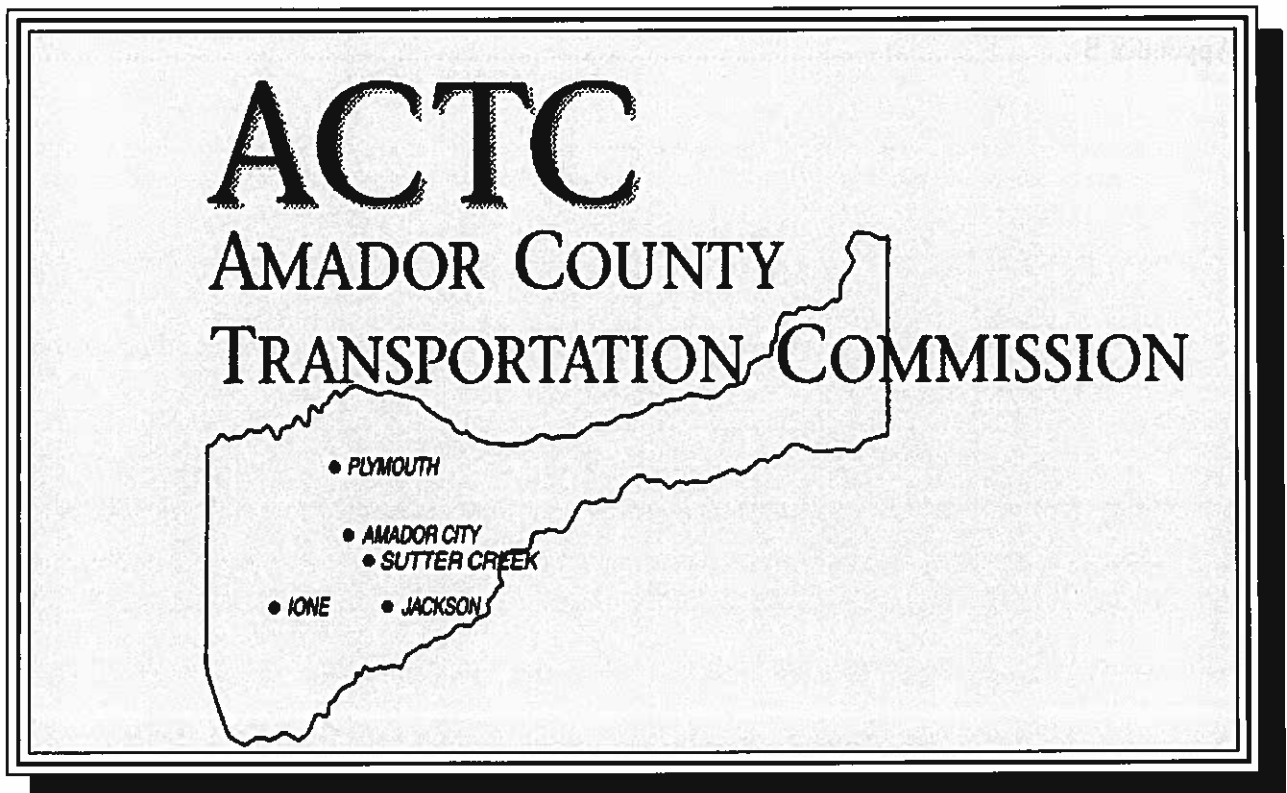


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**Regional Transportation Enhancements  
(TE) Program  
2011/12 Project Criteria/ Project  
Requirements/Selection Process/Application Forms**



June 2011

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# **Amador County Transportation Commission Regional Transportation Enhancements (TE) Program 2011/12 Project Criteria/ Project Requirements/Selection Process/Application Forms**

## **Overview**

The Amador County Transportation Commission (ACTC) has \$596,000 in Federal Transportation Enhancement (TE) funds programmed in the State Transportation Improvement Program (STIP) that it is making available to eligible applicants for TE projects in the Amador County Region (County and cities). Transportation Enhancement or TE funds are to be used for transportation related projects that enhance quality-of-life, in or around transportation facilities. The TE project must have a direct relationship to the intermodal transportation system. The TE project must provide enhancements over and above those required of a normal transportation project. There are twelve specific project categories (see below).

