

CHAPTER 21 BICYCLE TRANSPORTATION ACCOUNT (BTA)

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CHAPTER 21 BICYCLE TRANSPORTATION ACCOUNT

21.1 INTRODUCTION

The Bicycle Transportation Account (BTA) provides state funds for city and county projects that improve safety and convenience for bicycle commuters. The program is consistent with the Legislature's intent when it adopted the California Bicycle Transportation Act:

"...to establish a bicycle transportation system...designed and developed to achieve the functional commuting needs of the employee, student, business person, and shopper as the foremost consideration in route selection, to have the physical safety of the bicyclist and bicyclist's property as a major planning component, and to have the capacity to accommodate bicyclists of all ages and skills".

As used in this chapter, "bicycle commuter" means a person making a trip by bicycle primarily for transportation purposes, including, but not limited to: travel to work, school, shopping, or other destination that is a center of activity, and does not include a trip by bicycle primarily for physical exercise or recreation without such a destination.

The Bicycle Facilities Unit (BFU) in the Division of Local Assistance (DLA) administers the BTA.

21.2 APPLICANTS

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

To be eligible for BTA funds, a city or county must prepare and adopt a Bicycle Transportation Plan (BTP) that complies with Streets and Highways Code Section 891.2 and the following:

- The governing body of a city or county must adopt the BTP by resolution or certify that it is current and complies with Street and Highways Code Section 891.2.
- The city or county must submit the BTP to the appropriate Metropolitan Planning Organization (MPO) or Regional Transportation Planning Agency (RTPA) for review and approval for compliance with Streets and Highways Code Section 891.2 and the regional transportation plan (RTP).
- Following regional approval, the city or county must submit the BTP, the resolution adopting the BTP, and the letter of approval from the MPO/RTPA to the BFU for review and approval.
- BTP adoption establishes eligibility for five consecutive BTA funding cycles. Example: BTPs adopted in 2004 and submitted December 1, 2004; with an application for 2005/2006 BTA funding would establish eligibility for state fiscal years 2005/2006, 2006/2007, 2007/2008, 2008/2009, and 2009/2010. The state fiscal year begins on July 1 and ends on June 30 of the following year.

- Information described in Streets and Highways Code, Section 891.2 items (a) through (k) must be contained within the BTP.

Please see Exhibit 21-A, “Bicycle Transportation Plan and Bicycle Transportation Account Procedures” in this chapter for details on the BTP approval process.

21.3 PROJECT CATEGORIES

BTA projects are intended to improve safety and convenience for bicycle commuters, and can include, but are not limited to, any of the following:

- (a) New bikeways serving major transportation corridors
- (b) New bikeways removing travel barriers to potential bicycle commuters
- (c) Secure bicycle parking at employment centers, park-and-ride lots, rail and transit terminals, and ferry docks and landings
- (d) Bicycle-carrying facilities on public transit vehicles
- (e) Installation of traffic control devices to improve the safety and efficiency of bicycle travel
- (f) Elimination of hazardous conditions on existing bikeways
- (g) Planning
- (h) Improvement and maintenance of bikeways

Eligible project activities include:

- Project planning
- Preliminary engineering
- Final design
- Right of way acquisition
- Construction and/or rehabilitation

Cities and counties should submit applications only for those projects where right of way is free and clear of obstructions, encumbrances, disputes, and environmental hazards, and where cooperative agreements with organizations such as railroads, utility districts, flood control districts, coastal commissions, etc., have been executed.

BTA projects must be in 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, making the appropriate environmental determination, and submitting it with the application.

Please see Exhibit 21-B “Project Application Form” in this chapter for the BTA application form.

