



## *Local Programs Procedures*

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### **LPP 01-03 Bicycle Transportation Account (BTA)**

Reference: *Local Assistance Program Guidelines*, Chapter 21, “Bicycle Transportation Account Program (BTA)”

Effective Date: February 16, 2001

Approved: Original signed by  
TERRY L. ABBOTT  
Acting Program Manager  
Local Assistance Program

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#### **User-Friendly Features:**

- The text of these Local Programs Procedures (LPP) has been formatted into new and/or revised pages that can be easily inserted into the *Local Assistance Program Guidelines* (LAPG).
- For completeness, Chapter 21 of the LAPG is provided in its entirety.
- A list of references has been provided to this LPP.

These new procedures may be found on the Local Assistance Home Page on the Internet at <http://www.dot.ca.gov/hq/LocalPrograms/> under the “BTA - Bicycle Transportation Account” link. These procedures are also incorporated into the electronic version of the LAPG. For information on the entire LAPG, click on “publications” and then click on item 4, “Local Assistance Manuals” on the Local Assistance Home Page.

#### **PURPOSE**

This LPP presents Chapter 21 of the *Local Assistance Program Guidelines*. It provides a set of guidelines for the Bicycle Transportation Account (BTA) Program.

#### **EXISTING PROCEDURES**

The *Local Assistance Program Guidelines* was issued November 16, 1998. It included existing operating procedures and guidelines for the BTA program.

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NEW PROCEDURES

Please refer to the revised BTA Program, Chapter 21 of the *Local Assistance Program Guidelines*. The revisions are necessary in order to accomplish the following objectives.

1. Correct the annual BTA funding level to reflect Chapter 834, Statutes of 2000 (SB 1772)
2. Changes in the Bicycle Transportation Plan (BTP) adoption cycle.
3. Formation of the “BTA Evaluation Committee” and related rating factors and criteria.

**REFERENCES**

- Streets and Highways Code Sections 890-894.2, Section 2106
- Chapter 834, Statutes of 2000 (SB 1772)
- Caltrans *Highway Design Manual*, Chapter 1000

## CHAPTER 21 BICYCLE TRANSPORTATION ACCOUNT (BTA)

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## CHAPTER 21 BICYCLE TRANSPORTATION ACCOUNT

### 21.1 INTRODUCTION

The Bicycle Transportation Account (BTA) provides State funds for city and county projects that improve safety and convenience for bicycle commuters. The program is consistent with the Legislature's intent when it adopted the California Bicycle Transportation Act:

"...to establish a bicycle transportation system...designed and developed to achieve the functional commuting needs of the employee, student, business person, and shopper as the foremost consideration in route selection, to have the physical safety of the bicyclist and bicyclist's property as a major planning component, and to have the capacity to accommodate bicyclists of all ages and skills."

The Bicycle Facilities Unit (BFU) in the Local Assistance Program administers the BTA.

### 21.2 APPLICANTS

Applicants for BTA funds must be an incorporated city or a county within the State of California. A city or county may apply for funds on behalf of another local agency that is not a city or county. The applicant assumes responsibility for the proper use and expenditure of BTA funds.

To be eligible for BTA funds, a local agency must have an adopted Bicycle Transportation Plan (BTP) that complies with Section 891.2 of the Streets and Highways Code and the following:

- The local agency governing board must adopt the BTP or certify that it has been updated and complies with State law and the regional transportation plan.
- The BTP must have been adopted no earlier than four years prior to July 1 of the fiscal year in which BTA funds are granted. (Example: The 2001/2002 fiscal year begins on July 1, 2001. Local agencies applying for 2001/2002 BTA funds must have a BTP adopted July 1, 1997 or later.)
- The local agency must submit the BTP to the appropriate county transportation commission or transportation planning agency for review and certification that it complies with Section 891.2 of the Streets and Highways Code and the regional transportation plan.
- Following regional approval, the local agency must submit the BTP to Caltrans Bicycle Facilities Unit (BFU) for review and approval.

Please see Exhibit 21-A for details on the BTP approval process.

