



**REGIONAL TRANSPORTATION COMMISSION  
CITIZENS MULTIMODAL ADVISORY COMMITTEE  
MEETING AGENDA**

**Wednesday, July 7, 2021 at 5:30 pm  
Regional Transportation Commission  
1<sup>st</sup> Floor Conference Room  
1105 Terminal Way, Reno NV 89502**

- I. The RTC 1<sup>st</sup> Floor Conference Room is accessible to individuals with disabilities. Requests for auxiliary aids to assist individuals with disabilities should be made with as much advance notice as possible. For those requiring hearing or speech assistance, contact Relay Nevada at 1.800.326.6868 (TTY, VCO or HCO). Requests for supporting documents and all other requests should be directed to RTC Metropolitan Planning at 775-348-0480. Supporting documents may also be found on the RTC website: [www.rtcwashoe.com](http://www.rtcwashoe.com).
- II. This meeting will be televised live and replayed on RTC's YouTube channel at: [bit/ly/RTCWashoeYouTube](https://bit.ly/RTCWashoeYouTube).
- III. The Citizens Multimodal Advisory Committee (CMAC) has a standing item for accepting public comment on topics relevant to the RTC CMAC that are not included on the agenda. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. For specific items on the CMAC agenda, public comment will be taken at the time the item is discussed. Individuals providing public comment will be limited to three minutes. Individuals acting as a spokesperson for a group may request additional time. Attempts to present public input in a disruptive manner will not be allowed. Remarks will be addressed to the CMAC as a whole and not to individual members.
- IV. The CMAC may combine two or more agenda items for consideration and/or may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**ITEM 1** Approval of Agenda (*For Possible Action*)

**ITEM 2** Public Comment - *please read paragraph III near the top of this page*

**ITEM 3** Approval of the June 2, 2021 Meeting Minutes (*For Possible Action*)

**ITEM 4** Election of Chair and Vice-Chair for Fiscal Year 2022 (*For Possible Action*)

**ITEM 5** Provide Feedback and Acknowledge Receipt of a Report on the Proposed August and September RTC RIDE Service Changes (*For Possible Action*)

**ITEM 6** Acknowledge Receipt of Report on the RTC Transportation Alternatives (TA) Set-Aside Program Call for Projects (*For Possible Action*)

**ITEM 7** Member Announcements/Agenda Items for Future CMAC Meetings (*For Possible Action*)

**ITEM 8** RTC/RIDE/ACCESS Staff Items (*Informational Only*)

**ITEM 9** Public Comment - *pursuant to paragraph III under Public Notice near the top of this page*

**ITEM 10** Adjournment (*For Possible Action*)

*The Committee may take action on any item noted for possible action*

**REGIONAL TRANSPORTATION COMMISSION  
CITIZENS MULTIMODAL ADVISORY COMMITTEE**

**Meeting Minutes  
Wednesday, June 2 2021**

**Members Present**

Chun Chao (Alan)  
Dora Martinez  
Paul Malikowski  
Vice Chair, Jillian Keller  
Jeff Bonano  
Ben Miller

Sigurd Jaunarajs  
Matthew Boog  
Chair, Vince Harris  
Laura Azzam  
Lindsey Costello  
David Giacomini

**CMAC Members Absent**

Suraj Verma

Majima Mayuko

**RTC Staff**

Dan Doenges  
David Carr  
Jacqueline Maldonado  
Jim Gee

Amy Cummings  
Maria Paz Fernandez  
Rebecca Kapuler

**CMAC Guest**

Clifton Crabtree, MTM

The Citizens Multimodal Advisory Committee (CMAC) was conducted as a Hybrid Meeting. The meeting was called to order at 5:35 p.m. by the Chair, Vince Harris.

**ITEM 1. APPROVAL OF AGENDA**

The agenda was approved as submitted.

**ITEM 2. PUBLIC COMMENT**

There were no public comments.

Alan Chao entered the meeting at 5:40 p.m.

**ITEM 3. APPROVAL OF THE MAY 5 2021 MEETING MINUTES**

The CMAC May 5, 2021, meeting minutes were approved as corrected.

**ITEM 4. ACKNOWLEDGE RECEIPT OF REPORT ON ODDIE BOULEVARD/WELLS AVENUE MULTI-MODAL IMPROVEMENTS PROJECT (CONSTRUCTION SUBMISSION)**

Maria Paz Fernandez, RTC Engineer Project Manager gave a presentation of the Oddie Boulevard/Wells Avenue Multi-Modal Improvements Project (Construction Submission). A copy of the PowerPoint presentation is on file at the RTC Metropolitan Planning Department.

