

## 2018 REGIONAL NON-MOTORIZED PROGRAM

### GRANT APPLICATION GUIDE



**Shasta Regional Transportation Agency**  
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## I. PROGRAM PURPOSE AND APPROACH

The Regional Non-Motorized Program replaces SRTA's previous 2% Transportation Development Act and Rural BLAST programs. The new program is designed around implementation of the recently adopted GoShasta Regional Active Transportation Plan (available online at <http://www.srta.ca.gov/286/GoShasta>), including high-priority infrastructure projects and 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.

These activities are essential to meeting performance outcomes described in the Regional Transportation Plan and Sustainable Communities Strategy, including targets for mode shift, bicycle and pedestrian safety, and reduced per capita vehicle miles traveled and greenhouse gas emissions.

The following guidelines are designed to encourage the next generation of active transportation facilities and programs, generated through collaborative design and problem solving among SRTA, local/state/federal agency partners, tribal governments, and community stakeholders. In general, projects and programs funded through the Regional Non-Motorized Program will share the following characteristics:

- **Transformative and bold** (as opposed to incremental improvements to the status quo);
- **Serve the needs of all ages and abilities** (as opposed to only experienced and confident users);
- **Offer a compelling alternative to motor vehicle trips for a variety of trip purposes** (as opposed to recreational trips);
- **Address the most challenging bicycle and pedestrian hurdles** (as opposed to projects that present few technical design challenges or follow the path-of-least-resistance); and
- **Are part of the larger regional active transportation network** (as opposed to 'island' projects that do not reflect the complete trip from home to work, school, shopping, and other common trip destinations).

Together with community partners and stakeholders, SRTA staffs aims to generate a pipeline of high-quality projects for funding consideration by the SRTA Board of Directors. Some nominations may be ready for near-term funding. Others may require further planning and design. The latter may be funding in phases or through future program cycles.

## II. ELIGIBILITY ACTIVITIES AND RECIPIENTS

Regional Non-Motorized Program funding will be awarded by the SRTA Board of Directors in accordance with SRTA Non-Motorized Program Policies (Section 5.18) and shall be consistent with objectives and outcomes documented in the GoShasta Regional Active Transportation Plan. Specific eligible activities, project examples, and eligible recipients are as follows:

Eligible Activities	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; bicycle signal heads at intersections; 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 such an agreement), including: <ul style="list-style-type: none"> <li>• Local/state/federal agencies and tribal governments with authority to develop and construct projects in public right-of-way in the Shasta Region</li> <li>• Redding Area Bus Authority</li> <li>• Consolidated Transportation Services Agency</li> </ul>
Bicycle and pedestrian amenities	Bicycle racks; bicycle and equipment lockers; wayfinding signage; shade structures; water stations; bike share stations/docks/satellite locations; and other such amenities that are consistent the adopted GoShasta Regional Active Transportation Plan	
Bicycle and pedestrian programmatic support	Time and materials necessary to administer rider education and safety training programs; bike theft prevention programs; subsidized membership in programs that increase public access to high-quality bicycles and electric-assist bicycles; and the administration of public and corporate bike share programs.  Funds may be requested for up to three years of program expenses, at which point a new application may be submitted for consideration.	<ul style="list-style-type: none"> <li>• Non-profit community-based organizations</li> <li>• For profit community-based organizations</li> <li>• Local agencies</li> <li>• Redding Area Bus Authority</li> <li>• Consolidated Transportation Services Agency</li> </ul>
<b>Funding Priorities for FY 2018/19</b>		
<ul style="list-style-type: none"> <li>• Class I and IV active transportation trunk lines;</li> <li>• Projects that address the most challenging barriers (e.g. protected intersections, grade separated facilities, etc.);</li> <li>• Projects that serve complementary land development (e.g. transit- and trail-oriented development within RTP-designated strategic growth areas); and</li> <li>• Projects that are well-suited to leveraging state and federal grant funding.</li> </ul>		

Additional eligibility requirements:

- Projects must be listed or described in a local or regional adopted non-motorized plan.
- Project must conform to the general design criteria of the Streets and Highway Code (PUC Sec. 99401).
- 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. An enforceable funding commitment and/or formal action by the applicable governing body may also be required as a condition of award.
- Projects that are a required element of a larger capital improvement project or program are not eligible for funding.
- Local agencies are responsible for all staff time, though this may count toward in-kind match.
- Funding shall not be used to fully fund the salary of any one person.
- All grant funds shall be invoiced on a reimbursement basis only.

