



TO: WCCTAC-TAC

DATE: April 12, 2011

FR: Christina Atienza, Executive Director *cma*

RE: Proposed Guidelines for Measure J Transportation for Livable Communities (TLC) & Pedestrian, Bicycle, and Trail Facilities (PBTF) Programs

CCTA has released for comment by the Regional Transportation Planning Committees (RTPCs) the draft guidelines for the upcoming calls for projects for the subject programs. Staff has prepared a draft comment letter for the TAC's review. The comment letter will be presented to the WCCTAC Board for approval at their April 22 meeting.

- Attachment A contains relevant excerpts from the Measure J Expenditure Plan.
- Attachment B is the letter from CCTA regarding the release of the draft guidelines.
- Attachment C is the draft guidelines for the TLC program.
- Attachment D is the draft guidelines for the PBTF program.
- Attachment E is staff's draft comment letter.

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ATTACHMENT A

Relevant Excerpts from Measure J Expenditure Plan

12 Transportation for Livable Communities Project Grants.....5% (\$100 million)

The CC-TLC Program is intended to support local efforts to achieve more compact, mixed-use development, and development that is pedestrian-friendly or linked into the overall transit system. The program will fund specific transportation projects that: (a) facilitate, support and/or catalyze developments, especially affordable housing, transit-oriented or mixed-use development, or (b) encourage the use of alternatives to the single occupant vehicle and promote walking, bicycling and/or transit usage. Typical investments include pedestrian, bicycle, and streetscape facilities, traffic calming and transit access improvements. Both planning grants and specific transportation capital projects may receive funding under this program.

Jurisdictions will be eligible for projects that meet the eligibility criteria only if they are in compliance with the GMP at the time a grant is approved for funding allocation by the Authority. Eligible projects will be recommended to the Authority by each subregion based on a three- or five-year funding cycle, at the option of the RTPCs. Subregional programming targets will be based on the relative population share of each in 2009, and adjusted every five years thereafter. Criteria are to include flexibility so that urban, suburban and rural communities can be eligible.

13 Pedestrian, Bicycle and Trail Facilities.....1.5% (\$30 million)

Pedestrian, bicycle, and trail facilities, including regional trails are an important component of the regional transportation system. Two-thirds of the funds are to complete projects in the Countywide Bicycle and Pedestrian Plan. Consistent with the Bicycle Plan and the importance of bicycle and pedestrian facilities, other potential funding categories in this Plan for pedestrian/bicycle/trail facilities include: (a) Major Streets: Traffic Flow, Safety, and Capacity Improvements; (b) Safe Transportation for Children; (c) Local Streets and Road Maintenance; and (d) the Transportation for Livable Communities project grants. Moreover, where it is appropriate, routine accommodation for pedestrians and bicyclists should be incorporated in construction projects funded from these other categories.

One third of the funds are to be allocated to the East Bay Regional Park District (EBRPD) for the development and rehabilitation of paved regional trails. EBRPD is to spend its allocation equally in each subregion, subject to the review and approval of the applicable subregional committee, prior to funding allocation by the Authority. The Authority in conjunction with EBRPD will develop a maintenance-of-effort requirement for funds under this category.

25b Additional Funding for Livable Communities (CC-TLC).....0.4% (\$8 million)

This program will provide additional funding for West County to supplement the overall Transportation for Livable Communities Program, with specific projects to be identified by WCCTAC. WCCTAC will propose programming specific projects through the Authority's Strategic Plan. Grants will be provided subject to compliance with the Authority's GMP.

26b Additional Pedestrian, Bicycle and Trail Facilities.....0.04% (\$0.8 million)

WCCTAC will propose programming these funds for additional trail/pedestrian/bicycle capital projects, and/or facility maintenance in West County.

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From: Randell H. Iwasaki, Executive Director**To:** Regional Transportation Planning Committees and Transit Operators**Re:** Release of Draft Guidelines for the Measure J TLC and PBTF Program

Measure J includes two programs — the Contra Costa Transportation for Livable Communities (CC-TLC) program and the Pedestrian, Bicycle and Trail Facilities (PBTF) program — and allocates 6.5 percent of the sales tax revenues received to them. (This share rises to 6.94 percent if the additional funds allocated specifically to West County for these two programs are included.) Working with an ad hoc group of staff for the CC-TLC program and the Countywide Bicycle and Pedestrian Advisory Committee for the PBTF program, staff has prepared draft guidelines and a process for allocating these revenues.

The Authority is releasing the draft guidelines for review and comment by the Regional Transportation Planning Committees (RTPCs), transit agencies and other agencies that could receive funding through these two programs. We would like your comments by April 22.