Project applications may be submitted by a city or the County government. City or County government can “sponsor” a non profit organization, or other partner agency provided the City or County will agree to serve as administering agency, to maintain a master agreement with Caltrans, and to be responsible for implementing the project, fulfilling all federal and State requirements, insuring payment of local match and any cost over-runs, and maintaining it for the life of the project.

## **Eligibility Categories**

The following list of the 12 Transportation Enhancements activities includes project examples that illustrate each activity. This list is not comprehensive. Activities eligible for considerations as Transportation Enhancement Activities are:

1. **Pedestrian and Bicycle Facilities**  
New or reconstructed sidewalks, walkways, curb ramps, bike lane striping, wide paved shoulders, bike parking, bus racks, off-road trails, bike and pedestrian bridges and underpasses that must meet American with Disabilities Act (ADA) standards.
2. **Safety and Educational Activities for Pedestrians and Bicyclists**  
Programs designed to encourage walking and bicycling by providing potential users with education and safety instruction through classes, pamphlets and signage.
3. **Acquisition of Scenic or Historic Easements and Sites**  
Acquisition of scenic land easements, vistas and landscapes; purchase of buildings in historic districts or historic properties; preservations of farmland.
4. **Scenic or Historic Highway Programs Including Tourist and Welcome Centers**  
Construction of turnouts, overlooks, visitor centers, viewing areas, designation signs and markers.

5. **Landscaping and Scenic Beautification**  
Improvements such as street furniture, lighting, public art; landscaping along streets, historic highways, trails, interstates, waterfronts and gateways.
6. **Historic Preservation**  
Preservation of buildings and facades in historic districts; restoration and reuse of historic buildings for transportation-related purposes; access improvements to historic sites and buildings.
7. **Rehabilitation of Historic Transportation Buildings, Structures or Facilities**  
Restoration of railroad depots, bus stations and lighthouses; rehabilitation of rail trestles, tunnels and bridges.
8. **Conversion of Abandoned Railway Corridors to Trails**  
Acquiring railroad rights-of-way; planning, designing and construction multi-use trails; developing rail-with-trail projects; purchasing unused railroad property for reuse.
9. **Control and Removal of Outdoor Advertising**  
Billboard inventories or removal of illegal and nonconforming billboards.
10. **Archaeological Planning and Research**  
Research, preservation planning and interpretation; planning to improve identification, evaluation and treatment of archaeological sites; local and regional research designs to guide future surveys, data recovery.
11. **Mitigation of Runoff Pollution and Provision of Wildlife Connectivity**  
Runoff pollution studies, soil erosion controls, detention and sediment basins, river cleanups, and wildlife crossings.
12. **Establishment of Transportation Museums**  
Construction of transportation museums, including the conversion of railroad stations or historic properties to museums with transportation themes and exhibits or the purchase of transportation-related artifacts by a legally organized not-for-profit institution of government entity.

## Other Key Elements

- a. This is a reimbursable program.
- b. Generally, this is a capital improvement program; it is not for planning, maintenance, equipment or operations.
- c. A State or local funding share (match) is required (minimum 12%)
- d. Administering agencies must commit to cover cost increases if the project turns out to be under funded.
- e. Projects must comply with State CEQA and Federal NEPA environmental requirements and with other federal regulations, as outlined in the Caltrans Local Assistance Procedures Manual. Caltrans has been delegated NEPA lead for Federally funded projects and environmental documentation and all work must be to their satisfaction.
- f. Suggested minimum project size is \$100,000 in federal funds, making the minimum overall project cost approximately \$114,000. Procedures and requirements for developing federally funded projects are substantially more involved in time and

money than the requirements on other State or locally funded projects. Administering agencies should be fully aware of and must follow all federal regulations including the requirements of Title 23 United State Code (also available in Caltrans Local Assistance Procedures Manual).

