



## *Local Programs Procedures*

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### **LPP 03-02 Manual Update**

**Subjects: Local Assistance Program Guidelines, Chapters 10, 14, 15, 16, 17, and 21**

Reference: *Local Assistance Program Guidelines* (LAPG), Chapters 10, 14-17, and 21.

Effective Date: August 28, 2003 Approved: \_\_\_\_\_

**Original Signed By**

KEVIN POKRAJAC, Chief

Office of Procedures Development

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### **WHAT IS AN LPP?**

LPPs are Local Programs Procedures. These documents are used for the rapid deployment of new procedures and policies between updates of the manual and guidelines. They are numbered according to calendar year and order in which released, (i.e., the first LPP issued during the year 2003 would be LPP 03-01).

### **PURPOSE**

The purpose of this Local Program Procedures (LPP) is to disseminate the revisions to the LAPG. The revision to Chapter 21 “Bicycle Transportation Account (BTA)”, Exhibit 21-B is necessary to improve procedures and to provide an instructive BTA application.

The following chapters have been deleted in the LAPG. The empty chapter numbers (10 and 14 through 17) are reserved for future use.

- Chapter 10 (Railroad/Highway At-Grade Crossing). (Contact Steve Cates, Division of Rail at: Steve.Cates@dot.ca.gov or (916) 654-6920)
- Chapter 14 (Flexible Congestion Relief)
- Chapter 15 (State and Local Transportation Partnership Program)
- Chapter 16 (Traffic Systems Management)
- Chapter 17 (TSM Match Funds)

**BACKGROUND**

Chapter 21 (Bicycle Transportation Account) issued February 16, 2001 includes the existing guidelines and procedures for the Bicycle Transportation Account (BTA) program.

Chapter 10 (Railroad/Highway At-Grade Crossing) was removed from the LAPG because the Caltrans, Division of Rail, now has the responsibility for this function.

Chapter 14 (Flexible Congestion Relief), Chapter 15 (State and Local Transportation Partnership Program), Chapter 16 (Traffic Systems Management), and Chapter 17 (TSM Match Funds) have been removed from the LAPG because the programs are no longer in existence and will no longer be part of the Local Assistance Program Guidelines. Information on these chapters are archived and can be accessed by going to the Local Assistance website: <http://www.dot.ca.gov/hq/LocalPrograms/public.htm> and select "Information on Archived Programs and Procedures."

To continuously receive e-mail notifications of the newly posted LPPs on the Division of Local Assistance Homepage, you can subscribe to the DLA list server at: <http://www.dot.ca.gov/hq/LocalPrograms/sub.htm>

## CHAPTER 10

# RAILROAD/HIGHWAY AT-GRADE CROSSING

Contact **Division of Rail** in reference to this chapter or for more information you can go to this website:

<http://www.dot.ca.gov/hq/rail/dorwebsite/dorindex.htm>

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## CHAPTER 14

### FLEXIBLE CONGESTION RELIEF (FCR)

For more information on this chapter you can go to this website:  
<http://www.dot.ca.gov/hq/LocalPrograms/public.htm>  
and select “Information on Archived Programs and Procedures”

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# CHAPTER 15

## STATE AND LOCAL TRANSPORTATION PARTNERSHIP PROGRAM (SLTPP)

For more information on this chapter you can go to this website:  
<http://www.dot.ca.gov/hq/LocalPrograms/public.htm>  
and select “Information on Archived Programs and Procedures”

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## CHAPTER 16

### Traffic Systems Management (TSM)

For more information on this chapter you can go to this website:  
<http://www.dot.ca.gov/hq/LocalPrograms/public.htm>  
and select “Information on Archived Programs and Procedures”

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## CHAPTER 17

### TSM MATCH FUNDS

For more information on this chapter you can go to this website:  
<http://www.dot.ca.gov/hq/LocalPrograms/public.htm>  
and select “Information on Archived Programs and Procedures”

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# BICYCLE TRANSPORTATION ACCOUNT PROJECT APPLICATION

## I. APPLICATIONS INFORMATION

Applicant Agency \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

State Legislative Districts: Senate \_\_\_\_\_ Assembly \_\_\_\_\_ Caltrans Distict \_\_\_\_\_

## II. PROJECT INFORMATION

Project Title: \_\_\_\_\_

Project Location (County or City / Cities): \_\_\_\_\_

Project Type: (Check all that apply)

Class I Bikeway  Class II Bikeway  Class III Bikeway

**Project Description :** In the space provided, describe the project scope, purpose, and need. (Note: *If applicable, please include a detailed map with north arrow and scale showing the project location, length, and project limits.*)

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### III. EVALUATION CRITERIA

*(To be completed by applicant)*

Eligible BTA projects are those that serve the functional needs of bicycle commuters. Accordingly, BTA project applications will be evaluated as Excellent, Good, Fair, Poor, or Ineligible according to the following criteria. In the space provided, describe how well the proposed project fulfills the following program criteria.

Will bicycle commuters be the primary users of the proposed project?

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Does the proposed projects have the potential to increase bicycle commuting?

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Is the proposed project the best alternative for the situation?

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Will the proposed project improve continuity with existing bikeways?

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Will the proposed project provide a direct route to activity centers such as schools employment centers, shopping, etc.?

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**IV. PROJECT BUDGET**

Funding	Engineering / Design	Right-of-Way	Construction	Total	Percent
BTA Funds					
Local Funds					
Other					
Total					

**V. PROJECT SCREENING CRITERIA**

**A. Local Match**

- Will applicant provide the local match as indicated in the project budget table above? (Note: *The minimum local match required is 10%.*) Y  N
- What is the projected completed date of the proposed project? Month \_\_\_\_\_ Year \_\_\_\_\_

**B. Bicycle Transportation Plan (BTP)**

- Name of BTP applicant is using to establish eligibility for BTA funding?  
\_\_\_\_\_ Adopted Date: \_\_\_\_\_
- Name of Regional Transportation Planning Agency (RTPA)  
\_\_\_\_\_ Approval Date: \_\_\_\_\_
- BFU approval Date: \_\_\_\_\_ Submitting BTP with application for review? Y  N
- Is the proposed project consistent with the BTP? Y  N
- BTP page number identifying the proposed project. Page \_\_\_\_\_

**C. Evidence of California Environmental Quality Act (CEQA) Compliance**

- Evidence of compliance with the applicable provisions of CEQA and its corresponding Documentation (signed and dated) must be submitted with the application to be considered for funding. The lead agency for the project is responsible for determining the appropriate level of environmental review for the project.

**VI. APPLICATION SIGNATURE**

An authorized representative of the applicant’s agency must sign the application. The undersigned affirms that the statements contained in the application package are true and complete to the best of the applicant’s knowledge.

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number E-Mail

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