### 21.3 PROJECT CATEGORIES

BTA projects are intended to improve safety and convenience for bicycle commuters. Eligible project categories include, but are not limited to, the following:

- (a) New bikeways serving major transportation corridors
- (b) New bikeways removing travel barriers to potential bicycle commuters
- (c) Secure bicycle parking at employment centers, park-and-ride lots, rail and transit terminals, and ferry docks and landings
- (d) Bicycle-carrying facilities on public transit vehicles
- (e) Installation of traffic control devices to improve the safety and efficiency of bicycle travel
- (f) Elimination of hazardous conditions on existing bikeways
- (g) Planning
- (h) Improvement and maintenance of bikeways

Eligible project activities include:

- Preliminary engineering
- Final design
- Construction
- Right-of-way
- Construction engineering

Local agencies should submit applications only for those projects where right-of-way acquisition is complete and where agreements with other organizations such as railroads, utility districts, flood control districts, coastal commissions, etc., will be completed prior to award of contract.

The project must be in compliance with the applicable provisions of the California Environmental Quality Act by the beginning of the State fiscal year (July 1) in which the local agency is seeking BTA funding.

Please see Exhibit 21-B for the BTA Application form.

## 21.4 RATING FACTORS AND CRITERIA

Eligible BTA projects are those that serve the functional needs of bicycle commuters. Accordingly, the BTA Evaluation Committee rates applications as Excellent, Good, Fair, Poor, and Ineligible according to the following criteria:

How well has the applicant demonstrated that the project:

- 1) Will be used primarily by bicycle commuters?
- 2) Has the potential to increase bicycle commuting?
- 3) Is the best alternative for the situation?
- 4) Will improve continuity with existing bikeways?
- 5) Will provide a direct route to activity centers such as schools, employment centers, shopping, etc.?
- 6) Is consistent with the applicable Bicycle Transportation Plan?

## 21.5 FUNDING CONSIDERATIONS

In the 2001/2002 through 2005/2006 fiscal years, \$7.2 million of BTA funds will be available annually. In the 2006/2007 fiscal year and beyond, \$5 million of BTA funds will be available annually. The State fiscal year begins on July 1 and ends on June 30 of the following year.

Caltrans allocates and disburses monies from the BTA according to the following priorities:

- To the Department - the amounts necessary to administer the program, not to exceed one percent of the funds expended per year.
- To cities and counties - the remaining funds available in the account, for bikeways and related facilities, planning, safety, and education.

The total amount of BTA funds requested by an applicant for a project should not exceed 25 percent of the total amount transferred to the BTA in a single year. The State reimbursement ratio for all projects will be 90 percent. Funds are granted to cities or counties on a matching basis that require the applicant to furnish a minimum of 10 percent of the total cost of constructing the proposed bikeways and related facilities. The ratio of local funds to BTA funds on the original application form will determine the project's reimbursement amount.

BTA funds may be used, when feasible, to apply for and match Federal grants or loans.

## 21.6 MILESTONES

Please see Exhibit 21-A for the Bicycle Transportation Plan and Bicycle Transportation Account milestones.

## 21.7 DESIGN STANDARDS

All bikeway projects shall be designed and constructed in accordance with the Chapter 1000 of the *Highway Design Manual, Bikeway Planning and Design*. Local agencies are encouraged to address questions regarding compliance with Chapter 1000 to the District Local Assistance Engineer or Bicycle Facilities Unit.

## 21.8 STATUS REPORTS

The Department of Transportation requests that local agencies provide an annual status report for BTA projects.

Please see Exhibit 21-C for a suggested status report format.

## 21.9 SCHEDULE

Each year, the Bicycle Facilities Unit (BFU) sends a BTA project solicitation memo to the District Local Assistance Engineer (DLAE). Please see Exhibit 21-B for Caltrans District Local Assistance Offices. The memo includes information about the upcoming BTA cycle and requests that the DLAE forward the information to all cities and counties in the district. The DLAE also receives and categorizes all BTA applications submitted by local agencies in their district according to Exhibit 21-B and forwards the applications to the BFU.

The BTA Evaluation Committee evaluates the project applications for compliance with the California Bicycle Transportation Act and forwards the evaluations to Caltrans management for review. Caltrans management reviews the application evaluations and develops a recommended list of projects.

Please see Exhibit 21-A for specific BTA processes.

## 21.10 EVALUATIONS

To determine the cost effectiveness of the BTA program, Caltrans requests that local agencies provide an evaluation of the effectiveness of funded BTA projects when requested by the BFU. BFU will request the evaluation following project completion.