Harvey Katz asked on the projects right-of-way and sidewalk as to what type of material will be used for the project. Maria Paz Fernandez stated concrete for the sidewalks, asphalt for the raised cycle track and the privacy wall will be concrete. Laura Azzam had concerns on the trees watering for the project. Maria Paz Fernandez stated the City of Reno takes care of the maintenance of the trees. Dora Martinez had concerns on the landscaping of the bicycle lane and sidewalk, her concerns are for the wheelchairs to maneuver and getting stuck in the materials used on the projects landscaping. Maria Paz Fernandez stated the material is DG or dirt on the medium travel lane of the road. A six-foot sidewalk and the landscape strip of five feet, eight feet or three feet of landscape separating of the cycle track and north of Sutro Street it will be implemented with the raised medium to separate the traffic. A discussion continued to differentiate of the street and sidewalk and cycle track. Matthew Boog commented of the excitement of the project and questioned the curbs on the project cycle track. Maria Paz Fernandez stated it will be a slanted curb for the concerns of the bicyclist getting off the cycle track and going into the travel lanes. He asked of the existing trees. Maria Paz stated the project is increasing the number of trees. She stated whenever there is a conflict perpetuating the existing trees, if the trees fit within the design and if not it is removed and replanted or replaced with new trees. He requested information on the intersection transition between the two-way cycle track and the one-way cycle track. Maria Paz Fernandez stated at Sutro Street the multi-use path and the Sutro toward Sparks a one bicycle at a time while using the raised cycle track. She stated signs will be implemented and the bicyclist are expected to use the sidewalk to continue their destination. Jillian Keller asked of the rational of the cycle track on the inside with the vehicles as opposed to having landscape between vehicle traffic and the cycle track. Maria Paz Fernandez stated the corridor study workshops where the specific design was vetted and voted and implemented which, was able to separate the sidewalk from the cycle track using the landscape strip and the cycle track from the vehicle travel lane by raising the cycle track. Ben Miller commended the project and had a concern of traveling from Sparks to Reno with the freeway obstacle of the 395 underpass and the road and landscaping included. Maria Paz Fernandez stated there will be no landscaping under the underpass but lighting will be implemented and a raised cycle track. The raised cycle track will come down at every intersection and will be a bike lane painted green.

Laura Azzam made a motion to acknowledge receipt of report on the Oddie Boulevard/Wells Avenue Multi-Modal Improvements Project (Construction Submission).

Dora Martinez seconded.

The motion carried unanimously.

**ITEM 5. RECOMMEND APPROVAL OF THE TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM GUIDANCE, SCORING CRITERIA, AND APPLICATION**

Rebecca Kapuler, RTC Planner gave a presentation on the Transportation Alternatives Set-Aside Program Guidance, Scoring, Criteria, and Application. A copy of the PowerPoint presentation is on file at the RTC Metropolitan Planning Department.

Matthew Boog asked how the program is communicated to others. Rebecca Kapuler stated through the jurisdictions, RTC Hot Topics, news blast and by reaching out to our partners. He requested information on the points. She stated the scoring criteria has been updated and the committee can contact her via email for that information.

Jillian Keller made a motion to recommend approval of the Transportation Alternatives Set-Aside Program Guidance, Scoring, Criteria, and Application.

Jeff Bonano seconded.

The motion carried unanimously.

**ITEM 6. MEMBER ANNOUNCEMENTS/AGENDA ITEMS FOR FUTURE CMAC MEETINGS**

Harvey Katz announced this was his last meeting and stated it was a good experience and commended the RTC and his fellow committee members. Sig Jaunarjs announced it is his last meeting also and commended the new members for their deliberations of RTC needs and he mentioned to keep Washoe County moving.

**ITEM 7. RTC/RIDE/ACCESS STAFF ITEMS**

Dan Doenges thanked Harvey Katz, Sig Jaunarjs, Alan Chao and Suraj Verma for their service on the committee and he stated four new members will be appointed next month.

**ITEM 8. PUBLIC COMMENT**

There were no public comments given.

**ITEM 9. ADJOURNMENT**

The meeting adjourned at 6:25 p.m.