Randell H. Iwasaki,
Executive Director

Basics of the Programs

ELIGIBLE PROJECTS

The two programs would fund similar, but not identical, types of projects:

- The **CC-TLC program** will fund projects that would “encourage the use of alternatives to the single occupant vehicle such as: pedestrian, bicycle and streetscape facilities, traffic calming and transit access improvements.” These projects must either “(a) facilitate, support and/or catalyze developments, especially affordable housing, transit-oriented or mixed-use development, or (b) encourage the use of alternatives to the single occupant vehicle and promote walking, bicycling and/or transit usage.” Funds can be used for both planning and construction. The West County-specific funds must also be allocated consistent with this direction.
- The **PBTF program** will fund “construction of pedestrian and bicycle facilities including regional trails throughout Contra Costa.” Two-thirds of the funds are to complete projects in the Countywide Bicycle and Pedestrian Plan (CBPP) and the remaining third will be allocated to the EBRPD for developing or rehabilitating paved

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regional trails. The additional West County funds are not limited to projects in the CBPP and can be used for both construction and maintenance.

ELIGIBLE SPONSORS

The **CC-TLC program** explicitly limits eligible sponsors to:

1. Local jurisdictions that comply with the Measure J GMP “at the time a grant is approved by funding allocation by the Authority” and
2. Transit agencies

The proposed **PBTF program** guidelines limit sponsors to those public agencies that can fulfill the Authority’s guidelines for implementing Measure J projects.

ALLOCATION PROCESS

Both the CC-TLC or PBTF programs are “competitive”. That is, potential recipients of funding through must compete against other potential recipients for the limited amount of funding available. The two programs differ, however, in who recommends how the funding is allocated. In the **CC-TLC program**, however, sponsors will apply to the RTPCs who will have a share of available funding to allocate to projects within their subregion.¹ The **PBTF program**, however, is “countywide competitive” and sponsors will apply directly to the Authority for funding. The Authority will use its Countywide Bicycle and Pedestrian Advisory Committee to review applications and make the initial funding recommendations. Recommended allocations for both programs must be consistent with the adopted program guidelines.

The draft guidelines outline an application for each of the programs. The applications would cover four subjects:

1. **Basic project information** including project name, sponsor contacts, requested funding, and potential phasing.
2. **Project description** including a description of project components, the need for the project, and its location and context.
3. **The ability to meet program criteria** including the feasibility and readiness of the project.
4. **Cost estimates and schedule.**

¹ East County will have no CC-TLC funding to allocate, however, since that funding has been previously allocated to the eBART and Bailey Road transit access projects.

Projects for the **CC-TLC program** will be selected on how well they further the six goals of the program outlined in Measure J as well as the project's feasibility, consistency with local policies, and the extent of matching funds provided. Projects for the **PBTF program** will be selected on how well they meet the criteria established in the most recent CBPP.

The Authority would use the recommendations from the RTPCs and the CBPAC to create the CC-TLC and PBTF components of the Measure J Strategic Plan. These two documents will component will build on the revenue estimates and implementation policies included in the Measure J Strategic Plan and outline the amounts programmed to each selected project by fiscal year. An appendix to each component will include a fact sheet describing each project funded through the programs.

Available Funding

The following two tables outline the estimated funding available for fiscal years 2011 through 2015. This programming period is the same as will be used in the updated Measure J Strategic Plan.

Measure J Transportation for Livable Communities Program

Estimated Funding Available, FY 2011–2015

Total (Program 12) ¹	100%	\$14,353,445
less 1.5% administrative takedown	98.5%	\$14,138,144
Additional West County (Program 25b) ²	100%	\$1,403,325
less 1.5% administrative takedown	98.5%	\$1,382,275
Total Available Funding		\$15,520,419
<i>Subregional Shares (by 2009 population)</i>		
West ³	23.8%	\$6,034,626
Central	29.4%	\$5,741,600
East	27.6%	—
Southwest	19.1%	\$3,741,043

1 Excludes the East County share of CC-TLC funds are already allocated to the eBART and Bailey Road transit access projects

2 Excludes \$210,000 already allocated to the Central/Liberty streetscape improvements project

3 Includes funds from both Program 12 and Program 25b

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Measure J Pedestrian, Bicycle and Trail Facilities Program

Estimated Funding Available, FY 2011–2015

Total (Program 13)	100%	\$6,050,169
less 1.5% administrative takedown	98.50%	\$5,959,417
Additional West County (Program 26b)	100%	\$161,293
less 1.5% administrative takedown	98.50%	\$158,873
<i>Share of Pedestrian, Bicycle and Trail Facilities Program Funds</i>		
Countywide Competitive Share	67%	\$3,972,944
EBRPD Share	33%	\$1,986,472
Additional West County		\$158,873

Policy Questions

The Authority would particularly like to get RTPC and agency comments on several issues.