21.4 RATING FACTORS AND CRITERIA

Eligible BTA projects are those that serve the functional needs of bicycle commuters. Accordingly, the BTA Evaluation Committee evaluates applications as Excellent, Good, Fair, Poor, or Ineligible according to the following criteria:

How well has the applicant demonstrated that the project:

- 1) Will be used primarily by bicycle commuters?
- 2) Has the potential to increase bicycle commuting?
- 3) Is the best alternative for the situation?
- 4) Improves bikeways and/or amenities that support bicycle commuting e.g., bicycle parking, lockers, showers, lighting, call boxes, maps, and bicycle safety education programs.
- 5) Provides or improves bikeway continuity to activity centers such as public buildings, transit terminals, business districts, shopping centers, schools, etc.
- 6) Is consistent with the applicable BTP.

Other considerations used in evaluating BTA project applications include:

- 1) Citizen and community involvement
- 2) Cost of project and cost-effectiveness
- 3) Geographic distribution
- 4) Land use, population density, and settlement patterns.
- 5) Local - State match ratio
- 6) Prior funding and project implementation.
- 7) Project readiness.
- 8) Project type on-road (Class II & III Bikeways)/off-road (Class I Bikeways)/other
- 9) Projects initiating a community bikeway network
- 10) Transportation interface with other modes of transportation
- 11) Trip purpose work, school, shop, social/recreational, other
- 12) Urban/Rural balance

21.5 FUNDING CONSIDERATIONS

In the 2001/2002 through 2005/2006 fiscal years, \$7.2 million of BTA funds will be available annually. In the 2006/2007 fiscal year and beyond, \$5 million of BTA funds will be available annually.

The Department of Transportation (Caltrans) allocates and disburses monies from the BTA according to the following priorities:

- To Caltrans the amounts necessary to administer the program not to exceed one percent of the funds expended per year.
- To cities and counties - the remaining funds available in the account for bikeways and related facilities, planning, safety, and education.

The BTA is a reimbursement program. Funds are allocated to cities and counties on a matching basis that requires the applicant to furnish a minimum of 10 percent of the total project cost. The amounts allocated to each project phase and the ratio of local funds to BTA funds in the BTA application will determine the project reimbursement amounts. No applicant shall receive more than 25 percent of the total amount transferred to the BTA in a single fiscal year.

BTA funds may be used, where feasible, to apply for and match federal grants or loans. Federal and state grants or loans (from sources other than the BTA) may be used, where feasible, for the minimum required 10 percent local match.

BTA funds are appropriated each fiscal year in the state budget. Encumbrance of funds must occur within the fiscal year of appropriation. The funds are then available for expenditure during the succeeding two fiscal years. Final invoices must be submitted to the District Local Assistance Engineer (DLAE) by April 1 of the third fiscal year.

21.6 MILESTONES

Please see Exhibit 21-A “Bicycle Transportation Plan and Bicycle Transportation Account Procedures” for BTA milestones.

21.7 DESIGN STANDARDS

All bikeway projects shall be designed and constructed in accordance with the *Highway Design Manual, Chapter 1000 Bikeway Planning and Design*. Cities and counties are encouraged to address questions regarding compliance with Chapter 1000 to the DLAE, the non-motorized transportation design reviewer in the Sacramento Headquarters Division of Design, or the Bicycle Facilities Unit.

21.8 STATUS REPORTS

Caltrans may ask city and county agencies to provide an annual status report for BTA projects.

Please see Exhibit 21-E “Project Status Report” in this chapter for a suggested status report format.

21.9 SCHEDULE

Each year, the BFU sends a BTA project solicitation memo to the DLAE (see Exhibit 21-F “Caltrans District Local Assistance Offices” in this chapter). The memo includes information about the upcoming BTA cycle and requests that the DLAE forward the information to all cities and counties in their respective district. Applications from local agencies are typically due to the DLAE the first working day of December. The DLAE also receives and evaluates all BTA applications submitted by cities and counties in their district according to the evaluation criteria in Exhibit 21-C “District Bicycle Transportation Account Evaluation Form” in this chapter and forwards the applications and evaluations to the BFU typically by the first working day of January.

The BFU convenes the BTA Evaluation Committee to evaluate project applications for compliance with the California Bicycle Transportation Act and forwards the evaluations and a list of projects recommended for funding to Department management for review. Department management reviews the application evaluations and develops an approved list of funded projects.