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

**MEETING DATE:** July 7, 2021

**AGENDA ITEM 4**

To: Citizens Multimodal Advisory Committee

From: Daniel Doenges, PTP, RSP  
Planning Manager

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**RECOMMENDED ACTION**

Election of Chair and Vice-Chair for Fiscal Year 2022.

**BACKGROUND AND DISCUSSION**

The Policies Governing the Citizens Multimodal Advisory Committee (CMAC) state that elections for Chair and Vice-Chair will be held annually at the July meeting. The newly elected members will serve a one-year term.



## **REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

**MEETING DATE:** July 7, 2021

**AGENDA ITEM 5**

To: Citizen's Multimodal Advisory Committee

From: Michael Dulude  
Senior Technical Transit Operations Planner

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### **RECOMMENDED ACTION**

Provide feedback and acknowledge receipt of a report on the proposed August and September RTC RIDE service changes.

### **BACKGROUND AND DISCUSSION**

RTC RIDE continually looks to provide the best service by improving on-time performance, shortening passenger's travel times, and offering innovative services. The next service changes are scheduled for August 7, 2021 and September 11, 2021, which will include following items:

#### **August 7, 2021 Service Change – Expansion of Span of Service on RAPID – Virginia Line**

RTC will be expanding the span of service on the RAPID – Virginia Line between the University of Nevada, Reno (UNR) and Meadowood Mall for every day of the week. The following is how service will be expanded:

- Weekdays – adding service from 9:30 PM to 1:00 AM, half-hour service until 10:00 PM and hourly service until 1:00 AM with trips ending about 1:30 AM.
- Saturday – adding service from 8:30 PM to 1:00 AM, half-hour service until 10:00 PM, then hourly until 1:00 AM with trips ending at about 1:30 AM.
- Sunday – adding service from 8:30 PM to 11:00 PM, half-hour service until at 9:00 PM, then hourly service until 11:00 PM with trips ending at about 11:30 PM.

#### **September 11, 2021 Service Change – Adjustments to Routes 4, 6, 19, and 26**

RTC will adjust Routes 4, 6, 19, and 26 to better utilize equipment, recently installed electric bus chargers at RTC Centennial Plaza station, and improve service operations. This will not change scheduled times of each route. It will change how the buses are used on each route and how each route connects to the next route. This adjustment will cause a change in bus bay locations for Routes 4 and 6 at RTC 4<sup>th</sup> Street Station, and Routes 2, 11, and 26 at Centennial Plaza Station.

#### **Routine Schedule Time Adjustments**

As part of RTC's on-going effort to provide reliable and on-time service, staff monitors bus travel times and speeds, as well as other statistics. As traffic patterns change, passenger habits change, and street networks change, these an effect on the reliability and on-time performance of each route. Therefore, each service change contains small adjustments to the schedule timetables to maintain their relevance to what the bus can actual perform, thereby improving reliability and on-time performance, as well as customer service. This service change will contain these small adjustments to a small group of routes.



**REGIONAL TRANSPORTATION COMMISSION**

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Metropolitan Planning Organization of Washoe County, Nevada

**MEETING DATE:** July 7, 2021

**AGENDA ITEM 6**

To: Citizens Multimodal Advisory Committee

From: Rebecca Kapuler  
Senior Planner

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**RECOMMENDED ACTION**

Acknowledge receipt of report on the RTC Transportation Alternatives (TA) Set-Aside Program Call for Projects.

**BACKGROUND AND DISCUSSION**

As the Metropolitan Planning Organization (MPO) for the region, the RTC is tasked with administering the federal TA Set-Aside program for funding sub-allocated to the Reno-Sparks metropolitan planning area. Grants applications are submitted to the RTC, recommendations for awards are made by the Technical Advisory Committee and Citizens Multimodal Advisory Committee, and the RTC Board makes the decisions regarding TA Set-Aside grant awards.

Local road safety improvements are an eligible use of TA Set-Aside Funding. Other eligible uses include improvements to non-motorized mobility, historic preservation related to transportation, scenic accessibility, Safe Routes to School programs, and environmental management related to transportation activities.

The TA Set-Aside guidance and application process were approved by the RTC Board on June 18, 2021 for funding that is sub-allocated to the RTC. The approved guidelines and application are attached for your review. Agencies eligible to receive TA Set-Aside funds include local governments, regional transportation authorities, transit agencies, natural resource or public land agencies, school districts, Tribal governments, and nonprofit entities responsible for the administration of local transportation safety programs as identified in federal guidelines.