- g. Due to State and Federal requirements it is anticipated that it may take up to two years or longer to obtain approval for construction of any proposed TE project. Approval for construction includes obtaining NEPA and CEQA environmental approval, approval of plans, specification and cost estimates (PS&E) package and approval of right-of-way certification. Each project development phase of work must be accomplished within the fiscal year funds are allocated plus one additional fiscal year. The construction phase of work should have a signed contract within 6 months of the funding allocation and can have up to 36 months to complete the project. The California Transportation Commission can allow a one-time only time extension for unforeseen and extraordinary circumstances up to 20 months, but the time extension that is usually granted is based on the time of delay. See California Transportation Commission STIP Guidelines for more information.
- h. Projects that are on the State highway system will require a Cooperative Agreement between the local agency and State. Projects requiring right of way acquisition or complicated easements are discouraged.
- i. Project applicants are advised that the time and costs to develop a successful TE grant application are considerable and these costs are not reimbursable by ACTC or the program. Due to this concern, prospective applicants are encouraged to arrange a pre-application conference with ACTC staff prior to application submittal.
- j. Due to the complex funding program, ACTC and Caltrans staff will conduct preliminary review of all applications and meet with applicants prior to final recommendations for award. Caltrans will review applications for eligibility. ACTC and Caltrans staff will also review applications for their accuracy in estimating costs and schedules for environmental clearance and other State or Federal approvals. Usually a Professional Engineer and a consulting environmental firm are needed to help complete a project application. Applications that underestimate expected costs or time elements may be rejected or returned for re-submittal.
- k. Proposed TE projects must employ the services of a Community Conservation Corps or the California Conservation Corps or contain signatures from the applicable Corps representative specifying that said services are not available.
- l. Applications must include a resolution of the Board of Supervisors or City Council sponsoring the TE project which agrees to serve as administering agency, to maintain a master agreement with Caltrans, and to be responsible for implementing the project, fulfilling all federal and State requirements, insuring payment of local match and any cost over-runs, and maintaining it for the life of the project.

For additional information about applying for TE funds, see the Caltrans TE website: [www.dot.ca.gov/hq/TransEnhAct](http://www.dot.ca.gov/hq/TransEnhAct).

## **Application and Project Selection Process**

Applications for 2011/12 Amador County Transportation Commission TE projects must be submitted on forms which are provided as Appendix A (attached hereto). Applications are due July 29, 2011, at 4:00 p.m. They must be delivered in hand or by mail to ACTC, 11400 American Legion Drive, Jackson, CA 95642 before said deadline. Emails will not be accepted. One application containing original signatures and four copies are required. In August 2011, the ACTC will form a project application review and ranking committee. The committee will conduct initial eligibility review and rate project applications. The applications will also be submitted to Caltrans TE Coordinator for further eligibility review. It is anticipated that follow-up meetings with project applicants will be held during August and September 2011. Recommendations will then be provided to the ACTC for award(s) during the ACTC meeting of September 2011. ACTC reserves the right to reject all applications.

Projects approved by Caltrans TE Coordinator and awarded by the ACTC are submitted by the ACTC and Caltrans to the Federal Highway Administration (FHWA) and/or the Federal Transit Administration (FTA) for inclusion in the Federal State Transportation Improvement Program (FSTIP). They are also submitted to the California Transportation Commission (CTC) for allocation. All of these actions must occur before April 2012 . The administering agency is then responsible to implement the Transportation Enhancement Activity project following the Caltrans Local Assistance Procedure Manual requirements and State Transportation Improvement Program time limits.

## **Application Rating and Ranking Criteria**

Applications will be reviewed and ranked by the ACTC TE Project Committee using scoring criteria as described Appendix B.

# Appendix A

**Transportation Enhancement (TE) Application (PSR Equivalent)**  
**TE funds are federal funds and must follow federal funding guidelines and environmental (NEPA) processes. All projects must have an approved eligible application prior to programming in the RTIP.**

## PART ONE: GENERAL PROJECT INFORMATION

\_\_\_\_\_ RTIP TE    \_\_\_\_\_ JTIP TE    Is the project within Caltrans Right of Way? Yes  No .

Are you using Recovery Act TE funds? Yes  No

Does this project partner with or commit to employ the services of a Community Conservation Corps or the California Conservation Corps?    Yes  No .

If you answered yes to the above question please list the contact information for the corps.