For specific BTA processes, see Exhibit 21-A, “Bicycle Transportation Plan and Bicycle Transportation Account Procedures” in this chapter.

21.10 EVALUATIONS

To determine the cost-effectiveness of the BTA program, Caltrans requests that city and county agencies provide an evaluation of the effectiveness of completed BTA projects when requested by the BFU.

21.11 REFERENCES

- *Streets and Highways Code*, Section 890 - 894.2, Section 2106
http://www.leginfo.ca.gov/.html/shc_table_of_contents.html
- Caltrans *Highway Design Manual*, Chapter 1000
<http://www.dot.ca.gov/hq/opd/hdm/hdmtoc.ht>
- Chapter 834, Statutes of 2000 (SB 1772)
<http://www.leginfo.ca.gov/bilinfo.html>
- American Association of State Highway and Transportation Officials (AASHTO), *Guide for the Development of Bicycle Facilities 1999*.

Note: The AASHTO document is for reference only. All Bicycle Transportation Account projects must comply with the requirements set forth in the Streets and Highways Code and the bikeway design standards in the Caltrans Highway Design Manual, Chapter 1000.

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BICYCLE TRANSPORTATION PLAN AND BICYCLE TRANSPORTATION ACCOUNT PROCEDURES

BICYCLE TRANSPORTATION PLAN (BTP) PROCESS

Responsible Unit	Action
DISTRICT	1. Following receipt of BTA application solicitation package from Bicycle Facilities Unit (BFU) (See step 3 in BTA Process), notifies city and county agencies of the deadline for submittal of BTA applications and Bicycle Transportation Plans (BTPs) needing BFU approval.
LOCAL AGENCY	2. Prepares BTP. 3. The governing body of the city or county adopts BTP by resolution. 4. Submits BTP to appropriate Metropolitan Planning Organization (MPO) or Regional Transportation Planning Agency (RTPA) for review and approval that it complies with Streets and Highways Code Section 891.2 and the regional transportation plan (RTP). 5. Submits BTP, adopting resolution, and MPO/RTPA letter of approval to BFU by BTA application deadline.
BFU	6. Reviews BTP and approves or disapproves per Streets and Highways Code Section 891.2 (See Exhibit 21-D "Bicycle Transportation Plan Checklist"). 7. Logs BTP, adopting resolution, and MPO/RTPA approval letter in BTP database. 8. Notifies local agencies of the results of plan review.

BICYCLE TRANSPORTATION ACCOUNT (BTA) PROCESS

Responsible Unit	Action
BFU	1. Determines amount of BTA funds available for programming. 2. Develops annual BTA application solicitation package and forwards package to districts typically by late summer/early fall.
DISTRICT	3. Sends BTA application solicitation package to cities and counties.

Bicycle Transportation Plan and Bicycle Transportation Account Procedures

- LOCAL AGENCY 4. Completes BTA application and sends signed original and one copy to the District Local Assistance Engineer (DLAE) typically by the first working day of December. The Department encourages applicants to contact the DLAE to ensure that all submitted BTA applications and information have been received.
- DISTRICT 5. Ensures application completeness, evaluates BTA applications according to evaluation criteria in Exhibit 21-C, "District Bicycle Transportation Account Evaluation Form" and forwards signed original application and Exhibit 21-C to BFU typically by the first working day in January. DLAE retains one copy of the application and Exhibit 21-C for district file.
- BFU 6. Reviews all submittals to determine applicant eligibility and application completeness, logs into database. BFU staff may contact an applicant or DLAE for information needed to make an eligibility determination. If an applicant is determined to be ineligible or the application is incomplete, the application will be rejected without evaluation.
- BFU EVALUATION COMMITTEE 7. Reviews all eligible and complete applications under a competitive process for bicycle commuter value and compliance with the California Bicycle Transportation Act. Forwards evaluations and a list of projects recommended for funding to Department management for review.
- DEPARTMENT MANAGEMENT 8. Reviews the application evaluations and the list of projects recommended for funding and develops an approved list of projects to be funded.
- BFU 9. Provides results of selection process on the Division of Local Assistance website at:
<http://www.dot.ca.gov/hq/LocalPrograms/bta/btaweb%20page.htm>.
Assigns BTA identification numbers to selected projects.
10. Develops Local Agency-State Agreement for each selected project. The Local Agency-State Agreement addresses project scope, schedule, cost, and reimbursement ratio.
- ACCOUNTING 11. Certifies availability of BTA funds.
- BFU 12. Signs agreements and sends to local agencies for signature.