MINIMUM AND MAXIMUM REQUESTS

The guidelines establish minimum and maximum levels of funding that sponsors can request for both programs. These minimums and maximums are intended to provide a reasonable range of funding levels so that useful projects can be funded but not so broad a range that the administrative costs of a large number of projects do not overwhelm Authority staff resources.

LOCAL MATCH

The proposed guidelines for the CC-TLC program (but not the PBTF program) would require a local match for any Measure J funds received. Such a requirement will show the commitment of project sponsors to the project.

DISCRETIONARY SET ASIDE FOR PLANS AND DESIGN

The proposed guidelines would allow the RTPCs to carve out up to 25 percent of their share of CC-TLC funds exclusively for funding plans or preliminary engineering and design. (The guidelines, however, would allow RTPCs to allocate more than 25 percent of their share to plans and design, but not to set aside more than 25 percent *exclusively* for those purposes.)

FEASIBILITY

The Planning Committee was concerned that the feasibility criterion be as objective as possible. One suggestion, which is not in the guidelines as currently written, would be to require that any sponsor unable to complete the project for which Measure J funds were allocated return those funds for programming to other projects.

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MEASURE J TRANSPORTATION FOR LIVABLE COMMUNITIES (CC-TLC) PROGRAM

Program Guidelines

Identified policy questions are shown by the gray bar at the left of the text block

Background

The Measure J Transportation for Livable Communities (CC-TLC) program will fund plans and facilities that support walkable, mixed-use, transit-supportive communities or that encourage more walking, bicycling and transit use. Measure J allocates five percent of revenues received to program. (An additional 0.4 percent is set aside exclusively for eligible projects and sponsors in West County.)

CC-TLC GOALS

1. Help create walkable, pedestrian-friendly neighborhoods and business districts;
2. Promote innovative solutions, including compact building design and context-sensitive site planning that is integrated with the transportation system;
3. Help create walkable, pedestrian-friendly access linking housing and job centers to transit;
4. Help create affordable housing;
5. Encourage a mixture of land uses and support a community's development or redevelopment activities; and
6. Provide for a variety of transportation choices to enhance a community's mobility, identity, and quality of life.

What Projects and Sponsors Are Eligible?

The CC-TLC program will fund transportation improvements that either:

1. Facilitate, support or catalyze more compact, mixed-use development that includes affordable housing, and development that is pedestrian-friendly or integrated into transit networks, or
2. Encourage the use of alternatives to the single occupant vehicle and promote walking, bicycling and/or transit usage.

This type of development provides residents with a broad range of housing choices, easy access to public facilities, and alternatives to the use of the automobile for commuting, shopping or recreation.

The program will fund both plans and facilities.

ELIGIBLE PLANNING EFFORTS

The CC-TLC program can fund local planning efforts that are intended to lead to the development of compact, mixed-use, walkable and transit-supportive areas, especially those that include affordable housing. These efforts could include General Plan Amendments, Specific Plans and master plans consistent with the goals and objectives of the CC-TLC program.

ELIGIBLE PROJECTS

The following table lists projects that are eligible for CC-TLC funding. Additional improvements may be eligible but must help achieve the program's goals.

Bicycle improvements	<ul style="list-style-type: none">▪ Multi-purpose (Class I) trails, Class II bike lanes and Class III bike routes including bicycle boulevards▪ Class I overcrossings of roadways and waterways▪ Bicycle parking▪ Signage and wayfinding
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Pedestrian Improvements	<ul style="list-style-type: none">▪ New or upgraded sidewalks, crosswalks and pathways, including bulb-outs, mid-block crossings, and pedestrian refuges▪ Public plazas▪ Pedestrian-scaled wayfinding signage▪ Street furniture and landscaping that comfort and attractiveness of pedestrian facilities, including pedestrian-scale lighting, bus shelters, tree grates, bollards, benches and street trees
Transit Improvements	<ul style="list-style-type: none">▪ Bus stops and shelters▪ Improvements at transit stations that provide or improve pedestrian or bicycle access▪ Signage for wayfinding, schedules and route maps
Other Eligible Improvements	<p>Other transportation improvements that support and are necessary for the development of compact, mixed-use, walkable districts, including but not limited to:</p> <ul style="list-style-type: none">▪ Roadway improvements that enhance traffic flow consistent with creating areas that encourage walking, bicycling and transit use and locally adopted plans and policies▪ Traffic calming▪ Signals that better accommodate pedestrians and bicyclists, including bike and pedestrian detection loops

INELIGIBLE PROJECTS AND PLANS

Any project that does not help achieve the goals of the CC-TLC program would not be eligible for CC-TLC funding. Ineligible projects include:

- Roadway or other transportation improvements that do not support compact, mixed-use development and workforce housing
- Roadway or other transportation improvements that detract from the walkability of the surrounding area
- Operations, including transit operations and bike stations whether or not the hardware necessary for these operations is eligible for funding
- Incentive programs including transit subsidies

ELIGIBLE PHASES AND PROJECT COMPONENTS

The CC-TLC program may be used to fund any project phase or component allowed in Exhibit E, Eligible Cost Guidelines for Measure J Funded Projects, with the following restrictions:

Plans

Sponsors may request CC-TLC funds specifically for the preparation of General Plan Amendments, Specific Plans and other plans intended to create more compact, walkable and transit-supportive districts. These plans must include policies, guidelines or standards for the creation of connected pedestrian or bicycle networks that serve adjoining land uses and transit networks. The CC-TLC program can be used to fund environmental clearance for an eligible planning effort.

The minimum request for plans is \$75,000 and the maximum is \$200,000. A twenty percent match is required, which can be met, in whole or in part, with contributions of staff time provided by the sponsor agency or agencies.

Preliminary Engineering and Design

Sponsors may request CC-TLC funds for the preliminary engineering and design phases of project development only and separate from project construction. CC-TLC funds may be used for all phases of project design but design must be completed at least through the 60 percent design phase. Environmental clearance may be funded as part of these phases.

The minimum request for plans is \$75,000 and the maximum is \$200,000. A twenty percent match is required, which can be met, in whole or in part, with contributions of staff time provided by the sponsor agency or agencies.

Projects

Sponsors may request CC-TLC funds for the design, development and construction of eligible projects from preliminary engineering through construction, consistent with Authority policies.

The minimum request for projects is \$125,000 and the maximum will equal the amount available for allocation by the RTPC. A ten percent match is required, which can be met, in whole or in part, with contributions of staff time provided by the sponsor agency or agencies.

ELIGIBLE SPONSORS

Measure J limits CC-TLC funding to two recipients:

1. Local jurisdictions that are in compliance with the Measure J Growth Management Program (GMP) at the time the grant is approved by the Authority, and
2. Transit agencies

Other project sponsors would be eligible for CC-TLC funding only if they partnered with a local jurisdiction or transit agency.

Selecting Projects

RTPC ROLE

Measure J gives the RTPCs the responsibility for reviewing applications for CC-TLC funding against the criteria in the CC-TLC guidelines and recommending which of those proposals are to be funded. It also requires the RTPCs to recommend projects "based on a three- or five-year funding cycle." The intent of this restriction was to allow the RTPCs to reserve some of their share of the CC-TLC funds until the next programming period so that the RTPC can fund a larger project. Building on that intent, these guidelines allow the RTPCs to allocate all of the funds available for the programming period or to reserve the funding available in the final two years of the programming period to be allocated in the next update of the CC-TLC component.

An RTPC, at its discretion, may set aside a share of the CC-TLC funds allocated to its subregion exclusively for developing plans or preliminary engineering and design. This share may not exceed 25 percent of the total available in any one programming period for that RTPC. An RTPC may, however, recommend allocating more than 25 percent of the funds available during any programming period to fund plans or preliminary engineering and design.

CRITERIA

1. To what extent would the project meet the six goals of the TLC program?
2. Is the project feasible and ready to implement within the time frame proposed, that is, has the sponsor completed earlier project stages?
3. Is the project consistent with locally adopted policies?
4. Does the project leverage the requested CC-TLC funding, that is, to what extent will the sponsor commit other funds to implement the project beyond the minimum required

Scoring

The emphasis in the review and ranking is on how well the proposed projects would help realize the six goals of the CC-TLC program. Proposed projects that are part of an adopted plan or would fill in and connect to an established pedestrian, bicycle, or transit network shall be given greater weight in scoring.

APPLICATION

The application form for the CC-TLC program will ask applicants to provide the following information:

1. Project information (name of project, sponsor, contact information and a summary of the requested funding)
2. Project description, including location map and design
3. Ability to meet criteria
4. Proposed funding program, including other funding sources
5. Cost estimation by item

The details of the proposed application are outlined in Exhibit A.

Programming of CC-TLC Funds

The Authority will program the CC-TLC funds through the *Transportation for Livable Communities Component of the Measure J Strategic Plan*. The CC-TLC component will build on the revenue estimates and implementation policies included in the Measure J Strategic Plan. It will contain:

1. **Introduction** describing the purpose and contents of the plan
2. **The CC-TLC Program** describing what Measure J says and providing an overview of how the program is defined in Measure J and the kinds of projects that it would fund
3. **Goals and Policies:**
 - a. Goals and policies from Measure J Strategic Plan that would affect the allocation of CC-TLC funds
 - b. Goals and policies that would apply specifically to the CC-TLC, including the criteria used to select projects and project development requirements
4. **Funding:** Estimated amount of CC-TLC funding available during the allocation period based on adopted estimates from the Measure J Strategic Plan.
5. **Programming of Funds:** Matrix of projects recommending for funding through the CC-TLC program and funding allocated by fiscal year. The CC-TLC component will track the shares of these funds that are allocated among the four subregions, consistent with the requirements of Measure J.

