

BICYCLE TRANSPORTATION ACCOUNT

CALL FOR PROJECTS FISCAL YEAR 2011-12

FUNDING

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

- No applicant shall receive more than 25 percent, \$1.8 million, of the total amount transferred to the BTA in a single fiscal year.
- 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.
- For more complete information see the BTA webpages at <http://www.dot.ca.gov/hq/LocalPrograms/bta/btawebPage.htm>

ELIGIBLE PROJECT SPONSORS

City or county agencies are eligible.

- A city or county may apply on behalf of another local agency. The city or county assumes responsibility for the BTA application and the proper use and expenditure of BTA funds.

ELIGIBILITY REQUIREMENTS

For more complete information on the BTA, Bicycle Transportation Plan (BTP) preparation and processing and eligible projects, please visit the appropriate links from the BTA webpage <http://www.dot.ca.gov/hq/LocalPrograms/bta/btawebPage.htm>

- **January 1, 2006 – March 31, 2011** – Date range for 2011-12 eligibility that local agencies must have adopted a BTP which complies with Streets and Highways Code (SHC) section 891.2 (a) through (k).
- Applicant projects must be specifically identified in the responsible agency's adopted BTP.
- **April 8, 2011** – An electronic copy of the BTP adoption resolution must be sent to Caltrans Bicycle Facilities Unit (BFU) ann_mahaney@dot.ca.gov
- **April 15, 2011** - The BTP must be reviewed and approved by the local agency's Regional Transportation Planning Agency (RTPA) or appropriate Metropolitan Planning Organization to ensure compliance with SHC Section 891.2 and the regional transportation plan (RTP).
- **April 30, 2011** - An electronic copy of the RTPA approval letter must be sent to Caltrans BFU ann_mahaney@dot.ca.gov
- **Cooperative Work Agreement (CWA)** - Applicants with BTAs open with CWAs are ineligible. Agencies requesting CWAs for the 08-09 cycle will be ineligible if projects are not completed by **April 1, 2011**.

AWARD RECIPIENT REQUIREMENTS

BTA funding may be subject to reallocation to another project if conditions agreed to in the Local Agency-State Agreement are not met. These conditions include, but are not limited to:

- Not awarding the construction contract within the first fiscal year that funds are allocated.
- Not submitting the first invoice within the first fiscal year of award and semi-annually thereafter.

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CONTACT

The Caltrans District Local Assistance Engineer (DLAE) - The following weblink provides contact information for the DLAE in your area:

<http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

Caltrans Bicycle Facility Unit: Ann Mahaney ann_mahaney@dot.ca.gov

APPLICANT RESPONSIBILITIES

The 2011-12 BTA application form is available on the Division of Local Assistance Bicycle Transportation Account website at:

<http://www.dot.ca.gov/hq/LocalPrograms/bta/btawebPage.htm>

To improve efficiency and accuracy, the application has been designed to allow the export of information to a database. The BTA application must be completed on a computer with Adobe Acrobat Reader 8.0, or later, installed on the computer used to complete the application. You may download the free software at <http://get.adobe.com/reader/>

APPLICATION INSTRUCTIONS

March 18, 2011 – Application Due Date - Applications received or postmarked after this date will not be considered.

- **The filled-in Adobe form (unprinted, unsigned) file(s) are due via email to Caltrans Headquarters Bicycle Facilities Unit ann_mahaney@dot.ca.gov**
- **The printed application package(s) due to Caltrans District Local Assistance Office**

Please follow the instructions. Do not alter the form. Contact the Bicycle Facilities Unit if you encounter technical difficulties with the application.

1. Save a copy of the application to the computer. Include the agency name in the file name.
2. Complete the application and save frequently while filling out the application.
3. Send only the live, filled-in application file (unprinted, unsigned) via email attachment to Caltrans Bicycle Facilities Unit: ann_mahaney@dot.ca.gov. This file will be used to export project data.
4. Print the application, sign, and add required attachments.
5. Digitally copy/scan the signed application and required attachments.
6. Save the digital copy/scan of the application package to a CD/DVD.
7. Send or deliver original, printed application package, one paper copy, and the CD/DVD to the Caltrans District Local Assistance Office. See <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm> for DLAE office locations.