- LOCAL AGENCY 13. Signs agreement(s), develops any required resolutions, and sends original executed agreement(s) and resolutions to BFU. Begins work on the projects after execution of the agreement(s). Construction may be performed by contract or local agency in accordance with the laws applicable to the local agency.
- BFU 14. Retains a copy of executed agreements in BTA files and forwards originals to Accounting and a copy to the DLAE
- ACCOUNTING 15. Provides original executed agreements to Office of State Controller.
- LOCAL AGENCY 16. Develops plans, specifications and estimates, and certifies that project complies with standards in the *Highway Design Manual, Chapter 1000*. Sends copy to BFU and DLAE if requested.
17. Submits progress pay invoices with itemized expenditures to BFU (step 20). Progress pay invoices are subject to DLAE inspection and approval upon BFU request. Submits final invoice with itemized expenditures to DLAE (step 18) by April 1 of the year that the funds are scheduled to lapse. Invoices must be original, signed by the responsible person in the local agency, submitted on local agency letterhead with local agency's address, current date, and DLAE signature block addressed to the California Department of Transportation.
- DISTRICT 18. Inspects project for completion and conformance with the approved Local Agency-State Agreement and, if applicable, Chapter 1000 of the Highway Design Manual.
19. Accepts project, validates invoice with signature block or stamp, and submits to BFU recommending payment of funds to local agency,
- OR
- Rejects the project and notifies local agency. Coordinates final project inspection with local agency until project is accepted and notifies BFU.
- BFU 20. Reviews and approves submitted invoice and forwards it to Accounting with request for payment to local agency.
- ACCOUNTING 21. Requests payment to local agency from the Office of State Controller.
- CONTROLLER 22. Pays local agency.

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III. EVALUATION CRITERIA
(To be completed by applicant)

Eligible BTA projects are those that serve the functional needs of bicycle commuters. Accordingly, BTA project applications will be evaluated as Excellent, Good, Fair, Poor, or Ineligible according to the following criteria. In the space provided, describe how well the proposed project fulfills the following program criteria.

1. Will bicycle commuters be the primary users of the proposed project?

2. Does the proposed project have the potential to increase bicycle commuting?

3. Is the proposed project the best alternative for the situation?

4. Will the proposed project improve bikeways and/or amenities that support bicycle commuting e.g. bicycle parking, lockers, showers, lighting, call boxes, maps, and bicycle safety education programs?

5. Will the proposed project provide or improve bikeway continuity to activity centers such as public buildings, transit terminals, business districts, shopping centers, and schools, etc.?

IV. Project Budget

Funding	Engineering/Design	Right of Way	Construction	Total	Percent
BTA Funds					
Local Funds					
Other					
Total					

V. Project Screening Criteria

A. Local Match

- Will applicant provide the local share as indicated in the project budget table above?
(Note: *The minimum local share required is 10% of the total project cost.*) Y N
- What is the projected completion date of the proposed project? Month _____ Year _____

B. Bicycle Transportation Plan (BTP)

- Name of BTP applicant is using to establish eligibility for BTA funding?
_____ BTP Adopted Date: _____
- Name of Regional Transportation Planning Agency (RTPA)
_____ BTP Approval Date: _____
- Is the BTP approved by the BFU? Y N
- Is the applicant submitting a BTP for BFU approval? Y N
- Is the project consistent with the BTP? Y N
- BTP page number identifying the proposed project. Page No.: _____

C. Evidence of California Environmental Quality Act (CEQA) Compliance

BTA projects must be in 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, making the appropriate environmental determination, and submitting it with the application.

