

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 1st 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.		

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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: _____

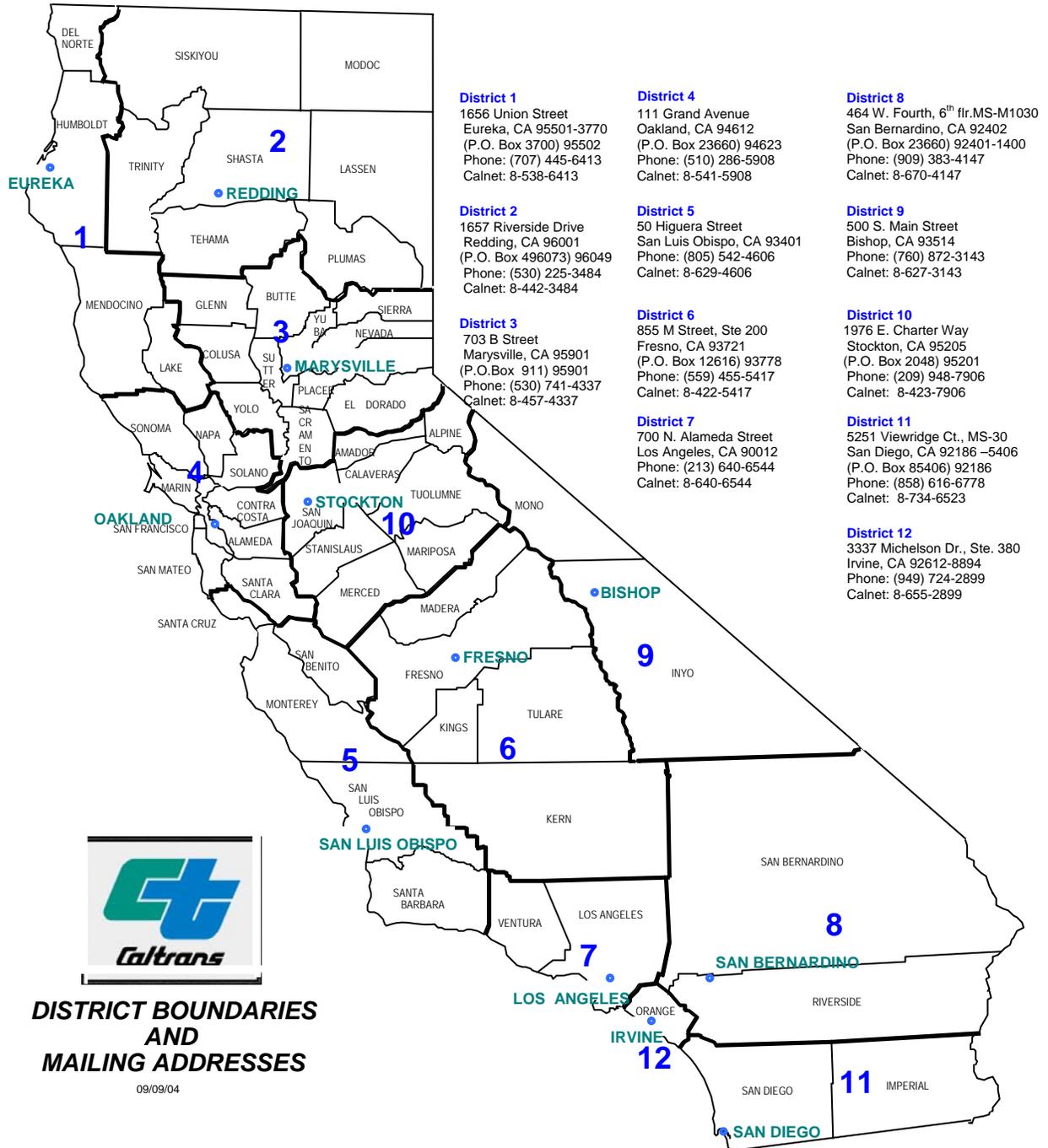
Telephone: _____ E-mail: _____

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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