in the Governing Board members' remote locations be allowed to present public comment.

Action: No remote physical location will be open to the public.

Section 2.16.6 – requirement that meeting materials be available to the public at locations where Governing Board members are participating remotely.

Action: All meeting materials will be available online from TRPA’s website ([www.trpa.org](http://www.trpa.org)) and staff presentations will be viewable and posted online.

TRPA staff also recommends that the Governing Board authorize the Executive Director to adjust these deviations and make any other further adjustments as necessary to promote public health and participation in consultation with the Governing Board Chair and the Agency’s legal counsel.

Required Motion:

In order to deviate from TRPA’s Rules of Procedure Section 2.16 to facilitate virtual Governing Board meetings, the Board must make the following motion, based on the staff report:

- 1) A motion to deviate from Rules of Procedure Section 2.16 as set forth in the staff report to facilitate virtual Governing Board meetings during the COVID-19 outbreak and authorizing the Executive Director in consultation with Governing Board Chair and the Agency’s legal counsel to adjust these deviations as necessary to promote public health and meeting participation.

In order for motion to pass, an affirmative vote of five Board members from each state is required.

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STAFF REPORT

Date: March 18, 2020

To: TRPA Governing Board

From: TRPA Staff

Subject: Update on the Main Street Management Plan and Other Components of the US 50/South Shore Community Revitalization Project

Summary and Staff Recommendation:

This staff report provides a brief update on the Main Street Management Plan and the South Shore Community Revitalization Project. This item is for informational purposes and no action is required.

Project Description/Background:

Prior to permit acknowledgement of Phase 1 of the South Shore Community Revitalization Project (SSCRP), the Main Street Management Plan (MSMP) must be developed and adopted by the TRPA Governing Board. The MSMP will provide a plan for the transition of the Main Street area after its conversion from a five lane US highway to a space which enhances the business environment, visitor experience and environmental sustainability. TRPA, as a partner agency and in coordination with the Tahoe Transportation District (TTD), is the lead in developing the MSMP. TTD is the lead in developing and completing three components of the MSMP and the remaining project conditions/components of the SSCR, as shown in the table below.

Project Condition/Component	Lead Entity
Main Street Management Plan must be approved by TRPA before proceeding with roadway realignment	TRPA
<ul style="list-style-type: none"> <li>Main Street Design and Wayfinding</li> </ul>	TRPA
<ul style="list-style-type: none"> <li>Main Street Management Plan Transit Circulator</li> </ul>	TTD
<ul style="list-style-type: none"> <li>Main Street Management Plan Property and Improvements Ownership, Management, and Funding</li> </ul>	TTD
<ul style="list-style-type: none"> <li>Parking Management</li> </ul>	TTD
Replacement Housing - 109 Transit Oriented Development (TOD) Residential Units (102 low income, 7 moderate income).	TTD
<ul style="list-style-type: none"> <li>76 units shall be constructed prior to displacement of any residents for any part of the SSCR.</li> <li>No less than 33 units shall be constructed before or concurrent with the roadway realignment.</li> </ul>	

Rocky Point Neighborhood Amenities Plan	TTD
US 50 Engineering and Construction Plans	TTD
Secure Project Funding	TTD

TRPA Status Report

- See the update on the Transit Circulator below.

TTD Status Report:

*Main Street Management Plan Transit Circulator*

- TTD and TRPA staff collaborated to prepare a recommendation to include in both the Main Street Management Plan and as a condition of approval for the South Tahoe Events Center project. It is consistent with the draft Regional Transportation Plan concepts for this area and includes both fixed route transit service along what will be the “Main Street” (a.k.a., the former US 50) and on-demand micro-transit service to the area including and surrounding the South Shore Community Revitalization Project and Main Street Management Plan. That plan will be included as part of the final version of the Main Street Management Plan.

*Main Street Parking Management Plan*

- TTD held a day-long parking symposium in February to kick off the Parking Management Plan. The symposium focused on the basics of parking for stakeholders and interested parties from both the north and south shores. Julie Dixon of Dixon Consulting, the subcontractor assisting with the plan, began the morning with a “Parking 101” presentation where she explained the benefits of parking management systems and how to build one from the ground up. Next, Matt Eirman with the City of Sacramento presented lessons learned on tiered level parking, on-demand parking, special event parking, and how to partner with private parking operators to provide a seamless customer service experience. The afternoon session included a “Magic Wand Exercise” where attendees were asked to list one item they would change regarding parking in their area. With about fifty attendees, this grew into a broader conversation about transportation challenges in the basin, of which parking is one component. Popular wishlist items from attendees included better parking wayfinding and technology, on demand pricing, increasing or decreasing parking inventory, putting more resources into local and regional transit, transit intercept lots, and public/private partnerships to support transit. Dixon Consulting will use the comments received as a starting point for the Parking Management Plan.