6. **Project Fact Sheets:** Descriptions of each plan or project to be funded through the CC-TLC program comparable to the project fact sheets in the Measure J Strategic Plan.

PROGRAMMING PERIOD AND UPDATE SCHEDULE

Programming Period and Update Schedule

The CC-TLC component will use the same programming period used in the Measure J Strategic Plan. This period corresponds to the five-year programming period for CC-TLC set in Measure J. A RTPC may choose to hold up to two years of its share of CC-TLC funds in reserve to be programmed in subsequent updates of the CC-TLC component. This is consistent with the Measure J provision that allows each RTPC the option of setting a three-year allocation of its share of these funds.

The Authority will update the CC-TLC component as part of or as soon as possible after the updating of the funding estimates in the Measure J Strategic Plan or every two years, whichever is greater.

Exhibit A

Application Outline

Measure J Transportation for Livable Communities (CC-TLC) Program Funds

1. PROJECT INFORMATION

- a. Project Name
- b. Project Location
- c. Sponsor
- d. Implementing agency (if different than sponsor)
- e. Partner agencies (only if they would play a substantial role in implementing the proposed project)
- f. Contact for project
- g. Funding
 - i. Total project cost
 - ii. Committed funding
 - iii. Requested CC-TLC funds
 - iv. Unfunded balance
- h. Potential phasing (the applicant will be asked to identify project components that could be eliminated if insufficient funding is available to fund the full project)

2. PROJECT DESCRIPTION

- a. Short Description
- b. Long Description, including purpose and issues addressed
- c. Attachments (location map, design)
- d. Maintenance and Operation: describe the agencies responsible for operating and maintaining the facility and resources to be assigned for that purpose

3. ABILITY TO MEET CRITERIA

- a. **Achievement of CC-TLC Goals:** Describe how well the proposed project achieves the six goals of the CC_TLC program

- i. Help create walkable, pedestrian-friendly neighborhoods and business districts
 - ii. Promote innovative solutions, including compact building design and context-sensitive site planning that is integrated with the transportation system
 - iii. Help create walkable, pedestrian-friendly access linking housing and job centers to transit
 - iv. Help create affordable housing
 - v. Encourage a mixture of land uses and support a community's development or redevelopment activities
 - vi. Provide for a variety of transportation choices to enhance a community's mobility, identity, and quality of life
- b. **Feasibility:** describe where the sponsor is in the project development process — design, environmental clearance, right-of-way purchase, and PS&E — and any outstanding issues
 - c. **Local and policy support:** identify policies in local plans that support the projects, the integration of the project with other local efforts, and other support from the general public, the RTPCs and other relevant agencies
 - d. **Matching funds:** identify funds from other sources that are or would be committed to the project

4. COST ESTIMATES

- a. Proposed funding plan: fill in matrix of committed and requested **RBTF** *TLC* funding by phase and fiscal year
- b. Preliminary cost estimates: itemize costs of project components in the estimated project cost
- c. Proposed schedule: identify milestone dates for project development

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MEASURE J PEDESTRIAN, BICYCLE AND TRAIL FACILITIES (PBTF) PROGRAM

Program Guidelines

Identified policy questions are shown by the gray bar at the left of the text block

Background

Measure J sets aside 1.54 percent of sales tax revenues to fund the Pedestrian, Bicycle and Trail Facilities (PBTF) program. These revenues will fund the “construction of pedestrian and bicycle facilities including regional trails throughout Contra Costa.” The program has three components:

1. **Countywide Share:** One percent will go to “complete projects in the Countywide Bicycle and Pedestrian Plan” (CBPP)
2. **EBRPD Share:** One-half percent will go the East Bay Regional Park District (EBRPD) for the “development and rehabilitation of paved regional trails”
3. **West County Share:** The remaining 0.04 percent will go exclusively for “additional trail/pedestrian/bicycle capital projects, and/or facility maintenance in West County”

The selection of projects to be funded will differ among the three programs but the allocation of funding to those projects for all three will be outlined in the Pedestrian, Bicycle and Trail Facilities component of the Measure J Strategic Plan.