The estimated amount of TA Set-Aside Funding available for Federal Fiscal Years (FFY) 2021 and 2022 is approximately \$805,000. Project applications for this funding opportunity are due by 4:00 p.m. on Friday, October 1, 2021. Any applications received will be presented to the TAC and CMAC for discussion and recommendation to the RTC Board.

Attachments



**REGIONAL TRANSPORTATION COMMISSION  
TRANSPORTATION ALTERNATIVES (TA) SET-ASIDE PROGRAM APPLICATION**

<u>Applicant/Agency</u> Name: Address:	
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<u>Contact Person</u> Name: Address:Phone: Email:	
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<u>Project Name</u>	
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<u>Project Location &amp; Project Limits</u>	
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<u>What TA category does this project fall under?</u> (check all that apply)	<input type="checkbox"/> Bicycle facility <input type="checkbox"/> Pedestrian facility <input type="checkbox"/> Safe Routes to School programs <input type="checkbox"/> Construction of scenic overlooks, vehicle turnouts and viewing areas <input type="checkbox"/> Traffic calming improvements related to improving the environment for non-motorized users <input type="checkbox"/> Inventory, control or removal of outdoor advertising <input type="checkbox"/> Historic preservation and rehabilitation of historic transportation facilities <input type="checkbox"/> Archaeological planning and research <input type="checkbox"/> Vegetation management <input type="checkbox"/> Environmental mitigation activities <input type="checkbox"/> Other: _____
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<u>Project Description</u> (please include a description of any potential safety and mobility improvements as a result of the project):	
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<u>What is the Estimated Cost of the Project</u> <i>(Required: attach a detailed budget for this project)</i>	<b>Total Project Cost</b>	<b>Amount Requested</b>	<b>Local 5% Match Amount</b>
	\$	\$	\$

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<p><b>Funding: What is the Source of Matching Funds</b> <i>(include any other additional funding sources)</i></p>	
<p><b>Which of the following National Goals does the project support(select all that apply)?</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safety</li> <li><input type="checkbox"/> Infrastructure condition</li> <li><input type="checkbox"/> Congestion reduction</li> <li><input type="checkbox"/> System reliability</li> <li><input type="checkbox"/> Freight movement and economic vitality</li> <li><input type="checkbox"/> Environmental sustainability</li> <li><input type="checkbox"/> Reduced project delivery delays</li> </ul>
<p><b>Project Schedule</b> Identify current project status and schedule for project delivery.</p>	
<p><b>Project Maintenance</b> List Agency that is responsible for maintenance once project is completion.</p>	

<p><b>Section 1 (Project Benefits/Safety Enhancement)</b></p>	
<p>Is the project in an adopted plan, study, program, mission or goal? <i>(For example, Complete Streets Master Plan, Bicycle and Pedestrian Master Plan, Corridor Study, other Regional or Local Plan, Program, Mission or Goal?)</i> Identify the source document below:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Does the project provide traffic calming measures or safety measures that benefit non-vehicle road users?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Does the project serve multiple modes of transportation?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Does the project provide connectivity to an existing facility between or on regional roads?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