### **III. INELIGIBLE COSTS**

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

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

### **IV. FUNDING DISCRETION, PROJECT MANAGEMENT, AND BUDGETING**

In exercising discretion over program funds, the SRTA Board of Directors may:

- Obligate all available funds, partial funds, or no funds within a given program cycle.
- Allocate project funding in phases commensurate with what can reasonably be accomplished in the fiscal-year, or as a condition of documented local match expenditures.
- Add funds to previously awarded projects for extenuating circumstances related to capital outlay. Cost overruns shall normally be the responsibility of the recipient agency and requests for project augmentation funds will generally be considered a low priority.

Invoices will be paid on a reimbursement basis for work completed. Grantees are required to provide supporting documentation for all expenditures submitted for reimbursement or as local match. Quarterly reports shall be provided within 30-day of the end of each quarter.

All projects approved for funding will be included in SRTA's 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.

## **V. INSTRUCTIONS FOR PREPARING AN APPLICATION**

Funding is divided into the following categories with respective application procedures:

- A. Infrastructure and Amenities Projects** – Applicants having an established sub-recipient cooperative agreement with SRTA governing the use of regional funds (or that are able to enter into a sub-recipient agreement with SRTA) shall work with SRTA through a collaborative, non-competitive process as follows:

**Step 1: Review GoShasta Regional or city of Redding Active Transportation Plan** – Eligible entities interested in submitting an application for bicycle and pedestrian infrastructure and amenities in the public space are asked to review the adopted GoShasta Regional Active Transportation Plan project lists and actionable items under each policy theme. The city of Redding may also refer to the adopted Redding Active Transportation Plan project lists and actionable items under each stated city goal.

**Step 2: Consult with SRTA staff** – Interested applicants should request a technical consultation with SRTA staff to discuss community needs, shared local-regional priorities, and potential solutions. Outcome: joint local-regional project for development.

**Step 3: Consult with relevant community stakeholders** – Applicants should work with SRTA staff to consult with community stakeholders representing the interests of bicycling and walking (i.e. GoShasta Technical Advisory Committee), and public transit (e.g. Social Services Transportation Advisory Council) regarding the specific project location/alignment, design characteristics, and scope of work. Outcome: stakeholder buy-in, as demonstrated by a description of feedback received and how said feedback was incorporated or otherwise considered in the final design.

**Step 4: Develop Project Concept** – The level of conceptual design will vary depending on the scope and scale of the identified project. Regional technical assistance may be available to support concept development, including site plans, design renderings, surveying, cost estimating, and other such activities. Depending on the extent of these needs, SRTA and applicant may coordinate to prepare the project for funding during the current cycle or a future cycle. It is very likely that additional consultation with community stakeholders will be needed during the design process. Outcome: A capital grant-ready project.

**B. Programmatic Support** – Whereas programmatic support funds are available to entities without an established sub-recipient cooperative agreement governing the use of regional funds, prospective applicants are required to submit a formal proposal containing the following information:

1. Project Title
2. Project scope, budget, and timeline worksheet (see template)
3. Organizational capacity, as demonstrated by:
  - Relevant technical knowledge, training, certifications, and experience;
  - History of participation in local and regional planning processes;
4. Project description
  - Project need and desired outcome
  - Narrative description of scope work
  - Deliverables
  - Duration of services/performance period

ii. **Proposal Evaluation Criteria** – Applications for programmatic funding shall be evaluated by a panel and scored based on the following criteria:

<b>Evaluation Criteria (applicable ONLY to Non-Infrastructure projects)</b>	<b>Points</b>
Organizational capacity (e.g. experience administering similar relevant programs, history of participation in GoShasta and other planning efforts, etc.)	<b>10</b>
Merits of the proposed scope of work (e.g. consistency with GoShasta, potential to achieve mode-shift, demonstrated community/stakeholder support, program sustainability without continued SRTA funding, etc.).	<b>10</b>
Relationship to other projects and initiatives (e.g. how do other public and private sector investments and activities complement, reinforce, or otherwise enhance the value and performance of the proposed program?)	<b>10</b>
<b>Maximum Available Points</b>	<b>30</b>

## VI. TIMELINE

Notice of Funding Availability and Grant Application Guidelines	June 25, 2018
<b>Infrastructure and Amenities Applications</b>	
Consultation meetings with SRТА	July and August 2018, upon applicant request
Deadline to submit all material for funding consideration at the October 9, 2018, SRТА Board of Directors meeting  Note: deadlines for projects to be considered at a future meeting shall be determined in consultation with SRТА staff	September 12, 2018
Joint project proposals presented to SRТА Board of Directors for funding consideration	October 9, 2018
<b>Programmatic Support Applications</b>	
Pre-proposal conference	July 18, 2018
Deadline to submit questions	July 20, 2018
Minutes from pre-proposal questions and answers to submitted questions posted online	July 25, 2018
Deadline to submit project applications	September 12, 2018
Staff recommendations made available	September 24, 2018
Projects presented to SRТА Board of Directors for funding consideration	October 9, 2018

## VII. CONTACT INFORMATION

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