BICYCLE TRANSPORTATION ACCOUNT (BTA)
FISCAL YEAR 2010/11 CALL FOR PROJECTS

GENERAL INFORMATION

Applications for BTA funding are due **Tuesday, December 1, 2009** at Caltrans district offices**.** They must be received by or delivered to the district office by this date. District office addresses are listed at this website: **http://www.dot.ca.gov/mail.htm**

FUNDING

- Caltrans anticipates an appropriation of $7.2 million for the Bicycle Transportation Account (BTA).
- No applicant shall receive more than 25 percent of the total amount transferred to the BTA in a single fiscal year; therefore, the maximum amount an applicant may receive is $1,800,000.
- BTA funds pay a maximum of 90 percent of the total cost of an eligible project. Local agencies must provide a minimum of 10 percent of the total project cost from sources other than the BTA.

ELIGIBLE PROJECT SPONSORS

- City or county agencies are eligible, or a city or county may apply on behalf on another local agency. The city or county assumes responsibility for the BTA application and the proper use and expenditure of BTA funds.
- For more information on the BTA and eligible projects, visit: **http://www.dot.ca.gov/hq/LocalPrograms/bta/btawebPage.htm**
- Cities and counties with current BTA projects subject to the provisions of a Cooperative Work Agreement (CWA) will not be eligible to compete for BTA funds until the CWA project is complete and closed out.

ELIGIBLITY REQUIREMENTS

- To be eligible for BTA funds, local agencies must prepare and adopt a Bicycle Transportation Plan (BTP) that complies with Streets and Highways Code (SHC) section 891.2(a) through (k). **http://www.leginfo.ca.gov/cgi-bin/displaycode?section=shc&group=00001-01000&file=890-894.2**
- **Projects not identified in the local agency's BTP will not be eligible for BTA funds**
- The BTP must be reviewed and approved by the local agency's regional transportation planning agency (RTPA) or appropriate Metropolitan Planning Organization to ensure compliance with SHC section 891.2 and the regional transportation plan (RTP).

GENERAL INFORMATION CONTINUED

- Following regional approval, the city or county must submit the resolution adopting the BTP, and the letter of approval from the MPO/RTPA to the Caltrans Bicycle Facilities Unit (BFU).
- Local Agencies applying for 2010/11 BTA funds must have a BTP adopted between January 1, 2005 and December 31, 2009.
- BTP adoption establishes eligibility for five (5) consecutive BTA funding cycles.

Adopted by Local Agency	Funding Eligibility
12/31/2005	2006/07 – 2010/11
12/31/2006	2007/08 – 2011/12
12/31/2007	2008/09 – 2012/13
12/31/2008	2009/10 – 2013/14
12/31/2009	2010/11 – 2014/15
12/31/2010	2011/12 – 2015/16
12/31/2011	2012/13 – 2016/17

- Local agencies submitting a new or updated BTP with an application must include the following: (1) a resolution adopting the BTP and (2) a letter approving the plan from the local agency's RTPA. If possible please post the BTP on the local agency's website.

Contact

- Local agency questions should be directed to the Caltrans District Local Assistance Engineer (DLAE). The following website link provides contact information for the DLAE in your area.
  http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm

APPLICANT RESPONSIBILITIES

BTA Award Recipient Requirements

BTA funding may be subject to reallocation to another project under the following conditions:

- Recipient agency does not return the Local Agency-State Agreement to the Department within ninety (90) days of mailing by the Department.
- Construction contract is not awarded within the first fiscal year that funds are allocated.
- First invoice is not submitted within the first fiscal year of award and semi-annually thereafter.
- Status report is not submitted within 30 days of the Department's request
- Local agencies with a Cooperative Work Agreement for BTA project that is not yet completed are ineligible to compete for funds during current award cycle.

Application Due Date

- Local agency BTA application packages for the 2010/11 BTA cycle are due at District Local Assistance offices by **Tuesday, December 1, 2009.** Applications received after that date will not be considered.