## Agenda Item 6 ATTACHMENTS

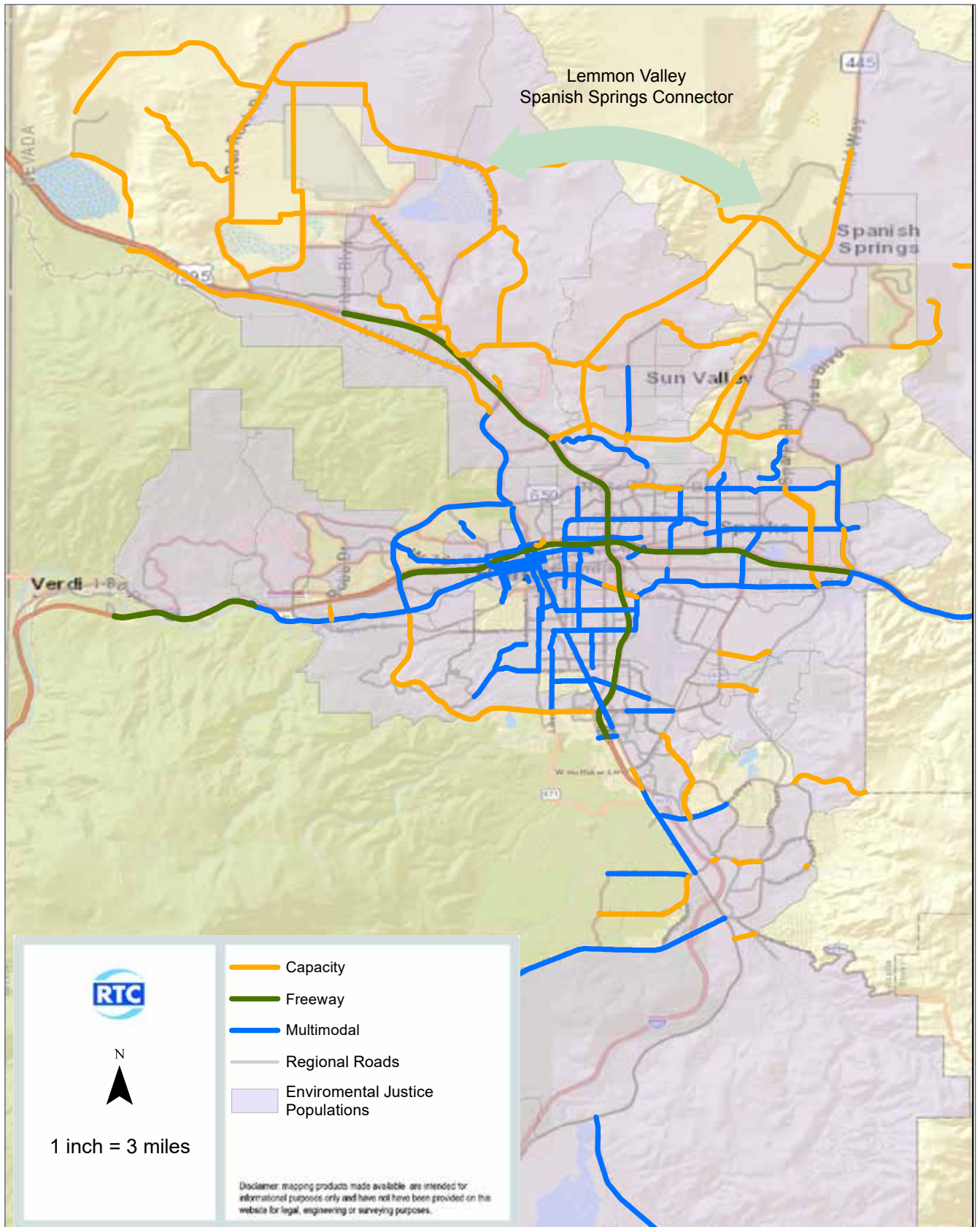
<b><i>Section 2 (Environmental Justice)</i></b>	
<p>Does the project serve an Environmental Justice area as identified in the <a href="#">2050 RTP, Chapter 9, Environmental Justice</a> (see attached map)?</p> <p>Are there essential services within the project area (within project limits)? <b>Please list all services:</b> <i>Services may include but are not limited to governmental/social services; schools, affordable housing; medical services; educational services; or other (Other may be a connection to recreational destinations).</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<b><i>Section 3 Project Readiness for Infrastructure Projects</i></b>	
<p><u>Current Readiness for Constructability of Infrastructure Projects</u></p> <p>The purpose of this criterion is to encourage projects that accelerate project completion through eliminating delays in the project development and delivery. For the purpose of this scoring criterion, priority shall be given to projects that are ready to proceed to construction within a short timeframe after receiving TA Set Aside Funding. Please check <b>one box</b> below (if this is not an infrastructure project please go to section 4):</p> <p>Project would be relatively easy to construct and can be implemented within the next 12 months. The project does not require acquiring right-of-way, utility relocation, and/or project meets categorical exclusion.</p> <p>The project will take up to 24 months to construct. Project includes right-of-way acquisition, includes utility relocation, and/or the project will require an environmental assessment/impact statement</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<b><i>Section 4 Project Readiness for Non-Infrastructure Projects</i></b>	
<p><u>Current Readiness for non-infrastructure/SRTS Educational Projects</u></p> <p>The purpose of this criterion is to encourage projects that accelerate project completion through eliminating delays in the project development and delivery. For the purpose of this scoring criterion, priority shall be given to projects that are ready to be implemented within a short timeframe after receiving TA Set Aside Funding. Please check one box below Check <b>one box</b> below for project readiness value:</p> <p>Educational/outreach program is established and schools/partnerships have been identified. Project evaluation is in place to measure program effectiveness. Project can be implemented within 12 months.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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<p>Educational/outreach program will need to be developed, partnerships will need to be established and identified. Evaluation criteria will need to be developed to measure the effectiveness of the project. This project can be completed within 24 months.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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# ENVIRONMENTAL JUSTICE POPULATIONS AND REGIONAL ROAD PROJECTS