Corps Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

PROJECT TITLE:

<p>IMPLEMENTING AGENCY Administrator/person with day-to-day responsibility for implementing project (Name, title, agency, address, phone, fax, email)</p>	<p>(Round dollars to nearest thousands)</p> <p>TE FUNDS REQUESTED        \$ _____</p> <p>Local Match (12%)         \$ _____</p> <p>TOTAL TE PROJECT COST    \$ _____</p> <p><input type="checkbox"/> TE is a stand-alone project.</p> <p><input type="checkbox"/> TE is part of a larger project.</p>
<p>Person who can answer questions about this application (Name, title, phone, fax, email)</p>	<p>PARTNER(S) (Name, title, agency, address, phone, fax)</p>

IF TE IS AN ENHANCEMENT TO A LARGER PROJECT, DESCRIBE LARGER PROJECT (if larger project is programmed, provide PPN, EA, Project Title; if not currently programmed, describe the project)

Total Project Cost \$ \_\_\_\_\_

PROJECT SCOPE OF PROPOSED TRANSPORTATION ENHANCEMENT ACTIVITIES  
(Describe the project's location, limits of work, size, etc. *Not* the justification or benefits).

**NEED AND PURPOSE (Describe how is project above and beyond a standard transportation project)**

**RELATIONSHIP (TE projects must have a relationship to surface transportation; describe relation to surface transportation)**

## ALTERNATIVES CONSIDERED

WHICH OF THE 12 TE CATEGORIES DOES THE PROJECT ENCOMPASS? (May be more than one.)

<http://www.dot.ca.gov/hq/TransEnhAct/TransEnact.htm>

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 (including historic battlefields).
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 and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals).
8.  Preservation of abandoned railway corridors (including the conversion and use of the corridors for pedestrian or bicycle trails).
9.  Inventory, control, and removal of outdoor advertising.
10.  Archaeological planning and research.
11.  Environmental mitigation
  - (i) To address water pollution due to highway runoff; or
  - (ii) Reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
12.  Establishment of transportation museums.

PROJECT LOCATION MAPS (Provide Location Map of project in State/Region and Area Specific Map)

**PART TWO: FUNDING**

Prepared by \_\_\_\_\_ Title \_\_\_\_\_

Agency \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

<b>PROJECT COMPONENT COSTS</b> (round to nearest \$1,000s)		
	<b>RTIP/TE</b>	<b>OTHER</b>
• E&P (PA&ED)	\$ _____	\$ _____
• PS&E	\$ _____	\$ _____
• Right of Way Capital	\$ _____	\$ _____
• Right of Way Support	\$ _____	\$ _____
• Construction Support	\$ _____	\$ _____
• Construction Capital	\$ _____	\$ _____
 <b>TOTAL PROJECT COSTS</b>		 \$ _____

<b>PRELIMINARY ITEM ESTIMATE - PROJECT DEVELOPMENT ITEMS</b> (PA&ED and PS&E)			
Item	Description	Amount	Total

<b>PRELIMINARY ITEM ESTIMATE - RIGHT OF WAY ITEMS</b> (ROW Acquisition and Support)			
Item	Description	Amount	Total

**PRELIMINARY ITEM ESTIMATE - CONSTRUCTION (CONTRACT AND SUPPORT)**

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
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CONTINGENCY (%)

TOTAL CONSTRUCTION CONTRACT ITEMS

**MAINTENANCE** (The enhancement must be maintained in a functional and operational manner as its intended purpose for the expected life cycle for the type of project. If it is not maintained in such a manner, reimbursement of all or a portion of the enhancement funds may be required).

Who will maintain?

What is the source of maintenance funds?

If project is within Caltrans right of way, must be signed by Deputy District Director, Maintenance

DDD Maintenance: \_\_\_\_\_ Date: \_\_\_\_\_

### **PART THREE: INFORMATION AND ASSURANCES**

**Please note the application must be signed by the TE project sponsor below for the project to be considered for funding. The information below is provided to notify all project sponsors of the criteria that shall be used in the selection of eligible TE projects.**

#### **For TE projects proposed for funding from American Recovery and Reinvestment Act of 2009**

Assembly Bill X3-20 added Sections 2420-2423 to the Streets and Highways Code which requires that transportation projects proposed for transportation enhancement activities using federal funds provided specifically by the American Recovery and Reinvestment Act of 2009 be programmed and allocated based on the following priorities:

- (1) In programming and allocating these funds, the department and the metropolitan planning organizations, county transportation commissions, and regional transportation agencies shall give priority to the sponsors of eligible projects that partner with, or commit to employ the services of, a Community Conservation Corps or the California Conservation Corps to construct or undertake the project, provided those projects meet the requirements of the American Recovery and Reinvestment Act of 2009.
- (2) After all eligible projects have been selected pursuant to paragraph (1), the department and the metropolitan planning organizations, county transportation commissions, and regional transportation agencies shall next give priority to projects that provide facilities for pedestrians and bicyclists, provided those projects meet the requirements of the American Recovery and Reinvestment Act of 2009.
- (3) After all eligible projects have been selected pursuant to paragraph (2), the department and the metropolitan planning organizations, county transportation commissions, and regional transportation agencies may fund any project eligible in accordance with paragraph (35) of subdivision (a) of Section 101 of Title 23 of the United States Code.

