Metropolitan Transportation Commission

Transportation Development Act Article 3 Funds

Bicycle and Pedestrian Projects

**Instructions for the Use of the Model Governing Body Resolution by Claimants**

*(A model resolution follows these instructions)*

The model resolution contains four parts:

1. Abstract of the purpose of the resolution (optional)

2. Body of the Resolution

3. Attachment A to the Resolution – Required Findings

4. Attachment B to the Resolution – MTC Application Form

All TDA Article 3 claimants should use this model resolution since it includes proper wording for findings to be made by the claimant.

One resolution may be used for requesting allocations for multiple projects.

A claimant may reformat the resolution for administrative purposes, but any wording changes should be approved by MTC in advance.

Attachment A, the “Findings,” must be included as part of the resolution. If you have questions about revising any of the text in the resolution or in Attachment A, or altering any of the findings, please contact MTC for prior approval.

For attachment B – local Congestion Management agency or county-approved forms may be used in lieu of MTC’s standard format if basic identifying information about the project and the project sponsor is included. A separate “Project Application” form must be used for each project. If the claim covers multiple projects, the multiple claim forms still constitute only one Attachment B. In other words, Attachment B can be one to “n” number of claim forms, and the total number of pages of Attachment B is the total number of pages of all of the claim forms (including any accompanying pages).

Where you see INSERT NUMBER, insert – in black type – the number you assign to the resolution.

Where you see INSERT NAME OF CLAIMANT, insert – in upper and lower case black type – the official name of the city or county (e.g., “the City of Oakland,” “the County of Solano”).

Where you see INSERT NAME OF COUNTY, insert – in upper and lower case black type – the name of the county from which the claim is being submitted (e.g., “Napa County”).

Resolution No. **INSERT NUMBER**

Abstract [Optional]

This resolution approves the request to the Metropolitan Transportation Commission by the **INSERT NAME OF CLAIMANT** for an allocation of Transportation Development Act Article 3 Pedestrian and Bicycle Project funding for fiscal year **INSERT FISCAL YEAR**.

Resolution No. **INSERT NUMBER**

Re: Request to the Metropolitan Transportation Commission for the allocation of fiscal year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle project funding

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, Revised, entitled “Transportation Development Act, Article 3, Pedestrian/Bicycle Projects,” which delineates procedures and criteria for submission of requests for the allocation of “TDA Article 3” funding; and

WHEREAS, MTC Resolution No. 4108, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the **INSERT NAME OF CLAIMANT** desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code,and furthermore, be it

RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the **INSERT NAME OF CLAIMANT** to carry out the project;and furthermore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of **INSERT NAME OF COUNTY** for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

The INSERT NAME OF CLAIMANT adopted this resolution on **INSERT DATE.**

AYES:

NAYS:

Certified to by (signature):

**TYPE NAME OF CERTIFYING INDIVIDUAL HERE**

Resolution No. **INSERT NUMBER**

Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

# Findings

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1. That the **INSERT NAME OF CLAIMANT** is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the **INSERT NAME OF CLAIMANT** legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.

2. That the **INSERT NAME OF CLAIMANT** has committed adequate staffing resources to complete the project(s) described in Attachment B.

3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).

4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.

5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).

6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).

7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the **INSERT NAME OF CLAIMANT** within the prior five fiscal years.

8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.

9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.

10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).

11. That the **INSERT NAME OF CLAIMANT** agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

Resolution No. \_\_\_\_\_ page \_\_\_ of \_\_\_

Attachment B

TDA Article 3 Project Application Form

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Agency** |  | | |
| 1. **Primary Contact** |  | | |
| 1. **Mailing Address** |  | | |
| 1. **Email Address** |  | 1. **Phone Number** |  |
| 1. **Secondary Contact** (in the event primary is not available) |  | | |
| 1. **Mailing address** (if different) N/A |  | | |
| 1. **Email Address** |  | 1. **Phone Number** |  |
| 1. **Send allocation instructions to** (if different from above): |  | | |
| 1. **Project Title** |  | | |
| 1. **Amount requested** |  | 1. **Fiscal Year of Claim** |  |

1. **Description of Overall Project:**
2. **Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)
3. **Project Location:** A map of the project location is attached or a link to a online map of the project location is provided below:

**Project Relation to Regional Policies** (for information only)

1. Is the project in an [Equity Priority Community](https://mtc.ca.gov/planning/transportation/access-equity-mobility/equity-priority-communities)? Yes No
2. Is this project in a [Priority Development Area](https://mtc.ca.gov/planning/land-use/priority-development-areas-pdas) or a [Transit-Oriented Community](https://mtc.ca.gov/planning/land-use/transit-oriented-communities-toc-policy)? Yes No
3. **Project Budget and Schedule**

**Project Eligibility**

1. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes No

If “YES,” identify the date and provide a copy or link to the agenda.

If "NO," provide an explanation).

1. Has the project been approved by the claimant's governing body? Yes No

If "NO," provide expected date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has this project previously received TDA Article 3 funding? Yes No

(If "YES," provide an explanation on a separate page)

1. For "bikeways," does the project meet Caltrans minimum safety design criteria Yes No

pursuant to [Chapter 1000 of the California Highway Design Manual](https://dot.ca.gov/programs/design/manual-highway-design-manual-hdm).)?

1. **1.** Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Yes No

Existing Facility?

**2.** If “NO” above, is the project is exempt from CEQA for another reason? Yes No

Cite the basis for the exemption. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N/A

If the project is not exempt, please check “NO,” and provide environmental

documentation, as appropriate.

1. Estimated Completion Date of project (month and year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Have provisions been made by the claimant to maintain the project or facility, or has Yes No

the claimant arranged for such maintenance by another agency? (If an agency other

than the Claimant is to maintain the facility, please identify below and provide the agreement.

1. Is a Complete Streets Checklist required for this project ? Yes No

If the amount requested is over $250,000 or if the total project phase or construction

phase is over $250,000, a Complete Streets checklist is likely required. Please attach

the Complete Streets checklist or record of review, as applicable. More information

and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>