*Replacement Housing*

- TTD and Pacific Development Group are making progress on the amendment to the Tourist Core Area Plan. The amendment incorporates three parcels adjacent to Ski Run Blvd and Pioneer Trail into the existing area plan and allows for a 17 unit increase in multi-family residential density, allowing approximately 77 multi-family units to be built. The City’s Planning Commission recommended approval of the amendment on February 20, 2020, the City Council approved the amendment on March 10, 2020, and the TRPA Advisory Planning Commission recommended approval on March 11. The City and TRPA staff will present the draft amendment for recommendation for approval to the TRPA’s Regional Plan Implementation Committee (RPIC) on March 25, 2020 and to the full Governing Board for approval on April 22, 2020.

Contact Information:

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STAFF REPORT

Date: March 18, 2020

To: TRPA Regional Plan Implementation Committee

From: TRPA Staff

Subject: VMT Threshold Update

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Summary and Staff Recommendation:

The approved Vehicle Miles Traveled (VMT) threshold update workplan is intended to update the standard established in 1982 for air quality concerns to reflect the salient concerns of today including regional mobility and greenhouse gas (GHG) emissions. The workplan is in its seventh month of implementation. Based on the experience to date and the application of the adaptive management process, staff seeks direction to propose updating the VMT threshold standard from a target based on air quality to a target that addresses concerns related to mobility, mobile source GHG emissions, and other identified concerns associated with vehicle travel.

Required Motion:

In order to recommend approval of the requested action, the Regional Plan Implementation Committee should make the following motion based on the staff summary:

- 1) A motion to direct staff to revise the VMT threshold update workplan, to propose updating the VMT threshold standard from a target based on air quality to a threshold that address concerns related to mobility, mobile source GHG emissions, and other identified concerns associated with vehicle travel (e.g., the promotion of compact development in town centers, reduced reliance on the private automobile, etc.), thus defining the level of regional VMT and VMT reductions that TRPA is then committed to managing and planning for at both the regional and project level.

Background:

The current VMT threshold standard established a goal of reducing NO<sub>x</sub> emission by 10% from 1981 levels, as measured by VMT. It was established in 1982 to improve water quality by reducing nitrogen deposition from in-basin mobile sources (e.g., emissions from cars and trucks). Nitrogen emissions from mobile sources in the Region have declined more than 66% since the standard was adopted, far in exceedance of the goal for that standard. Regional NO<sub>x</sub> emissions have been steadily decreasing since 1989 and reductions far exceed the 10% reduction initially envisioned by the standard.

The RPIC directed staff to update the VMT threshold standard to reflect current concerns. Given that NO<sub>x</sub> emissions were no longer the motivating concern, the update process began with the identification of two focus areas around which to orient the workplan; 1) promoting regional mobility and providing options to automobile travel, and 2) reducing mobile source greenhouse gas emissions. Achieving those

goals requires updating and aligning the complementary implementing mechanisms in the Regional Plan and Regional Transportation Plan (RTP).

California Senate Bill 743 modified CEQA requirements replacing project impact on Level of Service (LOS) with project impact on VMT as the core component of the analysis. The shift is consistent with a larger shift away from LOS. To implement best practices in transportation and regional planning and ensure regional alignment of project analysis requirements, staff is working on a project level VMT analysis tool with jurisdictions on the California side of the basin. While state policy has only recently started to focus on VMT, TRPA has focused on VMT reduction for more than forty years. The Regional Plan and Regional Transportation Plan work in concert to promote walkable, bikeable, and transit friendly communities that reduce VMT.

At the December RPIC meeting, staff presented a high-level overview of that system and reaffirmed the agency's commitment to managing VMT. To achieve the goals of the Regional Plan and ensure alignment with State policy, staff stated that VMT will continue to play a central role in project evaluation as an action-forcing mechanism to encourage better project design. The ongoing work and commitment to integrate VMT at the project level is complemented by the significant investments currently being made to update TRPA's regional travel demand model. That work will enable more accurate estimation and forecasting of regional VMT.

The additional investments in the travel demand model and the use of VMT as the primary metric for project evaluation have led staff to recommend a proposal to use VMT to establish a new threshold for reducing both the dependence on the automobile and mobile source GHG. The proposal would update the existing VMT threshold from one rooted in concerns over NOx emissions that have already been achieved, to one that reflects our communities' shared aspirations for its transportation system and development pattern. Upon completion of the TRPA model update and verification that the model is appropriately sensitive to VMT effects, TRPA can forecast the anticipated level of VMT growth associated with planned development as set forth in the Regional Plan and Regional Transportation Plan and can determine whether that level of VMT is appropriate given the revised VMT threshold and the various concerns related to vehicle use in the basin. The VMT threshold would inform further regional planning processes as well as project-level standards for VMT reductions necessary to achieve the regional threshold.

If the RPIC recommends moving forward with the proposed workplan modifications, staff will revise the workplan accordingly and bring the revised workplan back to RPIC. Staff will provide RPIC with an update on the project analysis framework work currently underway with partner jurisdictions on the California side of the Region at its April meeting. The update of the project level analysis framework will ground discussion of future goals in a common set of expectations of both the impacts and contributions of individual projects to regional mobility goals.

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