Application Requirements

- The 2010/11 BTA application form is available on the Division of Local Assistance website at: **http://www.dot.ca.gov/hq/LocalPrograms/bta/btawebPage.htm**
- The completed BTA application form should be concise and limited to 4 pages *(applicants were allowed to add an additional page to expand the project description).* An authorized representative of the applicant agency must sign the application.
- The original signed application and one copy must be submitted to the District Local Assistance office by Tuesday, December 1, 2009.
- Incomplete or late applications become ineligible for BTA funding.
- Cities and counties with BTA projects subject to the provisions of a Cooperative Work Agreement (CWA) are not eligible to compete for BTA funds until the CWA project is completed and closed out.
- The BTA application package must include the following attachments in addition to the 4-page application form (*with allowed additional page for project description)*:

☐ Project Vicinity Map

- The project vicinity map should detail the project location, length, limits, and land uses/activity centers served by the proposed project.
- Photograph of project area

☐ Cross-section Drawing

- Include cross-section drawings for bikeway projects showing the project area before and after project implementation.

☐ Adopted Resolution

- A resolution adopted by the local agency's council or local governing board committing to the minimum required 10 percent local match.

☐ California Environmental Quality Act (CEQA).

- Documentation of compliance with the applicable provisions of the California Environmental Quality Act (CEQA) by the BTA application submittal date. The lead agency is responsible for preparing the required environmental documentation and submitting it with the application.
- A 'Notice of Exemption' or 'Notice of Determination' usually satisfies the requirement.
- A letter from the local agency, signed and dated on agency letterhead, making the appropriate environmental determination by noting the CEQA provision specific to the project will also suffice.

☐ Evidence of project in Bicycle Transportation Plan (BTP)

- Include current BTP page(s) where the proposed project is listed.

☐ Additional support items such as community support letters, brochures, news clippings, and other project related items may be submitted.

☐ Staple the 4-page application form together with the project vicinity map, cross sections (if applicable), resolution, and documentation of environmental clearance (CEQA).

☐ Fasten any additional support items with a removable clip – no binders please.

☐ Submit one original signed application package and one copy to your District Local Assistance Engineer (DLAE).

☐ Send a scanned copy of all documents to the DLAE via email **http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm**.

CALTRANS DLAE RESPONSIBILITIES

☐ Verify applicant eligibility for 2010/11 BTA award

- Check CWA list (list available by October, 2009)
- Check for current approval of BTP (**Approved_BTP_List.pdf**)

By Friday, January 8, 2010 please provide the following to the HQ Bicycle Facilities Unit:

☐ If the local agency has a new or updated bike plan, the package must include:

- a resolution adopting the plan, or evidence of intent to adopt plan by December 31, 2009, and
- a letter approving the plan from the applicant's RTPA.

☐ The completed 2010/11 BTA District Evaluation Form (**2010-11 District BTA Evaluation Form.doc**) for each project.

☐ Rank of all eligible projects submitted to the district identifying the District's choices for projects (**2010-2011_BTA_District Ranking Template.xls**).

☐ Incomplete applications are ineligible for BTA funding. Please ensure each BTA application package has:

- The original application package is signed by an authorized representative of the applicant local agency. DLAEs retain the second application package for your BTA project file.

- Project Vicinity Map - The project vicinity map should detail the project location, length, limits, land uses, and activity centers served by the proposed project.

- Cross-section Drawing - If the proposed project is a bikeway project, include cross-sections showing the project area prior to and after project implementation.

- Adopted Resolution - A resolution adopted by the local agency's council or local governing board committing to the minimum required 10 percent local match.

CALTRANS DLAE RESPONSIBILITIES CONTINUED

- California Environmental Quality Act (CEQA).
  - Documentation of approved environmental clearance as required under the California Environmental Quality Act (CEQA).
  - A 'Notice of Exemption' or 'Notice of Determination' usually satisfies the requirement.
  - A letter from the local agency, signed and dated on agency letterhead, making the appropriate environmental determination by noting the CEQA provision specific to the project will also suffice.

- Evidence of project in Bicycle Transportation Plan (BTP)
  - Include a copy of the current BTP page (not the complete plan) where the proposed project is listed.

☐ Additional items such as support letters, brochures, news clippings, and other project related items may be submitted.

☐ Staple the 4-page application form together with the project vicinity map, cross sections for bikeway projects, resolution, and documentation of environmental clearance (CEQA).

☐ Fasten any additional support items with a removable clip – no binders please.

DLAE questions should be directed to Ann Mahaney at (916) 653-0036 or ann_mahaney@dot.ca.gov. The DLAE may also contact Ken McGuire at (916) 653-2750 or Ken.McGuire@dot.ca.gov.