APPLICATION REQUIREMENTS

In addition to following the instructions on the application the BTA application package must include the following:

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- Application completed and signed by an authorized representative of the responsible (implementing) local agency, along with a copy of the signed application.
- Project Vicinity Map
 - The project vicinity map should detail the project location, length, limits, and land uses and activity centers served by the proposed project.
 - Photograph of project area.
- Cross-section Drawing - Include cross-section drawings for bikeway projects showing the project area before and after project implementation.
- Engineer's Estimate
- Adopted Resolution for 10 Percent Minimum Match - A resolution adopted by the local agency's council or board committing to the minimum required 10 percent local match. Board/council agenda with item for adoption.
- California Environmental Quality Act (CEQA).
 - Documentation of compliance with the applicable provisions of the California Environmental Quality Act (CEQA) by the BTA application submittal date. The lead agency is responsible for preparing the required environmental documentation and submitting it with the application.
 - 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.
- Evidence of project in Bicycle Transportation Plan (BTP) - Include current BTP page(s) where the proposed project is listed.
- Relevant support items - Community support letters, brochures, news clippings, and other project related items may be submitted.

DISTRICT LOCAL ASSISTANCE ENGINEER RESPONSIBILITIES

- Verify responsible agency/applicant eligibility for current cycle BTA. Please use the checklist below.
 - Applicants with BTAs open with CWAs are ineligible. Agencies requesting CWAs for the 08-09 cycle will be ineligible if projects are not completed by **April 1, 2011**.

By April 25, 2011 DLAEs send the following to the HQ Bicycle Facilities Unit:

- One copy of each application package and applicant supplied CD/DVD.
- The completed 2011-12 BTA District Evaluation Form (**2011-12 District BTA Evaluation Form.pdf**) for each project.
- Ranking of all eligible projects submitted to the district identifying the District's choices for projects (**2011-2012_BTA_District Ranking Template.xls**).
- Incomplete applications are ineligible for BTA funding. Please ensure each BTA application package has met the eligibility requirements identified on the checklist before evaluating the application:

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Eligibility and Application Checklist

Responsible Agency _____

Applicant _____

Project Title _____

BTA Amount \$ _____ Total Project Cost \$ _____ District Rank/Score _____ / _____

Previous cycle application _____

Statewide Score/Rank _____ / _____

Agency Eligibility

- Application Submitted/postmarked by 3/18/2011
- CWA Open _____ Will agency submit final invoice by 4/1/2011 _____
- Was CWA requested for 08/09 BTA? _____
- Previous BTA Awards – Closed, Lapsed, or Open no CWA
 - o Final Invoice Dates, % of award reimbursed to date?
 1. _____
 2. _____
- BTP current? (BTP adopted between 1/1/2006 and 3/31/2011)
 - o Date _____
- BTP Approval letter from RTPA by 4/15/2011
 - o Date _____
- Project is in current BTP?
 - o Submit only page(s) listing project -- not pages with goals, policies, etc. page # _____
 - o Identify project – highlight or checkmark
- California Environmental Quality Act (CEQA) approved environmental clearance
 - o Notice of Exemption or Notice of Determination _____ Date _____
- OR
 - o A **letter** from the **local agency signed** and **dated** on **agency letterhead**, making the environmental determination **noting the CEQA provision** specific to the project.
- 10% Local Match Adoption Resolution by local agency's council or local governing board
 - o Date adopted or on Agenda _____

Application Complete

- Application and attachments supplied on CD/DVD
- Application is for 2011-12 cycle
- Applicant followed instructions - minimal attachments, questions answered in area provided
- Project Vicinity Map(s)
 - o project location – identified on map with scale, north arrow, title, date
 - o land uses/activity centers served by the proposed project identified
- Cross Section diagrams of actual project:
 - o On Street project – before and after cross sections
- OR
 - o Off Street – after cross section
- Before project photos
- Engineer's Estimate
- Signature by representative of responsible agency (city/county)
- Additional support items
- Fasten with clip – no binders or folders