

5.18 Non-motorized Program (Amended June 19, 2018)

5.18.1 Program Overview and Intent

The following Regional Non-Motorized Program policies guide SRTA’s use of Transportation Development Act (TDA) funding of infrastructure and programs that support walking and bicycling. Regional Non-Motorized Program funding is derived from two sources within TDA: 1) a 2% ‘off-the-top’ allocation of regional Local Transportation Funds (LTF) and 2) State Transportation Fund (STA) spillover (i.e. excess STA funds not needed for county transit).

It is the intent of the Regional Non-Motorized Program to implement the GoShasta Regional Active Transportation Plan, including the delivery of project lists and the carrying out actions items listed under the three GoShasta themes:

- Increase active transportation mode share;
- Increase safety and comfort of active transportation users; and
- Invest in healthy, vibrant, sustainable, and people-centered communities.

To maximize the impact of the Regional Non-Motorized Program, all activities should be cross-coordinated with other regionally-funded projects (regardless of travel mode) and developed in partnership with local jurisdictions and applicable community-based organizations. In addition, regional funds should be reserved for projects that:

- Are bold and transformative in nature (as opposed to incremental status quo improvements);
- Serve the needs of all ages and abilities (as opposed to only experienced and confident users);
- Provide a competitive alternative to motor vehicle trips (as opposed to projects serving largely recreational trips); and
- Address the most challenging bicycle and pedestrian hurdles (as opposed to projects that present little if any technical design challenges).

5.18.2 Eligibility

Regional Non-Motorized Program funding may be awarded by the SRTA Board of Directors in accordance with SRTA policies for the administration of Transportation Development Act funds (SRTA Policies, Section 300) and consistent with planning priorities documented in the GoShasta Regional Active Transportation Plan. Specific eligible activities, projects, and recipients are as follows:

Activity	Examples of Eligible Projects	Eligible Recipients
Bicycle and pedestrian infrastructure	Sidewalks; Class I pathways; Class II bicycle lanes; bicycle boulevards; Class IV cycle tracks; protected intersections; bicycle and pedestrian crossings; ADA accessibility; and other such projects that are consistent the adopted GoShasta Regional Active Transportation Plan	Entities having a sub-recipient cooperative agreement with SRTA (or able to enter into), including: <ul style="list-style-type: none"> • Local/state/federal agencies and tribal governments with authority to develop and construct projects in

Bicycle and pedestrian amenities	Bicycle racks and lockers; wayfinding signage; and other amenities that are consistent the adopted GoShasta Regional Active Transportation Plan	public right-of-way in the Shasta Region <ul style="list-style-type: none"> • Redding Area Bus Authority • Consolidated Transportation Services Agency
Bicycle and pedestrian programmatic support	Equipment and administration costs necessary to operate a program, such as those listed in the Chapter 2 of GoShasta (e.g. programs that support education, bike theft prevention, encouragement, enforcement, and evaluation) as well as equipment and administration costs necessary for the operation of a bike share program. Funds may be requested for program expenses for a maximum of three years, at which point the entity may submit a new application.	<ul style="list-style-type: none"> • Non-profit community-based organizations • For profit community-based organizations • Local agencies • Redding Area Bus Authority • Consolidated Transportation Services Agency

In Addition to basic project eligibility criteria, SRTA may prioritize specific active transportation priorities for any given cycle.

Additional eligibility requirements:

- Eligible agencies shall abide with all applicable federal and state regulations.
- The project must conform to the RTP and be included in a local or regional adopted non-motorized plan (21CCR 6651).
- The project must conform to the general design criteria of the Streets and Highway Code (PUC Sec. 99401).
- The project must meet Americans with Disabilities Act (ADA) standards.
- The requested funds cannot be used to supplant existing programmed funds.
- For cooperative projects, other sources of funding must be identified. Supporting documentation shall show that matching funds are committed.
- Projects which are a required element of a larger capital improvement project or program are not eligible for funding.
- No single agency may submit an application that requests more funds than the total available for that fiscal year.
- Local agencies are responsible for all staff time, although this can be considered in-kind match.
- Funding shall not be used to fully fund the salary of any one person (PUC Sections 99233.3).
- All grant funds shall be invoices on a reimbursement basis only.
- Infrastructure and amenities awards will be made by amendment to existing sub-recipient cooperative agreements. Programmatic support awards will be made via technical services agreement.

5.18.3 Ineligible Costs

Except under rare and extenuating circumstances, Regional Non-Motorized Program shall not be used for the following activities as the SRTA Board of Directors allocates other funds for these purposes.

- Augmenting local agency staff time;
- SRTA staff time; and
- Planning

5.18.4 Funding Discretion and Budgeting

In exercising discretion over the Regional Non-Motorized Program, the SRTA Board of Directors may:

- Obligate all available funds, partial funds, or no funds in a given program cycle;
- Allocate project funding in phases commensurate with what can reasonably be accomplished within the fiscal-year, or as a condition of documented local match expenditures;
- Program funding for future fiscal year budgets to establish a longer-range pipeline of projects; and
- Add funds to previously awarded projects for extenuating circumstances related to capital outlay. Cost overruns will generally be the responsibility of the recipient agency.