#### **For projects proposed for funding with all federal TE funds**

Senate Bill 286 (Chapter 373, Statutes of 2008) added Sections 2370-2374 to the Streets and Highways Code which requires the selection of all TE projects to be based on projects which partner with, or commit to employ the services of a Community Conservation Corps or the California Conservation Corps. The department, in consultation with Community Conservation Corps, the California Conservation Corps, the commission, regional transportation planning agencies, county transportation commissions or authorities, and congestion management agencies, developed the following criteria that give priority in the selection of TE projects. The information below is provided to project sponsors to assist them in understanding how projects will be selected. Regional transportation planning agencies, county transportation commissions or authorities, and congestion management agencies, when selecting candidates for transportation enhancement projects, shall utilize the selection criteria below.

The RTPAs are required to use the following criteria in prioritizing and selecting TE projects for programming in the Regional Transportation Improvement Programs (RTIP):

- (1) TE eligible projects whose sponsor is partnering with, or has agreed to employ the services of a Community Conservation Corps or the California Conservation Corps (collectively referred to as corps), shall be selected first for funding (the scope of the work performed by the corps will be identified in page 6 of the TE application);
- (2) After all TE eligible projects described in paragraph (1) have been selected for funding; the remaining eligible TE projects may be selected.

TE Project candidates that meet the following specific categories are exempt from the above selection criteria and may compete on an equal basis with all project candidates in category (1) above:

- (a) Projects that have been selected and programmed in a RTIP prior to June 25, 2009.
- (b) Projects for which no corps will partner with the sponsor or agree to provide services. A project sponsor can request this exemption only by certifying on the TE Application, with the concurrence of the California Conservation Corps and the California Association of Local Conservation Corps, which the sponsor notified both organizations about the available project, but that no corps in the state was prepared to serve as a partner or provide services.

The department, regional transportation planning agencies, county transportation commissions or authorities, or congestion management agencies shall be authorized to enter into cooperative agreements, grant agreements, or procurement contracts with Community Conservation Corps pursuant to the simplified contract requirements authorized by Section 18.36(j) of Title 49 of the Code of Federal Regulations in order to enable community conservation corps to utilize transportation enhancement project funds.

Section 2370(a) of the Streets and Highways Code is specific as to which organizations can be considered as a Community Conservation Corps or the California Conservation Corps. "Community Conservation Corps" shall have the same meaning as defined in Section 14507.5 of the Public Resources Code. Information regarding these organizations is available on the internet at:

<http://www.consrv.ca.gov/dor/grants/Pages/lccc.aspx>  
<http://www.ccc.ca.gov/PARTNER/PARTNERS.HTM>  
[www.calcc.org](http://www.calcc.org)

For the RTPA: Conservation Corps Partner Contact use only:

A corps can participate on the following items of work: \_\_\_\_\_

Name of corps: \_\_\_\_\_ and the contact for the corps is: \_\_\_\_\_  
 \_\_\_\_\_ (Name)  
 \_\_\_\_\_ (Phone number)

This project is exempt under category (b) above. This exemption allows the project to compete on an equal basis with all other project candidates in the region. Concurred in by:

\_\_\_\_\_  
 California Conservation Corps contact (Print Name) (Signature) Date

\_\_\_\_\_  
 California Association of Local (Signature) Date

\_\_\_\_\_  
 Conservation Corps contact (Print Name)

**RTPA Conservation Corps Partner Contacts  
 For Transportation Enhancement Projects**

AGENCY	CCC Contact Title and Name	Phone Number	Email Address
California Conservation Corps	Regional Deputy for Region 2 Virginia Clark	916-341-3147	virginia.clark@ccc.ca.gov
California Association of Local Conservation Corps (representing the Community Conservation Corps)	Association Manager Scott Dosick	916-285-8743	manager@calcc.org

Project Implementing Agency possesses legal authority to nominate this transportation enhancement and to finance, acquire, and construct the proposed project; and by formal action (e.g., a resolution) the Implementing Agency's governing body authorizes the nomination of the transportation enhancement, including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the Implementing Agency to act in connection with the nomination and to provide such additional information as may be required.