VI. Application Signature

An authorized representative of the applicant agency must sign the application. The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

Name Date

Title

Distribution: Local agency sends original and one copy to the DLAE. DLAE forwards original to BFU and retains copy for district file.

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DISTRICT BTA EVALUATION FORM

District: _____ Date: _____ Fiscal Year: _____

Local Agency: _____

County: _____

Project Title: _____

How well has the applicant demonstrated that the project:

1. Will be used primarily by bicycle commuters?

Excellent Good Fair Poor Ineligible

2. Has the potential to increase bicycle commuting?

Excellent Good Fair Poor Ineligible

3. Is the best alternative for the situation?

Excellent Good Fair Poor Ineligible

4. Will improve bikeways and/or amenities that support bicycle commuting e.g. bicycle parking, lockers, showers, lighting, call boxes, maps, and bicycle safety education programs?

Excellent Good Fair Poor Ineligible

5. Will provide or improve bikeway continuity to activity centers such as public buildings, transit terminals, business districts, shopping centers, schools, etc.?

Excellent Good Fair Poor Ineligible

COMMENTS:

Distribution: DLAE sends copy to HQ BFU together with the originally signed Project Application Form.

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Bicycle Transportation Plan Checklist

BTP TITLE: _____

LOCAL AGENCY: _____ ADOPTED : Yes__ No__ DATE_____

REGIONAL TRANSPORTATION PLANNING AGENCY: _____ APPROVED: Yes__ No__ DATE_____

Yes	No	Requirement	Page No	Comments
		(a) The estimated number of existing bicycle commuters in the plan area and the estimated increase in the number of bicycle commuters resulting from implementation of the plan.		
		(b) A map and description of existing and proposed land use and settlement patterns which shall include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, and major employment centers.		
		(c) A map and description of existing and proposed bikeways.		
		(d) A map and description of existing and proposed end-of-trip bicycle parking facilities. These shall include, but not be limited to, parking at schools, shopping centers, public buildings, and major employment centers.		
		(e) A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These shall include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.		
		(f) A map and description of existing and proposed facilities for changing and storing clothes and equipment. These shall include, but not be limited to, locker, restroom, and shower facilities near bicycle parking facilities.		
		(g) A description of bicycle safety and education programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the Vehicle Code pertaining to bicycle operation, and the resulting effect on accidents involving bicyclists.		
		(h) A description of the extent of citizen and community involvement in development of the plan, including, but not limited to, letters of support.		
		(i) A description of how the bicycle transportation plan has been coordinated and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, programs that provide incentives for bicycle commuting.		
		(j) A description of the projects proposed in the plan and a listing of their priorities for implementation.		
		(k) A description of past expenditures for bicycle facilities and future financial needs for projects that improve safety and convenience for bicycle commuters in the plan area.		

Distribution: Copy to DLAE and HQ BFU

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BICYCLE TRANSPORTATION ACCOUNT PROJECT STATUS REPORT

Date: _____

Agency: _____

BTA Number (from Local Agency-State Agreement): _____

Description of Project: _____

Original Projected Award Date: _____ Current Projected Award Date: _____

If "current" award date is not the same as "original" award date, explain reason for change:

Original Estimated Project Completion Date: _____ Current Estimated Project Completion Date: _____

If "current" completion date is not the same as "original" completion date, explain reason for change:

Original Cost Estimate: _____ Cost Estimate as of this Report: _____

Reason for difference (increase or decrease).