Grant awards for infrastructure and amenities projects are not intended to be a competitive or formula-driven process. The purpose of this program is to develop joint local-regional nominations that best implement the GoShasta Regional Active Transportation Plan and achieve the goals and performance targets found in the Regional Transportation Plan/Sustainable Communities Strategy, and then to present and recommend the resultant projects in unity to the SRTA Board of Direction for funding allocation.

There is no guaranteed share or formula allocation of funds by jurisdiction. The goal of funding parity will depend upon the quality of proposals submitted for consideration. Program allocations will, however, be tracked over time. Although there is unlikely to be funding parity among local jurisdictions in any given funding cycle, SRTA will work with each partner agency to support the development of competitive proposals so that each jurisdiction, over time, may receive allocations roughly commensurate with their respective share of the regional population.

All projects approved for funding must be included in SRTA's annual Overall Work Program Comprehensive Budget. Any funds not allocated in a given program cycle may accrue over more than one cycle as needed for efficiency in program administration; to allow time for previously awarded projects to progress; and/or to build up funds necessary for larger projects.

5.18.5 Notice of Funding Availability

Funding cycles shall be based on the timing of state grant programs needed to fill funding gaps; the timing of GoShasta Regional Active Transportation Plan updates; the status of previously awarded projects; availability of funds; and other such factors. As a result, notices of funding availability will not follow a set schedule or occur every fiscal year.

Upon authorization from the SRTA Board of Directors, SRTA shall post notices of funding availability to the SRTA website and provide written notice to eligible applicants and all that have registered to receive notices via SRTA's website. Notices of funding availability shall be accompanied by program guidelines and procedures pursuant to Section 5.18.6.

5.18.6 Program Guidelines

At minimum, Regional Active Transportation Program Guidelines shall include the following content:

- A) Available funding – An estimated range of funding available in the current program cycle, including a statement that the SRTA Board of Directors may, at their discretion, award no funds during the program cycle.
- B) Program description – A clear statement of program purpose, eligible and ineligible activities, and eligible applicants.
- C) Application procedures – Guidance on how to develop a joint project with SRTA, minimum content required for submittal, and post-award expectations and requirements of grantees, including contracting.
- D) Timeline – A calendar indicating open-consultation period with SRTA; deadline for submitting all requested materials; and the date anticipated for presentation of project recommendations to the SRTA Board of Directors' for consideration.
- E) Call for projects – Shall include funding priorities for the current funding cycle, divided into two categories:
 - i. Infrastructure and amenities – All eligible and interested applicants shall be provided an opportunity to meet individually with SRTA staff to discuss prospective projects and to coordinate on the development of joint project nominations for presentation to the SRTA Board of Directors for consideration. Infrastructure and amenities projects should address local needs within the regional context – meaning projects that are listed in the GoShasta Regional Active Transportation Plan and action items listed under the three GoShasta themes.

Evaluation criteria may vary from cycle to cycle but should focus on: 1) transformational projects (i.e. projects that appeal to all ages and abilities) that are needed to achieve mode split and greenhouse gas emission goals in the Regional Transportation Plan/Sustainable Communities Strategy; 2) projects with demonstrated community support; and 3) projects that combine regional and local funds to leverage gap funding through state and/or federal grants.

Applicants shall be provided reasonable time (no less than two weeks from notice of funding availability) to develop project concepts for nomination.

- ii. Programmatic support – Entities that do not have an established sub-recipient cooperative agreement with SRTA are required to prepare a formal proposal for evaluation in accordance with SRTA's procurement policies and any program-specific terms and criteria specified in the

notice of funding availability and program guidelines. Alternatively, applicants may partner with an agency that has a sub-recipient cooperative agreement.

Evaluation criteria may vary from cycle to cycle but should address the applicant's capacity (e.g. experience administering similar relevant programs, history of participation in GoShasta and other planning efforts, etc.) and the merits of the proposed scope of work (e.g. potential to achieve mode-shift, level of community support, program sustainability without continued SRTA funding, etc.).

Upon notice of funding availability per Section 5.18.4, SRTA shall allow no less than ten business days to submit a programmatic support proposal.

5.18.6 Contracting

Once projects have been approved by the SRTA Board of Directors, projects will be referenced in and attached to a local agency's sub-recipient cooperative agreement with SRTA.

If the grantee does not have a sub-recipient agreement with SRTA or cannot enter into a sub-recipient agreement, the grantee shall be required to enter into a technical services agreement with SRTA.

5.18.7 Project Management and Delivery

Invoices will be paid on a reimbursement basis for work completed. Local agencies will provide sufficient documentation to support any invoice, and, at a minimum, provide quarterly updates to SRTA in writing.

Local agencies will inform SRTA of project completion in writing. Unused funds will be made available for other non-motorized projects in the region as part of a future notice of funding availability.