Project Implementing Agency will maintain and operate the property acquired, developed, rehabilitated, or restored for the life of the resultant facility (ies) or activity. With the approval of the California Department of Transportation, the Implementing Agency or its successors in interest in the property may transfer the responsibility to maintain and operate the property.

Project Implementing Agency will give the California Department of Transportation's representative access to and the right to examine all records, books, papers, or documents related to the transportation enhancement activity.

Project Implementing Agency will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the Americans with Disabilities Act, the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, CTC Guidelines, FHWA Transportation Enhancement Guidance and any other federal, state, and/or local laws, rules and/or regulations.

If TE funds or projects are used for other than the intended enhancement purposes as defined by federal or state regulations or guidelines, the implementing agency may be required to remit all state and federal enhancement funds back to the state.

I certify that the information contained in this transportation enhancement activity application, including required attachments, is accurate and that I have read and understand the important information and agree to the assurances on this form.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(TEA Administering Agency Representative)

Printed (Name and Title) \_\_\_\_\_

Administering Agency \_\_\_\_\_

For State Projects:

Upon receiving an eligibility determination, a Project Nomination Sheet must be submitted to the District for programming.

## Appendix B

### *Amador County Transportation Commission 2011/12 Transportation Enhancement (TE) Project Application Review, Rating, and Ranking Criteria*

1. Is application packet complete?
  - a. \_\_\_ Complete application form (Appendix A)
  - b. \_\_\_ Does the application clearly distinguish PE funds as well as capital or right of way costs?
  - c. \_\_\_ Evidence the project appears to meet one or more of the twelve eligibility categories.
  - d. \_\_\_ Clear and adequate cost estimates, concept drawings and project schedule.
  - e. \_\_\_ Fulfillment of SB 286 requirements, if applicable (see part 3 of the application form).
  - f. \_\_\_ Resolution from city or county acknowledging purpose of the TE application and providing required commitments.
2. Applications that meet the above listed criteria will be submitted to Caltrans for project eligibility review and approval prior to further review and evaluation by ACTC, its staff, or subcommittee.
3. TE projects who are subject to the requirements of SB 286 (see part 3 of the application form) will be subject to the following review process:
  - a. TE eligible projects whose sponsor is partnering with, or has agreed to employ the services of a Community Conservation Corps or the California Conservation Corps (collectively referred to as corps), shall be selected first for funding (the scope of the work performed by the corps will be identified in page 12 of the TE application).

After all TE eligible projects who have partnered with corps have been selected for funding; the remaining eligible TE projects may be selected.

TE project candidates that meet the following criteria are exempt from the above described selection criteria from this selection requirement and may compete on an equal basis with all project candidates per Section 4 below.

**Projects for which no corps will partner with the sponsor or agree to provide services.** A project sponsor can request this exemption only by certifying on the TE application, with the concurrence of the California Conservation Corps and the California Association of Local Conservation Corps, which the sponsor notified both organizations about the available project, but that no corps in the State was prepared to serve as a partner or provide services.

4. Each project will be given up to 20 points for each of the following project parameters (total score 100 points).
- a. \_\_\_\_\_ **Ease of construction/feasibility.** Does the applicant or sponsor own the property involved? Could there be complications securing needed easements or rights of way? Can the project be constructed quickly and easily? Are there special conditions or constraints that may impact the progress or programming requirements for the project?
  - b. \_\_\_\_\_ **Cost Effectiveness.** Will the project provide the maximum benefit of the TE funds being requested? Does it leverage other sources of funding? Is it consistent with current TE funds available? Does it require future funding for construction? Are construction funds assured?
  - c. \_\_\_\_\_ **Thorough Project Proposal.** Is the project scope, cost and schedule clear, accurate, and realistic? Was it prepared by a qualified or experienced agency staff, consultant, and/or engineer?
  - d. \_\_\_\_\_ **Quality of Life.** Will the project improve the quality of life in the region? Will it provide an economic stimulus to the region? Does it provide an improvement to the transportation system?
  - e. \_\_\_\_\_ **Public and Agency Support.** Does the project have a great deal of local support? Does it include cooperation between local agencies?