

This message transmits the schedule for the 2008/09 Bicycle Transportation Account (BTA) cycle.

- Please share the information with your District BTA coordinator.
- Please provide a copy of the following 2008/09 BTA highlights, Internet address (<http://www.dot.ca.gov/hq/LocalPrograms/bta/PDFs/Chapter%2021.pdf>) for the Local Assistance Program Guidelines, Chapter 21, Bicycle Transportation Account, and the attached letter regarding delivery of Bicycle Transportation Account projects to cities and counties in your district by Friday, September 21, 2007.

### **2008/09 BTA Highlights**

#### **Local Agency Responsibilities**

##### Due Date:

- Local agency BTA application packages and Bicycle Transportation Plans (BTP) for the 2008/09 BTA cycle are due to District Local Assistance offices Monday, December 3, 2007.

##### Application package:

- The 2008/09 BTA application form is available on the Division of Local Assistance website at:  
<http://www.dot.ca.gov/hq/LocalPrograms/bta/btaweb%20page.htm>
- The completed BTA application form should be concise and limited to 4-pages.
- The BTA application package must include the following attachments in addition to the 4-page application form:
  1. A project vicinity map detailing the project location, length, limit, 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. A resolution adopted by the local agency's council or local governing board committing to the minimum required 10 percent local match.
  3. Documentation of approved environmental clearance as required under the California Environmental Quality Act (CEQA).
- Additional support items such as letters, brochures, news clippings, and other project related items may be submitted.
- An authorized representative of the applicant agency must sign the application.

- 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). The following website link provides contact information for the DLAE in your area.  
<http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

### **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 2008/09 BTA funds must have a BTP adopted January 1, 2003 or later.
- **Projects not identified in the local agency's BTP will not be eligible for BTA funds.**

### **Funding**

- For fiscal year 2008/09 the BTA will provide \$7.2 million to city and county agencies 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 respective 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**

- Please forward the original signed application package to the Bicycle Facilities Unit by Monday, January 7, 2008. Please retain the second application package for your BTA project file.
- Please forward all adopted BTPs submitted by local agencies to the Caltrans Bicycle Facilities Unit immediately upon receipt.  
*(Note: If the local agency is submitting a new or updated bike plan the package must include a resolution adopting the plan and a letter approving the plan from the applicant's RTPA.)*
- The BFU will assign weights of 40% and 60% respectfully to the District and BTA Evaluation Committee scores for BTA projects. Accordingly, each District Local Assistance office will play a vital role in selecting the highest priority projects. Please rate each application question by checking the appropriate box on the "2008/09 District BTA Evaluation Form" (attached).
- Please provide a ranked list of all projects submitted to the district.
- When submitting local agency BTA application packages to HQ ensure each one:
  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 detailed 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, making the appropriate environmental determination by noting the CEQA provision specific to the project will also suffice.)*

If you have questions please contact David Priebe by phone at (916) 653-0036 or email at David\_Priebe@dot.ca.gov. You may also contact Ken McGuire by phone at (916) 653-2750 or e-mail at Ken.McGuire@dot.ca.gov.

Thank you for your assistance.