Overall Policies

ELIGIBLE SPONSORS

Public agencies that are able to carry out eligible projects including their design, the purchase of right-of-way, requesting bids and constructing the project consistent with the

Authority's policies including Resolution 08-13, *Implementation of Measure J Projects Policy* are eligible to receive PBTF funds

ELIGIBLE PROJECTS

Measure J restricts use of PBTF funds to pedestrian and bicycle facilities, including regional trails, either their construction or their maintenance, although maintenance may not be funded with the Countywide Share.

Countywide Share

ELIGIBLE SPONSORS

Any sponsor that can complete a project identified in the Countywide Bicycle and Pedestrian Plan and is eligible to receive Measure J funds can apply for and receive funding through the Countywide Share portion of the PBTF program.

ELIGIBLE PROJECTS

The countywide share of PBTF funds may be used to fund *facilities* that support and encourage walking or bicycling and that identified in the *Countywide Bicycle and Pedestrian Plan*.

Countywide share funds can only be used to fund the bicycle or pedestrian portion of a roadway improvement primarily design for vehicular movement and only if the bicycle and pedestrian improvements go beyond normal accommodation. This approach is consistent with Measure J which states that "where it is appropriate, routine accommodation for pedestrians and bicyclists should be incorporated in construction projects funded from...other categories."

What Projects are in the CBPP?

To be considered "in the *Countywide Bicycle and Pedestrian Plan*", a proposed project must be:

- Specifically listed in Appendix E, Local Bicycle and Pedestrian Projects, of the most recent CBPP as a bicycle, pedestrian or TLC project
- A bicycle project identified in Appendix D, Local Bicycle Networks, of the most recent CBPP as either an existing or proposed bicycle facility; while completion of *proposed* facilities are generally a higher priority, improvements to *existing* facilities may also be funded if they would significantly improve the usefulness of a facility

- A pedestrian project located in a priority location — pedestrian-oriented districts, routes to transit, and routes to other key activity centers — as described in the most recent CBPP

Eligible Project Phases

PBTF funds may be used to fund all phases of a project, including design, right-of-way and construction.

Minimum and Maximum Requests

The **minimum request** of PBTF funds is \$100,000. Setting a minimum request will help limiting the cost of project oversight. This amount is consistent with the minimum amounts of bicycle and trail projects funded through Measure C.

To meet the minimum request, project sponsors combine similar projects at different locations within the jurisdiction of the sponsor into a single application. That is, the components of a project need not be contiguous but must be the same type of improvement.

The **maximum request** is one-half of the available PBTF funds currently unprogrammed or \$2.5 million, whichever is greater, through the Strategic Plan.

INELIGIBLE PROJECTS

The PBTF program can fund only those projects that directly serve pedestrians and bicyclists; no other types of projects may be funded through this program. For example, while projects that making walking or bicycling to connect to transit safer and more convenient are eligible, projects that improve transit operations are not. Similarly, if the purpose of the project is primarily to improve vehicular movement, the project would not be eligible for PBTF funds. In addition, the PBTF program will not fund:

- Planning studies (for example, the development of pedestrian plans or alignment studies),
- Operations (for example, the operation of a bike stations) are eligible for these funds, or
- Maintenance of facilities.

East Bay Regional Park District Share

ELIGIBLE SPONSORS

Only the East Bay Regional Park District is eligible for this portion of the PBTF funds.

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ELIGIBLE PROJECTS

The funding available to the EBRPD through half-percent portion of the PBTF program must be spent on the improvement or maintenance of paved regional trails. Eligible projects could include improving and maintaining the trails themselves, trail crossings, lighting and signage.

MAINTENANCE OF EFFORT

[TBD]

FORMULA FOR DISTRIBUTING EBRPD FUNDS AMONG SUBREGIONS

Measure J requires that the half-percent EBRPD share of PBTF funds be spent “equally in each subregion”. The EBRPD shall use the formula used in Measure J to allocate funding to the four subregions — each subregion’s share of county population in the year 2020 — to determine subregional allocations. The EBRPD may adjust any of the subregional allocations by no more than five percent, subject to RTPC approval, to better match funding to the improvement or maintenance projects proposed. Any adjustments shall be considered in determining subregional allocations in each following PBTF component.

The subregional allocations shall be for the whole programming period, not for each programming year.

RTPC REVIEW AND APPROVAL

As part of the development and updating of the PBTF component to the Measure J Strategic Plan, the EBRPD shall develop a program of projects to develop or rehabilitate regional trails grouped by subregion. The EBRPD shall present this program of projects to each RTPC for its review. To be incorporated into the PBTF component, the projects proposed for a subregion must be approved by that subregion’s RTPC.

West County Share

The West Contra Costa Transportation Advisory Committee (WCCTAC) will recommend how the PBTF funds available through Program 26b, Additional Bicycle, Pedestrian and Trail Facilities. Recommendations will be based on the criteria established in the most recent CBPP.