## 21.12 REFERENCES

- Local Assistance Website: [www.dot.ca.gov/hq/LocalPrograms/](http://www.dot.ca.gov/hq/LocalPrograms/)
- *Streets and Highways Code*, Section 890 - 894.2, Section 2106  
[www.leginfo.ca.gov/html/shc\\_table\\_of\\_contents.html](http://www.leginfo.ca.gov/html/shc_table_of_contents.html)
- Caltrans *Highway Design Manual*, Chapter 1000  
[www.dot.ca.gov/hq/oppd/1000.pdf](http://www.dot.ca.gov/hq/oppd/1000.pdf)
- Chapter 834, Statutes of 2000 (SB 1772)  
[www.leginfo.ca.gov/cgi-bin/postquery?bill\\_number=sb\\_1772&sess=PREV&house=B](http://www.leginfo.ca.gov/cgi-bin/postquery?bill_number=sb_1772&sess=PREV&house=B)
- American Association of State Highway and Transportation Officials (AASHTO), *Guide for the Development of Bicycle Facilities 1999*.

*Note: The AASHTO document is for reference only. All Bicycle Transportation Account projects must comply with the requirements set forth in the Streets and Highways Code and the bikeway design standards in the Caltrans Highway Design Manual, Chapter 1000.*

## BICYCLE TRANSPORTATION PLAN AND BICYCLE TRANSPORTATION ACCOUNT PROCEDURES

### BICYCLE TRANSPORTATION PLAN PROCESS

Responsible Unit	Action
DISTRICT	1. Following receipt of BTA application package from BFU (See step 3 in BTA Process), notifies local agencies of the deadline for submittal of BTA applications and Bicycle Transportation Plans (BTPs).
LOCAL AGENCY	2. Develops BTP. Local governing board adopts BTP by resolution.  3. Submits BTP to appropriate transportation planning agency for review and approval.  4. Submits approved BTP to Bicycle Facilities Unit (BFU) by deadline.
BFU	5. Logs BTP, local agency approval, and regional transportation agency approval.  6. Reviews BTP. Approves or disapproves plan per Streets and Highways Code Section 891.2.  7. Notifies local agencies of results of plan review.

### BICYCLE TRANSPORTATION ACCOUNT PROCESS

Responsible Unit	Action
BFU	1. Consults with Caltrans Accounting to determine amount of funds available for programming.  2. Develops annual BTA application solicitation package and forwards package to districts.
DISTRICT	3. Sends BTA application information to local agencies.
LOCAL AGENCY	4. Completes BTA application and sends it to the Caltrans District Local Assistance Engineer.
DISTRICT	5. Categorizes BTA applications and forwards them to BFU. Local Assistance Engineer retains one copy of the application for District file.
BFU EVALUATION COMMITTEE	6. Reviews applications/projects for bicycle commuter value and compliance with the California Bicycle Transportation Act and forwards the evaluations to Caltrans management for review.

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|--------------|-----|--|
| CALTRANS     | 7.  | Caltrans management reviews the application evaluations and develops an approved list of projects to be funded.  |
| BFU          | 8.  | Provides applicants and districts with results of selection process. Assigns BTA numbers to selected projects.   |
|              | 9.  | Develops Local Agency/State Agreement for each project. The Local Agency/State Agreement addresses project scope, schedule and cost.   |
| ACCOUNTING   | 10. | Certifies availability of BTA funds.   |
| BFU          | 11. | Signs agreements and sends to local agency for signature.  |
| LOCAL AGENCY | 12. | Signs agreements, develops resolutions, and sends agreements and resolutions to BFU.   |
| BFU          | 13. | Retains copy of executed agreements in BTA files; forwards original to Accounting and a copy to the District Local Assistance Engineer.  |
| ACCOUNTING   | 14. | Provides executed agreements to Office of State Controller.  |
| LOCAL AGENCY | 15. | Develops plans, specifications, and estimates and certifies that project complies with standards in the <i>Highway Design Manual</i> , Chapter 1000. Sends copy to BFU if requested. |
|              | 16. | Awards contract or requests a time extension from BFU.   |
| BFU          | 17. | Approves or denies request for time extension and notifies local agency. If the request is denied, the cooperative agreement is void and the funds revert to the BTA.                |
| LOCAL AGENCY | 18. | Monitors project construction, submits progress pay invoices to BFU. Submits final pay invoices to District Local Assistance Engineer (see step 19).                                 |
| DISTRICT     | 19. | Inspects project for completion and conformance with the approved application and Chapter 1000.  |
|              | 20. | Notifies BFU that local agency and District accepts the project as complete, or  |
|              | 21. | Rejects the project and notifies local agency. Coordinates final project inspection with local agency until project is accepted and notifies BFU.                                    |
| BFU          | 22. | Reviews and approves submitted invoice and forwards it to Accounting with request for payment to local agency.   |
| ACCOUNTING   | 23. | Requests payment to local agency from the State Controller.  |
| CONTROLLER   | 24. | Pays local agency.   |
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## BICYCLE TRANSPORTATION ACCOUNT PROJECT APPLICATION

