2009/2010 BICYCLE TRANSPORTATION ACCOUNT (BTA) CALL FOR PROJECTS

- Caltrans anticipates an appropriation of $7.2 million for the Bicycle Transportation Account (BTA).

- Cities and counties are eligible to apply for BTA funds.

- December 1, 2008 is the application due date.

- For more information on the BTA and eligible projects, visit: http://www.dot.ca.gov/hq/LocalPrograms/bta/btawebPage.htm

LOCAL AGENCY RESPONSIBILITIES

Due Date

- Local agency BTA application packages and Bicycle Transportation Plans (BTP) for the 2009/10 BTA cycle are due to District Local Assistance offices Monday, December 1, 2008.

Application package

- The 2009/10 BTA application form is available on the Division of Local Assistance website at; http://www.dot.ca.gov/hq/LocalPrograms/bta/btawebPage.htm

- The completed BTA application form should be concise and limited to 4 pages. An authorized representative of the applicant agency must sign the application.

- The BTA application package must include the following attachments in addition to the 4-page application form:

    1. Project Vicinity Map and Cross Section
        - The project vicinity map should detail the project location, length, limits, and land uses/activity centers served by the proposed project.
        - If the proposed project is an on-street project, include cross-sections showing the roadway prior to and after project implementation.
        - If the proposed project is an off-street project, include a cross section.

    2. Resolution
        - A resolution adopted by the local agency's council or local governing board committing to the minimum required 10 percent local match.

    3. California Environmental Quality Act (CEQA).
        - Documentation of approved environmental clearance as required under the California Environmental Quality Act (CEQA).
        - A 'Notice of Exemption' or 'Notice of Determination' usually satisfies the requirement. A letter from the local agency, signed and dated on agency

letterhead, making the appropriate environmental determination by noting the CEQA provision specific to the project will also suffice.

4. Bicycle Transportation Plan (BTP)
    - Include a copy of the BTP page where the proposed project is listed.

- Additional support items such as letters, brochures, news clippings, and other project related items may be submitted.

- Staple the 4-page application form together with the project vicinity map, cross sections (if applicable), resolution and documentation of environmental clearance (CEQA). Fasten any additional support items with a removable binder clip.
  Submit one original signed application package and one copy to your District Local Assistance Engineer (DLAE).

Bicycle Transportation Plan (BTP)

- To be eligible for BTA funds, local agencies must prepare and adopt a BTP that complies with Streets and Highways Code, Section 891.2, items a. - k. The plan must be reviewed and approved by the local agency's regional transportation planning agency (RTPA).

- Local Agencies applying for 2009/10 BTA funds must have a BTP adopted between January 1, 2004 and December 31, 2008.

- Local agencies submitting a new or updated BTP with an application must include the following: (1) a copy of the BTP, (2) a resolution adopting the BTP, and (3) a letter approving the plan from the local agency's RTPA.

- **Projects not identified in the local agency's BTP will not be eligible for BTA funds.**

Funding

- For fiscal year 2009/10, Caltrans anticipates an appropriation of $7.2 million for projects that improve safety and convenience for bicycle commuters.

- No applicant shall receive more than 25 percent of the total amount transferred to the BTA in a single fiscal year; therefore, the maximum amount an applicant may receive is $1,800,000.

- BTA funds pay a maximum of 90 percent of the total cost of an eligible project. Local agencies must provide a minimum of 10 percent of the total project cost from sources other than the BTA.

- A city or county may apply for funds on behalf of another local agency that is not a city or county. The city or county assumes responsibility for the BTA application and the proper use and expenditure of BTA funds.

- **Cities and counties with BTA projects subject to the provisions of a Cooperative Work agreement (CWA) will not be eligible to compete for BTA funds until the**

CWA project is complete and closed out.

Contact

- Local agency questions should be directed to the Caltrans District Local Assistance Engineer (DLAE). The following website link provides contact information for the DLAE in your area. http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm

DLAE RESPONSIBILITIES

By Monday, January 9, 2009 please provide the following to the HQ Bicycle Facilities Unit:

- The original signed application package
  (Note: Retain the second application package for your BTA project file.)

- Adopted Bicycle Transportation Plans (BTP) submitted by local agencies
  (Note: If the local agency is submitting a new or updated bike plan the package must include: (1) a resolution adopting the plan and (2) a letter approving the plan from the applicant's RTPA.)

- The completed "2009/10 BTA District Evaluation Form" (attached) for each project.

- The ranked list of all projects submitted to the district.

- Please ensure each local agency BTA application package:

  1. Includes a signed and dated application form that is filled-out completely and in keeping with the original 4-page format.
  2. Includes a vicinity map and cross section (if applicable) illustrating the proposed project.
  3. Includes an adopted resolution committing the local agency to the minimum required 10 percent local match.
  4. Includes documentation of CEQA clearance.
     (Note: A 'Notice of Exemption' or 'Notice of Determination' usually satisfies this requirement. A letter from the local agency, signed and dated on agency letterhead and making the appropriate environmental determination by noting the CEQA provision specific to the project will also suffice.)
  5. Includes a copy of the page that discusses or lists the proposed project in the local agency's BTP.

DLAE questions should be directed to David Priebe by phone at (916) 653-0036 or email at david.priebe@dot.ca.gov. The DLAE may also contact Ken McGuire by phone at (916) 653-2750 or e-mail at Ken.McGuire@dot.ca.gov.