ELIGIBLE SPONSORS

Only sponsors that can legally bid and construct or maintain pedestrian, bicycle or trail facilities in West County are eligible for this portion of the PBTF funds.

ELIGIBLE PROJECTS

The 0.04 percent of Measure J funds available to West County may be allocated both to construct and maintain bicycle or pedestrian facilities and to maintain those types of facilities.

INELIGIBLE PROJECTS

The PBTF program can fund only those projects that directly serve pedestrians and bicyclists; no other types of projects may be funded through this program. For example, while projects that making walking or bicycling to connect to transit safer and more convenient are eligible, projects that improve transit operations are not. Similarly, if the purpose of the project is primarily to improve vehicular movement, the project would not be eligible for PBTF funds.

Project Selection

APPLICATION FOR PBTF FUNDING

Sponsors of projects asking for PBTF program funds must complete an application that provides detailed information on the project, including contacts, project description, cost estimates and funding plan, and an assessment of how well that project meets the criteria for selection.

The outline for the PBTF funding application is included as Exhibit A.

CRITERIA FOR SELECTING PROJECTS

The Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) will review and rank project applications using the criteria established in the most recently adopted CBPP. The CBPAC and Authority may refine and clarify the criteria, including adjusting the weight of each criterion in the review process, as part of the preparation of each call for projects for the PBTF program funds. The criteria are included in Exhibit B, attached.

Programming of PBTF Funds

The Authority will program the PBTF funds through the *Pedestrian, Bicycle and Trail Facilities Component of the Measure J Strategic Plan*. The PBTF component will build on the revenue estimates and implementation policies included in the Measure J Strategic Plan as well as the policies in the most recent CBPP. It will contain:

1. **Introduction** describing the purpose and contents of the plan

2. **The PBTF Program** describing what Measure J says and providing an overview of how the program is defined in Measure J and the kinds of projects that it would fund
3. **Goals and Policies:**
 - a. Goals and policies from Measure J Strategic Plan that would affect the allocation of PBTF funds
 - b. Goals and policies that would apply specifically to the PBTF, including the criteria used to select projects and project development requirements
4. **Funding:** Estimated amount of PBTF funding available during the allocation period based on adopted estimates from the Measure J Strategic Plan.
5. **Programming of Funds:** Matrix of projects recommending for funding through the PBTF program and funding allocated by fiscal year. The PBTF component will track the EBRPD share to ensure that these funds are allocated equally among the four subregions, consistent with the requirements of Measure J.
6. **Project Fact Sheets:** Descriptions of each plan or project to be funded through the PBTF program comparable to the project fact sheets in the Measure J Strategic Plan

PROGRAMMING PERIOD AND UPDATE SCHEDULE

Programming Period

The PBTF funds will use the same programming period used in the Measure J Strategic Plan.

Update Schedule

The Authority will update the PBTF component as part of or following the updating of the funding estimates in the Measure J Strategic Plan or at least every two years, whichever is greater. It is also the Authority's intent to release the PBTF call for projects as part of or immediately following an update of the projects or policies of the CBPP.

Project Development

Project sponsors must comply with all Authority requirements for implementation of projects funded through Measure J, including the requirements of Resolution 08-13-P, Implementation of Measure J Projects Policy.

Exhibit A

Application Outline

Measure J Pedestrian, Bicycle and Trail Facilities (PBTF) Program Funds

1. PROJECT INFORMATION

- a. Project Name
- b. Project Location
- c. Sponsor
- d. Implementing agency (if different than sponsor)
- e. Partner agencies (only if they would play a substantial role in implementing the proposed project)
- f. Contact for project
- g. Funding
 - i. Total project cost
 - ii. Committed funding
 - iii. Requested PBTF funds
 - iv. Unfunded balance
- h. Potential phasing (the applicant will be asked to identify project components that could be eliminated if insufficient funding is available to fund the full project)

2. PROJECT DESCRIPTION

- a. Short Description
- b. Long Description, including purpose and issues addressed
- c. Attachments (location map, design, existing and planned bicycle or pedestrian facilities within the project area, and nearby destinations that would generate or attract walking or bicycling trips)
- d. Maintenance and Operation: describe the agencies responsible for operating and maintaining the facility and resources to be assigned for that purpose

3. ABILITY TO MEET CRITERIA

Criteria used will be those outlined in the most recent CBPP.

