2. DISCUSSION - Utility Bill Insert Concepts

This item is for the BPAC to suggest and discuss ideas for this year's utility bill stuffer. Staff is currently planning to have a stuffer ready for the July/August bill cycle. Commissioner Switzer has suggested a possible topic of "Share the Road, It's the Law" and provide some possible sample language (Attachment C)

3. ACTION - VTA BPAC Appointment Criteria

At its December 20, 2012 meeting, the BPAC discussed potential appointment criteria for the VTA BPAC representative from Sunnyvale. Suggestions included City residency, experience in advocacy, experience in government, educational or professional qualifications, length of commitment to the appointment (so long as Council approves a longer than one year term), attendance, BPAC experience, an application process, or an application form, and a six month "internship" requirement at VTA BPAC meetings before an appointment is made.

Staff has prepared the attached recommended appointment criteria (Attachment D). Staff is not recommending establishment of a new application process for the appointment. Administrative resources are not available to support a new process. Staff considered integrating VTA BPAC recruitment into the Boards and Commissions recruitment process, but determined that because this is an Intergovernmental Relations assignment and involves BPAC review, that the position would set an awkward precedent for other IGR appointments. Therefore, these criteria would be used by the BPAC in developing it's recommendation to the Council on VTA BPAC appointments.

Staff recommends that the BPAC review and approve the VTA BPAC appointment criteria for use by the BPAC.

Information Item 1

FY 2013/14 Pavement Rehabilitation List

Attached for the Commission's information (Attachment E) is the pavement rehabilitation list for 2013 and 2014.

Information Item 2

BPAC E-mail Messages and/or Letters

Enclosed is a copy of e-mail messages covering requests and/or relevant information received after circulation of the agenda packet of the February 21, 2013 BPAC Meeting.

Information Item 3

BPAC Active Items List Update

The Commission's active items list is attached for reference.

Attachment A

SANTA CLARA
Valley Transportation Authority

MEMORANDUM

TO: TDA Article 3 Bicycle and Pedestrian Program Grant Applicants
Technical Advisory Committee Members

FROM: Bill Hough, Transportation Planner III

DATE: February 26, 2013 (revised March 12, 2013)

SUBJECT: Call for Projects, Transportation Development Act Article 3
FY 2013/14 Program

TDA Article 3 Funds Available

This memorandum serves as the General Call-for-Projects for the FY 2013/14 Transportation Development Act (TDA) Article 3 Program funding cycle. There are two components to the TDA Article 3 program:

1. Bicycle Expenditure Program

The VTA Board of Directors took action on December 9, 2004 to dedicate 25% of Santa Clara County's TDA Article 3 funds to projects on the countywide Bicycle Expenditure Program (BEP) list through 2030. On November 5, 2009, the Board committed $150,000 of the TDA3 BEP set-aside to County Expressway Pedestrian Projects.

There is $614,090 available for BEP projects this year. **Projects must be on the current Board-adopted BEP project list and applications should refer to the BEP project number**. BEP project sponsors **must** submit MTC's TDA Article 3 Project Application Form and **must include a transmittal letter that states when they expect the project begin construction. In the event that BEP applications are oversubscribed, preference will be given to projects that are ready for construction and/or have other funding sources that could be jeopardized if the project is not delivered in a timely manner.**

2. Guarantee Funds

Table 1 below shows each city and the County's "Guarantee" share of MTC's TDA Article 3 Fund Estimate. There is $2,576,616 available for "Guarantee" projects this year. The guarantee share is based on 2012 California Department of Finance (DOF) population projections and funds banked or rescinded from previous years, where applicable. **An agency's total applications cannot exceed its guarantee share listed in the following table:**

Table 1

2013/14 TDA ARTICLE 3 ESTIMATE FOR SANTA CLARA COUNTY

Agency	Guarantee Amount (Includes banked and rescinded funds from prior years.)
Campbell	$50,328
Cupertino	$113,703
Gilroy	$121,166
Los Altos	$37,176
Los Altos Hills	$23,134
Los Gatos	$37,689
Milpitas	$84,506
Monte Sereno	$6,502
Morgan Hill	$49,375
Mountain View	$99,477
Palo Alto	$82,712
San Jose	$1,225,799
Santa Clara	$149,933
Saratoga	$38,316
Sunnyvale	$180,324
Santa Clara County	$276,473
Total	**$2,576,616**

Rescind/Reallocation Requests

Agencies may only allocate up to their estimate in any given year. Sponsors may rescind prior year projects, but VTA cannot reallocate them until the next TDA funding cycle. Funds rescinded in 2013 will be added to the sponsor's guarantee in 2014.