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

**Address** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Project Title** \_\_\_\_\_

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

**State Legislative Districts: Senate** \_\_\_\_\_ **Assembly** \_\_\_\_\_

**Project Description / Purpose / Need - please include a map with north arrow and scale showing the project location, length, and project limits if appropriate.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### PROJECT BUDGET

Funding	Engineering / Design	Right-of-Way	Construction	Total
BTA Funds				
Local Funds				
Other				
<b>Total</b>	\$	\$	\$	\$

### BICYCLE TRANSPORTATION ACCOUNT PROJECT SCREENING CRITERIA

The following items are minimum requirements for project eligibility and must be submitted with the application:

- 1) A Bicycle Transportation Plan that addresses Streets and Highways Code Section 891.2 (a-k) prepared and adopted by the applicant and approved by the applicant’s transportation planning agency and the Caltrans Bicycle Facilities Unit. The plan should include copies of the local resolution adopting the Bicycle Transportation Plan and Regional Transportation Planning Agency approval of the plan.
- 2) A resolution certifying the availability of the required 10 percent local share of the total project cost.
- 3) Documentation of completed environmental clearance.

**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 categorized as Excellent, Good, Fair, Poor or Ineligible according to the following criteria:

How well has the applicant demonstrated that the project:

- 1) Will be used primarily by bicycle commuters?

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- 2) Has the potential to increase bicycle commuting?

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- 3) Is the best alternative for the situation?

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- 4) Will improve continuity with existing bikeways?

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- 5) Will provide a direct route to activity centers such as schools, employment centers, shopping, etc.?

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- 6) Is consistent with the Bicycle Transportation Plan?

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**BICYCLE TRANSPORTATION ACCOUNT**  
**PROJECT STATUS REPORT**  
**Due July 1<sup>st</sup> of each year until project completion**

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

BTA Number (from Local Agency-State Agreement): \_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original Projected Award Date: \_\_\_\_\_

Current Projected Award Date: \_\_\_\_\_

Original Estimated Project Completion Date: \_\_\_\_\_

Current Estimated Project Completion Date: \_\_\_\_\_



## CALTRANS DISTRICT LOCAL ASSISTANCE OFFICES

**District 1**

1656 Union St.  
Eureka, CA 95501  
(707) 445-6399

**District 2**

1657 Riverside Dr.  
Redding, CA 96049  
(530) 225-3484

**District 3**

703 "B" St.  
Marysville, CA 95901  
(530) 741-5450

**District 4**

111 Grand Ave.  
Oakland, CA 94612  
(510) 286-5226

**District 5**

50 Higuera St.  
San Luis Obispo, CA 93401  
(805) 542-4606

**District 6**

826 "L" St.  
Fresno, CA 93721  
(559) 488-4105

**District 7**

700 North Alameda St.  
Los Angeles, CA 90012  
(213) 620-6544

**District 8**

464 West Fourth St.  
San Bernardino, CA 92401  
(909) 383-4030

**District 9**

500 S. Main St.  
Bishop, CA 93514  
(760) 872-0764

**District 10**

1976 E. Charter Way  
Stockton, CA 95205  
(209) 948-3689

**District 11**

2829 Juan St.  
San Diego, CA 92110  
(619) 688-6778

**District 12**

3337 Michelson Dr., Suite CN380  
Irvine, CA 92612  
(949) 756-7805

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