MAP 9.6



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# Regional Transportation Commission TRANSPORTATION ALTERNATIVES (TA) SET- ASIDE PROGRAM

June 2021

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## 1.0 Purpose and Eligibility

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The mission of the Transportation Alternatives (TA) Set-Aside Program is to improve our Nation's communities through leadership, innovation, and program delivery. The vision of the program is to create safe, accessible, attractive, and environmentally sensitive communities where people want to live, work, and recreate. The TA Set-Aside Program provides funds for projects that improve non-motorized mobility, historic preservation, scenic accessibility, Safe Routes to School programs, and environmental management. TA projects may be included into existing planned transportation projects or may be stand-alone projects. TA funded infrastructure projects must be legally accessible to the general public. Safety is an important consideration in the development of projects. Projects must be consistent with the current Regional Transportation Plan and RTC Bicycle and Pedestrian Master Plan.

The entities eligible to receive TA funds, as defined under 23 U.S.C. 133(h)(4)(B) include:

1. a local government
2. a regional transportation authority
3. a transit agency
4. a natural resource or public land agency
5. a school district, local education agency, or school
6. a tribal government
7. a nonprofit entity responsible for the administration of local transportation safety programs
8. other local or regional governmental entity with responsibility for, or oversight of, transportation or recreational trails

TA projects must be located within the RTC's metropolitan planning organization (MPO) boundaries. Eligible entities may only submit up to one application per Federal fiscal year of available funding.

Applications are available at [www.rtcwashoe.com](http://www.rtcwashoe.com) or by contacting the RTC Department of Metropolitan Planning at 775-332-2148. A description of eligible uses is provided in section 1.1.

### 1.1 Project Eligibility

The following types of projects are eligible for the TA program under 23 U.S.C. 133(h)(4)(B):

- A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- B. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- D. Construction of turnouts, overlooks, and viewing areas.

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- E. Community improvement activities, *which include but are not limited to*:
    - i. inventory, control, or removal of outdoor advertising;
    - ii. historic preservation and rehabilitation of historic transportation facilities;
    - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
    - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
  - F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
    - i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, or
    - ii. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
2. The safe routes to school program eligible projects and activities:
    - o Infrastructure-related projects.
    - o Non-infrastructure-related activities.
    - o SRTS coordinator. SAFETEA-LU section 1404(f)(2)(A) lists “managers of safe routes to school programs” as eligible under the non-infrastructure projects.
  3. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Other project types identified as eligible under U.S.D.O.T guidance include the following:

- Capital costs for bike share programs, including docks, equipment, and bikes. Federal-aid Highway Program funds cannot be used for operational costs.
- Lighting for bicycle and pedestrian facilities. Projects should consider energy-efficient methods and options that reduce light pollution.
- Planning for pedestrian and bicycle activities.
- Safety education activities targeting children in kindergarten through 8<sup>th</sup> grade.

TA Set-Aside projects must benefit the general public (23 CFR 1.23 and 23 CFR 460.2). Eligible projects must demonstrate a relationship to one or more of the National Performance Goals initially established under MAP-21 and codified in title 23 (23 U.S.C. §150(b)). Table 1 below identifies the National Goals in relation to TA considerations.

**Table 1 – National Goals and Relationship to TA Considerations**

Goal Area	National Goal	Sample TA Consideration
Safety	To achieve a significant reduction in fatalities and serious injuries on all public roads	Improve safety for all project users
Infrastructure condition	To maintain the highway infrastructure asset system in a state of good repair	Maintain good to excellent pavement quality on shared-use paths and key



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		bicycle facilities; ensure accessible pedestrian facilities
Congestion reduction	To achieve a significant reduction in congestion on the National Highway System	Reduce vehicle travel by providing non-motorized alternatives
System reliability	To improve the efficiency of the surface transportation system	Expand bicycle infrastructure in congested urban core areas to provide a more reliable alternative to driving
Freight movement and economic vitality	To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development	Improve non-driver access to jobs, education, services, public transit, and community amenities
Environmental sustainability	To enhance the performance of the transportation system while protecting and enhancing the natural environment	Reduce emissions and energy use by encouraging non-motorized travel  Improve stormwater management, vegetation management, and ecological performance of the transportation system
Reduced project delivery delays	To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices	Many projects will qualify as categorical exclusions or can use programmatic agreements. Most TAP projects benefit the environment

### 1.2 Ineligible Activities

This is not a comprehensive list, but some of the activities that will not be funded under the TA program include:

- State or MPO administrative purposes.
- Promotional activities, except as permitted under the SRTS (200 CFR 200.421(e)(3)).
- Routine maintenance and operations.