Other Comments:

Prepared by: _____

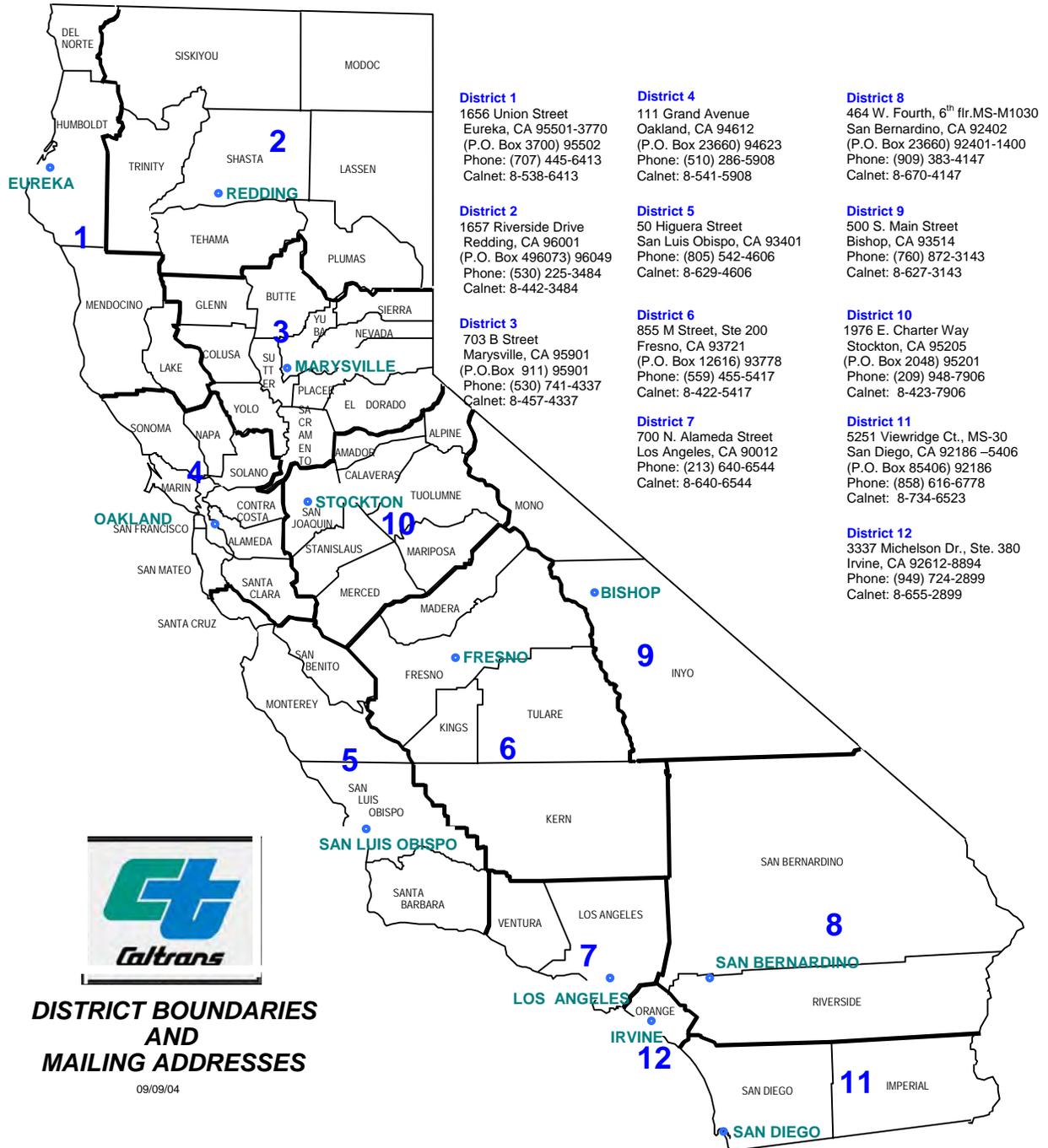
Telephone: _____ E-mail: _____

Distribution: Copy to DLAE and HQ BFU

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CALTRANS DISTRICT LOCAL ASSISTANCE OFFICES

STATE OF CALIFORNIA
Business, Transportation and Housing Agency
Department of Transportation



**DISTRICT BOUNDARIES
AND
MAILING ADDRESSES**

09/09/04

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