

STAFF REPORT

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

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 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:

William Yeates, Chair
Tahoe Metropolitan Planning Organization
Governing Board

Attachment B

TMPO 2021 ATP Guidelines

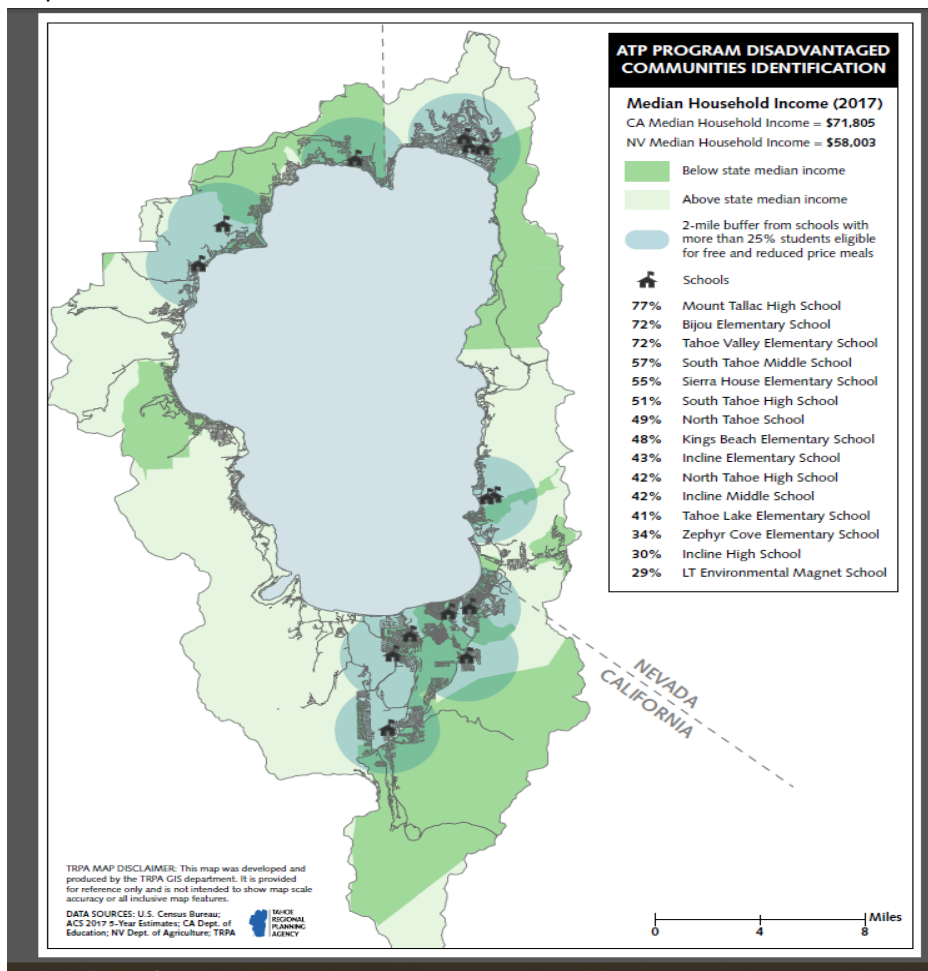
Tahoe Metropolitan Planning Organization 2021 Active Transportation Program Guidelines

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:

ATP MPO Schedule	Date
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):

Work plan and Timeline. 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).	25 points
Demonstrated Need. 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.	20 points
Project Performance Assessment. 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.	30 points
Potential for project success. Applicant’s ability to carry out project based on: <ul style="list-style-type: none"> ▪ Readiness of Project ▪ Reasonable work-plan ▪ Coordination with public ▪ Project leadership and council/board endorsement ▪ Available funding to complete and maintain the project 	20 points
Matching funds. 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.	5 points
TOTAL POINTS	100 points