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- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.

### 2.0 Process

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The RTC will issue a call for projects as funding becomes available. The call for projects will be placed on the agendas of the RTC Technical Advisory Committee and the Citizens Multimodal Advisory Committee. A notice will also be posted on the agency's website. Eligible sponsors may submit one application per Federal fiscal year of available funding.

Applications will be reviewed by RTC staff for eligibility and completeness. If an application is incomplete or ineligible for TA funds, it will be returned to the applicant who will have a maximum of fifteen (15) days to make the required revisions.

Completed applications will adhere the steps listed below:

- Applications will be scored and ranked by staff.
- Staff will meet with all applicants to review scored projects and discuss funding (i.e. can projects be scaled back when there are more requests than available funding).
- Scored and ranked applications will be presented to the RTC advisory committees for recommendation to the RTC Board.
- RTC advisory board recommendations will be presented to the RTC Board for final approval for project funding

General responsibilities of the project sponsor are outlined below:

- Verify eligibility of the project sponsor and proposed project. Potential sponsors are encouraged to contact the RTC TA Coordinator with any questions regarding eligibility.
- Complete TA application.
- Include a detailed budget for the project.
- If the sponsor's project is selected, attend project kick off meeting to determine appropriate contracts are completed and the project is included in the Regional Transportation Improvement Program (RTIP) and Statewide Transportation Improvement Program (STIP).
- Attend quarterly project status meetings with RTC.
- Ensure projects are completed on time and within budget.
- Complete a final report that includes scope, before and after photos (not necessarily applicable to non-infrastructure projects), final budget and duration of project.
- The project must be advertised for construction or issued a notice to proceed within 3 years of receiving the funding notification.

### 3.0 Scoring Criteria

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Applications that meet eligibility and completeness will be evaluated and scored by the following criteria:

#### **Section 1: Project Benefits/Safety Enhancement: (5 points possible)**

- Project is in an adopted plan, study, program, mission or goal? (For example, Complete Streets Master Plan, Bicycle and Pedestrian Master Plan, Corridor Study, other Regional or Local Plan, Program, Mission or Goal?) **(1 point)**

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- Project provides traffic calming measures or safety measures that benefit non-vehicle road users **(2points)**
- Project serves multiple modes of transportation **(1 point)**
- The project connects to an existing facility between or on regional roads **(1 point)**

### **Section 2: Equity and Environmental Justice (2 points possible)**

- Project located in an area serving an Environmental Justice population **(1 point)**
- Project serves an area where essential services are offered, including medical or school facilities **(1 point)**

### **Section 3: Project Readiness for Infrastructure Projects (5 points possible)**

The purpose of this criterion is to encourage projects that accelerate project completion through eliminating delays in the project development and delivery. For the purpose of this scoring criterion, priority shall be given to projects that are ready to proceed to construction within a short timeframe after receiving TA Set Aside Funding.

- Project would be easy to construct; and can be implemented within the next 12 months. The project does not require acquiring right-of-way, utility relocation, and/or project meets categorical exclusion. **(5 points)**
- The project will take up to 24 months to construct. Project includes right-of-way acquisition, includes utility relocation, and/or the project will require an environmental assessment/impact statement. **(1 point)**

### **Section 4: Project Readiness for Non-Infrastructure Projects (3 points possible)**

The purpose of this criterion is to encourage projects that accelerate project completion through eliminating delays in the project development and delivery. For the purpose of this scoring criterion, priority shall be given to projects that are ready to be implemented within a short timeframe after receiving TA Set Aside Funding.