4. COST ESTIMATES

- a. Proposed funding plan: fill in matrix of committed and requested PBTF funding by phase and fiscal year
- b. Preliminary cost estimates: itemize costs of project components in the estimated project cost
- c. Proposed schedule: identify milestone dates for project development

Exhibit A

Criteria for Project Selection

10 February 2011

Criteria	To what extent would the project...	Points
Safety	Address a documented or commonly recognized safety deficiency, especially conflicts with motor vehicles	15
Range and number of users	Serve a wide range of users — children, transit riders, bicycle commuters, shoppers — and increase the number of pedestrians and bicyclists within the project area	15
Countywide or regional significance	Implement a project in a pedestrian priority location, on the countywide bicycle network or on the regional bicycle network designated by MTC	15
Destinations served	Be located near a larger number of destinations within normal walking and bicycling distance (one-half to three miles, respectively) of the project	15
Latent demand	Be more likely to generate walking and bicycling trips given other characteristics of the project area — e.g., greater population and employment density, mix of land uses, percentage of zero-vehicle households and relative lack of car parking	8
Improved connectivity	Eliminate gaps in existing pedestrian or bicycle facilities that the project, remove barriers to access that the project, and increase the directness or capacity of the bicycle/pedestrian network (including alternatives to trails that are closed overnight), especially where they facilitate connections to work, school or transit	8
Feasibility	Be able to complete the project development process — design, environmental clearance, right-of-way purchase, and PS&E — and resolve any outstanding issues	8
Local and policy support	Implement policies in local plans, integrate with other local efforts, and have support from the general public, the RTPCs and other relevant agencies	8
Matching funds	Leverage funds from other sources that are or would be committed to the project	8

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El Cerrito

April 22, 2011

Via Electronic Mail

Hercules

Randell H. Iwasaki
Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek CA 94597

Pinole

RE: Comments on Draft Guidelines for the Measure J TLC and PBTF Programs

Dear Randy:

Richmond

Thank you for the opportunity to review the guidelines for the Measure J Transportation for Livable Communities (TLC) and Pedestrian, Bicycle, and Trail Facilities (PBTF) Programs. WCCTAC's comments are as follows:

San Pablo

1. Please clarify the programming period and funding cycles, if those are proposed to be different, that will be covered by the calls for projects. The TLC Program refers to a three or five-year funding cycle, but the Measure J Strategic Plan covers a seven-year period. The available funding will cover which years of actual and projected revenues? If that is for the first five years of Measure J, then what is the proposal for the next two years of funding that will be covered in the Strategic Plan?

Contra Costa County

2. Please clarify the intent of combining the calls for projects for the two programs. If the due dates, evaluation periods, and approval dates are intended to be coincident, then perhaps there may be an opportunity to simplify the process for the applicants who intend to apply for both funding sources by providing the option of using a combined application. A combined application may also allow project sponsors to 'think bigger'.

AC Transit

3. We appreciate and support CCTA's efforts to exercise responsible stewardship of Measure J funds, but at the same time encourage you to weigh that against the very limited resources that the local agencies have for preparing project applications. On that basis, we encourage you to use as a gauge, for determining the level of information requested in the application, the amount of funds that a project sponsor could realistically obtain. In that context, we would expect the PBTF application to be significantly simpler than the TLC application.

BART

WestCAT

4. We recommend against setting a minimum request amount for both programs. While we support CCTA's objective of limiting administrative burdens, there may be meritorious projects that cost less than the proposed minimum amounts, and the latter consideration should be prioritized.

5. We recommend against setting a maximum request amount for both programs; rather, we recommend that project proposals exceeding a specific amount be encouraged to phase their project into smaller segments, by either specifying different amounts for the different stages of project development or smaller usable segments of a larger project. This would allow the evaluation committee to fund less than the requested amount in a manner that would still be useful to the project sponsor.
6. We recommend against requiring matching funds for both programs. As you know, the local agencies are experiencing extreme fiscal hardships at this time and will probably continue to do so for the period covered by this call for projects. This situation should not preclude their ability to move forward with meritorious projects and forestall the benefits that may be reaped from them. Rather than allowing local agency staff time to be used to fulfill a local match requirement, we recommend disallowing local agency staff time from being an eligible reimbursable expense – this would be a simpler way of ensuring commitment to the project.
7. For TLC, we recommend collapsing the last three project selection criteria into one Additional Justification criterion, which would provide the project sponsor an opportunity to address the three factors (feasibility, local and policy support, and matching funds) that are called out separately now and also others that may not have been anticipated.
8. For TLC, we recommend against a set-aside for planning and design proposals. If the Authority wishes to prioritize construction projects, it should specifically state that. If an RTPC plans to recommend a large proportion of its share of funds to planning and design proposals, then additional justification may be requested at that time.
9. Regarding the Planning Committee's concerns, we recommend that the Authority include for both programs an opportunity for the evaluation committee to seek additional information from the project sponsor, should questions arise regarding feasibility or local support, and a requirement for the evaluation committee, if it exercises this opportunity, to document their rationale and findings.

Please feel free to contact me if you have any questions regarding WCCTAC's comments.

Sincerely,



Christina M. Atienza
Executive Director