



RESOLUTION G-99-04

# Transportation Enhancement Activities (TEA)

## Guidelines for the Caltrans Share

24 December 1998

Table of Contents

<b>About the Program</b> .....	1
- Introduction	
- Purpose	
- Advantage	
<b>Types of Projects</b> .....	1
- Stand-alone TEA Projects	
- TEA that Augments Other Projects	
<b>Eligibility</b> .....	3
- What Qualifies?	
A) Direct Relationship to Transportation System	
B) Over and Above	
C) Within the Categories	
<b>SHOPP (State Highway Operation &amp; Protection Program)</b> .....	3
- Who Can Access Funds?	
- Programming Procedures	
- Application Process	
- Statewide Plan Lists	
- Allocation Votes	
<b>Roles and Responsibilities</b> .....	5
- Project Manager	
- District Programming	
- Headquarters Project Management	
- Headquarters Budgets	
- Headquarters TEA Branch Chief	
<b>Resources and Timelines</b> .....	5
- Resources for Delivery	
- Timeline	

## About the TEA Program

### *Introduction*

\$40 Million dollars will come to Caltrans over the 6-year period of the Transportation Equity Act for the Twenty-first Century. This is a set-aside of Surface Transportation Program funds, and can only be spent on enhancements. Projects must be over and above normal work. A match is required of non-federal transportation funds of 11.5 percent. These are federal funds, and federal rules must be followed, for example, in the environmental document and bid package. (Adding these funds to a state-only funded project will federalize the project.)

### *Purpose*

The California Transportation Commission intends that these Transportation Enhancement Activities (TEA) dollars add onto State Highway projects where particular community or environmental enhancement opportunities can be found.

### *Advantage*

The advantage to using TEA funds is that projects can respond to designer and community desires to go beyond minimum design, thereby building transportation facilities that contribute to communities' unique sense of place and respond to non-motorized needs of the traveling public.

## Types of Projects

### *Stand-alone TEA Projects*

TEA projects may be stand-alone projects, for example,

- gateway landscaping in a roundabout,
- bike lanes,
- “mainstreet” sidewalks with street trees in park strips, benches, information kiosks, pedestrian lighting,
- public art (sculpture, murals).

Stand-alone projects should be a minimum of \$125,000, including support costs.

### *TEA that Augments other Projects*

TEA projects may be add-ons to normal transportation projects, such as

- additional sidewalk and bike lanes on a bridge,
- additional rock slope protection,
- non-generic right-of-way fencing,

- enhanced pedestrian lighting,
- special materials on drains,
- median refuge islands for pedestrians.

Augmentation projects may be any size. Base projects must already be federalized.

***What qualifies?***

***A) Direct Relationship to Transportation System***

Caltrans projects must be directly related to the surface transportation system. Projects need not be on Caltrans right of way.

***B) Over and Above***

TEA funds may only be spent on elements that are more than what is normally spent. TEA may not be used for mitigation, standard landscaping, other permit requirements and provisions negotiated as a condition of obtaining a permit for a normal [non-enhancement] transportation project.

***C) Within the Categories***

Projects must be selected from one or more of the twelve activities listed:

1. Provision of facilities for pedestrians and bicycles
2. Provision of safety and educational activities for pedestrians and bicyclists
3. Acquisition of scenic easements and scenic or historic sites
4. Scenic or historic highway programs (including the provision of tourist and welcome center facilities)
5. Landscaping and other scenic beautification
6. Historic preservation
7. Rehabilitation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)
8. Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails)
9. Control and removal of outdoor advertising
10. Archaeological planning and research
11. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
12. Establishment of transportation museums.

See Appendix for a thorough explanation of eligibility.

## SHOPP

### ***Who Can Access TEA Funds?***

The Caltrans TEA share is available for Caltrans to program.

The Regional Transportation Planning Agencies (RTPAs) are receiving 75 percent of the TEA funds coming into California. RTPAs, counties, cities, non-profit organizations, or citizen groups may request that Caltrans

- do a TEA project,
- contribute TEA funds to an RTPA-funded TEA project, or
- contribute to an RTPA-funded [normal transportation] local project, in which case the project will be administered through Local Assistance.

All of these are allowed.

### ***Application Process***

After an initial round of projects programmed off-cycle with the SHOPP deadlines, projects will come forward in two ways:

- 1) During a regular call for SHOPP projects, Project Manager submits a Project Study Report (PSR) for a stand-alone project, or a Supplemental Project Report [or PSR] for a TEA project to augment a normal transportation project. The normal "base project" may reside in the STIP (State Transportation Improvement Program) or SHOPP (State Highway Operation and Protection Program) (For tracking purposes, TEA projects are programmed separately as TEA project, then construction may be done at the same time as the base project.)
- 2) Projects will be implemented off statewide plan lists.

### ***Programming Procedures***

Projects must be recommended by the District Director and approved by the Headquarters TEA Branch Chief (the Program Advisor) before Headquarters Programming includes the project in the SHOPP.

Caltrans TEA projects will be adopted or amended project-by-project into the SHOPP (State Highway Operation and Protection Plan). The California Transportation Commission

will adopt a slate of SHOPP projects on regular SHOPP cycles. In between, when projects are amended into the SHOPP by Caltrans, the projects will be presented as an information item to the Commission.

Headquarters Programming will set targets for each district after the Fund Estimate is adopted. These are not a guarantee of funds.

***Allocation Votes***

All Caltrans TEA projects, regardless of size, will receive an allocation vote from the Commission.

***Statewide Plan Lists***

Four statewide plans will be put into place, utilizing input from Caltrans and interested agencies, organizations and citizens. The statewide plans are:

- 1) Bicycle/Pedestrian
- 2) Historic Transportation Facilities
- 3) Transportation-related Archaeology
- 4) Scenic and Wildlife

Projects may be on or off the State Highway right of way. However, if State dollars match the federal TEA dollars, the project must be eligible under Article XIX of the California State Constitution. (See Appendix, Eligibility.)

Projects will be prioritized within each plan on relative value and project-readiness.

A technical advisory committee under the direction of the TEA Branch Chief will bring a slate of projects forward to management for programming into the SHOPP.

No dollar amount has been assigned for programming these projects; projects will compete with other Caltrans TEA projects on the basis of merit.

## Roles and Responsibilities

- Project Manager*** Submit Project Study Report (PSR) for project over \$750,000.  
Submit Project Report (PR) for project under \$750,000.  
Complete "Over and Above" TEA Eligibility Assurances  
Sign-off Sheet (See Appendix for a copy.)
- District Programming*** The SHOPP will contain a lump sum TEA reservation for major or minor projects. This program will not affect the Districts' minor program.
- Request allocation vote by California Transportation Commission for construction.
- HQ Project Mgt.*** Headquarters Project Management applies the resources
- HQ Budgets*** Include TEA funds and State match in the fund estimate.
- HQ TEA Branch Chief*** Review all PSRs for eligibility prior to programming.

## Resources and Timeline

- Resources for Delivery*** The \$40 million in TEA includes both capital and support dollars. When projects are amended into the SHOPP, the program is updated and resources are finalized.
- Timeline*** Caltrans will program TEA projects in the normal SHOPP cycle, starting with the 2000 cycle. (Begins Fall 1999.)  
Before that time, an initial round will be programmed through the amendment process.
- Caltrans will make an initial call for projects in spring 1999.
- Caltrans will develop the statewide plans by summer 1999.
- Caltrans will make the initial amendment to the SHOPP in summer 1999.

**Appendix: Eligibility** (This section will be published following receipt of guidance from Federal Highway Administration.)