- Educational/outreach program is established and schools/partnerships have been identified. Project evaluation is in place to measure program effectiveness. Project can be implemented within 12 months. **(3 points)**
- Educational/outreach program will need to be developed, partnerships will need to be established and identified. Evaluation criteria will need to be developed to measure the effectiveness of the project. This project may take 24 months or more to implement. **(1 point)**

## **4.0 Implementation of Funded Projects**

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The TA Set-Aside Program is a cost reimbursement program. Prior to the initiation of the project, it must be included in the Regional Transportation Improvement Program (RTIP) and authorized by the Federal Highway Administration (FHWA). RTC will determine, in collaboration with the project applicant, whether it is most appropriate for RTC or the applicant to be the lead implementing agency. If the project applicant will be the lead implementing agency, a fully executed legal agreement is required prior to the RTC's issuance of a Notice to Proceed. The TA Set-Aside Program will provide up to 95 percent of the project costs. The applicant is required to provide a minimum of 5 percent of the project costs. It is the project applicant's responsibility to ensure that the cost estimate is realistic and will fully meet the project's needs.

The sponsor is responsible for all costs over and above the approved awarded funding amount. Funding for project costs in excess of those awarded initially will not be provided. Therefore, obtaining realistic cost estimates for the services/tasks to be performed are extremely important to insure that adequate funding is provided. Sponsors should carefully control increases and overruns as they may jeopardize completion of the

## Agenda Item 6 ATTACHMENTS

entire project. If the Sponsor decides not to complete a project, the applicant will reimburse all TA expenditures of federal monies to RTC.

Project sponsors are required to comply with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act. Projects must have an environmental review to assess and/or mitigate effects on social, economic and environmental factors. Similarly, work involving sensitive historic structures or archaeological sites must conform to the U.S. Secretary of the Interior's standards and guidelines for archaeology and historic preservation. The sponsor must carry out and comply with all Federal, State and local laws, and acquire environmental approvals and any required permits from the appropriate Federal, State and local agencies. Also, the sponsor must acquire building and other local permits, if applicable. Engineering and architectural designs for all facilities must comply to the Americans with Disabilities Act. Projects that involve acquisition of right of way (ROW) or NEPA documentation generally require additional funding and time to complete. ROW acquisition can also include temporary construction easements and sometimes involves utilities relocation. These additional costs should be carefully considered and factored in any cost estimates.

Selected projects must demonstrate significant progress toward implementation within two years of the selection date. Project progress will be assessed at the quarterly meetings referenced in Section 2.0 above. Should circumstances prevent a project from moving forward within the two-year timeframe, the funding that was allocated to that project may be reallocated to another project submittal that was not selected during the competitive process, or a new call for projects may be issued if there are not any viable project applications previously submitted.

## Attachment A

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### SELECTED\* FEDERAL REQUIREMENTS

#### **National Environmental Policy Act (NEPA)**

This act requires Federal agencies to disclose and consider, through an Environmental Assessment and, sometimes, through an Environmental Impact Statement, any significant effect a project may have on the environment (including cultural, natural, social and historical resources). Except in unusual circumstances, a TA project will be processed as a categorical exclusion (CE). A CE does not mean that no environmental work is required, only that there is not a significant environmental effect; therefore, less documentation is required.

#### **Section 4(f) of the U.S. Department of Transportation Act**

The FHWA cannot approve a project that uses land from a Section 4(f) resource (publicly owned parks, recreation areas, wildlife and waterfowl refuges, and national, state, or local historical sites) unless the project sponsor is also the owner/administrator of the park, or FHWA determines that no feasible alternative exists. In such a case, all efforts must be made to minimize harm to the resource. Note that this Section does not apply to restoration, rehabilitation or maintenance of historic transportation facilities if the work does not adversely affect the resource's historic qualities.

#### **Section 106 National Historic Preservation Act (NHPA) of 1966**

Federal agencies are required to consider the potential effects of a project on a property that is listed in or eligible for the National Register of Historic Places.

#### **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended**

This act provides requirements in the real property acquisition and provides for relocation payments. Note that all Transportation Alternative projects are subject to the Act except those that do not involve acquisition of additional property or relocations.

#### **Brooks Act**

Federally assisted consultant contracts for engineering and design services must use qualification-based selection procedures, which disallow price as a factor in the selection process.

#### **Competitive Bidding**

Construction projects must be advertised and awarded to the lowest responsible and responsive bidder through open competitive bidding.

#### **Predetermined Minimum Wage (Davis-Bacon)**

The minimum prevailing wage rate must be paid to all workers on Federal-aid highway projects that exceed \$2,000. Note that if the project is a transportation facility and is eligible solely on function (e.g., restoration of a railroad station, an independent bike path, etc.), then this Act does not apply unless the project is physically located within the existing right-of-way of a Federal-aid highway.

\*This list is by no means comprehensive. For the full listing of federal regulations please visit <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>