It is the responsibility of the project sponsor to monitor project expiration deadlines and to apply for rescind/reallocation of funds in a timely manner. Failure to do so will result in the sponsor losing the funds. Agencies must inform VTA of intent to rescind/reallocate, and **failure to do so means that the funds revert to the countywide pool in the next cycle.**

Banking Funds

TDA Article 3 funds may be banked for up to two years plus one year to program funds. To bank TDA funds, project sponsors must submit a letter or email stating that funds will be banked. If banked funds are not programmed by the end of the 3rd Year, they will be redistributed to the countywide TDA Article 3 pool for the following fiscal year. If you are planning to bank funds, please send a letter or email to that effect to Bill Hough at the address below. **A member agency must inform VTA in writing of its intent to either claim or bank its TDA3 guarantee funds; failure to do so means that the funds revert to the countywide pool in the next cycle.**

Project Types and Guidelines

Your TDA Article 3 project must be ready to implement within ONE year of the application cycle.

Eligible Project Types

The following project types are eligible for TDA Article 3 Funding:

- Design & construction of on and off-street bicycle facility projects – including but not limited to bicycle parking.
- Design & construction of on and off-street pedestrian facility projects
- Maintenance of Class I bikeways (unlimited)
- Maintenance of Class II bikeways. Countywide, the total funds allocated to Class II bikeway maintenance cannot exceed 20% of the total countywide TDA estimate. Call Bill Hough at (408) 321-5735 if you plan to exceed 20% of your agency's guarantee amount.
- Bicycle Safety Education Programs (not more than 50% of the project's budget and not more 5% of the countywide TDA Article 3 funds)
- Comprehensive Bicycle & Pedestrian Facilities Plans (not more than once per jurisdiction every 5 years)
- Projects identified in a recent (within 5 years) comprehensive local bicycle or pedestrian plan
- Annual TDA Article 3 Audits

Other Eligibility & Procedural Issues

Environmental clearance is required for construction projects only. If you are submitting an application for design, you are not required to submit a County stamped notice. Additional information on the TDA Article 3 procedures and criteria can be found in the MTC TDA Article 3 Rules and Procedures, which is available on the Metropolitan Transportation Commission website at:
http://www.mtc.ca.gov/funding/sta-tda/res-0875.doc

Bicycle Advisory Committee and Bicycle Plan Requirement

Cities and counties may not receive TDA Article 3 funds for bicycle projects unless the jurisdiction has established a Bicycle Advisory Committee (BAC) and the project is included in an adopted plan as stipulated in the MTC TDA Article 3 Rules and Procedures. This requirement does not apply to pedestrian projects.

VTA Bicycle Technical Guidelines

The VTA Board of Directors adopted the revised *VTA Bicycle Technical Guidelines* on December 13, 2012. The purpose of the *Guidelines* is to provide a uniform set of optimum standards for the planning, design, and construction of bicycle facilities that are part of the countywide bicycle system. Bicycle projects funded by TDA Article 3 funds

must comply with the *Guidelines*. For a copy of this document, please contact Michelle DeRobertis at (408) 321-5716 or Michelle.DeRobertis@vta. org. It is also available on the VTA website at:

http://www.vta.org/bike_information/bicycle_technical_guidelines.html

Application Submittals

MTC's TDA Article 3 Project Application Form and resolution boilerplate is located at: http://www.mtc.ca.gov/funding/STA-TDA/TDA_Article_3_Claim_Forms.doc

Project sponsors must use this form to submit applications. Late applications will not be accepted.

Complete one application for each project. PLEASE NOTE: VTA should receive 2 copies of each project application. .

2013/14 TDA Article 3 Detailed New Project Submittal Requirements

Number of Copies	Item
1 per agency	Cover letter that indicates whether application is for guarantee and/or BEP funding. The cover letter must include a statement that the project must be ready to implement within ONE year of the application cycle.
2 per agency	Governing body resolution wording and Council Resolution supporting the project(s) ***(due on May 31, 2013).*** The sample is on the Metropolitan Transportation Commission website at link above.
2 per project	MTC's TDA Article 3 Application (See Application Form at link above.)
2 per project	A vicinity map showing the project's general location in your jurisdiction
2 per project	A detail map showing the project and phases where applicable
2 per project	Documentation of environmental clearance (*for applicable projects*). **The county clerk must stamp the environmental document.**

Completed project applications should be submitted to VTA by 4:00 p.m. on **Friday, April 12, 2013**.

Please send applications to:

Bill Hough, Transportation Planner III
Santa Clara Valley Transportation Authority
Programming & Grants
3331 North 1st St., Bldg. B2
San Jose, CA 95134-1906